员工离职清单 Checkout List

员工离职后如有 HR, Payroll, Expense 或背景调查等方面的问题，请登录 HRConnect 网站寻求咨询与帮助

Visit DXC's HRConnect for HR, payroll，expense or background verification help for who have left the company.

https://dxchr.service-now.com/csp.

指南 **ReadMeFirst :**(以中文为准 English version of this checklist is just for reference as translation)

1. 请在清单每页的右下角手动填上员工编号和姓名，并依据表 2 的联络名单，联系各部门负责人签字。同时签署第 6 页起的确认函. A-F 以及确认函签好后于最后一个工作日交到 HR 处办理离职证明。Please fill your EID and your name in the lower right corner of each page. Please sign off the ACKNOWLEDGEMENT & AGREEMENT. Please get A to F's signature and complete signing of "ACKNOWLEDGEMENT & AGREEMENT" before seeking termination certificate from HR on your last working day according to the contact list on last page (table 2)

2. 辞职员工在向 HR 提交离职清单时，请提供由经理批准的辞职邮件打印件或辞职员工的辞职信（均须辞职员工本人签名）。For resigned employees, please bring a hardcopy of your email resignation letter with your signature which has been approved by your reporting manager to HR on your last working date, or a hardcopy of resignation letter with your signature.

3. A-Payroll & F-人力资源部: **请 log 2 个 HRConnect case**，分别对应 Payroll 和人力资源部，具体操作请参照对应项的详细信息。Please log 2 HRConnect case for Payroll and Human resource, and refer to the detail as below.

4. C-IT 部：公司配发的所有电脑离职时必须归还到 **IT** 部门，**IT** 核实后签字并加盖印章。（注：如所在城市没有 IT，请直接发邮件到 itpcdepot.china@dxc.com；L-CSC 的离职员工目前可以联系 Zhang Hong zhong4@dxc.com）All issued PCs must be returned to IT before leaving, IT（Note: If there is no local IT, please send email to itpcdepot.china@dxc.com directly，for L-CSC EEs, please contact Zhang Hong for assistance, zhong4@dxc.com）will validate and sign off with chop on the checkout list.

5. 离职党员请按规定应将党组织关系和人事关系同时转入新的单位及相应党组织。如连续三个月不转组织关系、不参加支部活动、不缴纳党费，即将你的党组织关系转至你祖籍所在地，期间产生的情况自行负责。

表 1

员工姓名 Employee Name in NID or passport		员工类型是否为销售或市场部人员(是或否) If you are sales or marketing	
员工号 Employee ID		身份证号码 National or Passport ID NO.	
最后一个工作日 Last Working Date		通信地址及邮政编码 Mailing address and Zip code	
工作城市 Working City		手机号码 Mobile Phone	
当地紧急联系人名字 Local emergency contact person name		当地紧急联系人电话 Local emergency contact person Phone No.	

A. **Payroll:** 请将第一页表 1 中个人信息填写完整，提前 7 天将第一页扫描或将文件转换成 PDF 格式后登录 HRConnect 平台递交申请，登录 HRConnect.dxc.com>>make a request>>Payroll>>General Information，请列出姓名、员工号、所属公司、最后工作日等信息，并附上 checkout list 第一页扫描件，得到 HRConnect 回复后将收到的答复打印出来提交给 site HR；

Please fill out the form in Page1 and log a HRConnect case with below path: HRConnect.dxc.com>>make a request>>Payroll>>General Information, pls. log case with the format listed, and provide your name/EID/Last working day information in the describe, then please print out and submit the feedback HRConnect case from payroll .

请注意：如果您无法在最后工作日前登录公司内部 HRConnect 完成手续，则需要通过外部链接登陆 https://dxchr.service-now.com/csp>> make a request>>Payroll>>General Information 提交申请。对于离职员工首次登陆，需先注册 ID，再提交问题。关于离职后的薪资相关问题，也可通过此外部链接进行提问。

If you cannot complete the checkout process of payroll part before your last day, you can log a HRConnect case via external link with below path: https://dxchr.service-now.com/csp>> make a request>>Payroll>>General Information. For terminated employees, please register your account on your first login. Any other payroll related queries can also be submitted via this link after you leave company.

员工编号：_____

签　字：_____

B. 部门 (Department)

-显示器及笔记本扩展坞,LYNC 耳机及其他（CRT,LCD,&Docking station,LYNC headset and Others)

-机密信息及文件(Confidential Information/Documents):销售数据及销售业绩(Sales Data and Quota Performance);
是否有未收回的投标保证金(BidBond);客户联系方式(CustomerContactLists);未来/远期产品(Future Products);
供应商及合作伙伴信息(Vendor/Partner Information); 订单处理(Order Processing);以公司名义与客户及合作伙伴签订
的协议 (Agreements with customers/partners with HP as a contracting party); 备品备件 (Sparepart); 部门培训费用
(Business Training Charge); WFM (Workflow Management) Case Review (Applicable to GSC Dalian only);Disable ACD Account
(Applicable to GSC Dalian only); 其他事宜 (Other issues)

Work Permit Cancellation (for foreign staff only):*Pls contact Fragomen for working permit cancellation***. Contact person**–*Jennifer Tang
<JTang@Fragomen.com> or Ludovic Dong < LDong@Fragomen.com>*

If your department assets need to be checked by AA/Asset Management Team, pls let them check first. Only after that, manager can sign on this.

如果您拥有任何需要 **AA/Asset Management Team** 提前确认的设备，请先得到他们的确认，之后经理方可
签署此项。

责任人(Checked by)_____**(Reporting Manager)**

C. 全球技术服务部 (IT)

请携带笔记本 Laptop；台式机主机 Desktop（显示器及扩展坞归还部门, 鼠标键盘归还 IT 部门）
Monitor and docking returned to department, mouse and keyboard returned to IT; 电源 AC adapter; BIOS 密码 BIOS Pin.
责任人(Checked by):_____

D. 行政部 (GRE)

第 4 页未涉及到的城市的员工请直接忽略此项 You may ignore this item if you are not in the city on Page 4 contact list.
责任人(Checked by):_____

E. 保安部 （Security）

请直接联系当地前台，若无前台，请直接联系 dxcchinaphysecops@dxc.com. Contact your local receptionist directly. (If you don't have local receptionist, please contact dxcchinaphysecops@dxc.com directly)
重庆地区请联系 GRE 或 dxcchinaphysecops@dxc.com. Employee in Chongqing please contact GRE or dxcchinaphysecops@dxc.com
北京地区请将大厦速通门卡和 DXC 办公室门禁卡归还给前台。Employee in Beijing please return the LSH building access card together with DXC office badge.
责任人(Checked by):_____

F. 人力资源部 （ Human Resources ）

请在签字前，登录 **HRConnect** 平台递交申请.登录 **HRConnect.dxc.com**>>make a request>>Employee Offboarding >>Policy/Process guidance，请用中文在描述中注明"本地离职手续办理"，并同时列出员工号、**Last working day** 信息。生成 **Case ID** 后，立即邮件通知给表 **2** 中对应城市的 **Human Resource** 联系人，以便获得此项签字并办理离职手续。**Please log a HR connect case with EID and last working day through below path: HRConnect.dxc.com>>make a request>>Employee Offboarding >>Policy/Process guidance. Then provide case ID to Human Resource contact person as table 2 to get signature and check out.**

-培训费用(Education Charge);
-竞业禁止协议(Non-compete Agreement);
-社会保险转移(Social Insurance transfer)
员工应于劳动关系解除/终止后 15 天内办理人事档案、社会保险关系和住房公积金的转移手续。如果员工需
要申请失业保险，请于离职日起 5 日内书面通知人事服务代理公司（联系方式请与 HR 确认）。如果人事服务代
理公司在前述日期内没有收到书面通知，则员工应对因失业保险登记的延迟承担责任。Employees shall complete
the transfer process of Personnel Files, social benefits and housing fund within 15 days from the Separated Date. Meanwhile，
employee shall inform vendor（Confirm contact information with HR ） in written within 5 days from the Separation Date if he/she will

员工编号：_____

签　字：_____

apply for unemployment insurance. If vendor does not receive the written notice within the above-mentioned time period, employees will be liable for the delay of the registration of the unemployment insurance.

-补充养老保险金（2001 年 5 月以前入职 HP 且非 rehire 的员工和非 HP 退休员工，将提取申请交 HR Lv, Yan yan.lv@dxc.com ，公司将为员工退保，由公司代扣代缴个税后，划入员工工资账户。）如有任何信息变动， 也请及时告知人事部。Your supplementary pension (if any according to vesting plan, pls contactyan.lv@dxc.com.for application) will be billed to your HP salary bank account. So please don't close the account, and report any change /loss to HR ASAP.

-法定带薪年休假(Statutory Paid Annual Leave)。弹性带薪假包括法定带薪年休假。公司要求员工在离职前休完法定带薪年休假。您可通过以下方式计算离职日之前须休的法定带薪年休假天数。在员工离职当日，公司会视为您认可已经休完法定带薪年休假并接受公司不做任何额外法定带薪年休假补偿。Flexible vacation includes statutory paid annual leave. The company requires employees to use up all statutory paid annual leave entitlement before termination. You can calculate statutory paid annual leave entitlement for termination following below steps. On the day of termination, the company will deem that you have used up all statutory paid annual leave entitlement and accept that the company will not issue any compensation for statutory paid annual leave.

如何计算离职日之前享有的法定带薪年休假天数：How to calculate statutory paid annual leave entitlement for termination

第一步：查询全年应当享受的法定带薪年休假天数 Step 1: Check full year statutory paid annual leave entitlement

➢ L-ES 员 工 登 陆 ESS 系 统 ， 查 询 网 址 为 ：
https://gpl.amer.csc.com/affwebservices/public/saml2sso?SPID=https://portal0013.globalview.adp.com/federate2&RelayState=https://portal0013.globalview.adp.com/gvservice/home/DXC/sso ，ESS 主页点击"myTime", "Flex-Mandatory Vacation"为全年法定带薪年休假小时数，"Flex-Mandatory Vacation"除以 8 则为全年法定带薪年休假天数 L-ES employees may log in ESS system, On leave system, click "myTime", refer to "Flex-Mandatory Vacation" as the hours of full year statutory paid annual leave entitlement, Divide " Flex-Mandatory Vacation" by 8 to get full year statutory paid annual leave entitlement in days

➢ L-CSC 员工登录 eTES 系统，查询网址为：https://etes.csc.com/iTES/Loginframe.asp .登录后，在"Profile" 页面下"Flex Mandatory Vacation"为全年法定带薪年休假小时剩余数，"Flex-Mandatory Vacation" 除以 8 则为全年法定带薪年休假剩余天数. "Report"页面下可查询当年已休法定带薪年休假天数。二者相加则为全年法定带薪年休假天数。注：也可在年初未休任何假期情况下查询"Flex-Mandatory Vacation"，即为为全年法定带薪年休假天数。 On eTES system, under "Profile", refer to "Flex Mandatory Vacation" as the remaining hours of statutory paid annual leave, Divide "Flex-Mandatory Vacation" by 8 to get remaining statutory paid annual leave in days. Under "Report", check "Flex Mandatory Vacation" as the statutory paid annual leave already used, the sum of remaining statutory paid annual leave and used statutory paid annual leave is full year statutory paid annual leave entitlement in days

第二步：计算当年度在公司已过日历天数，计算公式为：当年度最后工作日（即离职日期）-当年度第一个工作日（非当年度入职的为 1 月 1 号，当年度入职的为入职日）+1. Step 2: Calculate working calendar days in current year. The formula is last working day in current year (termination date) - first working date in current year (Jan.1s if employee started in previous years, employee's start date if employee started in current year) +1

第三步：第三步：计算离职情况下的法定带薪年休假，计算公式为：（当年度在公司已过日历天数÷365 天）×员工本人如工作满全年应当享受的法定带薪年休假天数，不足 1 整天部分舍去。

如有问题，可以通过 HRconnect 寻求帮助。Step 3: Calculate statutory paid annual leave entitlement for termination. The formula is (working calendar days in current year÷365)

公司提醒您, 离开公司后, 您对在公司任职期间所了解到的公司的一切保密信息仍负有保密义务 (It is noticed that after leaving DXC, you still have the obligations to protect the DXC confidential information as acquired during your employment in DXC)

本人已阅读了本《员工离职清单》上的项目与内容。离职前已通知本人劳动关系解除/终止后，**适用 □ / 不适用 □** 竞业禁止协议(Non-compete Agreement)

如有任何异议，我可以在法定时效内申请劳动仲裁或劳动诉讼。

I have read all the items and content of the Checkout List,and under stand that I can resort to arbitration and litigation process if I have any labor dispute with the Company.

员工签名（Employee Signature:） _____

责任人(Checked by): _____

员工编号：_____

签　　字：_____

ACKNOWLEDGEMENT & AGREEMENT

I, _____, _____, understand that the date of separation of
  Employee Name   EID

my employment with DXC Technology is _____.
                                        Last Working Day

I understand that I have certain responsibilities and duties under the law and under my Employment Agreement and Non-Disclosure Agreement with respect to information and knowledge of a confidential nature pertaining to the business of DXC.

I further understand that this confidential information includes, but is not limited to, business and technical matters not within the public domain. Examples include details of software processes and equipment, inventions, research projects, development plans, new products developed by or for DXC or any related entity which from time to time is, directly or indirectly, a holding company or subsidiary of the Company or a subsidiary of the holding company (hereinafter "**Group Company**"), data sources and contacts, sales information such as markets, customer requirements or customer lists and financial information and information about employees or other personnel of DXC and/or Group Company which could be used for recruitment purposes.

I hereby make the following statements:

1.   I have transferred to my supervisor all confidential information and other materials of DXC and/or Group Company, including, but not limited to, documents, correspondence, notes, files, memoranda, notebooks, reports, plans, programs, data, records, specifications, drawings, schematics, sketches, manuals, research and development information, computer-recorded information of any kind, processed information, sales information, customer lists, financial information, tangible property, tools, equipment, models, manufactured items, entry cards, identification badges and keys, which came into my possession or were developed by me in the course of my employment (hereinafter "**Confidential Information**"). Further, if I should discover that any such materials or other items, or copies thereof, are in my possession or control, I will promptly return them to DXC without disclosure to others.

2.   I will not, except as authorized in writing by an officer of DXC use, disclose, discuss, or authorize anyone else to use, disclose or discuss any Confidential Information which I may have in any way acquired by reason of my employment.

3.   I shall not (i) induce any employee of DXC and/or Group Company to leave DXC; (ii) solicit the business of any client or customer of DXC and/or Group Company; or (iii) engage in any business or perform any service in any state or territory in which DXC and/or Group Company does business at the time of my employment separation, in competition with DXC and/or Group Company.

4.   I hereby fully release, acquit, and discharge DXC and/or Group Company of and from any and all actions, causes of action, claims, damages, expenses or costs of whatever nature arising out of the period of my employment by or relationship with DXC, and my termination therefrom.

5.   I agree that I will not make any communication (in whatever form or language) or engage in any conduct that is or can reasonably be construed as disparaging of DXC and/or Group Company.

6.   I further acknowledge that this Agreement and all the terms herein benefit both me and DXC because, among other things, it provides finality and predictability for both me and DXC regarding enforceable boundaries in relation to my future conduct.

7.   Finally, I undertake to be solely and personally responsible to pay all taxes on all sums paid and other benefits provided by DXC, in accordance with China tax legislation.

员工编号：_____
签　字：_____

I hereby declare that I have read this Agreement and fully understand it, that the same has been explained to me, and the release hereby given is made voluntarily and willingly.

Signature: _____   Date:　_____
                    Employee

<center>确认函</center>

本人，_____，_____，了解并知悉我与 DXC Technology
　　　　　　姓名　　　　员工号

的雇佣关系将于 _____结束。
　　　　　　　　最后工作日

我了解并知悉基于相关法律、劳动合同和保密协议，我对 DXC 业务的保密信息和知识负有相应的责任和义务。

我进一步了解并知悉，此保密信息包括但不限于未公开的业务和技术事宜。例如软件过程和设备、发明创造、研究项目、开发计划、由 DXC 或者与 DXC 直接或间接关联的实体包括控股公司或子公司或控股公司下的其他子公司（在下文中统称为"**集团公司**"）开发的新产品以及为 DXC 或集团公司开发的新产品、数据源和联系人、销售信息（如市场）、客户需求或客户列表、财务信息、员工信息或 DXC 以及/或者集团公司其他可用于招聘目的的人员信息。

我特此作出以下声明：

1. 我已将我在职期间由我掌握或由我开发的所有属于 DXC 以及/或者集团公司的保密信息和其他材料移交给我的主管，包括但不限于文档、信件、备注、文件、备忘录、笔记本、报告、计划、程序、数据、记录、规格、图纸、原理图、草图、手册、研究和开发信息、任何类型的计算机记录信息、处理过的信息、销售信息、客户名单、财务信息、有形资产、工具、设备、模型、制造物品、门禁卡、工作证和钥匙（在下文中统称为"**保密信息**"）。此外，如果我发现任何此类材料、物品或副本仍由我掌握或控制，我会立即将其退回 DXC 且不向他人透露相关信息。

2. 除非经 DXC 官方人士书面授权可使用、披露、讨论或授权任何其他人使用，否则我不会披露或讨论我因受雇 DXC 而获得的任何保密信息。

3. 我不会（i）介绍 DXC 以及/或者集团公司的任何雇员离开 DXC，（ii）招揽 DXC 以及/或者集团公司的任何客户或顾客的业务，或（iii）在离职时 DXC 以及/或者集团公司有业务运营的地区从事任何与 DXC 以及/或者集团公司存在竞争关系的业务或提供相关服务。

4. 我在此完全放弃对 DXC 以及/或者集团公司提起任何诉讼、诉讼请求、索赔主张、损害赔偿、追讨损失及主张因就职于 DXC 或与 DXC 有关或从 DXC 离职而产生任何性质费用的权利。

5. 我同意我将不会通过任何形式作出可明显认定或者合理诠释为诋毁 DXC 以及/或者集团公司的行为或言论。

6. 我进一步认可本协议以及其中条款为我与 DXC 双方界定了我未来行为的实施范围。

7. 最后，我承诺将按照中国税法要求全权负责支付因 DXC 提供薪酬福利所产生的税款。

我在此声明，我已阅读并完全理解本协议，并且我已得到同样的解释，本协议所载内容均出于本人自发与自愿，并且我已充分了解我将不得重新主张已根据本协议放弃的权利。

签名：_____　日期：_____

　　　　Confidential　　　　Updated on: Jan 10th, 2020　　　员工编号：_____

签　　字：_____

表 2

City	IT	GRE	Human Resource
Beijing	北京市朝阳区广顺南大街 8 号院 1 号楼 A 座利星行中心 4 层 wenlu.li@dxc.com +86 10 58969074 办理时间： 周三/周五：15:00~17:00 L-CSC: : zhong4@dxc.com Zhang Hong 18511324578	BJN: Zhao, Jing jing.zhao3@dxc.com 010 58969019 Li, Wen-Juan wen-juan.li@dxc.com 010-58969010 北京市朝阳区广顺南大街 8 号院 1 号楼 A 座利星行中心 A 座 D 区 4 楼	si-yu.wu@dxc.com 朝阳区广顺南大街8号院1号楼C座利星行中心 4层C区 办理时间：15:00-16:00（工作日）
Shanghai	纳贤路 799 号 6 层 B199 jianhua.ren@dxc.com 021-60461201 办理时间： 周三/周五：9:00~12:00	SHC01&03: Nicole Zhang yuz@dxc.com 021 60461092 上海市浦东新区纳贤路 799 号 6F（IT 旁）	aliu46@dxc.com 上海浦东张江高科技园区纳贤路 799 号 6F-A158
Dalian	Building 12-401 hall, nearby 4X1 en-ge.deng@dxc.com 0411-84940751 办理时间： 工作日 9:00-12:00	Building 12-401 hall, nearby 4X1 evaz@dxc.com 18525584758	jingm@dxc.com 地址：软件园东路12号楼401厅，靠近4X1 办理时间：15:00-16:00 （工作日）
Chongqing	allen.dou@dxc.com 023-65684028 办理时间： 工作日9:00-12:00	Wang Dan 023-65683365 dan.wang4@dxc.com	si-yu.wu@dxc.com 地址：朝阳区广顺南大街8号院1号楼C座利星行中心 4层C区
Chengdu	And other site 请直接发邮件联系 IT itpcdepot.china@dxc.com 抄送 allen.dou@dxc.com L-CSC: : zhong4@dxc.com Zhang Hong 18511324578	No action needed	
Xi'an		No action needed	czhang64@dxc.com 地址：武汉洪山区关山大道光谷软件园A3栋 1F B1
Guiyang		GYC Zhong Jinling: 0851 8851 1200 / 13308361512	
Guangzhou		No action needed	mshen6@dxc.com 朝阳区广顺南大街8号院1号楼C座利星行中心 4层C区
Shenzhen		No action needed	
Shenyang		No action needed	si-yu.wu@dxc.com 朝阳区广顺南大街8号院1号楼C座利星行中心 4层C区
Tian Jin		No action needed	
Wuhan		GuangGuPark-WSI 1F-B1: Wang, Ya-Li ya-liw@dxc.com	czhang64@dxc.com 地址：武汉洪山区关山大道光谷软件园A3栋 1F B1
Nanjing		No action needed	aliu46@dxc.com
Suzhou		No action needed	
Jinan/ Zhengzhou/ Hangzhou/Qingdao / Changsha/ Kunming		No action needed	Qingdao/Jinan/Zhengzhou: si-yu.wu@dxc.com Fuzhou/ Kunming: czhang64@dxc.com Hangzhou/Changsha: aliu46@dxc.com

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签　字：_____