



Exit management system

Voluntary exit

OFFSHORE EMPLOYEES

Please read the separation/Performance Bonus/ Work schedule Policy and the respective FAQs before approaching to ES.

No change is allowed in your salary bank account number during serving notice period.

No change is allowed in your Flexi Declaration during serving notice period before your last working day.

Please maintain your salary bank account until your F&F gets settled.

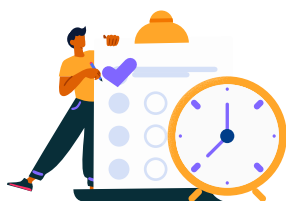
Do ensure that all LWPs marked in iTime, are approved by your manager before your last working day to avoid salary deduction in full and final settlement.

Please ensure all the approval from your RM / HR in respect to Shift Allowance / One Time payments etc., before your last working day. If there is any delay in approving pending allowance(s) from your RM/HR, then the same will be paid to you post full and final settlement. The average days for revised F&F could be 1.5 months hence it is advised to obtain all the approval on or before your last working day.

Return all company assets on or before the last working day



- Including Access & ID cards/, Laptops, Data card etc.
- Obtain clearances in EMS latest by the end of your last working day.



If your clearances are done before business hours then relieving letter will be available in the Separation Portal post 6:30 PM IST. **Please ensure to take all the clearance by 5.30 PM on your Last working day** for seamless relieving.

Note: Relieving Letter will not be available in case,



- Your clearances are pending.
- There is recovery due from your side as per your provisional F&F.
- There are outstanding loans taken through HCL - including Company Car Scheme & Company Leased Accommodation.



SEPARATION PORTAL



Till your Last Working Day, you can reach the Separation Portal by going to **My HCL > App Search > MySeparation Portal**



After your Last Working Day, you can reach the Separation Portal by visiting **<https://wf4.myhcl.com/MySeparation/Login/Ex-HCLitesLogin.aspx>**



Watch out for an auto mailer from Separation Portal with **your Login ID & Password**

Take print outs of necessary documents

Pay Slips, Form 16, PF statement, Last Compensation Revision Letter etc.

Access to MYHCL will be blocked after 11.30 PM on your Last Working Day.

Go through the **FAQ's available in ESS with the online PF statement** to understand the process for PF withdrawal/transfer.



Your Relieving Letter will not be available in Separation Portal in below case

Clearances are not given by Stake holders. For pending clearance in EMS – Pleaselogin to my separation portal and click on red button to find out stake holder's name and write to them accordingly for EMS clearance part.

There is recovery as per Provisional F&F and employee has not settle the due on or before LWD.

If there are any outstanding loan taken through HCL or any Bond recovery, including Company Car Scheme, Company Leased Accommodation.



Things To Do Before Your Last Working Day

Please ensure that your **communication details as mentioned in your dashboard on EMS are correct.**

For any changes, please update the same through ESS (My Profile).

If any change in your permanent address and Personal Email ID please ensure to update in ESS application before last working day.

We also recommend you **do not close your bank account** till the time your exit is completed and Full & Final settled.

You may **take printout of various documents from MYHCL** i.e. pay slips, Form 16 (last financial year), PF statement and last Revision letter before your last working day for your future reference.

Please ensure to **read the Separation Policy** as available on Policies Hub. A link for the same is also available on your dashboard in EMS.

Please ensure that you **get Shift Allowance / One Time Payments approved** by your manager before your Last Working Day.

Please **upload soft copies of your HRA Rent Receipt(s) and current year's investment proofs till last working day only on IT Declaration** application at least **15 days before your Last Working Day**. For queries related to Income Tax, please raise SSD under ES-Taxation process IT declaration & proof submission.

Flexi declaration cannot be changed once an exit has been initiated.

Please ensure to fill up timesheet before leaving office. Also ensure to **apply leave and LWP reversal** and get them approved by your manager before your Last Working Day.

Submit scanned copies of your actual IT investment / saving proof in IT Declaration application (My HCL) before your Last Working Day. Go through the guidelines given under the sections in IT Declaration link before submitting. Investments proof submitted after Last Working Day will not be considered.

Please **ensure all recoveries/loans are settled** before your Last Working Day.

For **advances towards travel / non-travel claims**, if any, please submit the claim and get it settled with ES. Remaining due amount should be transferred to HCL.



GRATUITY

Employees who have rendered **4 years 190 days** of continuous services are eligible for Gratuity Payment.

This will be paid through online bank transfer within **30 days of your Last Working Day**, if applicable

After your Last Working Day, you can reach the Separation Portal by visiting <https://wf4.myhcl.com/MySeparation/Login/Ex-HC LitesLogin.aspx>

Watch out for an **auto mailer** from Separation Portal with **your Login ID & Password**

How Gratuity is Calculated

$$\frac{\text{Basic Salary} * 15 * X}{26}$$

1 Month = 26 Days
No. of Years In Service

THINGS TO NOTE

As per the Separation Policy, only soft copies of Experience / Relieving Letter on Company Letter Head will be uploaded on Separation Portal. Please download and take print outs for hard copies of these letters.

INCOME TAX

Please submit soft copy of HRA rent receipt and current Year investment till Last working day only in **IT declaration application at-least 15 days before** your Last Working Day.

For any Income Tax Related Query you may raise SSD to ES.

ES- Taxation process-IT clarification and proof submission.



TRAVEL ADVANCE OUTSTANDING (DOMESTIC / INTERNATIONAL TRAVEL)

If there is no open Travel Advance against your name, on the Last Working Day, the system will auto clear the record.

For advances towards travel / non-travel claims, if any, please submit the claim and get it settled with ES. Remaining due amount should be transferred to HCL.

**For queries regarding open advances,
please raise SSD per below path... and
post your LWD, please refer following
Generic IDs**

Generic IDs (to be used post employee ID deactivation only)

Queries related to Travel
Advance / Claim (Domestic &
International)

traveldueindia@hcl.com

Queries related to
Non-Travel Claim – India

nontravelclaimindia@hcl.com

PF Settlement

It is a simple & online process



1 After mandated period of 60 days from your last working day, you can raise online paperless PF settlement or PF transfer request through My Separation portal – no hardcopy required! Access the PF portal using below link

<https://wf4.myhcl.com/MySeparation/Login/Ex-HCLitesLogin.aspx>

2 PF withdrawal is completely online, therefore kindly don't raise / dispatch any manual request/documents.

3 Please ensure that supplementary documents viz., PAN, Aadhar, Copy of Cancelled cheque with Your pre-printed name on the cheque leaf

(in case cheque leaf is not available then copy of bank statement carrying legible Bank account number and IFSC code is a mandatory requirement).

(Note:-PF withdrawal is subject to Income Tax if your cumulative PF contributory service (including past PF service, if same was physically transferred and formed part of PF accumulations of HCLT) is less than 5 years.

4 Lead time to get credit of PF settlement from HCLT PF Trust is up to 20 working days.

If you are serving in an Establishment where PF is applicable, then you invariably have to get your PF transferred to PF account number of your current employer. Kindly approach your new employer, fill online PF transfer request in EPFO portal and upload soft copy of signed Form-13 by your current employer in above mentioned separation portal of HCLT.PF Helpdesk **PFHelpdesk@hcl.com** is a SPOC for PF related query.

5 Thereafter you need to follow the instructions in PF portal to raise online PF withdrawal request.

6 Form 15-G (wherever applicable) is also uploaded in PF portal itself. Any deficient documents will lead to rejections.

PF Transfer From HCL to New Employer

Post separation from HCLT, kindly approach your New employer

Raise online PF/EPS transfer request in EPFO portal (Employees PF Organization),

Print out of Form-13 (PF transfer request), Sign the same

Get it counter signed from new employer and upload in HCLT's PF portal

This process will ensure transfer of PF from HCLT PF Trust and in parallel transfer of HCLT's Pension service records to your new employer



PENSION SETTLEMENT



Pension will be settled directly by Regional PF Office, Gurgaon. HCLT has no role in this transaction, thereby kindly do not follow with HCLT.

You need to apply online in EPFO portal using UAN number allotted by HCLT. Do refer to online PF statement in ESS for getting details of your UAN. **Ensure that you had:**

Uploaded your bank account number, Aadhar and PAN information as mandated KYC against your UAN in EPFO portal.

You had activated UAN after upload of above information. In case your Pension contributory service is **more than 9 years & 6 months** clubbed (including past service, if PF of previous establishment was transferred to HCL PF Trust + HCL tenure and/or in HCL only), then Pension withdrawal will not be possible, for which you:

- Either have to transfer Pension to your current employer
- Or apply for Scheme certificate in lieu of Pension service, Certificate will be issued by Regional PF Office Gurgaon and sent directly at your residential address but following additional documents will be required by PF Office.
 - Date of birth proof of employee
 - Family Member/Nominee date of birth proof required (Ex: DOB certificate/secondary school certificate)

To fill Form 10D which is available in FAQ's forming part of online PF statement in ESS, append above referred documents and submit the same in hard copy to PF team for onwards submission to PF Office, do ensure to complete above on the date of separation from HCLT.

POST EXIT within 45

**days from the Last Working Day
subject to no dues & completion
of the exit process in EMS.**

Experience Letter / Full and Final Settlement which includes salary that was help as well as leave encashment (LTA & flexi for eligible employees) will be processed within 45 days from the Last Working Day. This however, will be subject to no dues and completion of the exit process in EMS.

INTERACT WITH HCL

F&F related queries
fnfsettlement@hcl.com
Note: mention your SAP ID.

EVL/PR experience letter
EVLsupport@hcl.com

Employee belongs to C3i:
-For PF Related queries
c3ipfstatus@hcl.com

Background verification
(BGV) related queries
bgv_ex_emp@hcl.com

Employee belongs HCLT (other
than C3i and Sankap entity)
PFHelpdesk@hcl.com

Employee belongs to Sankalp
entity: For PF Related
payroll@hcl.com

