

Leaver Checklist Process Walkthrough

Stage 1

Submit Resignation

- Leavers Can Submit Leaver Checklist for themselves. Using their SAP ID.
- Leaver Has to submit leaver request on success factor. Please follow instructions in Leavers Knowledge sharepoint.
- Manager Can Submit on behalf of Employee
- Manager Has to ensure that there is a leaver request submit it on success factor and has to approve.
- in case of transfer to VF Egypt, action on success factor there is no need to submit resignation on success factor
- Once Submitted Manager Has to approve on leaver Checklist and approve leaver request on Success factor. If leaver didnt submit manager has to submit on their behalf.
- incase manager is outside VOIS EG- Approving Manager shall Be Yasmine Shawkat

Stage 2

- VOIS HR Personnel to Validate and approve

Stage 3

- **Closed Automatically- SLA 3 Business Days**
- **HR COEs (L&D)**
- Check Training Dues if any
- **HR MIS**
- Calculate the leave balance (Manager must send the consumed leaves to HR MIS Mailbox
- **HR Fleet**
- Receives company car (if any)
- **Treasury Team**
- Receive any Corporate Credit Cards and deactivate LG Letters
- **Phone Device and Program \ Retail Accounting**
- Responsible for Phone Installment.

Stage 4

- **Leaver Automatically- SLA 3 Business Days**
- **Medical**
- Medical Card (send a copy of **damaged** Medical ID) to Medical Team
- **Security & DLP&BCM**
- Return BCM tools if any- contact the team for guidance
- **HOME Office Furniture**
- Return HOME Office Furniture if any
- **Connectivity Management**
- Converting Mobile number & due bills payment
- **Equipment Team** Receives laptop ,any Hardware and Headset
- Help Desk Team Account Management Task
- Close NT Account automatically after last working day

Stage 5

- **Payroll –Leaver Responsibility to contact payroll team**
- Once tasks Levels 1 to 4 are closed- Payroll Task gets assigned to Payroll
- Payroll Finalize all financial Dues if any with leaver

Stage 6

- **Leaver responsibility**
- **Archiving Team**
- Receive your Hiring document
- Leaver will receive a link to book their Visit to Pick up hiring documents and sign form 6 – sign Pension Form if applicable.
- Leaver Receive Experience Letter
- Leaver Will have to request Line Transfer of ownership while booking their visit to the building