



OFFBOARDING

FAQ



**WE SINCERELY APPRECIATE
YOUR CONTRIBUTION AND
DEDICATION DURING YOUR
TENURE WITH US.**

**HERE'S A LIST OF FREQUENTLY ASKED QUESTIONS
THAT WILL HELP YOU TO COMPLETE THE
OFFBOARDING PROCESS SMOOTHLY**

HOW CAN I UPLOAD MY SIGNATURE IN THE EXIT DOCUMENTS ?



To upload your signature, access the form using Adobe Acrobat or any online tool. Fill in all the required details and upload your signature within the document.

CAN I TAKE CARRY FORWARDED LEAVES / SPECIAL COMP OFF DURING NOTICE PERIOD ?



The utilization of carry-forward leaves is permitted during the notice period.

CAN I GET RELIEVED EARLY IF MY MANAGER ALLOWS ME TO DO SO ?



Notice Period recovery will be applicable if the employee is released early except for medical emergencies on approval of PAG Manager.

AM I ELIGIBLE FOR LEAVE ENCASHMENT ?

Encashment of leave is not applicable.

DOES SPERIDIAN OFFER A NOTICE PERIOD BUYOUT OPTION ? IF YES, IS IT BASED ON GROSS OR CTC ?

Yes, Speridian offers a notice period buyout option, subject to approval from the Department Head and PAG Manager. The buyout amount is calculated based on the CTC.

CAN MY LEAVE BALANCE BE ADJUSTED AGAINST THE NOTICE PERIOD DAYS TO ALLOW FOR EARLY RELIEVING ?

No, employees are required to serve the full stipulated notice period and leave balance cannot be adjusted for early relieving.

WHEN CAN I EXPECT FULL AND FINAL SETTLEMENT DOCUMENT TO BE SENT OUT TO ME ?

Full and Final Settlement document will be shared on or before the LWD.

WILL I GET MY PAY SLIPS FOR LAST MONTH I WORKED ?

The payment details for the last month will be sent to your personal email ID registered with Speridian as a Final Settlement document.

CAN I EXPECT THE GRATUITY AMOUNT WITH THE FINAL SETTLEMENT ?

The gratuity will be released separately by the statutory board if the employee is eligible, i.e., after completing 5 years with Speridian or it's Subsidiaries.

WHOM SHOULD I CONTACT FOR UPDATES ON MY FINAL SETTLEMENT AFTER MY EXIT ?

For any queries after exiting the company, please send an email to offboarding.IN@speridian.com.

WILL I RECEIVE MY EXPERIENCE/RELIEVING LETTER IF I DON'T SERVE MY FULL NOTICE PERIOD ?

The Relieving Letter will be issued once the Department Head approves the early release and provided all required clearances and notice period payments are completed.

HOW MANY LEAVES CAN BE AVAILED IN NOTICE PERIOD ?

Leaves can be taken approval from PM & PAG Manager. If the leaves taken exceed this count, LWD will be extended if there is a business requirement, and the excess will be recovered from the final settlement.

HOW WILL I GET FORM 16 POST MY EXIT ?

Form 16 will be sent to your personal email ID registered with Speridian by the Tax Returns Team after closing of the particular Financial Year.

I AM CURRENTLY NOT AT MY BASE LOCATION; HOW CAN I SUBMIT MY COMPANY ASSETS ?

Company assets can be submitted to the nearest office location convenient to you on your last working day.

** If you have any questions or need further clarification regarding the offboarding process, please do not hesitate to reach out.

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