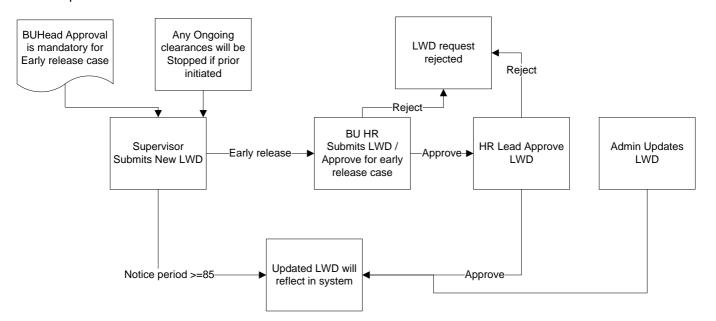
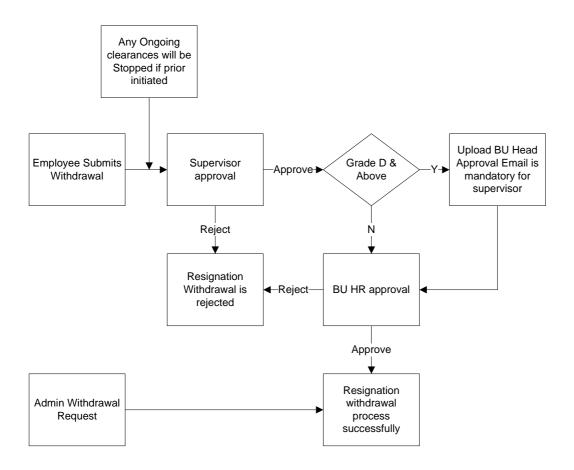
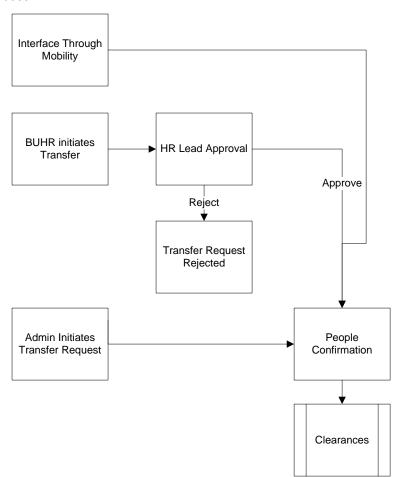


LWD Updates

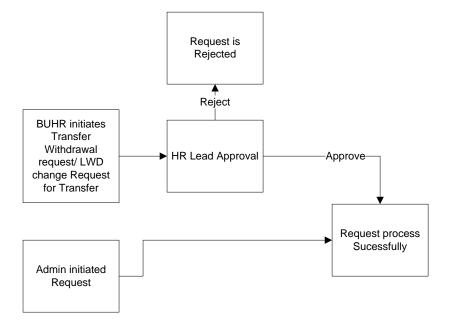




Transfer Process



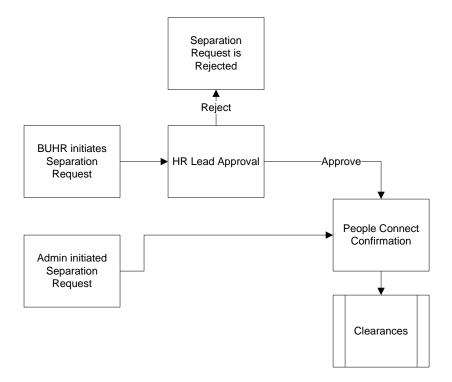
Transfer Withdrawal Process/ Transfer LWD update Process



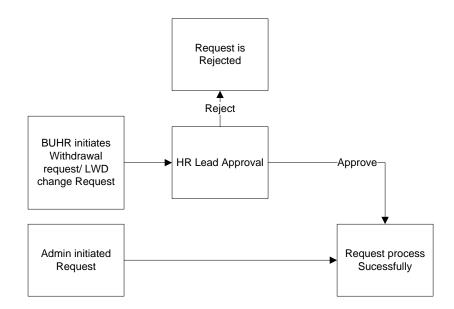
Transfers:

- Long Term Transfer
- Short Term Transfer/ Secondment
- Domestic Non Payroll Transfer
- Payroll Transfer FS/ACIS/BSv

Separation Process

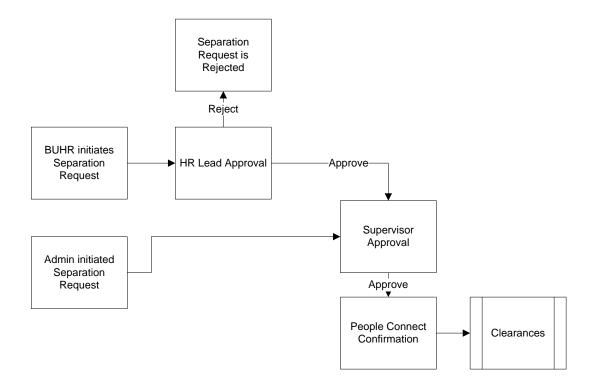


Separation Withdrawal Process/ LWD chnages Process

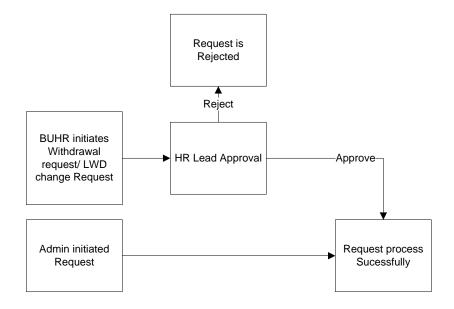


Separations :

- Terminations
- Deceased



Separation Withdrawal Process/ LWD chnages Process



Separations:

- Resignation probationary employee
- Retirement

- Separation Type → Resignation

 1. This work flow is valid for all the employees except for Contingent workers ,interns Contractors & Sub-contractors

 2. After the People Connect confirmation it goes for all clearances except for people process.

- 3. People process clearance happens only 24 Hrs after Time helpdesk clearances are done.

 4. Final clearance happens after all the clearances are done including People Partner clearance.
- 6. Releiving letter is generated after the final clearance is completed

Supervisor	People Connect	Asset Management Team	EIS Team	BU HR	ICRES	L&C	Performance Management Team	Finance	Time Helpdesk	People Process	Mobility	
Supervisor	Initiated for Clearances (People Connect Confirmation)	Clearance For Laptop Desktop Software Hardware Asset Clearance	Clearance For Salary Payable days Notice Pay days from Employee Notice given day Notice shortfall days Waiver of Notice period EIS Clearance	Clearance For Last Rating Actual Reason of Leaving Comments if any Assessment of employee (Regretted/ Non Regretted) People Partner Clearance	Clearance For	Clearance For Library Books Library other Certification Cost Certification Other	Clearance For Reason for completion of performance and completion date PMD document Transfered Performance Management Clearance	Clearance For Housing Interest Subsidy Vehicle Interest Subsidy General Interest Subsidy Processing Charges Earning others LTA, Telephone recovery OAAR, Medical Reimbursement Deduction others KIT Allowance Cost Recovery amount Relocation cost (Finance),(Payroll) Housing adv, Foreign Exchange Advance salary Reimbursement due Joining bonus recovery OAAR Outstanding settling allowance due Outstanding prepaid variable bonus Finance Clearance — 4 sub Clearances	Clearance For Expense and Time approval Time Help Desk Clearance	Clearance For Shift Allowance and Leave encashment People Process Clearance (available post 24 hrs after Time Helpdesk Clearance)	Clearance For Work Permit & Visa cancellation Recovery against LOA/ Secondment - Specify amount Mobility Clearance	
Clearance For								After all clearances from respective department it will reflect in Finance Queue for Final Clearance Final Clearance (Finance)		Generate Relieving letter		Stop