

# **Employee Exit Guidelines**



**Atos**

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# 1. Employee Exit: Key Considerations

This document provides essential steps employees need to follow on their exit from the organization to obtain the necessary clearances, return of company assets, receive payment of benefits and any receivables due to the employees.

The guidelines are applicable to:

- Atos Global IT Solutions & Services Pvt Ltd
- Atos Solutions & Systems Pvt Ltd
- Anthelio Business Technologies Pvt Ltd

The exit and clearance process is online. Employees must submit resignation only via “My Separation” portal. No other mode of communication will be accepted for submitting the resignation. E-Mail Approvals and follow up emails will not be considered.

As an exception, E-Mail Approvals may be considered only for,

1. Foreign Deputation (Payroll Transfer) cases.

Please also note,

- For any queries and assistance in the clearance process please contact respective HRBP.
- For pending clearances after the last working day please contact respective HRBP.
- For permanent transfer to another GBU, complete clearances before moving.
- Relieving and experience letter is generated within 3 working days of completion of EXIT Clearances. To ensure that the letter is available on the last working day, EXIT formalities must be closed before 5 PM on the last working day.

## 2. Clearance Basics

Employees are required to obtain clearance from the following departments before seeking the final clearance from the HR department.

1. Manager
2. BUHR
3. C&B
4. Admin (L&H)
5. Finance
6. IT
7. Payroll
8. HRS (Location HR)

Please use "My Separation" Portal:

- It's available for all types of separations, including external employees and direct contractors.
- Access the portal here:  
My Separations Portal: (<https://itap.myatos.net/myseparation/leftnav.aspx>).
- For any technical issues, please raise a ticket in PISA for ITAP (Pathway)

Approval and Settlements:

- The approval process is triggered upon approval of last working day by the Line Manager. Delayed approval leads to delayed settlement and the settlement amount is expected by the end of the subsequent month.
- For example: If the resignation is submitted on 25-June and if the last working day is 24-Sept, then the manager must approve the resignation before 10-Sept. If not approved, settlement will be delayed by a month.

If there is a change in Last Working Day after Payroll Cut-Off:

- Change in last working day after Payroll Cut-Off (10-Sept) delays settlement processing by a month.
- The delay will have an impact on salary, income tax, and investment proofs submission.

### 3. Actions By Employees Prior To Clearance

Please note below the mandatory actions to be completed prior to starting the exit process.

1. Regularization of Attendance
  - Ensure all absenteeism is regularized before the last working day.
2. Payment of Recoveries
  - In case of any pending recoveries, verify with the relevant department and make payments proactively. Refer to the NEFT details given in payroll section.
3. Investment Proof Submission
  - Submit Investment Proofs One Month Prior to Last Working Day Latest by the 7th of last month.
  - Update investment details on the PEOPLESTRONG portal with actual proof and attach necessary documents (e.g., Rent Receipts, LTA Claims).
  - Email scanned investment documents to payrollhelpdesk.atos@peoplestrong.com.
  - Note that LTA and HRA exemptions are determined by the respective employer.
4. Download Documents
  - Download and save prior period pay slips, Form 16s, reimbursement slips, tax slips, and any documents from the relevant portals. These documents may be needed for employee's future references and submissions.
5. Email id in Separation Portal-
  - Update personal email address in My Separation Portal for any future correspondence.
  - Relieving letter, Experience letter and Full and Final settlement slips will be sent to the employee's personal email id post-separation.
6. Shift / Hardship Allowance
  - Apply for shift allowance until the Last Working Day (LWD) and get it approved in Attendance Plus before the last working day. Last month shift and hardship allowances will be processed in subsequent month.
7. Performance Bonus
  - If applicable, employees must complete their appraisal form and rating with their manager. For more clarification, kindly contact the respective HRBP.

## 4. Sequence For Completing the Clearance Formalities

Please contact respective stakeholder as mentioned hereunder to provide clearance on “My Separation Portal”.

On the Last working day, all the stakeholders receive the list of employees awaiting exit clearance through “My Separation Portal”. Hereby, e-mail reminders are not required for the clearances.

### 1. Line Manager Clearance

- Contact the Line Manager or Project Manager if it's the same person.
- Clearance is done on "My Separation Portal."

### 2. Project Manager Clearance

- For Manager clearance on "My Separation Portal."
- If no Project Manager is mapped, it auto-approves.

### 3. HRBP Clearance

- Clearance by HRBP or HR Business Partner.
- Clarify recovery days if not serving the full notice period.
- Notice period waiver requires email confirmation from Managers and HR Business Partner.

### 4. C&B Clearance

- **Car Lease:** Ensure any pending recoveries or dues related to the car lease program are settled. The lease closure process, including financial adjustments and documentation, must be completed.
- **ESOP:** Verify the perquisite tax clearance and payment status for the Employee Stock Option Plan (ESOP). Resolve any outstanding tax liabilities.

Sr. No	Stakeholder	E-Mail ID	Timings
1	Surendar Mani	<a href="mailto:surendar.mani@atos.net">surendar.mani@atos.net</a>	10:30am to 11am
2	Ajinkya Sawant	<a href="mailto:ajinkya.sawant@atos.net">ajinkya.sawant@atos.net</a>	

## 5. Admin (L & H) Clearance

- Below assets (if applicable to employee) needs to be submitted back for L&H clearance.
- Drawer keys
- Name Plate
- SEZ Card – if applicable
- Bus Pass
- Company leased vehicle.
- Any other L&H assets
- Atos Parking Stickers

### Contacts for L&H Teams (Local Admin Team) Clearance

Sr. No	City	Location	Stakeholder	Email ID	Timings
1	Mumbai	Airoli	Ronald Dsa	<a href="mailto:ronald.dsa@atos.net">ronald.dsa@atos.net</a>	11 am to 12pm
		Kanjurmarg			
2	Pune		Sudarshan Tambe	<a href="mailto:sudarshan.tambe@atos.net">sudarshan.tambe@atos.net</a>	
3	Bangalore		Help Desk	<a href="mailto:helpdesk.fm.blr@atos.net">helpdesk.fm.blr@atos.net</a>	
4	Chennai		John Mathew	<a href="mailto:john-mathew.a@atos.net">john-mathew.a@atos.net</a>	
5	Vadodara		Apurva Amin	<a href="mailto:Apurva.amin@atos.net">Apurva.amin@atos.net</a>	

## 6. Infrastructure Clearance (IT)–

**Below assets (if issued to the employee) must be surrendered to the location from where they were collected/issued for IT Clearance:**

- Laptop
- Laptop Accessories – Bag, Mouse, Adapter etc.
- Headphone
- PKI Card
- PKI Card Reader
- RSA Token
- Webcam
- Mobile
- Any other asset provided by the company.

## Contacts for IT Clearance (Between 12.00 to 2.00PM)

Sr. No	City	Location	Stakeholder	Contact Point
1	Mumbai	Airoli	Devendra Mogaveera	devendra.mogaveera@atos.net
			Helpdesk Team	india.helpdesk@atos.net
		Kanjurmarg	Jitesh Surti	jitesh.surti@atos.net
			Helpdesk Team	india.helpdesk@atos.net
2	Pune	All	Vishal Newale	vishal.newale@atos.net
			Helpdesk Team	india.helpdesk@atos.net
3	Bangalore	All	Ramalakshmi S	ramalakshmi.s@atos.net
			Helpdesk Team	india.helpdesk@atos.net
4	Chennai	All	Naveen S	naveen.4.s@atos.net
			Helpdesk Team	india.helpdesk@atos.net
5	Vadodara	All	Bhavesb Parmar	parmar.bhavesb@atos.net
			Pooja Shinde	pooja.6.shinde@atos.net

## 7. Finance Clearance

- Finance related recoveries reflecting in the Books of Finance needs to be settled here.
- In case, there is an unsettled Travel advance related to Local Travel or Foreign Travel, the same needs to be adjusted and repaid.

## Contacts for Finance Clearance

Sr. No	Stakeholder	Organization	Contact Point	Timings
1	Ritesb Shenoy	Atos Global IT Solutions & Services Pvt Ltd	<a href="mailto:ritesb.shenoy@atos.net">ritesb.shenoy@atos.net</a>	3pm to 4pm
2	Joyce D'Souza	Atos Global IT Solutions & Services Pvt Ltd	<a href="mailto:joyce.dsouza@atos.net">joyce.dsouza@atos.net</a>	
3	Narinder Arora	Atos Solutions & Systems Pvt Ltd	<a href="mailto:narinder.arora@atos.net">narinder.arora@atos.net</a>	
4	Rajendra Prasad	Anthelio Business Technologies Pvt Ltd	<a href="mailto:rajendra.2.prasad@atos.net">rajendra.2.prasad@atos.net</a>	
5	Santosh Sawant	Anthelio Business Technologies Pvt Ltd	<a href="mailto:santosh.2.sawant@atos.net">santosh.2.sawant@atos.net</a>	

NOTE – Not applicable for External contractors.



## 8. HR Payroll Clearance

- Under HR Payroll Clearance, the following points are checked by HR Payroll.
- Retention Bonus Recovery
- Personal Loan Recovery
- Service Agreement Recovery- Check with HRBP
- Transfer and Relocation Recovery (includes relocation allowance and relocation expenses if separation within one year of payment)
- Training Fees
- Notice Period Recovery
- Any other recoveries

### Contacts for HR Payroll Clearance

Sr. No	Stakeholder	E-Mail ID	Timings
1	Sampada Salunkhe	<a href="mailto:sampada.joshi@atos.net">sampada.joshi@atos.net</a>	3pm to 4pm
2	Anand Potdar	<a href="mailto:anand.potdar@atos.net">anand.potdar@atos.net</a>	

## 9. Location HR Clearance

- This clearance signifies that one has received all other clearances. Submit the Company ID Card.
- Post this clearance, personnel will be issued with the Relieving letter and Experience Letter preferably on the same day or within the next 3 working days to employee's personal email id by the Location HR.

### Contacts for Location HR Clearance – (HRS)

Sr. No	Location	LHRO Name	E-Mail ID	Timings
1	Mumbai	Vaishali Mishra	<a href="mailto:vaishali.mishra@atos.net">vaishali.mishra@atos.net</a>	4pm to 5pm
2	Pune	Sarvesh Thube	<a href="mailto:sarvesh.thube@atos.net">sarvesh.thube@atos.net</a>	
3	Bangalore	Nandakumar S	<a href="mailto:nandhakumar.s@atos.net">nandhakumar.s@atos.net</a>	
4	Chennai	Lakshmi Chettiyar	<a href="mailto:lakshmi.chettiyar@atos.net">lakshmi.chettiyar@atos.net</a>	
		Pooza Balaraman	<a href="mailto:pooza.balaraman@atos.net">pooza.balaraman@atos.net</a>	
5	Vadodara	Vaishali Mishra	<a href="mailto:vaishali.mishra@atos.net">vaishali.mishra@atos.net</a>	

## 5. NEFT Details

Beneficiary Name	Atos Global IT Solutions and Services Pvt Ltd
Name of the Bank	BNP PARIBAS
Name of the Branch	FORT BRANCH
NEFT IFSC Code	BNPA0009009
Type of Account	Current Account
Account No.	900911855900172
Atos Address	Building No. 3, 7th Floor, Gigaplex SEZ, IT Plot No. 5, Airoli Knowledge Park, Airoli, Navi Mumbai, PIN 400 708
Narration	Salary code/Name/Towards Repayment of

Beneficiary Name	ATOS SOLUTIONS AND SYSTEMS PRIVATE LTD
Name of the Bank	JPMorgan Chase Bank N.A.
Name of the Branch	JPMORGAN CHASE BANK N.A, MUMBAI
NEFT IFSC Code	CHASOINBX01
Type of Account	Current Account
Account No.	5622415189
Atos Address	Unit No. 1401,1402,1403 and 1409 Supremus, 'E' wing I think Techno campus, Kanjurmarg East - 400042
Narration	Salary code/Name/Towards Repayment of

Beneficiary Name	Anthelio Business Technologies Pvt. Ltd.
Name of the Bank	Citi Bank N.A.
Name of the Branch	PULLA REDDY BUILDING, NORTH WING, GREENLANDS ROAD, BEGUMPET, HYDERABAD - 500016
NEFT IFSC Code	CITI0000006
Type of Account	Current Account
Account No.	343022034

## 6. Submission of PF Forms

### 1. Online PF Transfer:

- Initiate on UAN portal after 60 days from the last working date.
- New employer assistance available.
- For PF correspondence, contact PF helpdesk at Atos Global IT Solutions & Services Pvt. Ltd.

### 2. PF Withdrawal Options:

- Withdraw through UAN portal if not joining a new organization.
- Age 58+ employees can file "Online PF and Pension Claim" on UAN portal.

### 3. Online Pension Benefit:

- In case of any further clarification, please do mail to PF helpdesk @ [pf.helpdesk@atos.net](mailto:pf.helpdesk@atos.net) and [akshay.sarfare@atos.net](mailto:akshay.sarfare@atos.net).

### 4. Refer to Manuals:

- Find detailed manuals on the HR Library under ITAP > My Atos > HR External Links > My HR Library.
- Online Monthly Pension Benefit (Retirement)
- ITAP > My Atos > HR External Links > My HR Library > My HR Organisation > General Information > Online Pension Benefit Form.

Employee's present employer (new employer) can approach 'PF helpdesk team' for PF correspondence @ Atos Global IT Solutions & Services Pvt. Ltd., Building No. 3, 7th Floor, Gigaplex Special Economic Zone, IT Plot No. 5, Airoli Knowledge Park, Airoli, Navi Mumbai – 400708, Email to: [PF.Helpdesk@atos.net](mailto:PF.Helpdesk@atos.net) and [akshay.sarfare@atos.net](mailto:akshay.sarfare@atos.net)

## 7. Superannuation Withdrawal / Transfer Application

If Superannuation contribution was a part of the Atos offer letters and did not transfer it to NPS account, kindly write an email @ [accts.emptrust@saramgt.in](mailto:accts.emptrust@saramgt.in) to obtain the application of Superannuation and its guidelines.

For escalation, kindly write an email to Milind and Malthi : [milind.garud@atos.net](mailto:milind.garud@atos.net) / [malthi.iyer@atos.net](mailto:malthi.iyer@atos.net)

## 8. When Should I Expect Settlement

Payroll inputs are processed once in a month.

In case, separation i.e. Last Working Day prior to the 15th of every month. The Settlement inputs for normal clearances get processed in the same month.

## 9. What amounts will be included in the settlement?

For a standard resignation (i.e., If the employee has resigned at least 2 months in advance and has got approved in “My Separation Portal”, and if there is no further change in last working day)

1. Salary will be processed and paid up to One Month Preceding the last working month.
2. Last month's Salary (processed for applicable number of days in the last month) will be placed on Hold for pending clearances. The Hold Salary will be released along with Settlement in the last week of subsequent month.

The Settlement will include the following:

- Leave Encashment – As per applicable leave encashment policy.
  - Gratuity – If applicable i.e., Service more than 3 years (For Atos India Employees)
  - Shift / Hardship Allowances – As per Shift/ Hardship Allowance approved in Attendance Plus.
3. Relocation Expenses and Relocation Allowance will be recovered as per policy.
  4. Notice Period Recovery - This amount will reflect as a recovery amount.
  5. Joining Bonus will be recovered if the separation is within a period of one year.
  6. Car lease dues will be recovered if they are not cleared before the resignation is processed.
  7. Prerequisite tax on ESOP will be recovered if it is not cleared before the resignation is processed.

The Payslip reflect all payments and recoveries processed in a particular month.

- If recovery payments is applicable, the payslip will show them, and the adjusted salary will be released through Settlement.
- For Example: If the employee has paid 50000/- towards recovery of relocation allowance, this amount will reflect in the payslip as well as Negative sign in Relocation Allowance. This will then reduce the Net Pay.
- At the time of release of the amounts, the Net Pay and the amount received from the employee will be released towards Final Settlement.

## 10. Form 16

Form 16 will be sent to the personal email id shared in My Separation Portal by Employee in the month of June.

## 11. Performance Appraisal

1. Complete the appraisal on "My Career" portal as part of separation formalities.
2. Ensure the form is at the "Final Validation" or "Completed" step.
3. For queries or technical issues, contact respective BUHR or raise a ticket on the MY ATOS portal. ([https://pisa.myatos.net/pisa\\_old](https://pisa.myatos.net/pisa_old))



## 12. Performance Bonus

If applicable, the performance bonus will be paid according to the semester payment cycle, and employees must complete the semester.

For example, if the semester period is from January to June, an employee whose last working day is before June 30 will not be eligible for the performance bonus.

For eligibility inquiries, contact the respective HRBP or refer to the Employee Handbook.

## 13.Retirement Benefit

1. Option for Porting:
  - Employees leaving during the policy period can choose to port the mediclaim policy to an individual one, with terms and premium per Retail health insurance.
2. Limitations:
  - TOP-UP policy cannot be ported.
  - Continuity benefit applies only to those under Atos' Medclaim Policy.
3. Portability Conditions:
  - Advance intimation of 45 days to [Atos.insurance@marsh.com](mailto:Atos.insurance@marsh.com).
  - Minimum employment with Atos for one year, maximum four years.
4. Required Documents:
  - Filled Proposal forms.
  - HR letter confirming employment duration.
  - TPA letter stating claims details.
  - KYC documents (Aadhaar & Pan Card).
  - Photograph of each member.
  - Premium Cheque.
5. Continuity Benefit Conditions:
  - Submission at least 15 days before the last working date.
  - Family and parents can be covered under one policy.
  - Policy terms, conditions, and premium per retail policy apply.
  - No continuity request accepted after the last working day.
6. Waiting Period and Co-payment:
  - Waiting period waiver based on years covered under group/voluntary Medclaim policy.
  - 10% co-payment for all insured members up to 5 lac sum insured.
  - Additional 20% co-payment for insured above 65 years.
7. Policy Issuance:
  - Takes 15 working days after document submission.
  - Portability starts the day after the last working day.
  - New policy issued effective from the portability date for one year.

## 14. Share Redemption Process

- Process after the last working day.
- Visit Natixis personal banking site for share value details.
- Share these details to [IndiaBenefits@atos.net](mailto:IndiaBenefits@atos.net) :
  - DAS ID
  - Last Working Day
  - Completed Redemption form (connect with Plan officer)
  - Self-Declaration form (connect with Plan officer)
  - Bank account number
  - Cancelled cheque.
  - SWIFT Code (mandatory for international transfer)
- In the Redemption form:
  - a. Section A – Fill in the personal email address.
  - b. Section B – Option 1: Total Withdrawal only.
- International transfer charge of 8.4 Euros + currency exchange cost and account closure charges of 27.64 Euros will be deducted.
- Redemption executed within 2 working days; payment processed within 2 weeks.
- Contact Plan Officers for queries: Naseem D'mello [\\_naseem.dmello@atos.net](mailto:_naseem.dmello@atos.net)

## 15. Car Lease Closure

1. Update Lease closure with the leasing company at least 60 days before the last working day.  
LeasePlan via LPIN-[Leaseclosure-leaseclosure@leaseplan.com](mailto:Leaseclosure-leaseclosure@leaseplan.com).  
Quicklyz- [agarwal.tanish@mahindra.com](mailto:agarwal.tanish@mahindra.com)
2. Choose one of the following options:
  - Sell the car to authorized leasing company vendors.
  - Buy the car from the leasing company by paying the residual value (RV).
3. For closure clarifications, contact.  
LeasePlan team at [reachus@salaryplan.co.in](mailto:reachus@salaryplan.co.in)  
Quicklyz- [agarwal.tanish@mahindra.com](mailto:agarwal.tanish@mahindra.com)
4. Notify C&B team on [IndiaBenefits@atos.net](mailto:IndiaBenefits@atos.net) if foreclosing car lease.
5. Clearance of all dues, and leasing company provides confirmation; C&B team informs payroll team on EMI changes if required.
6. For more information, please contact Surendar Mani-[surendar.mani@atos.net](mailto:surendar.mani@atos.net)

## 16.ESOP Closure

1. Update the ESOP closure with the C&B team at [IndiaBenefits@atos.net](mailto:IndiaBenefits@atos.net) at least 60 days before the last working day.
2. The C&B team will notify the payroll team, and payroll will provide information on perquisite tax calculations and any finance dues related to ESOP.
3. Employees need to pay perquisite tax dues and inform the C&B team