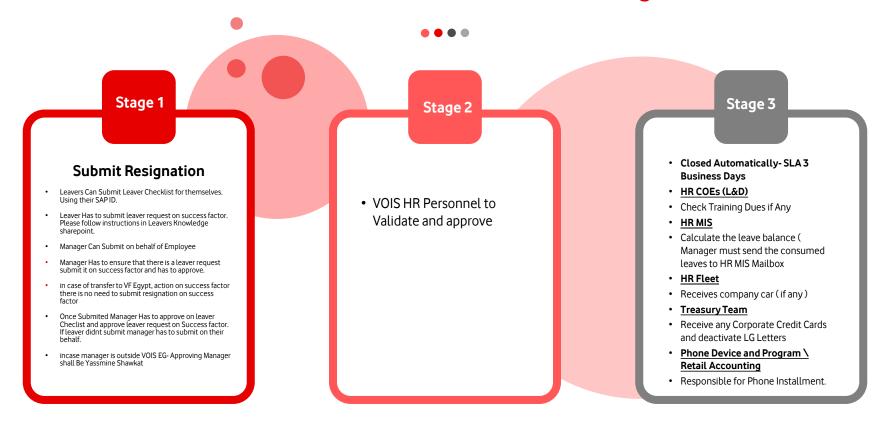
Leaver Checklist Process Walkthrough



Stage 4

- Leaver Automatically-SLA 3 Business Days
- Medical
- Medical Card (send a copy of <u>damaged</u> 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
- <u>Equipment Team</u> 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

