

Exit Orientation



Key Notes - Exit Clearances

- Validate / Update your Personal email Id & Contact details, as the same is used in future

ECMS Home Page – Resignation Tab – My Information

- Exit clearances are part of exit formalities
- **Exit clearances completion is primary responsibility of an employee**
- Some of your clearances can to be completed before Last Working Day & clearance status can be checked in ECMS tool
- Relieving and Experience documents will only be released on completion of all the clearances without dues
- All the exit clearances can be completed online & only in case of DD submission employees can meet the exit team SPOC in respective location
- Employees has to mandatorily follow exit clearances guidelines available in ECMS & Mail and ensure to follow up with all the department SPOC to complete the clearance on or before last working day
- **All the department clearances are mandatory**
- **Contact : centralexit.in@capgemini.com**
- **Please mention your Employee ID while writing mail to Central Exit DL.**



List of Exit Clearances & Scope

Sequence	Clearance Name	No. of Sub Clearances	Clearance Completion Scope	Clearances
1.0	Time Help Desk Clearance	1	Before LWD	Timehelpdesk
2.0	Supervisor Clearance	6	Before LWD	Supervisor
3.0	People Process Clearances	2	On LWD	HRSS -LMS
4.0	EIS Due Clearances	6	Before LWD	HRSS - Exit Team
5.0	BU HR Clearance	1	Before LWD	BU HR
6.0	ICRES Due Clearance	4	On LWD	ICRES/AMEX
7.0	Asset Management Clearance	4	On LWD	ITICS
8.0	Finance Due Clearance	19	Before LWD	Forex/Payroll
9.0	Learning & Culture Due Clearance	4	Before LWD	HR - L&D
10.0	Performance Management Clearance	2	Before LWD	HR - PMD
11.0	Mobility Clearances	2	Before LWD	HR - Mobility
12.0	Final Clearances	1	On LWD	HRSS - Exit Team



1.0 Time Help Desk Clearance

- **Time helpdesk clearances can be completed before Last Working Day**
- Please ensure all the pending Time Sheets till your last working day are filled and approved by your supervisor
- Employees need to ensure that in India Timecard Application Portal, last 6 months (till the LWD of ACIS employee) timecard status should be in “**Approved**” status, post which Supervisor can provide Time clearance in ECMS portal
- **Time helpdesk clearances will be approved once the supervisor has approved the timesheet**
- **Timesheet approval is important for clearance of People process**
- In case of any **technical** related queries in **ECMS portal** raise the ticket through ITSM Portal : **India Service Desk – Click on Browse categories – Employee Management- ECMS- Select appropriate category**
- In case of any **technical** related queries in **India Timecard Application Portal** raise the ticket through ITSM Portal: **India Service Desk – Click on Browse categories – Finance Applications – Timecard(Finance) - Select appropriate category**
- In case of any **functional** related queries in **India Timecard Application Portal** raise the ticket through ITSM Portal : **India Service Desk – Click on Browse categories – Finance Support – MTS Clearance - Select appropriate category**



2.0 Supervisor Clearance

- **Supervisor has to approve timesheet before last working day for last 6 months.**
- Please complete the Assignment Review at least three days prior to your last working day for yourself and your reportees (if any) in MyPath/MyConnect.
- This will help the People Processes/HR team to document timely performance feedback which will be used during the Annual performance evaluation.
- If you are tagged as N+1, please reach out to RMG Team and get all the Ns de-tagged on or before your LWD
- In case of any concerns, please write to mypath.global@capgemini.com.
- Timesheet & Expense clearance has to be approved by the supervisor before last working day



3.0 People Process Clearance

- Please ensure to update all the availed leaves in LMS and Clarity / Time card (time sheets) with appropriate leave code & approved by your supervisor at least three days prior to the last working day
- Once time sheet & supervisor clearance is complete people process clearance can be provided.
- Please update the eligible **shift allowances in iConnect (FS Specific)** and get it approved from your supervisor and project owner at least three working days prior to the last working day
- **This clearance will only be given after 24 hours of your time clearance.**
- For further clarification, write to people process Team



4.0 EIS Due Clearance

- EIS clearance will be completed 2 days prior to last working day
- Notice Period shortfall days will be updated in ECMS one day prior to last working day



5.0 BU HR Clearance

- Business HR can provide clearance before last working day
- People Partner clearance is given by respective BU HR.
- **Note : People Partner/ BU HR clearance is not given by Exit Team SPOC**
- **BU HR details can be viewed in ECMS**



6.0 ICRES Dues Clearance

- Please handover your drawer keys, access card, Bus Pass (if applicable) to the ICRES team on last working day post asset management clearance.
- Amex card clearance can be completed 10 days prior to last working day if the dues are settled with AMEX.
- If employee holds the Corporate card please connect with ICRES AMEX scope for quick clearance.
- No card holder clearance is given immediately

Note : Employees holding a card with dues pending will be given clearance only once the account shows “0” balance, if amount paid screen shot can be shared with Amex help desk team for clearance.

Return of ID & access card after LWD will not be entertained. If the ID& access card is not submitted the amount will be recovered.



7.0 Asset Management Clearance

- IT Asset Clearance will be provided **only on last working day** after all asset surrender / transferred.
Timing for Asset exit/transfer clearance : 2 PM to 4PM.
- Before approaching for clearance please ensure Laptops/Desktops, Safe word token, Black berry (as applicable) or any other IT assets needs to be surrendered by raising surrender ticket in India Service Desk portal at least 2 days prior to last working day.
- Please ensure that you follow-up for asset surrender/transfer with the person handling your ticket.
- For **Transfer of asset** (desktop / laptop)please initiate the process along with necessary approvals at **least 3 days before LWD** to avoid any delays.
- IT Asset clearance will be provided only if asset(s) owned by you is surrendered/Transferred, ensure asset is untagged and your tickets is closed before approaching for clearance.

NOTE:- Please ensure while surrendering Laptop is in good condition. If any damage kindly get it repaired by raising remedy request well in advance to avoid any last minute delay. Recovery will be initiated if surrender asset is in damaged condition.

“As a process without following above mentioned steps, it would delay in your exit clearance.”
Kindly refer below process document for Desktop/Laptop Transfer and Surrender process available in Talent portal:

[Laptop Allocation, Transfer and Surrender Process](#)

[Desktop Allocation, Transfer and Surrender Process](#)

As a process without following above mentioned steps, there would delay in your exit clearance.



8.0 Finance Due Clearance

- To avail tax exemptions, employee has to submit the investment proofs in HR workways- IPSF resignee option before your Last Working Date
- Beyond this cutoff any proofs submitted will not be entertained within the Settlement process
- **Payroll Clearance will be given in ECMS only 2 days prior to LWD**
- If you have any Onsite travel you need to get it settled with Finance team by providing them your relevant documents like LOA, Per Diem Annexure Form & Passport Immigration stamps reflecting (Else Project Manager's e-mail approval) your travel period mentioned in it. Please note to mention if you have claimed any Travel Kit Allowance or Relocation Cost in case you need Exit Clearance. The same is not applicable for employees on Transfer clearance.



9.0 Learning & Culture Due Clearance

- L&D clearance can be completed before last working day
- **L&D – Library** - Library Books should be returned at least three days prior to the last working day, For any queries or concerns, please contact respective location Library SPOC.
- **L&D certification** - Please get in touch with the L&D certification clearance representatives. The list of such representatives is available on ECMS (Contact list).

Note : Training cost recoverable is updated by the L&D team in this section.



10.0 Performance Management Clearance

- Please complete the Assignment Review at least three days prior to your last working day for yourself and your reportees (if any) in MyPath/MyConnect
- This will help the People Processes/HR team to document timely performance feedback which will be used during the Annual performance evaluation
- If you are tagged as N+1, please reach out to RMG Team and get all the Ns de-tagged on or before your LWD
- In case of any concerns, please write to mypath.global@capgemini.com.



11.0 Mobility Clearance

- This clearance can be completed before last working day
- Please get the mobility clearance in ECMS.
- Please contact mobility admin for this



12.0 Final Clearance

- **This clearance can be provided only if all the clearance from all department is completed**
- **This clearance can be completed only on last working day**
- Relieving & Experience letter can be generated & sent to employee once final clearance is completed.
- Only soft copy of letter is issued to employees this letter will be sent to employees personal E mail ID.
- If any of the department clearance is pending final clearance cannot be provided & letters cannot be issued.
- In case of Loss of Pay or Negative/ recovery amount is not paid final clearance cannot be completed until dues are settled.
- If final clearances is not completed employees does not have to meet the exit team in person (until no dues pending)
- DD to be submitted to exit team on or before last working day in favor of “**Capgemini Technology Services India Limited**” payable at **Mumbai** to the respective location SPOC.

PF & Gratuity



Gratuity:

Please submit a claim form for Gratuity. Upon validation of the record, the claim will be processed and disbursement of the amount will be done in your bank a/c or by cheque.

Please note, you should submit a claim form 15 days in advance to your last working date.

Contact Person : narayan.desai@capgemini.com

Postal Address : **Capgemini Techonology Services India Pvt Limited**

Capgemini Knowledge park IT1/IT2

TTC Industrial Area, Thane-Belapur Road

Airoli, Navi Mumbai-400708

Tel – 022 71444283,Ext -2291320

PF & Gratuity Claim form can be downlaoded from HR Workways – Retirals Downloads

Note: You should mention your entity and employee-id whenever you communicate to the helpdesk team for better tracking.

Provident Fund(PF) : For Transfer of PF please connect with your furture employer

For any queries related to your PF account (including the **PF withdrawal/Transfer**)

do write it to the helpdesk team at: cgretiralsservices@excelityglobal.com

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Important Points

- Download payslips from HR workways before last working day
- Full & Final Settlement will be completed with 45 days from your LWD & statement will be shared to your personal mail ID.
- Form 16 is available post completion of financial year during the month of June/ July
- Please write mail to info@excelityglobal.com for form 16
- To claim Gratuity employee must have completed minimum of 4.8 yrs tenure in the organisation
- For ESOP query please write to esopindia.in@capgemini.com

Thank You...





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