

# 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 its 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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