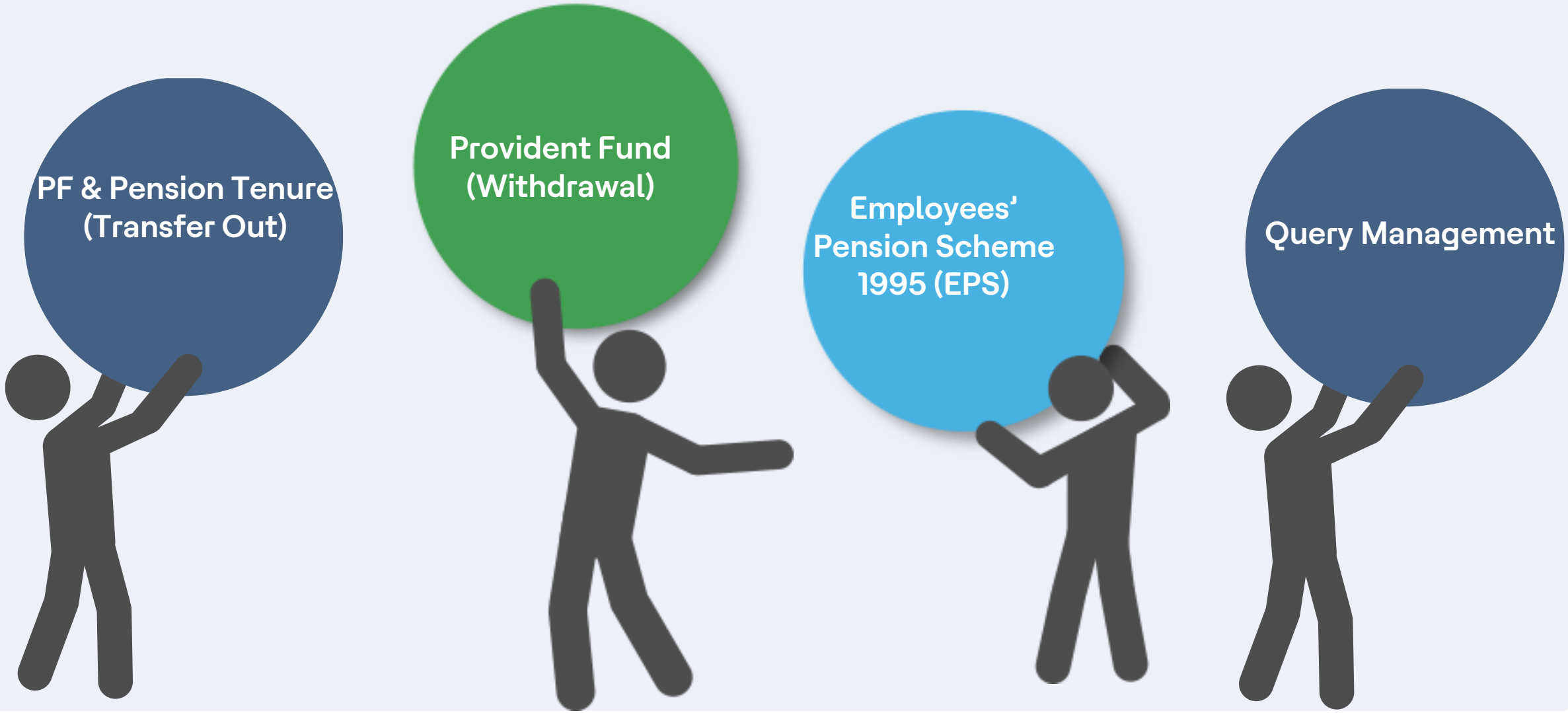
HCLTech | Supercharging Progress™

Employee Exit Process
- Provident Fund & Pension

HCL

Schemes offered under EPFO



Provident Fund & EPS Transfer-Out

Application Procedure

Provident Fund Transfer Out Application Procedure

01

Arrange Pre-Requisite for PF Transfer

02

Login into HCL's Offboarding Portal and click on PF Portal Link

03

ESS Facto HR Auto Login facility

04

Click on Transactions and choose Transfer Out Application Option

05

Fill-in current employers' details

06

Attach copy of form 13 and submit the application

Kindly refer to the attached full procedure of application -

Provident Fund **Transfer Out** Application Procedure

Form 13 generation procedure on EPFO Portal

1. Step 1: Log in to the EPFO website using your Universal Account Number (UAN) and the password. Step 2: Under the "Online Services" tab, select "One Member – One EPF Account (Transfer Request)". Detailed procedure has been explained in the next slides.

2. Download the form 13 from EPFO portal and follow below steps to upload the form on HCL portal to transfer the fund.

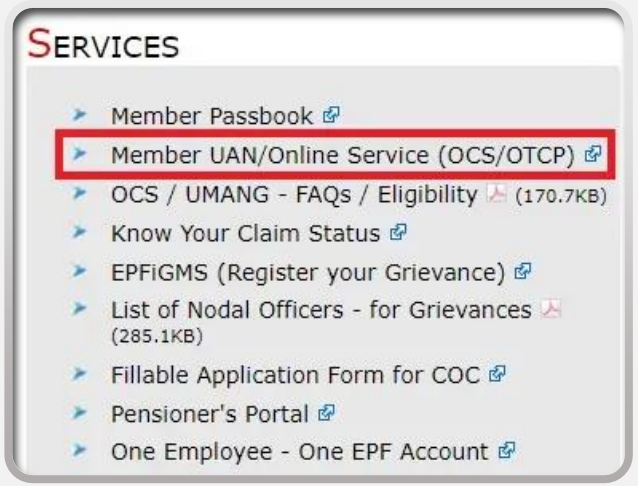
EPFO Login for Employees – Generate form 13

Go to the [EPFO Unified Login portal](https://unifiedportal-mem.epfindia.gov.in/memberinterface/) / open below Link **https://unifiedportal-mem.epfindia.gov.in/memberinterface/**

Under 'Services' section, click on 'For Employees'.

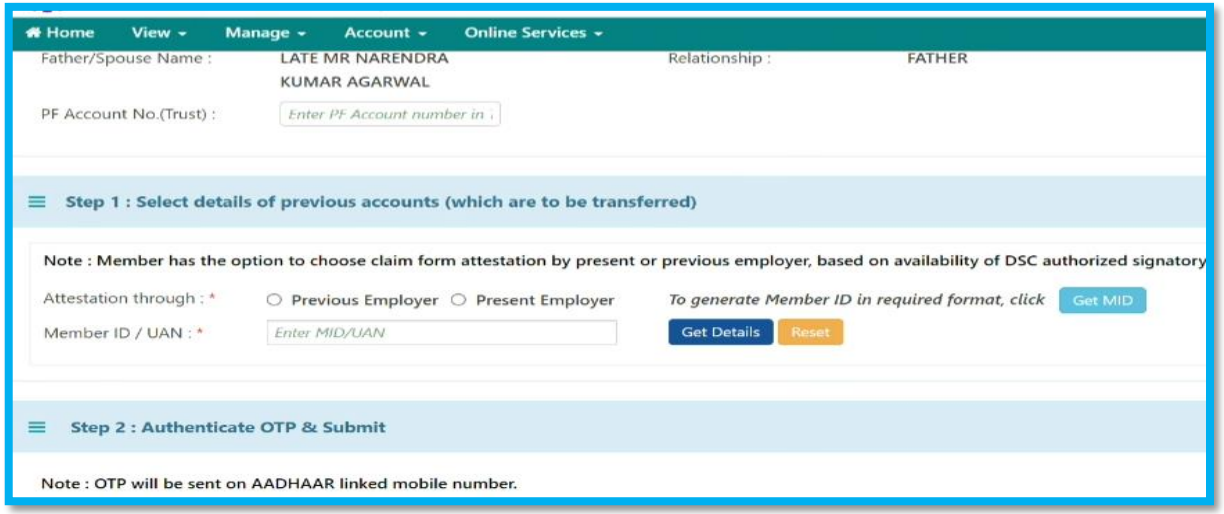
As the new dashboard opens up, go to Member UAN/Online Services (in the 'Services' section). You can also go directly to the EPFO Member Portal/e-SEWA Portal.

Now login using UAN which is possible if you have an activated UAN (Universal Account Number). Below the 'login' section, there's also an option to activate UAN. In case you have not activated it, click on 'Activate UAN'



Form 13 (PF Transfer out) Generation Procedure

Post login, click on Online Services and then ONE MEMEBR – ONE EPF ACCOUNT (TRANSFER REQUEST)



Entre Current PF Number, Select current employer and enter member id / UAN id and click on Get Details...

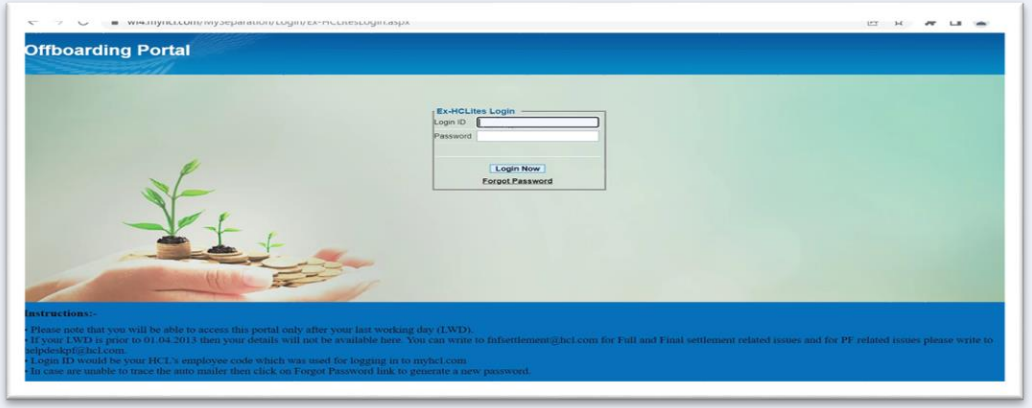
Form 13 (PF Transfer out) Generation Procedure

Click on Get OTP, Enter OTP and submit.

Post submit it, download the application form and follow the procedures explained on next slides to upload the form on HCL PF Portal.

Offboarding Login Procedure

Step 1: Please visit separation portal through this link https://wf4.myhcl.com/MySeparation/Login/Ex-HCLitesLogin.aspx. (Separation portal will open as provided below in screenshot)



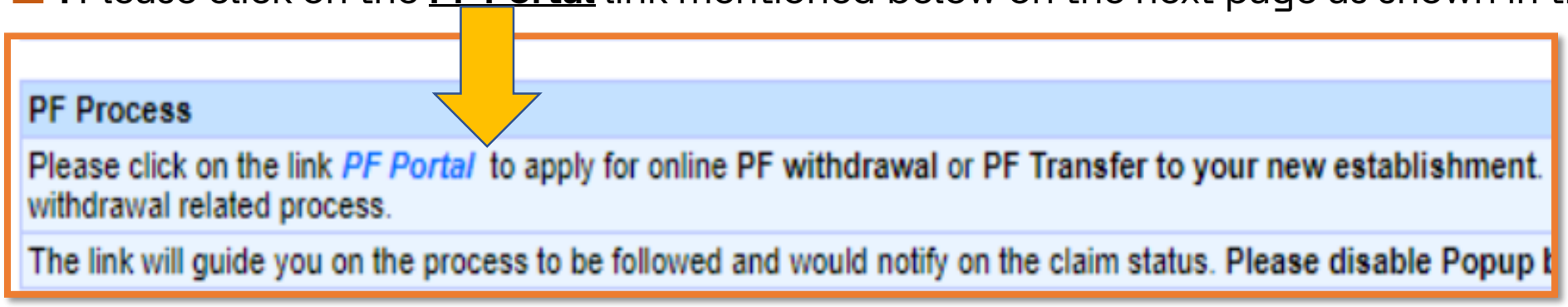
Login Id /Password : Please enter your **SAP id** and **password**, an **OTP** will be triggered to the **Personal Email Id** (OTP is valid for 10 minutes only). Please check spam folder in case OTP is not received in the INBOX.

Forgot Password : Please enter **SAP id** / **Employee id** and click on **Get Details button**, and then enter **PAN No**. or **Date of Birth**, temporary password will be sent to the personal email id, this password will be valid only for 30 minutes. Employee is requested to change his password using temporary password.

Challenge in login to the portal, please send an email @ portal.login.issue@hcl.com along with error screenshot.

Provident Fund **Transfer Out** Application Procedure

Step 2 : Please click on the **PF Portal** link mentioned below on the next page as shown in the screenshot.



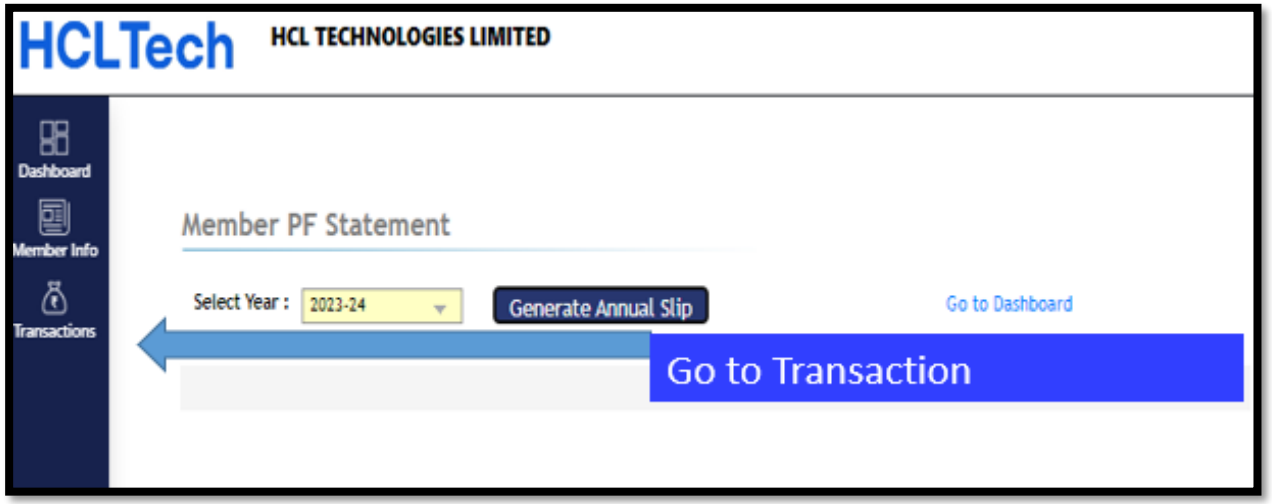
Note: If above link is not opening

Please try accessing portal in browser's Incognito/InPrivate window, After left click (direct select) PF portal link, kindly check URL right side and disable popup blocker (choose Allow for site option)

Provident Fund **Transfer Out** Application Procedure

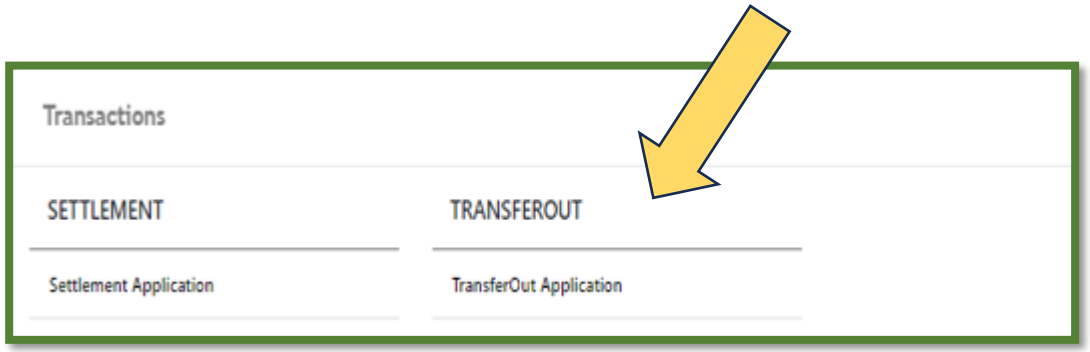
Step 3: Wait for Auto Login

Step 3.1 : Click on Transactions

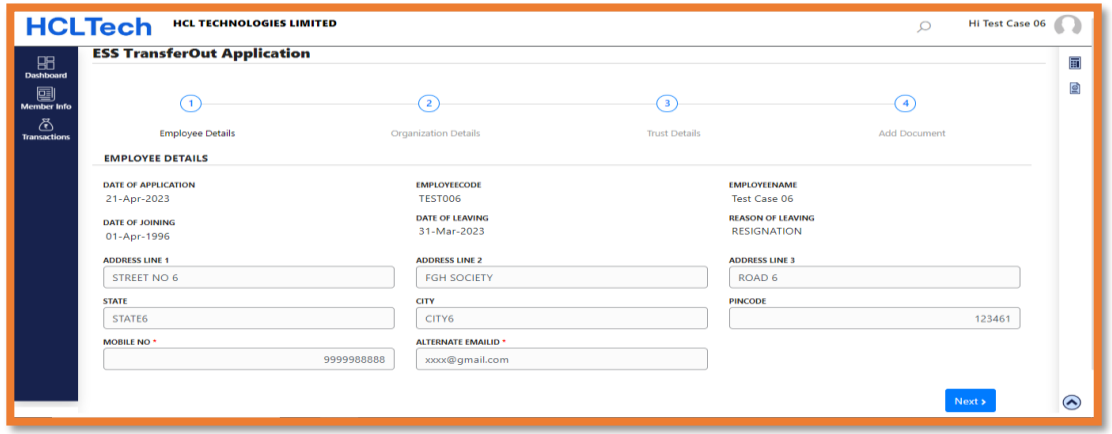


Provident Fund **Transfer Out** Application Procedure

Step 3.2 Click on Transfer Out Application

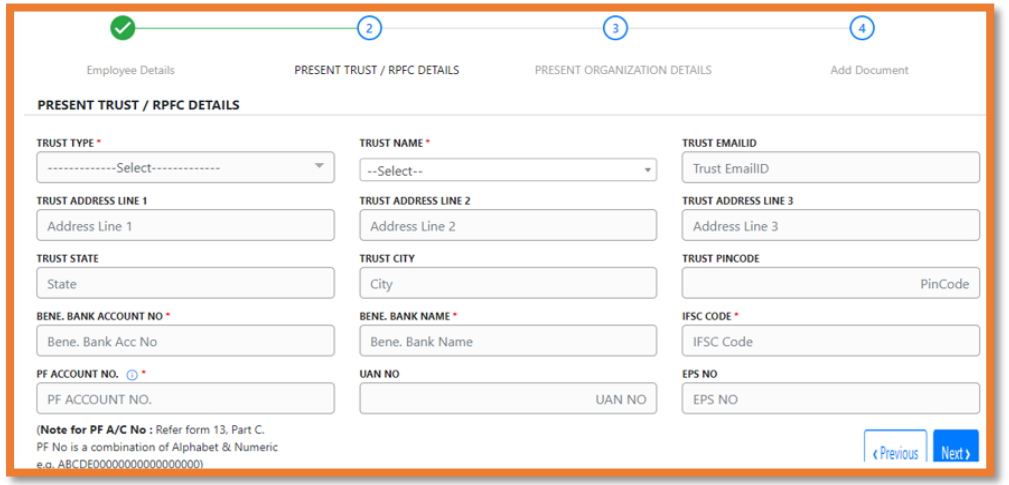


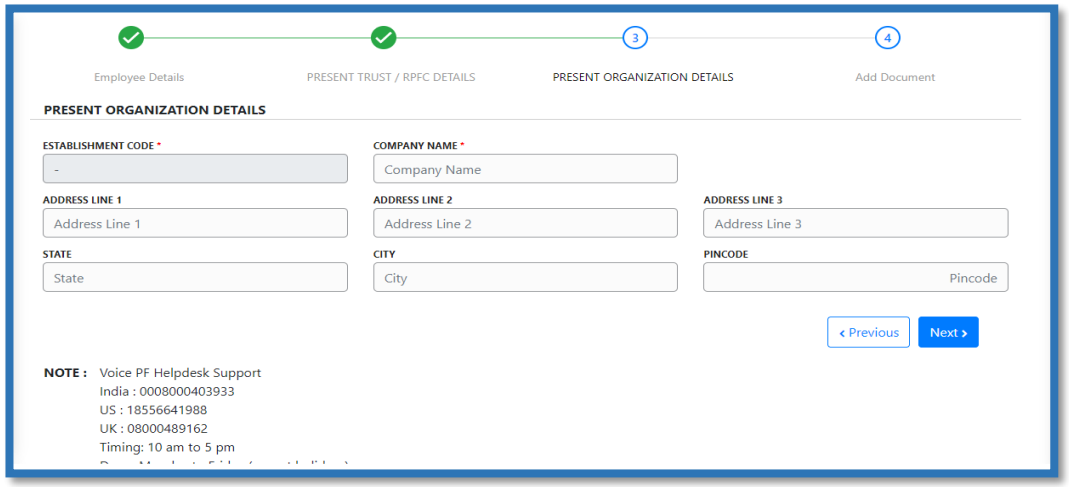
Step 3.3 Verify your basic details here and Click on Next



Provident Fund **Transfer Out** Application Procedure

Step 3.4 Fill the details and next

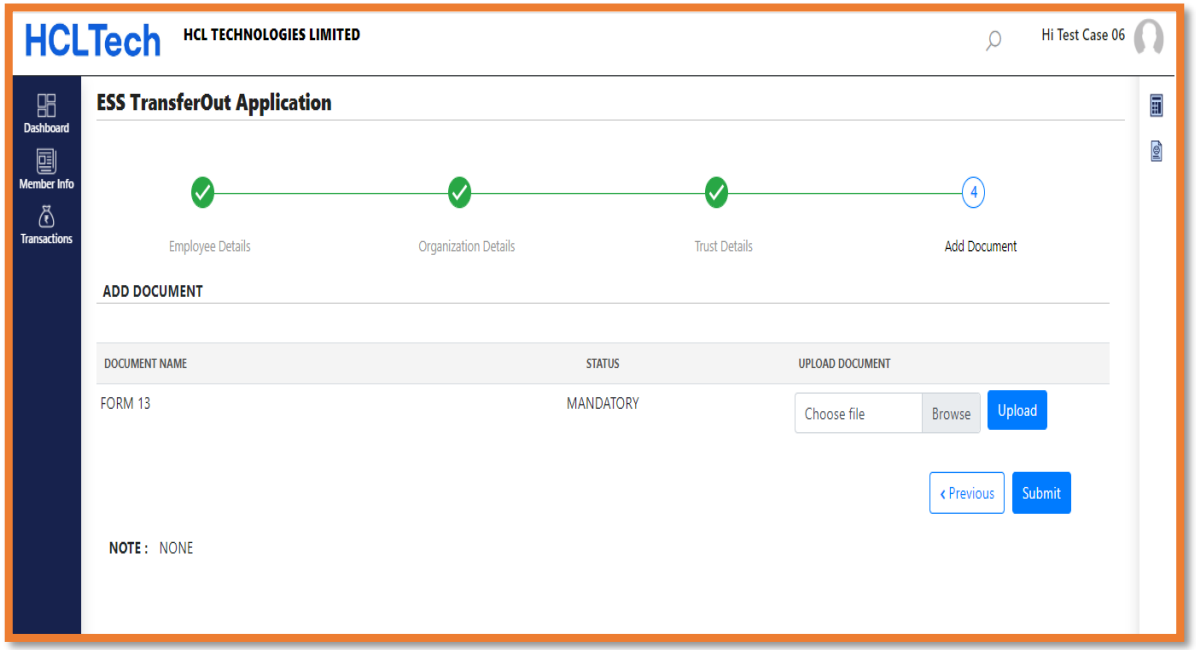


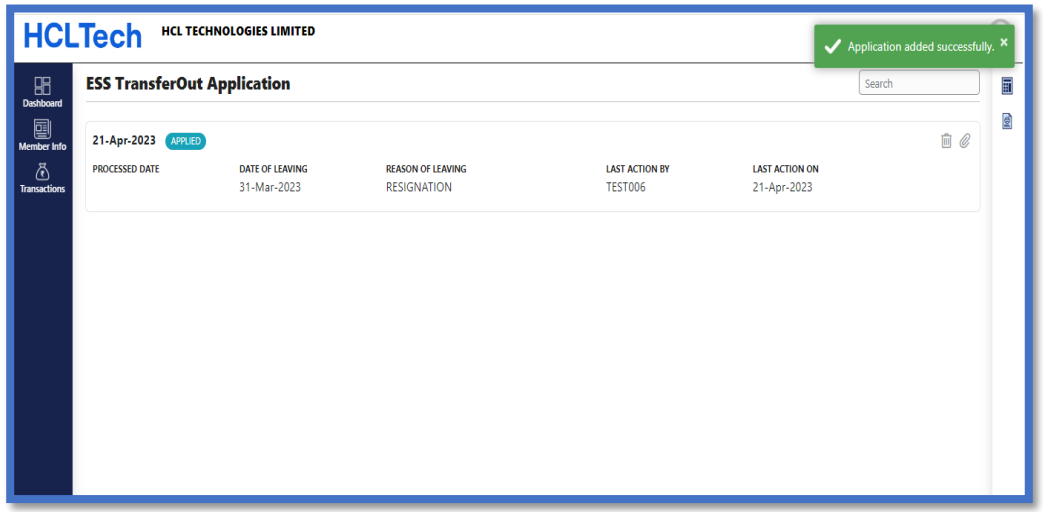


Step 3.5 Fill the details and next

Provident Fund **Transfer Out** Application Procedure

Step 3.6 Choose form 13 and Upload





Step 3.7 Application Created successfully

Provident Fund Withdrawal Application Procedure

Provident Fund **Withdrawal** Application Procedure

01

Login into HCL's Offboarding Portal and click on PF Portal Link

02

ESS Facto HR Auto Login Facility Available

03

Click on Transactions and choose Settlement Application Option

04

Choose Bank Account Type and fill in the details

05

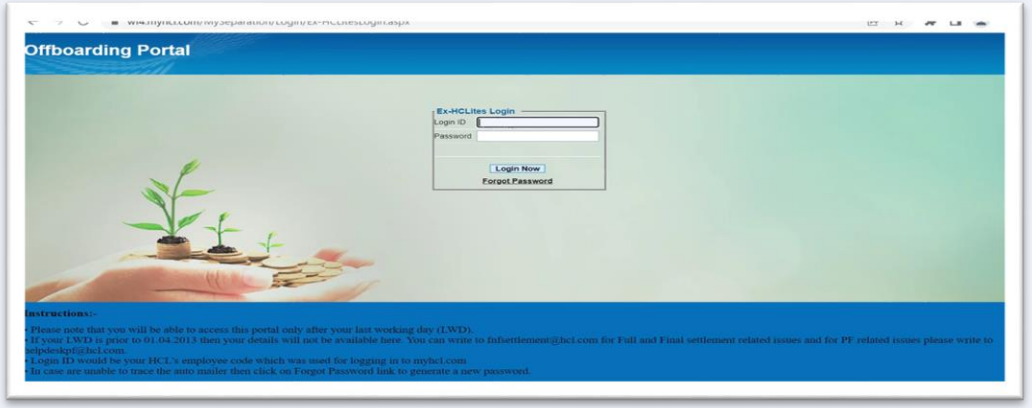
Generate the form 19 & Form 15G/H and take the print for signature

06

Upload signed forms and other documents e.g. Copy of Aadhar, Pan & Bank proof.

Offboarding Login Procedure

Step 1: Please visit separation portal through this link https://wf4.myhcl.com/MySeparation/Login/Ex-HCLitesLogin.aspx. (Separation portal will open as provided below in screenshot)



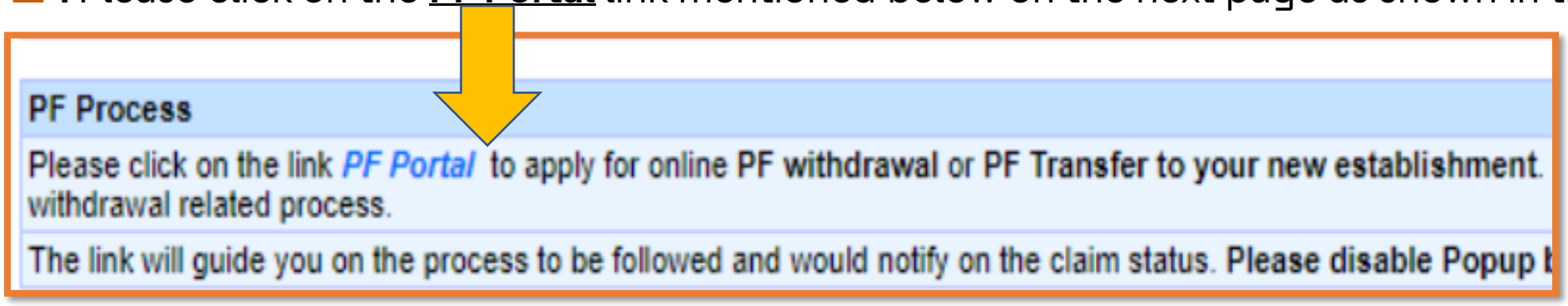
Login Id /Password : Please enter your **SAP id** and **password**, an **OTP** will be triggered to the **Personal Email Id** (OTP is valid for 10 minutes only). Please check spam folder in case OTP is not received in the INBOX.

Forgot Password : Please enter **SAP id** / **Employee id** and click on **Get Details button**, and then enter **PAN No**. or **Date of Birth**, temporary password will be sent to the personal email id, this password will be valid only for 30 minutes. Employee is requested to change his password using temporary password.

Challenge in login to the portal, please send an email @ portal.login.issue@hcl.com along with error screenshot.

Provident Fund **Withdrawal** Application Procedure

Step 2 : Please click on the **PF Portal** link mentioned below on the next page as shown in the screenshot.



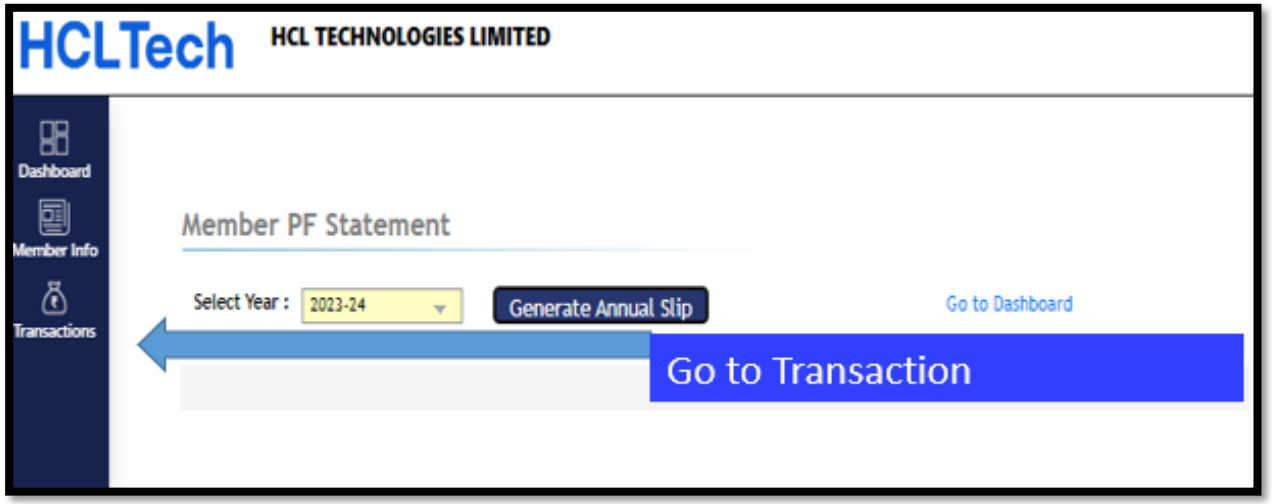
Note: If above link is not opening

Please try accessing portal in browser's Incognito/InPrivate window, After left click (direct select) PF portal link, kindly check URL right side and disable popup blocker (choose Allow for site option)

Provident Fund **Withdrawal** Application Procedure

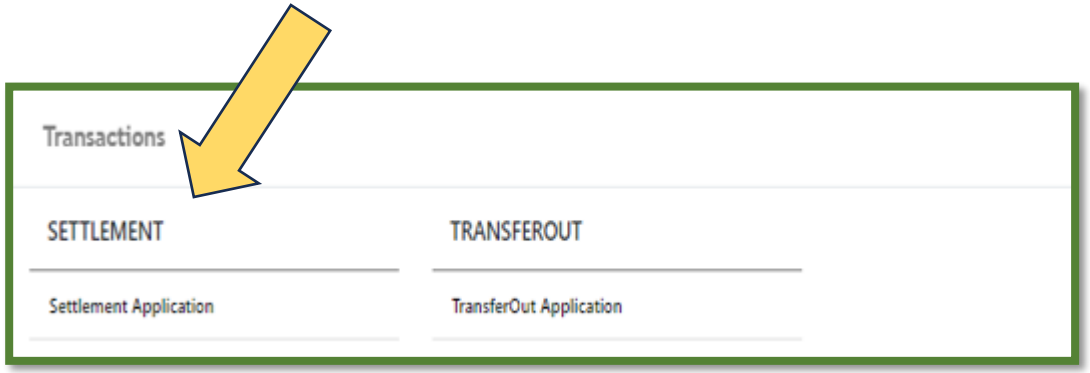
Step 3: Wait for Auto Login

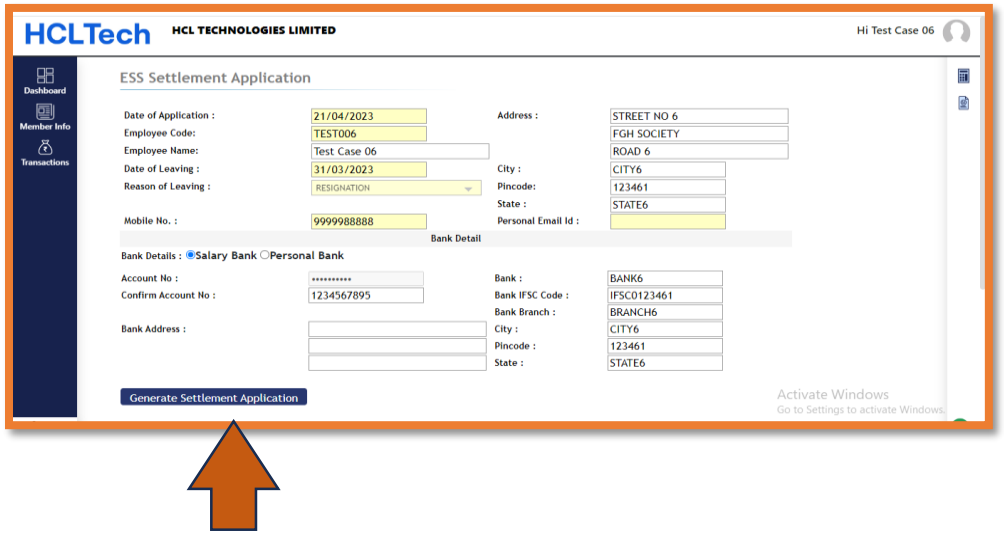
Step 3.1 : Click on Transactions



Provident Fund **Withdrawal** Application Procedure

Step 3.2 Click on Settlement Application



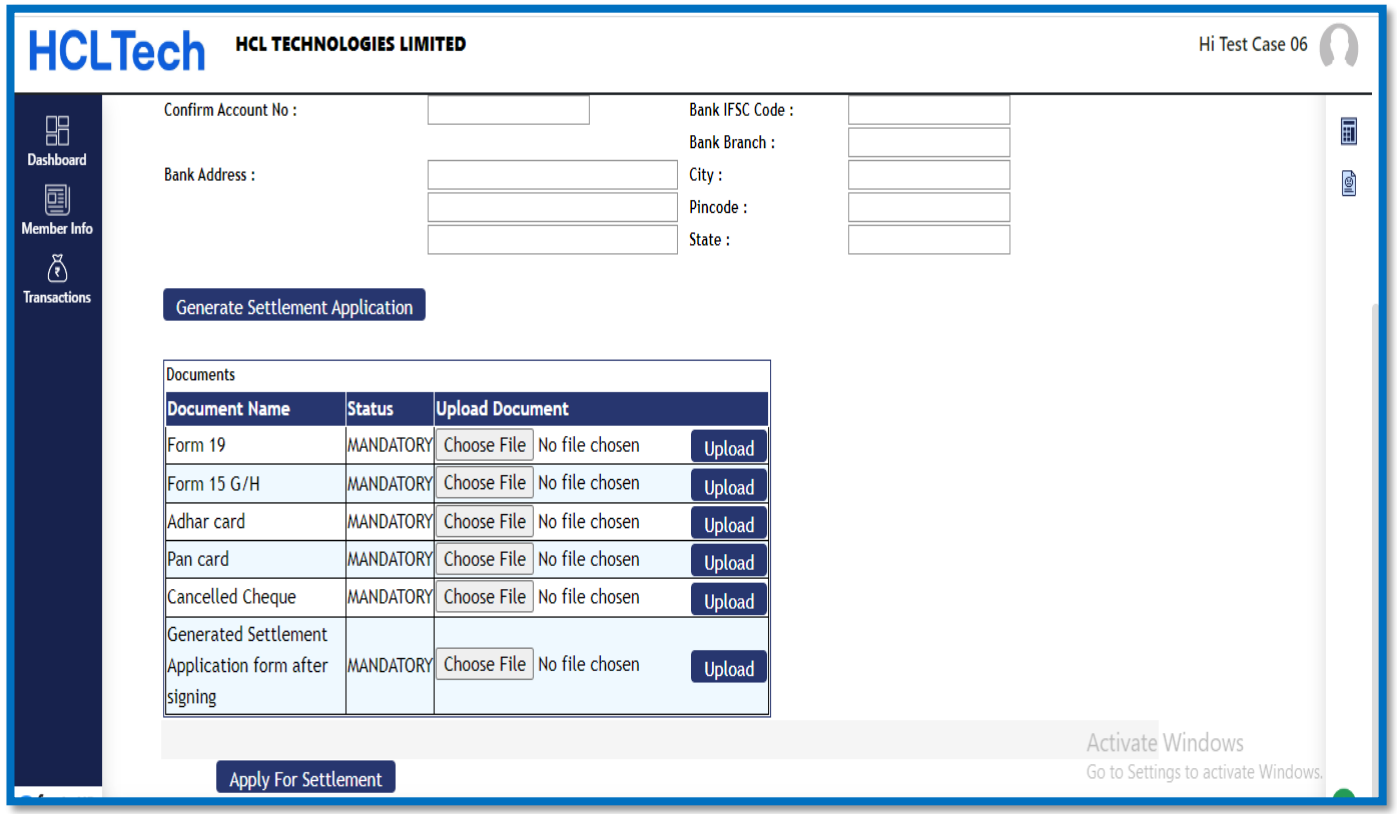


Click here to generate Settlement Application

Step 3.3 Choose bank account and Fill the details and click on form 19 and form 15g/h to download the form.

Please do manual sign on generated forms and scan them to upload

Provident Fund **Withdrawal** Application Procedure

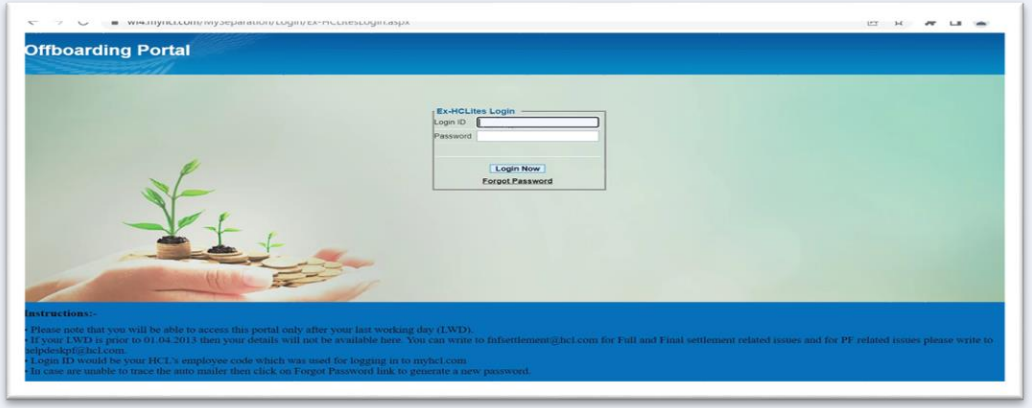


Step 3.4 Choose File & Upload documents one by one and then click on Apply for settlement

Online Grievance & Query Mgmt. and Voice Call helpdesk

Offboarding Login Procedure

Step 1: Please visit separation portal through this link https://wf4.myhcl.com/MySeparation/Login/Ex-HCLitesLogin.aspx. (Separation portal will open as provided below in screenshot)



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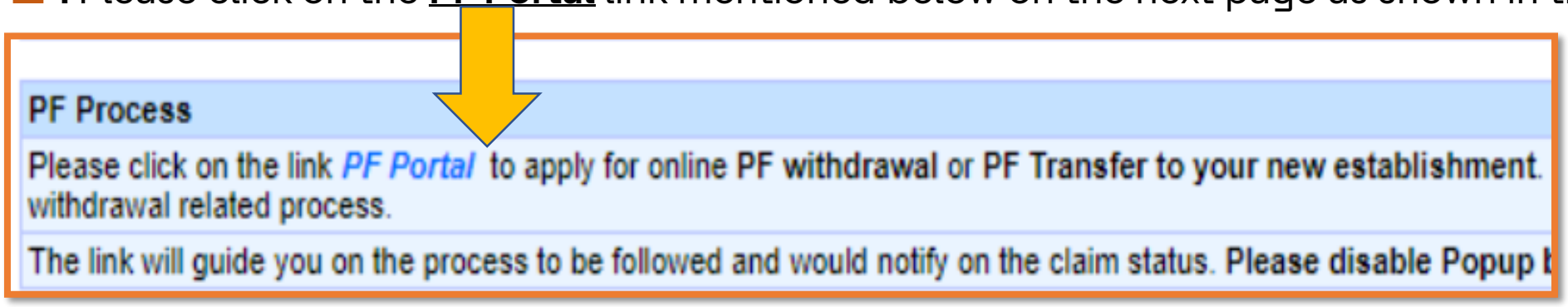
Online Grievance Portal

Step 2 : Please click on the **PF Portal** link mentioned below on the next page as shown in the screenshot.



Note: If above link is not opening

Please try accessing portal in browser's Incognito/InPrivate window, After left click (direct select) PF portal link, kindly check URL right side and disable popup blocker (choose Allow for site option)

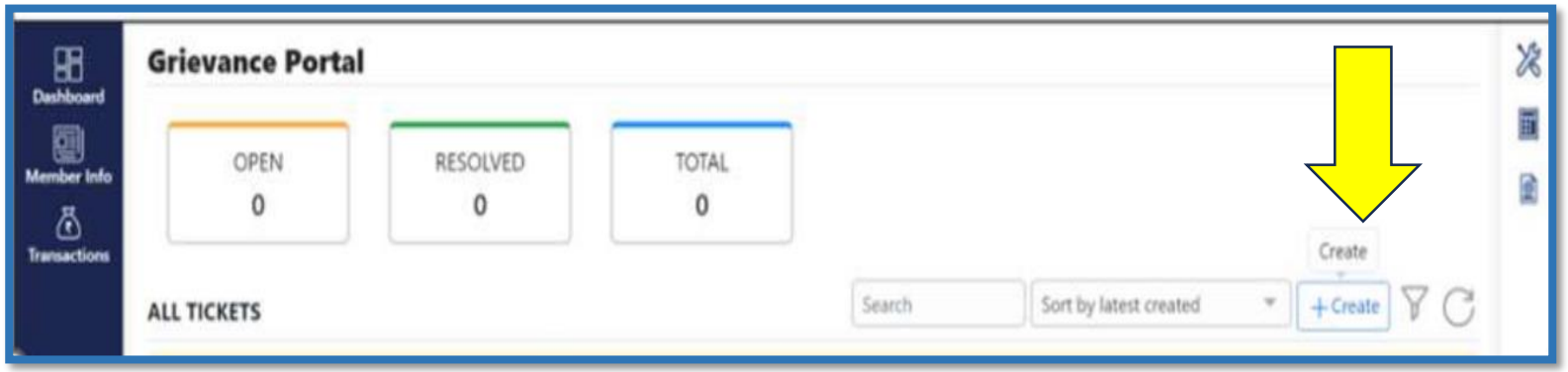
Online Grievance Portal

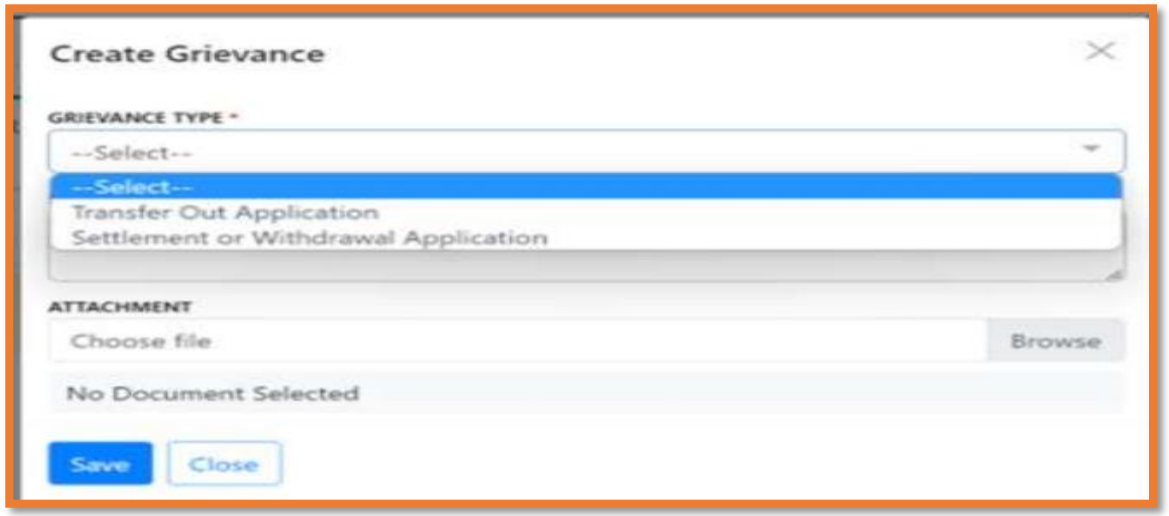
Step 3: Wait for Auto Login

Step 3.1 : Click on Grievance Portal link

Online Grievance Portal

Step 3.2: Click on Create





Step 3.1 : Select relevant option, attach doc and Save the query.

Voice Helpdesk Contact Details

Emp Category	Subject	Helpline Num	Zone	Call Timing	Days	IVR Option	Email ids/Grievance Portal	Query Response LSA	Login Issue - email
Inactive/left employee	**Only PF Withdrawal/ Transfer out query**	0008000403933	India	10 am to 5 pm	Monday to Friday	**Option 1** : Transfer out RPFC/Trust **Option 2** : PF Withdrawal	For ex employees :: **Separation Portal** / **PF Portal**/ **Click on Grievance icon** (available on right corner up on the portal)/ **Select Category and write your query.**	3 Working Days	Portal.Login.Issue@hcl.com
		18556641988	US						
		08000489162	UK						

Emp Category	Subject	Helpline Num		Call Timing (India)	Days	IVR Option	Email ids/Grievance Portal	Query Response LSA
Active / Inactive employee	**Pension Query**	00080004038888		2 pm to 5 pm	Monday to Friday	Pension Queries	pensionhelpdesk@hcl.com	3 Working Days
	Aadhar Correction, UAN query, Name Correction etc.	7303883281		11 am to 5 pm	Monday to Friday	KYC Helpline / Query	hcl_pf.withdrawal@hcl.com	

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