

# As You Leave Northern....

This communication is designed to answer some of the questions you may have as you prepare to leave the Northern Trust. Please read it carefully. **For more detailed information on any of the benefit plans discussed below, please contact HRAPAC Service Center.**

If you are leaving Northern because of retirement or disability, the HRAPAC Service Center will assist you.

## ☐ **Contact Information**

If your address and /or phone number is incorrect or changes after you leave Northern Trust you will need to Contact:

Email - MyHRHelp@ntrs.com

Call - HRAPAC Service center toll free No. 000-800-050-2333

Postal Address: Northern Operating Services Pvt. Ltd.

1<sup>st</sup> Floor, RMZ Ecospace Campus 1C,

Bellandur Village, Varthur Hobli,

Bangalore - 560103

Board Number: 080-40178500

Doing so will ensure that you receive the communication from Northern regarding your F&F, Pension and/or gratuity or other outstanding items.

## ☐ **Checklist for Exits**

### **Items to Return**

- ☐ Employee Identification Card
- ☐ Company items: Business Expense Cards, such as automobile rental, and/or corporate credit card, Business cards, library cards, training manuals, etc
- ☐ Building access cards and other keys
- ☐ Exit Interview Questionnaire

### **Items to Consider**

- ☐ Bank Account, close or automatically convert to customer account.
- ☐ Medical, Accident and Life Insurance coverage
- ☐ Any loans, assistance or advance sought from the company
- ☐ ICICI meal card will stand cancelled from LWD
- ☐ Ops Materials

## ☐ **Equipment at Home**

Northern Trust-owned equipment (e.g., laptop, cell phone, secure Id, UPS etc.) must be returned to the Northern Trust. Prior to your last day worked, please contact your manager and the systems area to arrange the return.

## ☐ **Any Membership or Corporate accounts holding NT as employer**

If you have a membership, or any corporate connections/mobile/car/loans, etc. you should contact Finance/Admin at least a month in advance.

## ❑ Checking Accounts

The day following your final payday, your corporate account will be coded as an individual savings account, not a corporate account. Please check with the Bank on other charges, etc. which may be levied to a customer. (After 3 months the power advantage account would turn into a personal account or a normal account & would be charged some amount. You should maintain a minimum balance as per Bank Policy. Please check with the bank for further details)

## ❑ Medical Plan, Life Insurance

LIFE INSURANCE	Coverage ends on the last day worked
GMC (Group Medical Claim)	Coverage ends on the last day worked
GPA (Group Personal Accident)	Coverage ends on the last day worked
Business Travel Insurance	Coverage ends once you come back from your business travel

Health Insurance Continuity Benefit\*: NOS Partners at the time of leaving the organization have option to **BUY** an Individual Health Policy with the existing group insurance vendor at prevailing market rates and cover their family members who are presently covered under the NOS GMC Policy.

**\*Terms & Condition apply**

Process:

- NOS Partner has to reach out to the Insurance Helpdesk and initiate the request at-least 3 weeks in advance from the last working date in the organization  
(For contact details refer: My Place >> My Information >> Additional Links >> Medi Buddy Health)
- The Insurance Helpdesk will work with the Insurer and share the Policy Plans and Premium details
- Partner to select the Policy Plan and make the payment directly to the Insurer
- Insurance Helpdesk will then share the Policy copy with the partner

**Note: This is a completely individual purchase policy and does not have any link with the NOS provided insurance policies (Base Policy / Top-Up cum Parental Policy). Any premium paid for the purchase of a Top-Up cum Parental plan will not be adjusted for purchasing the new policy.**

*DISCLAIMER: Partners hereby agree and acknowledge that the information provided herein is without charge and as a convenience and for their information only. Partners acknowledge that the third party product and service provider link provided herein is in order to facilitate the provision of these products and services to them. However, Partners do acknowledge and agree that at no time is Northern Operating Services Private Limited ("NOSPL") making any representation or warranty regarding any third party's products or services. Further NOSPL will not be liable to you or any third party for any claims arising from or in connection with such third party products and services. Partners hereby disclaim and waive any rights and claims they may have against NOSPL with respect to third party products and services, to the maximum extent permitted by law. The content herein is provided "as is" and without warranties of any kind, either express or implied. NOSPL disclaim s all warranties, express or implied, including, but not limited to, implied warranties, authenticity and merchantability and fitness for a particular purpose. In other words, Partners will have to use this information at their own risk. Under no circumstances, including, but not limited to, negligence and wrongful information shall NOSPL be liable for any direct or indirect, special, incidental or consequential damages.*

## ❑ Transportation

You would need to contact the Transport Team at least a week in advance to inform them of your last date.

## ❑ Educational Assistance (EAP)

If you have a EAP reimbursement obligation, you have to handover the DD in favor of "Northern Operating Services Pvt. Ltd." to HRAPAC Service Center two weeks prior to the last working day.

## **Gratuity**

Gratuity would be payable upon Completion of 4 years and 190 calendar days of continuous service in the company which includes the probation period and authorized leave/absence.

Gratuity will be paid to eligible partners, within 30 calendar days from the last day with the company.

In case services of employee are terminated due death or disablement, the employee will be eligible for gratuity regardless the years of service.

Permanent International Transfers are also eligible to receive the gratuity provided the condition of 4 Years & 190 Calendar Days are met as per the Gratuity Act.

Gratuity is payable @ 15 days of last drawn basic salary for every year of service rendered up to a statutory limit as laid in the Gratuity Act.

The formula for calculation of gratuity is as below

$\text{Last drawn Basic Salary} / 26 \text{ days} * 15 \text{ days} * \text{no of completed years of service}$

Every eligible employee is required to fill in the below said document and submit to HRAPAC payroll department on or before his last working day to claim the gratuity

- Form I – Application for Gratuity by an Employee
- Gratuity declaration form

Note: Gratuity amount received by any employee in his service up to INR 20,00,000 is exempt from tax & hence it's the requirement under the Gratuity Act 1972 to disclose the gratuity paid details from previous organization to the current company to abide by the act & also get the tax exemption on the gratuity amount received.

## **Provident & Pension Plan**

- Since the Provident Fund withdrawal and Transfers are online, there is no requirement to submit manual PF forms to Payroll Team
- Partners may Transfer / Withdraw their PF amount after 60 days from their last working day, by logging-in to the Unified member portal > <https://unifiedportal-mem.epfindia.gov.in/memberinterface> with their UAN number (available at payslip)
- Post Login, member need to click on Online services tab>Claim( Form 19&10C).
- Partners need to update their Aadhar, PAN and Bank account details as KYC (Manage>KYC) before submitting their PF withdrawal request.
- If Partners are joining any other organization within 60 days, they cannot withdraw their PF. They may only initiate a transfer request to the new organization through the unified member portal > <https://unifiedportal-mem.epfindia.gov.in/memberinterface/> > Online services > Transfer request
- Universal account number (UAN) card has to be downloaded from [www.epfindia.com](http://www.epfindia.com) > for employees > UAN Member E-Seva > Login with UAN and self-created password to download the UAN card under "Downloads". If you have not activated your UAN, please click on "Activate your UAN".
- For queries related to your PF, you may contact PF office at below address:  
Employees Provident Fund Organization,  
Regional Office - K R Puram,  
No. F-28, NSU Block, ITI Campus,  
Dooravani Nagar, Bangalore – 560 016.

You may also call EPFO toll free number 1800118005 (9:15 AM to 5:45 PM) or write to EPFO on [employeefeedback@epfindia.gov.in](mailto:employeefeedback@epfindia.gov.in)

## ☐ **Leaves**

Regular employees are entitled to emergency leaves, sick leaves and annual leaves on pro-rated basis depending on Date of Joining and Date of Leaving. Any balance leaves (Only Annual Leave) at the time of your termination of services will be paid along with your final settlement. Similarly, if you have exceeded your leave entitlement (EL, SL or AL) at the time of leaving, a deduction will be made from your final salary.

## ☐ **Stock Options (if applicable)**

## ☐ **Payroll**

The full & final settlement process will be initiated by the payroll team based on the Time & labor attendance cut off dates. You can refer the column "My Time Weeks Paid" under My Place > My Pay > Pay information > Payroll calendar to know your final settlement processing date.

For Eg: If you last working day with NOS is 09th Sep, wherein the Time & labor cut-off date is 10th Sep, your final settlement will process in the current month i.e. in the month of Sep payroll cycle. However, if your last working day is 15th Sep, wherein the Time & labor cut-off date is 10th Sep, your final settlement will process in the next month i.e. in the month of Oct payroll cycle.

Please note that if your last working days is on or before 10<sup>th</sup> of month, your previous month salary will be on hold, to adjust unpaid time or deduction (if any) and this amount will be paid along with final settlement. For e.g. If your last working day is on 10<sup>th</sup> Sep, your salary for Aug will be on hold and will be paid along with your final settlement. However, if your last working day is 11<sup>th</sup> Sep, your salary for Aug will be paid and Sep salary will be paid with final settlement.

In case you have utilized excess leaves than what you earned during the year prior to your exit, the company reserves the right to recover this along with final settlement. Also in case you have utilized the leaves less than earned it will be paid to you along with the final settlement. The amount paid or recovered will be calculated on your "Total Fixed pay".

In the event you have not served the complete notice period of 60/90 days (based on the job grade) or 7 days (under probation period) the unserved notice period days will be recovered from your final settlement. The amount will be calculated on your "Total Fixed pay".

### **To do checklist prior to your exit date for a smooth final settlement processing**

- Ensure your "No due form" has been signed off by all the departments and HR Team for final sign off.
- Ensure all your attendance is updated / completed at MyPlace, including leave updates in order to avoid any Loss of Pay/Unpaid Leave in your final settlement.
- Investment Proof like Rent receipts, Medical Bills etc for the Financial year (if any) needs to be submitted to Payroll team prior to your last working day.
- HRworkways website will be disabled after your last working day. Hence you are required to download the pay-slip & Form-16 (as required) from the website before your last day.
- Ensure that your residential address and e-mail ID is updated at MyPlace to receive your exit documents at your e-mail ID / Address updated at MyPlace.
- In case you require any confirmation on your resignation prior to your final settlement processing, "Resignation acceptance letter" will be issued on your last day based on a MyHRHelp case raised by your reporting Manager.

**Post leaving Northern**

- Final settlement amount will be credited to your salary account maintained on Myplace provided “No due” is signed-off.
- Pay-slip and Income Tax computation sheet will be sent to your email address as updated at Myplace on the pay day. This would be sent by Excelity Team ([info@excelityglobal.com](mailto:info@excelityglobal.com)).
- Relieving letter and Service certificate will be sent to your email address as mentioned on Myplace within 10 calendar days from the Pay date.
- In the event if there is any recovery in your final settlement, you are required to transfer the amount to NOS bank details provided and share the details to “MyHRHelp@ntrs.com” to get the relieving letter and service certificate.
- Relieving letter and service certificate will not be issued in case of internal location transfer.
- Form 16 for the financial year in which you have resigned would be sent to your email ID post the closer of the financial year (FY). Eg : If you resigned in Sep, the FY would be 01 April – 31 March and hence you will receive the Form 16 after March. Payroll will send an email communication accordingly.

**For any further queries please contact:**

**HRAPAC Service Center**

Email - MyHRHelp@ntrs.com  
Call - HRAPAC Service center toll free No. 000-800-050-2333