

Sr. No.	FAQ Details.
1	When does my exit process start?
Ans.	Exit process will be initiated Ten working days before the last working day of the employee which is approved by the Supervisor in ECMS.
2	Who will initiate the separation process?
Ans.	System will initiate the separation process automatically ten working days before last working day provided your supervisor has approved your resignation in the system
3	How will I come to know whether my exit process has started or not?
Ans.	You will receive a system generated email notification (this notification will also be sent to all the respective functions involved in the separation process)
4	Is there any exit clearance form available and do I have to take signatures on it?
Ans.	No, It is an online form and it is visible in ECMS. Once separation process is initiated all the respective departments needs to provide the clearance in the system only.
5	When should all the clearances reflect in ECMS for getting the letters on last day?
Ans.	Clearances should reflect in ECMS & all financial dues need to be cleared three working days prior to last day of the employee in case of delay in clearances letters will not be issued on the last day. People process team will issue relieving & experience letters on the Last working day after 4.30 p.m. based on all the clearances received in the ECMS.
6	Do I need to contact individual departments for obtaining clearances from respective functions?
Ans.	Clearances will be given online by respective functions in ECMS however employee needs to follow-up & ensure that all the clearances are done in ECMS three working days prior to the last working day.
7	Who are the contact persons for respective departments for ECMS clearances?
Ans.	Detailed contact list for each function is available in ECMS as per the location of the employee
8	I would require the certificate's before 4.30; can you please issue it before that time?
Ans.	Letters will be issued only after 4.30 subject to final clearance received from Finance or Payroll on the last working day in Capgemini FS GBU as you are expected to be in the office till the close of business hours.
9	Is it possible to courier the letters to my residential address?

Ans.	No, Letters will not be couriered however you can authorize any of your colleagues to collect it on your behalf or you can come personally to collect it. In case of authorization you need to send a mail to the location spoc marking a copy to the employee whom you wish to authorize for collection of the letters on your behalf.		
10	Whom should I contact for the letters?		
Ans.	Letters will be issued by following employees only after 4.30 p.m. subject to final clearance received from Finance / Payroll.		
	Name.	Extension.	Location.
	Jai Prakash Uttla	4021015	Hyderabad
	Swapnil Joshi & Pranav Sohani	2013877 & 2014233	Pune
	Kanchan Sharma	1155420	Gurgoan
	Prithvirajan S	8069367	Bangalore
	Jibinraj Naduvile Veetil	4432369	Chennai
	Wendy Seth	2212010	Mumbai
11	Why is my salary stopped for the month?		
Ans.	As per the process once the employee resigns from Capgemini FS GBU salary is put on hold automatically. Dues as applicable to you will be paid in your full and final settlement.		
12	When will my salary / final settlement get credited to my bank account?		
Ans.	<p>Final settlement will be credited to your salary bank account directly only after the last working day in Capgemini FS GBU based on the following criteria:-</p> <ul style="list-style-type: none"> Any employee who resigns and gets clearance from all stakeholders by 31st of any month will get his/her settlement amount credited by 22nd of the subsequent month. Any employee who resigns and get clearance from all teams by 12th of any month will get his/her settlement amount credited by 7th of the subsequent month. For more details please contact inpayroll.fsgbu@capgemini.com 		
13	Why the final settlement amount is not paid along with others i.e. on 30 th or 31 st of the month?		
Ans.	Full and Final settlement is the complete settlement of accounts with Capgemini FS GBU and hence it is not processed along with the normal salary payout as it has to consider all the financials, tax calculations ,accruals etc. and is only processed outside of payroll cycle. For more details please contact inpayroll.fsgbu@capgemini.com		
14	I have some dues which I need to pay, how should I pay it?		
Ans.	You are required to prepare a "Demand Draft" in favor of "Capgemini India Pvt. Ltd.", payable in Pune for the dues and it needs to be submitted to Finance / Payroll. It is always advised to contact finance / Payroll to understand the amount of dues after obtaining ECMS clearances. For more details please contact inpayroll.fsgbu@capgemini.com		
15	How will I get the Final Pay slip & IT Computation Sheet?		

Ans.	Final Pay slip & IT Computation Sheet will be sent to your personal e-mail ID once your final settlement is credited to your bank account (within three weeks).For more details please contact inpayroll.fsgbu@capgemini.com NOTE: Please ensure you provide the correct email address in the resignation form
16	Is it necessary to give the Investment Proofs as a part of exit process?
Ans.	It is advisable to submit the investment proofs to the finance department as your tax liability will be calculated based on the documents submitted , however in case you do not submit the documents your full and final settlement will be processed as 'No Investment Done' and taxes may be recovered as applicable. For more details please contact inpayroll.fsgbu@capgemini.com
17	My earnings are not taxable for the duration worked then why was tax deducted in earlier months?
Ans.	Tax is calculated on projected earnings (for the FY) however at the time of final settlement tax will be calculated on actual earnings only. For more details please contact inpayroll.fsgbu@capgemini.com
18	What happens to the excess tax that I have paid?
Ans.	Excess tax can be adjusted in next organization by declaring 'Income from Previous Employer' or needs to be claimed along with IT Returns. For more details please contact inpayroll.fsgbu@capgemini.com
19	I have not made any investments yet for the current Financial Year?
Ans.	Proofs will be accepted only for current FY also the proofs has to be from the start of the FY or date of joining whichever is late till your last working day.For more details please contact inpayroll.fsgbu@capgemini.com
20	When will I get the Form 16 for current Financial Year?
Ans.	Form 16 for current financial year will be issued in next FY and you need to co-ordinate with Finance / Payroll .For more details please contact inpayroll.fsgbu@capgemini.com
21	In which month Form 16 will be issued in Capgemini FS SBU?
Ans.	Form 16 will be issued in the month of June however it is advised to contact your colleagues or Finance / Payroll to have exact dates of distribution.
22	Will the Form 16 be couriered?
Ans.	In case if the F-16 needs to be couriered you need to update your detailed permanent address with landmarks and contact number in "iConnect > My Information > Personal Info" where F-16 needs to be couriered.
23	I need the Form 16 for current year as the same is asked in my next organization, where will I get it?
Ans.	As mentioned above F-16 will be issued in next year however you can submit the IT Computation sheet in your next organization. For more details please contact inpayroll.fsgbu@capgemini.com

24	What happens to my Provident Fund contribution?
Ans.	You can either opt to withdraw the PF amount or you can transfer the same to your new organization. Forms are available with the PF trust and it can be reached on pftrust.fsgbu@capgemini.com . In case you opt for withdrawal, you need to submit hard copies to Finance however in case of Transfer it is done by your next organization.
25	Should I opt for a PF Transfer / PF Withdrawal?
Ans.	Decision has to be made by the individual.
26	How do I know my PF Account number?
Ans.	PF account number is mentioned in your salary slips on a monthly basis.
27	Whom should I be submitting my PF Withdrawal Forms / Investment Proofs?
Ans.	You can submit the investment proofs and PF Withdrawal Forms to Finance / Payroll. Please contact Finance Department as per the location. For more details please contact inpayroll.fsgbu@capgemini.com
28	When will I get my PF contribution as I have applied for a PF Withdrawal?
Ans.	Request for withdrawal is sent after Sixty days of your last working day in Capgemini FS GBU to the PF Office and there after PF Department will process and disburse the amount in two months' time. For more details please contact inpayroll.fsgbu@capgemini.com
29	From where can I get my previous month's Pay slip?
Ans.	Pay slip is mailed to all on a monthly basis however it is also available in www.hrworkwaysindia.com , For more details please contact inpayroll.fsgbu@capgemini.com mentioning your KIN, Note: it is advised that the employees take a print of all the Pay slip along with them before the last working day.
30	Till what time will my IT accesses will be active (E-mail ID, Oracle ID)?
Ans.	In case of Separation Process (expect LTT cases) IT Accesses will be revoked at 5:30 pm on Last working day.
31	Will My clearance be held if IT Helpdesk Clearance in ECMS is remaining?
Ans.	This will be done after 5.30 p.m. on the LWD & this activity is mandatory & has no dependency on Final settlement.
32	How are the leaves calculated?

Ans.	Leaves are calculated on Pro-rata basis from your date of joining till your relieving date (Which comes from LMS).
33	What happens to the Shift Allowance?
Ans.	Shift allowance is added during the leave settlement provided the data is forwarded to the People Process team approved by the manager.
34	What happens with my Gratuity?
Ans.	As per the Gratuity policy an employee who has served the organization for 5 years is eligible for Gratuity and Gratuity will be processed with Full and Final Settlement.