

Vincent, Bruno Robert (Pune)

From: Workday fiserv <fiserv@myworkday.com>
Sent: Sunday, June 4, 2023 8:56 PM
To: Vincent, Bruno Robert (Pune)
Subject: To Do Checklist || Associate Termination

Hi Bruno Robert Vincent ,

We appreciate the contribution you have made to the company and regret your resignation from the services of the organization.

Associate Code	Name	Designation	Manager	DOJ	LWD	LWD As Per Policy	Resignation/Termination Date	Notice Period Shortfall(Days)	Location
10087409	Bruno Robert Vincent	Tech Lead, Quality Assurance Engineering	Manoj Dyandeo Kale	28-Jan-2019	16-Jun-2023	16-Jun-2023	19-Apr-2023	0	Pune - Trion Business Park

We would like to inform you that salary of the last month and preceding month is put on hold for associate exiting the organization before 15th of the month. However, you can get the preceding month salary released by completing the below formalities on or before 23rd of the month. In case, 23rd is a holiday, please ensure the clearance is done before.

1. Submit tax proofs / claims / FBP bills, if any, to Finance department.
2. Settle any travelling advance / loan or any other advance, if any, with the finance department.
3. Return company assets like head phone, books, keys, etc., if any.
4. Please ensure all your time-off / Leave requests are approved in Workday.
5. Please ensure to fill all your bank details in Concur, to directly transfer your full & final settlement amount into your bank account.
6. Take no dues clearance in Workday from all the dept./stakeholders except BMS and IT.

Kindly complete the following formalities for a smooth exit before your last working day:

1. Return company assets like laptop, cell phone and data card etc., if any.
2. Return of your access & identity cards at BMS room.
3. Take clearance from BMS and IT.
4. In case you have associates directly reporting to you, please reassign appropriately.

You may contact your HR Business Partner for any further clarification / assistance.

Regards

India Payroll Team

Note: This is system generated mail. Please do not reply.

Please find below the process that has been executed:

Business Process: Terminate: Bruno Robert Vincent (10087409)

Subject: Bruno Robert Vincent (10087409)

Details: Terminate for Bruno Robert Vincent (10087409) effective on 06/16/2023

To access this transaction in Workday, click the notification details link.
[Click here to view the notification details.](#)

This email was intended for Bruno.Vincent@fiserv.com · [Manage Preferences](#)