**Final Settlement Procedure**

**You would be given one Exit Form (now it is online) to get clearances from various departments. Please ensure that all the clearances are received before you leave. Incomplete exit form will lead to delay in processing your final settlement**

1. If any recoveries (other than amounts for Canteen deduction, transport deduction & Club point deduction) are communicated from any stake holders in the exit process, then you are required to deposit a demand draft in the name of company payable at Pune. You can transfer the amount by online transfer also. Contact payroll for the account details
2. Within 45 days’ time **(Subject to receipt of Final Settlement Details from HR in time**) from the completion of exit process, the payroll department will mail a ‘letter of Acceptance of final settlement calculations and pre-receipt (Settlement Letter)’, final settlement payslip and income tax computation sheet to you on the personal e-mail provided by HR. During monthly salary process, no final settlements are processed. The same will be processed after monthly salary process is over and you will receive mail accordingly.
3. On receipt of the ‘letter of Acceptance of final settlement calculations and pre-receipt (Settlement Letter)’, you can either sign the Settlement Letter and mail the signed scan copy of the same to Amdocs payroll department or give a confirmation of acceptance of settlement by mail.
4. If your salary for the month of resignation is on hold, the same will be paid on the next payment date after the settlement is processed (the date will be communicated in the mail) and the amount mentioned in the ‘letter of Acceptance of final settlement calculations and pre-receipt (Settlement Letter)’, will **not** include the same.
5. The final settlement amount will be transferred to your salary account in the first Payment date of the subsequent month.
6. As the normal salary process for active employees starts from 16th of every month, no final settlement will be processed / paid during 16th till last day of the month
7. The final settlement amount will be transferred to your salary account only.

1. Final settlement income tax calculations will be based on actual eligible investment proofs such as rent receipts, leave and license / rent agreement copy, Statement of investment in case of Mutual Fund, mediclaim premium paid receipt and housing loan interest/principal provisional certificate submitted online in the Excelity Portal <https://ess.excelityglobal.com> . A new link for submitting and uploading investment proofs of leaving employees has been activated in the portal.

1. All investment proofs/bills (Scan copies) are to uploaded on or before last working date. The final settlement done will not be revised under any circumstances. Name & employee ID are to be mentioned on all the investment proofs uploaded.

1. The payslip of the hold salary processed for the month of your exit can be downloaded from https://ess.excelityglobal.com. in the first week of subsequent month. Your log in details will remain active until the final settlement is processed. Please save your Excelity PIN and password for the purpose. Previous months’ Pay slips can be downloaded before final settlement is done. Once the final settlement is processed, the PIN and password will be deactivated by Excelity and you will not be able access the portal.

For any question relating to final settlement, please write a mail to [Payrollindia@amdocs.com](mailto:Payrollindia@amdocs.com) with specific mention of Employee ID, name and last working date.

*Dear Colleagues,*

*In order to attend your queries and requests we are aligning the Employee connect hours as below:*

*Monday to Friday from 15:30 to 17:30 hours*

*We shall attend the queries for:*

*• Salary Slip / Form 16 (Part B) stamping for visa processing*

*• Gratuity forms, Manual clearance requests*

*• Acceptance of PF related documents – (New Hires, Separating employees, Existing employees for PF loan advance, PF transfer)*

*• Any other requests which requires personal assistance*

*Kindly note for all other salary / tax related queries the employees are requested to raise the same through: ClarITy – Online Payroll Management System*