



Guidelines on Exit Process

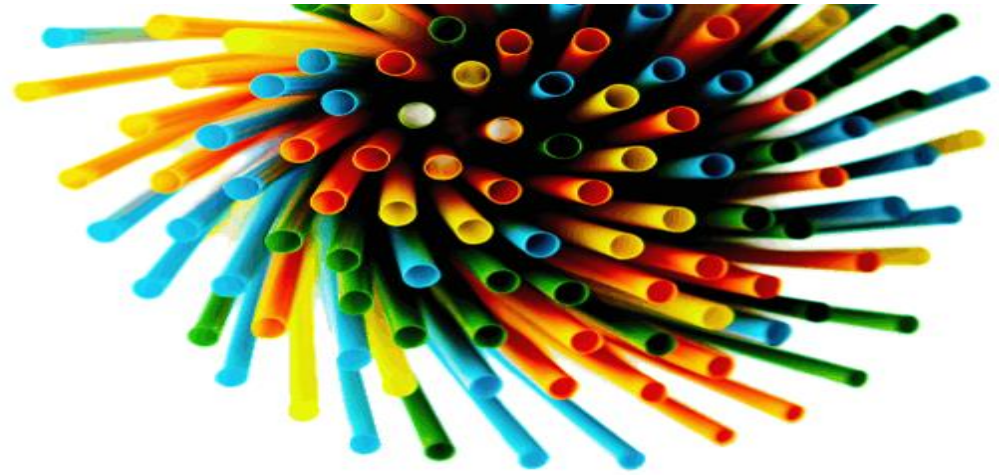
[Click here to understand process flow](#)

[Click here for your actions](#)

[Click here for other imp info](#)

[Click here for Finance & MyTe info](#)

[Click here for MyHoldings & MyRequests
Registration info](#)

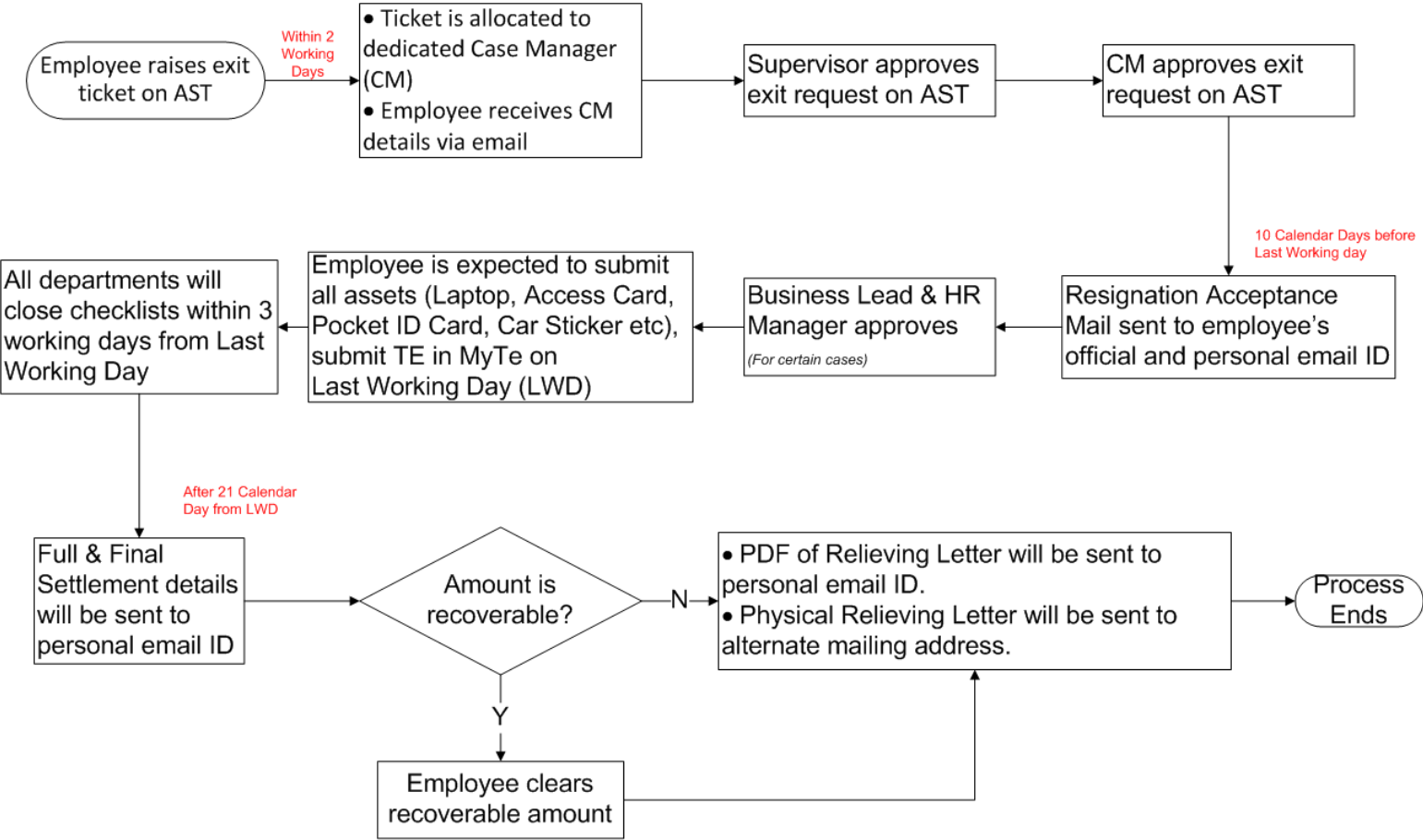


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High Level Exit Process Flow:

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Actions from you:

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- ✓ Please check if your Date of Resignation has been accurately captured on AST.
- ✓ If there is any mismatch, please highlight the same to your case manager by attaching a copy of your original resignation email.
- ✓ Please send email to Exits.CM@accenture.com only, emails sent to individual email ID are not addressed. Mention your Exit request number / Employee ID in the subject line without fail.
- ✓ You would have received 'Employee Rights and Responsibilities' document from India.HRSS.HR@accenture.com. Please read it thoroughly.
- ✓ For supervisor change required on AST, please write to Exits.CM@accenture.com with current supervisor and HR PA looped in the email.
- ✓ Employees will have to serve the applicable notice period.
- ✓ Early release requests will not be entertained and any such request should be discussed with the CM **(for ATCI employees)** & with HR PA **(For AO, IB, CN, Digital & ICF employees)**.
- ✓ LWD can fall on a weekend /public holiday as well. Please ensure that you submit all your assets like Laptop, Access Card, Pocket ID Card, Speaker, Keys, Car Sticker etc. prior to your Reliving date. **[Refer notes at the bottom of this page for additional details.]**
- ✓ Recheck the 'Roles & Responsibilities' that you may have recorded in AST while raising Exit ticket. They are important, as the same are considered in future if you request for Credence Letter. Should you need to modify, then please request your Supervisor who has access to do so.
- ✓ You should refrain from taking leaves during Notice Period. Also, please be informed that if you go on unapproved absence, your Exit ticket will be considered as 'Unauthorized Absence Post Resignation' and appropriate disciplinary action will be taken.
- ✓ Transfer the CP points if you have any budgets available (as supervisor / CC).
- ✓ Utilize your CP points (if you have received any points) before your LWD as you will lose access to the portal after LWD.
- ✓ Submit your TE on [MyTe](#) at least 3 working days before your LWD.
- ✓ Submit your employee checklist on AST a day before the LWD.

****Access to Accenture systems and tools will be revoked any time after 8pm for employee from AO. For employee from other entities, it will revoke any time after 12pm, hence request you to close everything on or before the timeline.**

****Finance related queries WILL NOT BE HANDLED BY CM. Please refer following slides for Finance Team's contact details.**

- Track the IT assets assigned to you at [View My Assets](#). If you do not possess any IT asset, no action required from your end.
- Raise request here to decommission the asset [ITSupportTool](#) → Asset & Logistics → Decommission.

- Raise request here to transfer Desktop or Laptop to another user → [ITSupportTool](#) → Asset & Logistics → ITAssetNameTransfer.
- Laptop must be returned at issued location.
- Failing to return IT Assets within the timelines will lead to a recovery of PO (Purchase Order) value of the asset in your full and final settlement.
- Contact IndlTAssetCompliance@accenture.com for any queries related to return of IT Assets.

Notes:

- Exit Ticket Status on AST will remain “Open” even on your LWD, no action or follow-up required from your end. The concerned stakeholders will close it as per their respective timelines.

Other important information & tools:

Information About:	URL
Alternate Address where the Relieving Letter will be sent	<p>To change the Alternate Mailing Address: Login to MyRequests → Create a request → Select Alternate Mailing Address → Click on Edit & Update.</p> <p>To change the Personal Email Address: Login to PeoplePage → MYPROFILE → Personal Info → Edit → Personal Email → Update → Save.</p> <p>To change the Personal Phone Number: Login to MyRequests → Create a request → Personal Phone Numbers → Click on Edit & Update.</p> <p>**Note: It will take 4 to 5 working days for the data to flow to AST tool.</p>
Pay Slips, check Finance Exit Checklist, update your contact details for finance related queries etc,	AllSecTech
Finance Related Queries	On or before LWD, you can join via conference call. You will receive call details directly from the Finance Team shortly.
Finance Related Queries	On or before LWD, if you need to submit a request for any of these Payroll Categories: Banking, Car Lease, Duck Creek Employees, Electronic Meal Card, Exit, NPS, PAN Number, Payroll Feedback, Salary, Year-end Tax, Zenta Employee the please log your request on https://support.accenture.com → Accenture Support → Human Resources and Payroll → Payroll → Ask Payroll.
Finance Related Queries	<p>After LWD, for Full &Final Settlement Related Queries: payroll.settlements@accenture.com.</p> <p>For Provident Fund and ESIC Related Queries: EB.Socialsecurity@accenture.com.</p> <p>For Time and Expense OR Insurance Related Queries: EB.TE.Exit@accenture.com.</p> <p>**Please write from your personal email ID and not from Accenture email ID because emails written from Accenture email IDs are not accepted.</p>
MyTe	While on notice period, for MyTe related queries please logging to https://support.accenture.com/ → Accenture Support → Human Resources and Payroll → Time and Expense → Ask T&E.
AmEx Card	<p>Please clear the dues & drop an email to manjunath.shetty@accenture.com for clearance.</p> <p><i>...scroll down for additional information</i></p>

HR Generic Queries	<p>While on notice period, call Employee Connect Services at 2222 from Office Landline Device.</p> <p>**ECS team is available from 10:00 AM to 10:00 PM, Mon - Fri.</p>																
HR Generic Queries	<p>After LWD, Call Employee Connect Services on any of the following numbers.</p> <table> <tr> <td>Bengaluru</td><td>+91 80 4077 2222</td></tr> <tr> <td>Chennai</td><td>+91 44 6118 2222</td></tr> <tr> <td>Gurgaon</td><td>+91 124 393 2222</td></tr> <tr> <td>Hyderabad</td><td>+91 40 6692 8222</td></tr> <tr> <td>Mumbai</td><td>+91 22 6186 5112</td></tr> <tr> <td>Noida</td><td>+91 120 476 4222</td></tr> <tr> <td>Pune</td><td>+91 20 4145 2222</td></tr> <tr> <td>Kolkata</td><td>+91 33 442 762222</td></tr> </table> <p>**ECS team is available from 10:00 AM to 10:00 PM, Mon – Fri.</p>	Bengaluru	+91 80 4077 2222	Chennai	+91 44 6118 2222	Gurgaon	+91 124 393 2222	Hyderabad	+91 40 6692 8222	Mumbai	+91 22 6186 5112	Noida	+91 120 476 4222	Pune	+91 20 4145 2222	Kolkata	+91 33 442 762222
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Noida	+91 120 476 4222																
Pune	+91 20 4145 2222																
Kolkata	+91 33 442 762222																
Proof of Employment Letter	While on notice period, raise a request on AST → New Request → Credence Request.																
Proof of Employment Letter	After LWD, write an email to India.HRSS.ESL@accenture.com with your employee ID mandatorily.																
Insurance Portability	While on notice period, send a request to eramesh@orientalinsurance.co.in OR indira.ms@orientalinsurance.co.in .																
Regarding Relieving Letter	<p>You will receive it automatically after 25 days from your LWD subject to no recovery. In case you do not receive it or you need a duplicate copy of Relieving Letter, please write an email to Level-1 POC, India.HRSS.Exits@accenture.com (Your mail will be addressed within 2 business days).</p> <p>In case your email is not addressed within 2 business days then you may follow the below given escalation matrix.</p> <p>Level-2 POC, Sneha.a.jain@accenture.com Level-3 POC, Chaitali.dey@accenture.com Level-4 POC, Akram.khan@accenture.com</p>																

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Finance Related Information:

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- Finance team will receive the resignation input anytime on/after LWD-12 days and post that exit formality communication from finance team would be emailed to employee's personal/official email ID.
- Employees can access Finance-Exit related FAQs on [AllSecTech](#) → FAQs & NPS → Consolidated Payroll FAQs
- Employees can join the Finance Exit Helpline call once the call details are shared.
- During the exit process, Finance team checks for all the recoveries due from the employees. Recovery details would be updated in [AllSecTech](#) and employee will be communicated of the same.
- Recoveries, if any, calculated & communicated by finance needs to be paid by DD.
- Finance checklist will be approved in AST 2 days before the LWD only in case if employees completes all the exit formalities.
- Relieving Letter will be dispatched on 25th calendar day from LWD, subject to closure of all checklists, leased Car ownership transferred away from Accenture (If any) and no recoveries.
- PF withdrawal Forms will be emailed along with the Relieving Letter softcopy mail post completion of Full & Final settlement.
- Variable Pay: You need to be active in the system on the date of variable pay disbursement to receive the same. It is not paid on pro-rata basis on your LWD (if your LWD is falling before date of disbursement). For any other queries on Variable pay, please connect with your People Advisor.

Aid on submission of Time Report:

- ✓ Access [MyTE](#) and charge to the appropriate WBSE for days till your LWD.
- ✓ For rest of the fortnight, please follow below given steps.
- ✓ [MyTE](#) → Work Schedule → Custom Work Schedule → Create.
- ✓ Modify the hours to “zero” for rest of the fortnight and save.
- ✓ Click on Submit. The respective cells will be greyed out in the timesheet.
 - Example: If your LWD is on 23rd July, please follow below steps...
 - a. On [MyTE](#) , in the July 31st time sheet, click on Work Schedule.
 - b. Click on Create Tab against ‘Custom work schedule for this period only’.
 - c. Enter “Zero” from July 24 to July 31.
 - d. Click on Save.
 - e. Submit the Time Report.


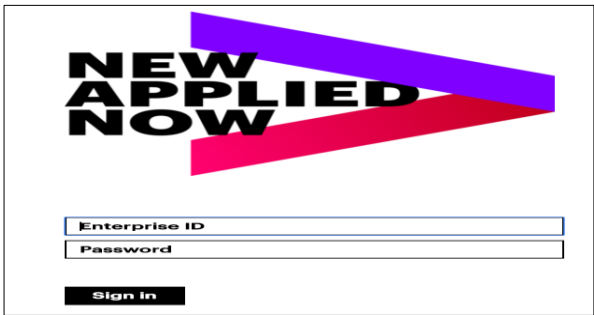
Notes:

- ✓ WBSe will be provided by your supervisor. For any queries related to WBSe, please reach out to your People Advisor or Supervisor.
- ✓ Dial 3333 from any Accenture office across locations for MyTE related queries.

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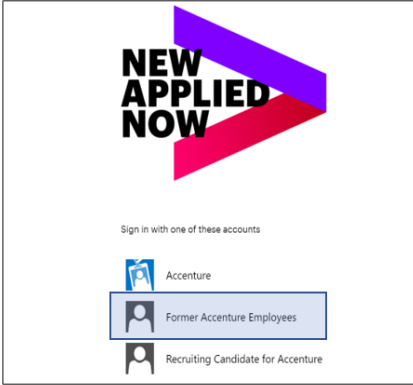
Request access to MyHoldings:

1	<ul style="list-style-type: none">• Login to https://myholdings.accenture.com
2	<ul style="list-style-type: none">• Click on 'Former Employee' 
3	<ul style="list-style-type: none">• Enter your Enterprise ID & Password (Your last password used in Accenture should work).• Click 'Sign In' button• In case your password doesn't work then please follow the step # 4. 
4	<ul style="list-style-type: none">• Wait for 10 working days from your Last Working Day.• After 10 working days, send a request to HDS-AS-BPO@accenture.com with following details to reset your password for accessing MyHoldings website.

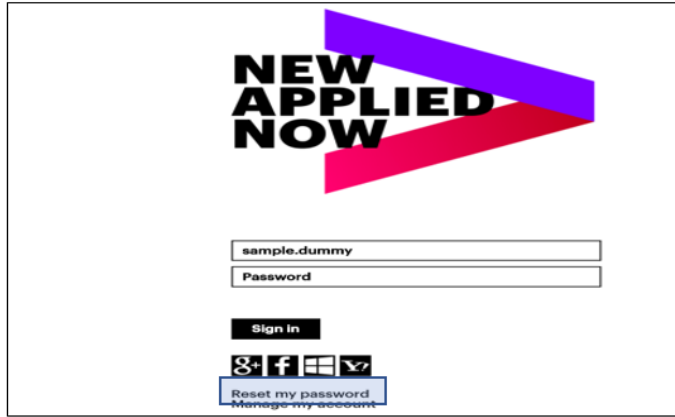
...scroll down for additional information

	<ol style="list-style-type: none"> 1.Employee ID: 2.Employee Name: 3.Contact Number: 4.Alternate Contact Number: 5.Personal Email ID: 6.Alternate Email ID: 7.Accenture Start Date and End dates: 8.Location: Pune 9.Available Time to contact you (IST): <p>**Note:</p> <ol style="list-style-type: none"> 1. Ensure the given phone numbers are reachable and on ring mode because CIO team will provide password on call only. 2. CIO will call thrice on consecutive days, if all attempts are failed then they will close the ticket. You will have to again follow the above described process to reset your password.
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Finance Related Information:

1	<ul style="list-style-type: none"> • Login to https://myrequests.accenture.com
2	<ul style="list-style-type: none"> • Click on 'Former Accenture Employee' 
3	<ul style="list-style-type: none"> • Enter your Enterprise ID & Password (Your last password used in Accenture should work). • Click 'Sign In' button

- In case your password doesn't work then please click on "Reset my password" link.



The image shows a login page with the text "NEW APPLIED NOW" in large, bold, black letters. To the right of the text is a large, stylized arrow pointing right, colored purple and red. Below the text are two input fields: the first contains "sample.dummy" and the second is labeled "Password". Below the input fields is a "Sign in" button. Below the button are social media icons for Google+, Facebook, and Twitter. At the bottom, there are two links: "Reset my password" and "Manage my account".

4

- Enter your enterprise ID and click 'Submit'
-

To reset your password:

1. Please enter your former Accenture employee Enterprise ID in the field below.
2. Click the "Submit" button.
3. You will then be asked to answer a Verification Question in order to verify your identity.
4. If you answer correctly, you should then receive an email from Accenture which contains your new password.

Note:

- The email address you registered in the Former Account Management website is the one that will receive the password reset email. If you have not received the email or are having issues with the password reset process, please contact CIO Technology Services via the Technology Support Service Desk. You can find their contact information [here](#).
- If you have not previously setup a Verification Question & Answer or if you have forgotten what they are, you will not be able to complete the password reset process through the website. Instead, please contact CIO Technology Services via the Technology Support Service Desk for support with your request. You can find their contact information [here](#).

Enterprise ID

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