

Step Dependency	Team	Function	Mobile Number	Mail	Cc	Escalation
Level 1	Leaver Manager- incase manager is outside VOIS EG- Approving Manager shall Be Yassmine Shawkat	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				Yassmine.shawkat@vodafone.com
Level 2 Closed Automatically-SLA 3 Business Days to be closed	VOIS HR Personnel	Personnel ensures data submitted is correct	Marco 01008975454 Habiba 01008888838 Nada 01068832938 Pousy 01025326675	vois.eg-hrpersonnel@vodafone.com		Yassmine.shawkat@vodafone.com
Level 3 Closed Automatically-SLA 3 Business Days to be closed	HR COEs (L&D)	Check Training Dues if Any				Yassmine.shawkat@vodafone.com
Level 3 Closed Automatically-SLA 3 Business Days to be closed	HR MIS	leave balance-review mentioned consumed leaves vs what is booked on success factor		voiseg.hr-mis@vodafone.com		Karim.nabil1@vodafone.com
Level 3 Closed Automatically-SLA 3 Business Days to be closed	HR Fleet	Receives company car (if any)		will be closed automatically if not F or E band		vois.eg-hrpersonnel@vodafone.com
Level 3 Closed Automatically-SLA 3 Business Days to be closed	Treasury Team	Deactivate Corporate Credit Cards and deactivate LG Letters		vfgroupfunc.mailboxvssecorporatecreditcard@vodafone.com		ahmed.abozeid@vodafone.com
Level 3 Closed Automatically-SLA 3 Business Days to be closed	Phone Device and Program \ Retail Accounting	Responsible for Phone Installment		VoisegFinanceops@vodafone.com		Sherif.Nashed@vodafone.com
Level 4 Leaver Responsibility	Medical	Medical Card (send a copy of <u>damaged</u> Medical ID) to the following numbers or mail box	01032022698	VOIS.medical.insurance@vodafone.com	Mohamed Fathy	
Level 4 Leaver Responsibility	Security & DLP&BCM	Return your ID DLP Task closed after last working Day-SLA 3 WD Return BCM tools if any- contact the team for guidance <u>Lost ID Cases:</u> <u>أقرار فقدان بطاقة تعريف</u> <u>You can ask vois.eg-hrpersonnel@vodafone.com</u> • <u>Leaver will print 2 copies of received form and sign it</u> • <u>Physical copy must be handed over to Building reception to close the task</u>	01033111188	VSSEsecurity.administrator@vodafone.com	-	

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Level 4 Leaver Responsibility	HOME Office Furniture	Return HOME Office Furniture If any before seeking task closure. <u>home office furniture leaver tasks every Tuesday and Thursday</u>	01009884111	propertyoperationsteam@vodafone.com		pfmhelpdesk@vodafone.com
Level 4 Leaver Responsibility	Connectivity Management	Converting Mobile number &due bills payment		mohamed.heshammohamed@vodafone.com		voiseg-connectivity@vodafone.com
Level 4 Leaver Responsibility	Equipment Team and (SMC)	Receives laptop ,any Hardware and Headset		CLICK HERE FOR RETURN ASSET RESERVATION LINK	<u>Please check their contact list below</u>	khaled.hamad@vodafone.com
Level 5 Once tasks Levels 1 to 4 are closed- Payroll Task gets assigned to Payroll once above levels are done	Payroll	Finalize all financial Dues if <u>payroll task will be automatically closed within 1 business day with no action needed from your side</u>	01008835207- 01004506085- 01029933033	voisegpayrolltask@vodafone.com	nourhan.taman@vodafone.com maryam.khedr@vodafone.com	Karim.nabil1@vodafone.com
Level 6 Leaver responsibility	Archiving Team	Receive your Hiring document- Has to be after last working day 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	01010058846 01017156564	-	Ahmed Hamza Rabie Ali	Yassmine.shawkat@vodafone.com

Hardware Team	Phone Number	Location
walid.mahmoud2@vodafone.com	01029435503	Alexandria
Mohamed.ElRazzaz@vodafone.com	01010069069	Alexandria
Eriny.Nouh-Gayed@vodafone.com	01022919437	Alexandria
mohamed.abdelkhalekelshenawy@vodafone.com	01009515578	VHub1 – Smart Village
mahmoud.abdelfattahsayed@vodafone.com	01006196111	VHub1 – Smart Village
kareem.rabeasayed@vodafone.com	01021120851	VHub1 – Smart Village
mostafa.ezzeldinnourelidin@vodafone.com	01007637662	VHub1 – Smart Village
mohamed.adelismail1@vodafone.com	01005807806	Maadi
fouad.shalaby1@vodafone.com	01011134430	Maadi
mostafa.fadl@vodafone.com	01006440994	VHub2 – Smart Village
bassel.osman@vodafone.com	01001040567	VHub2 – Smart Village