



Abul Kalam <abul.kalam@byjus.com>

Exit Initiation Acknowledgement

1 message

Mohammed Abul Kalam Shabaz <system@successfactors.com>
Reply-To: Mohammed Abul Kalam Shabaz <abul.kalam@byjus.com>
To: Mohammed Abul Kalam Shabaz <abul.kalam@byjus.com>

Thu, Jul 27, 2023 at 4:47 PM



Dear **Mohammed Abul Kalam Shabaz**,

This is an automated acknowledgment of your Exit Initiation request. The concerned stakeholders have now been notified. You will receive a notification email once the exit initiation request has been approved. Please get in touch with your reporting manager and your respective HRBP for a discussion on your last working day.

- Your SuccessFactors (HR Portal) access will be disabled soon. It is advised to download all your payslips as soon as possible.
- Please ensure that your attendance and leaves are up-to-date on the HR portal (SuccessFactors), and any requests that are pending for approval with your reporting manager are approved before your last working date.
- If you are a part of the the Sales department (BDA/BDT/PSA/ISA), please ensure that your attendance is correct on the Achieve portal as well. All attendance disputes must be raised and approved before your last working date.
- Exit interviews should be completed through the 'Exit Interview' section in your profile in SuccessFactors (HR portal).

Note: The Benefits portal in SF is now available for you to upload the required documents. Please find the path below for your reference.

- 1.Log In to SF
- 2.Click on Employee Files
- 3.Go To Employee Benefits (Allowance and Reimbursements)
- 4.Click on -> Go To Benefits
5. Reimbursements-> Flexi Allowance and Bills Submission
- 6.Claim Now

Warm Regards,
Team BYJU'S

This is a system generated email, please do not reply.

SAP SuccessFactors 