No Dues Clearance Guidelines

Exiting employees need to clear the below no dues mentioned in the separation portal to proceed with their settlement.

To view and clear the no dues login to thedot=>Apps →Careers→Employee separation→No due Status Tab and refer "Task pending with me" and "Task pending with others".

Task pending with me: Refers to no dues where action is pending with you.

Task pending with others: Refers to no dues where action is pending with other internal departments.

No Dues Clearance guidelines department wise:

Hardware dues:

Step 1: To view the asset/s tagged to you, login to https://wiprocio.service-now.com/sp . Click on My Assets.

Step 2: There is an automated ticket generation happening on the assets tagged to the employees, this process will kick in from LWD – 15 days. If employee have 5 assets tagged, there will be 5 RITMs created and assigned to user for feedback. Based on the options selected by employee further action will be initiated.

All catalogue>> Service catalogue>>Asset lifecycle>>Asset Release > Hardware asset Release.

Below option to be selected.

- ❖ **Drop off to office**: If Employee selects "Drop off to Office" Stockroom of the asset will be auto selected as per Plant & Storage location of the asset, employee can carry the asset to the stockroom and release the asset

- ❖ **Pick Up from Home**: If Employee select "Pick up from Home" option, they need to enter the complete address & contact details from where the asset needs to be picked up, If employee is entering the pin code which is nearby to the Stockroom address this option will not work, employee needs to carry the asset and release it in office.

- ❖ **Self-Shipment**: If Employee select "Self-Shipment" option, they need to enter Vendor name, Shipment data & Tracking number.

- ❖ **Lost / Non-Traceable**: If the asset has been Lost or Employee couldn't find the asset, they need to select "Lost/Non-Traceable option", Once they select this option a pop-up will be appeared stating that the page will be redirected to Asset Lost/ Self-Shipment Asset Transfer Declaration page" click on "OK" and employee will be redirected to Asset Lost/Asset Transfer Declaration page once employee is redirected to this page they need to enter the required details such as Asset number, SIR number, Asset missing location and create a ticket.

- ❖ **Transfer to other employee in same process**: If employee wants to transfer their asset in the same process they need to select "Transfer to other employees in same process" option. Once they select this option a pop-up will be appeared stating that the page will be redirected to Asset Lost/Asset Transfer Declaration page" click on "OK" and employee will be redirected to "Transfer asset Ownership page". Here employee need to enter the asset number and recipient's E-mail id for whom the asset needs to be re-tagged and create a ticket. Employees cannot be able to re-tag their assets for the employee from other process/vertical

For queries, please raise a service ticket in ServiceNow - Report an Issue - IT and Infrastructure Support - Domain / Asset issues - Function – IT- Domain - Classification - No Due Clearance.

KT clearance (Knowledge Transfer):

Request you to coordinate with your L1 Manager who is tagged as per system to get KT Clearance.

SIM Connection:

Raise the request for SIM surrender or to transfer the mobile connection from official to personal in the below paths:

Official to Personal connection: thedot → Apps> All apps > request > My request >Teleservices>Mobile connection >domestic sim >My connection (on top right corner) >Official to Personal connection.

Surrender connection: thedot → Apps> All apps > request > My request >Teleservices>Mobile connection >domestic sim >My connection (on top right corner) > Surrender connection.

Send mail to Location SPOC's once transfer request is initiated.

Location	SPOC	Contact	Mail Id
Chennai	Boobalan/Nagarajan	9840342765/9791187443	nagarajan.s83@wipro.com/boobalan.m91@wipro.co
Hyderabad	Srinivas/Kumar	6300717278/8500292926	sudhakar.karmori2@wipro.com
Pune	Sachin	9890404814	sachin.bableshwar2@wipro.com
Mumbai	Rajesh	8956186420/9890404814	telecomsupport.airoli1@wipro.com
Bangalore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Kolkata	Debarati Ghosh	9674930449	debarati.ghosh1@wipro.com
Delhi/GDC	Naresh	9899115740	naresh.kumar45@wipro.com
GNDC	Naresh	9899115740	naresh.kumar45@wipro.com
Kochi	Ajay	9446793164	ajay.kumar112@wipro.com
Mysore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Coimbatore	Nagarajan	9840342765	nagarajan.s83@wipro.com

Device/Data card:

Kindly return the data card to location Telecom SPOC team and follow the given steps for the clearance: thedot → Apps→ My Teleservices → My connection→ click on select and choose the option as surrender.

*__Note: Data card is non-transferable__.

Location	SPOC	Contact	Mail Id
Chennai	Boobalan/Nagarajan	9840342765/9791187443	nagarajan.s83@wipro.com/boobalan.m91@wipro.co
Hyderabad	Srinivas/Kumar	6300717278/8500292926	sudhakar.karmori2@wipro.com
Pune	Sachin	9890404814	sachin.bableshwar2@wipro.com
Mumbai	Rajesh	8956186420/9890404814	telecomsupport.airoli1@wipro.com
Bangalore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Kolkata	Debarati Ghosh	9674930449	debarati.ghosh1@wipro.com
Delhi/GDC	Naresh	9899115740	naresh.kumar45@wipro.com
GNDC	Naresh	9899115740	naresh.kumar45@wipro.com
Kochi	Ajay	9446793164	ajay.kumar112@wipro.com
Mysore	Thiru/Krishna	9611682255/9741073336	krishna.swamy3@wipro.com/thirumoorthy.rajappa1@wipro.com
Coimbatore	Nagarajan	9840342765	nagarajan.s83@wipro.com

<u>IT proof submission:</u>

IT proofs need to be uploaded in separation portal one day before your last working day. Path to follow: thedot → Apps→Careers→Employee Separation→Task pending with me→IT proof submission.

IT proof will get verified and cleared post your last working date.

If you have opted for New Tax Regime, ignore the action as no proofs required, it will be auto cleared post last working date.

<u>Global Mobility Group (GMG) Clearance</u>:

If there is a Work permit / Visa obtained for any country through Wipro, request to get in touch with respective GMG location coordinator to understand the clearance formalities well in advance.

Reach out gims-noduecleance@wipro.com for clearance.

Medical / Accidental / Life insurance, Provident fund, Bank details, Full & final settlement, WBP, Offshore leave settlement: All these no due components will be system cleared hence no follow-up required.

<u>Group Insurance Benefits:</u>

Wipro provided insurance benefits which includes Group Mediclaim Insurance policy, Group Term Life Insurance Policy and Group Personal Accidental Insurance Policy will be active only till the last working day of an employee.

Any pending hospitalization claim for Group Mediclaim Insurance and Parental/ In-laws insurance should be raised immediately in thedot=>Apps →Finance→ My Medical Claim→Medical Insurance Claim→Medibuddy→Claims→Submit Claim.

Incase employee would like to continue with the Mediclaim Insurance and Parental/ In-laws insurance policy beyond last working day, then the policy can be continued with the same benefits at retail prices. To continue the policy in retail rates, please write to wipro.insurance@marsh.com at least 30 days before your last working day, to exercise portability.

<u>Final Settlement:</u>

Salary Settlement:

If your last working day is on or before 15th of the month, you will be paid salary for the previous month along with your final settlement. For example, if your last working day is 12th October, your salary for September will be paid in the final settlement and not through the monthly payroll.

Provisional final settlement:

Provisional FS statement will be updated under thedot → Apps→Careers→Employee Separation→ No Dues status→Final Clearance→Full and Final Settlement due. Please note that the amount shown is provisional and may undergo changes

Variable Pay

All employees on the rolls of the company as on last date of the quarter achievement will be eligible for QPLC payout.

- If employee exits on/after variable pay declaration in the system, pay-out will be based on the actual plan as per the concerned quarter achievement.

- For scenarios where exits are before the declaration in the system:

    ❖ Paid as per the last quarter's pay-out.
    ❖ If last quarter variable pay-out is not available in the system (applicable for New joiners/ previously part of incentive plan) then below plan will apply: last quarter company performance- (40% Revenue at IT Services+ 30% 08 TCV at IT Services+ 30% OM IT Services) Company Performance Multiplier,

Sales Incentive: Sales/Pre-sales incentive for eligible employees based on target achievement will be paid separately and not part of settlement.

For any clarification regarding settlement, you may raise request through service now using following path

Click on https://wiprocio.service-now.com/sp > Report an Issue >> Select HR Services >>Classification >> Separation/Exit related Queries >> Mention your issue.

Relieving cum service certificate:

Relieving cum service certificate will be issued as soft copy within seven working days once all the no dues are cleared and if the settlement is positive from the date of leaving or from the date of last no dues clearance, whichever is later.

Wipro Alumni Circle:

Employees would get a link to register themselves to Wipro Alumni Circle on their personal email id after last working day. Alumni circle will provide access to Final settlement statement, statutory documents Relieving letter/Service certificate, pay-slip etc.

Superannuation Pension:

You will get options to action on Superannuation Pension fund in thedot -> Apps-> Exit screen-> Other receivables -> Pension (if you have opted Superannuation benefit).

 Please find below options available to action on Superannuation fund upon exit.

- Withdraw fund. If amount is less than 1.5Lakhs then you can also withdraw the fund which will be a taxable component paid via final settlement. You get option to withdraw Pension in thedot Exit screen under other receivables. (No documents are required). Please select withdraw only if the SA fund is less than 1.5Lakhs).
- Transfer to new org, in case if they have superannuation benefit.
- Transfer to your NPS account.
- Initiate pension (once you complete 48 years).
- Retain corpus with Wipro Trust which continues to accrue interest as per the LIC Scheme & NAV as per the ICICI policy.

 (Note – You can action on your Superannuation post your exit and after the exiting month contribution has been remitted to your policy.)

If you need further clarification or have questions, please raise a helpline ticket.

Provident Fund:

If you are joining other organization, it is mandatory to initiate PF transfer post allocation of PF number by your new employer.

- Click on https://unifiedportal-mem.epfindia.gov.in/memberinterface/
- Path: Member portal – Online services – Transfer Request
- Once you apply for online transfer claim in EPFO portal request you to share the soft copy of online transfer Form 13 in the pdf format to us in the alumni portal for further process of your PF transfer request.

For any queries related to PF you can log a request through Service now portal (**PATH :** Click on https://wiprocio.service-now.com/sp - Report an Issue – GPO (Global People operations) – Submit)

Post LWD you can reach out to us through the Wipro alumni portal **(PATH :** click on https://alumni.wipro.com - Sign up> My helpline for the same)

Id & proximity card handover:

As per the procedure, you are requested to submit your ID badge and proximity card to the location security team on your last working day with Wipro and your dues will be cleared online same day. For details of the exact locations for handing over ID badge and access cards, refer to the table below.

Locations for handing over ID Badge & Access card.

Delhi GNDC

GNDC, Gate #1	0120-4405505, 9654047777
Sarita Vihar, Gate #1	011-33785033, 9654047777
GDC, Gate #1	0124- 3084100, 9654047777

Pune (PDC)

PDC2 Security Block, Reception	020-42928665, 9168502681

Kolkata (KDC)

Gate No – 1, Security Reception	033-44612082, 033-44612100, 9903527777
Gate No – 3, Security Desk	033-44612081, 033-44612200, 9903527777
Gate No – 1, Security Reception	0674 – 3350129,

Bhubaneswar (BHDC)

Gate No – 1, Security Reception	0674 – 3350129

Mumbai (MDC)

Airoli , 1st floor Security Operations Centre	022 -71977558, 9920087777
Alight, Gigaplex, Airoli 03rd floor Security Desk	022-33893705
Kensington , 07th floor Security Operations Centre	022-42261053
Bandra , Ground floor security desk	022-67418717
Belapur , 03rd floor front office security desk	022-30954300

Chennai (CDC)

CDC 1 &3 STPI, Guindy, Main Gate	044- 49739222, 9003147777
CDC 2 STPI, Sholinganallur, Gate-2 Reception	044 -30691000, 9003147777
CDC 5 SEZ, Sholinganallur, Gate 3 Reception	044-49733675,4973447, 9003147777

Bangalore, Electronic City

EC 123 – Gate 6 Reception	080-46716594/5481, 9740975580.
EC 4 & 5 - Gate 10 Reception	080-43928952, 7259267676.

Bangalore, Sarjapur

SJP1: Security cabin at SJP1 Main Gate	080 – 61426032– 39916032, 7259224000
SJP2: Security cabin at SJP2 Main Gate	080 – 61153158, 8105537777

Bangalore, Divyasree

C1 3rd Floor Control Room	080-46933074, 733785026

Bangalore, Kodathi

Main Gate Security Counter	080-47466223 / 224 , 9606077331

Mysore

Security cabin at Mysore Main Gate	0821-4011075, 9743702497

Hyderabad (HDC)

Manikonda SEZ, Gate-3 Reception	040-40714692, 9550937777
Manikonda STPI, Gate-1 Reception	040-40713957, 9550937777
Goppanpally SEZ Security Reception	040-40630113, 9550937777
Surya Towers, Secunderabad	040-40719231, 9550937777

Vishakhapatnam (VDC)

Vizag Campus Security Reception	0891-3043010, 7287878600

Kochi, KoDC

KoDC Front Office, Gate House Reception, Infopark SEZ	0484 -3991599, 9633597777

Coimbatore (CMDC)

Gate-1 Security Reception, Coimbatore SEZ	0422-4071014, 9843273203

We wish you the very best in all your future endeavors!

Regards,

Wipro - HR Shared Services
Global Off-boarding Team