

As you approach your last working day, here are a few guidelines and actions to complete for a smooth separation process.

### Payroll formalities

- ▶ Submit investment proofs (if any) to include the same in the final settlement. Please note: Submission of proof of investments is mandatory for availing benefits of the Income Tax Act. Scanned copies of investment proofs should be submitted in the <https://gdstips.ey.net/> on or before your LWD. Please connect to EY Tunnel for accessing the portal.  
Download your payslips, IT statements and Form 16 from GreytHR portal for all your future references.
- ▶ Regarding your Provident Fund (PF), if you wish to transfer the fund, we request you to initiate the process on the EPFO website after 2 months from joining the new establishment. PF account and UAN details are available on your payslip. If you wish to withdraw the PF, you are required to file an e-claim on the [UAN portal](#) after 2 months from leaving the organisation.
- ▶ Flexi Benefit Plan (FBP) Claims: Submit all your reimbursement bills related to either Flexi Benefit Plan (if opted) or business expenses on or before your last working day. If no FBP claims are submitted, the unclaimed amount, if any, will be paid along with the Full and Final Settlement as Exgratia after deduction of TDS at applicable rate.

### Leave encashment

- ▶ Only Annual Leave (AL) will be encashed, based on the balance on your last working day. However, if AL is adjusted against notice period (NP) shortfall, the remaining days/amount will be paid, as applicable.
- ▶ Also note, the current AL balance reflected in the tool is for the entire year and encashment will be calculated on prorated leave until your last working day, considering 1.5 days per month.

### Personal data transfer

- ▶ Refer to the mail on personal data transfer that you have received on the date of submitting your resignation. Alternatively, check [this EY Self-service \(Knowledge Base\) article](#) for guidance.

### System access duration

- ▶ Ensure that all necessary actions are completed by 6 p.m. IST on your last working day, post which system access will be revoked.

### Amex card discontinuation

- ▶ Write to [eygdsamexcardsupport@xe02.ey.com](mailto:eygdsamexcardsupport@xe02.ey.com) to cancel your Amex card.

### EY Appreciate reminder

- ▶ Redeem all EY Appreciate points before your last working day.

### Exit survey submission

- ▶ Your feedback is important to us. Complete the EY Experience Survey from Qualtrics, you must have received an email on the same.

**Personal contact details update**

- ▶ Please check and update the correct personal contact details like mail ID and Phone number on Ramco and Success Factors, as all future communications will be shared to your personal mail ID.

If you have any query or concern on the exit process, please send an email to [myhr.gds@xe04.ey.com](mailto:myhr.gds@xe04.ey.com) or call 000-800-100-9598 between 9:30 a.m. - 5:30 p.m. IST on all business days.