

Hajimalung Baba

From: Aalekhya Tumuluri
Sent: Tuesday, May 10, 2022 2:31 PM
To: Hajimalung Baba
Cc: Sri Bhagavatula; Sudhakar Vasantha; Radha Krishna Poojari; Kanuru Lokesh; Nanda Manubolu
Subject: Regarding Exit Formalities -11th May 2022

Hi Hajimalung,

Since Tomorrow is your LWD, request you to submit the Kony Assets (laptop, ID Card etc) to the IT Team/Security in Phoenix Office. After confirming the submission of assets, you will receive your relieving letter. Please see that you are submitting the assets Tomorrow between 10am – 4pm. You will be receiving the resignation acceptance letter letter post 5pm after all the clearances.

If you're not in Hyderabad, please ensure that you are submitting the assets to the Hyderabad office as soon as possible to get your full and final settlement and the relieving letter.

. Check with Ramasamy for any Tax related documents. (samy@temenos.com) SUBMIT your Investment Proof Submission on or before your Last Working Day in TANQAA portal . Take copies of your Pay Slip/ FORM 16 / Tax Sheet TANQAA will be closed after you leave Temenos and you will not be able to access the portal. You will receive your full and final settlement from Finance department and Relieving & Experience Letters only if all the NO DUEs are cleared from all the departments if there is anything pending the final settlement & letters will be delayed.

. Deduction for Group Mediclaim coverage:- Please note that there will be a deduction in your Full and Final settlement for Insurance, if you have claimed Medical insurance for any of your family members or dependents (Self, Spouse, kids, Parents / In laws) during this current policy period. If the deduction is already started, only the remaining amount will be deducted

- If being relieved early Short fall days will be recovered from your salary.
- Please get all the clearances from department head in people space for no due clearance before leaving .

Note: All the access will be disabled Tomorrow as it is your LWD. Please ensure to apply leave/attendance regularization in People Space/Connect and update your time sheet up to date in Ebiz to avoid Loss of pay in your full and final settlement. Please complete the Exit interview in Connect before your access is disabled. Please follow-up with the concerned stakeholders for the exit clearance to be updated in Connect/People Space.

Regards,
Aalekhya.