

## TALENTKONNECT | OFF-BOARDING GUIDELINE

We are sorry to see you reach this page. However, we respect your decision and wish you all the very best for your future endeavor.

Please find below a few guidelines that will help you understand the next steps

- Staff Manual
- User Guide

### Resignation

- To initiate the resignation please click on “**Resignation**” under the Quick Actions.
- Your notice period will start from the date you submit the resignation in TalentKconnect.
- Auto notification regarding your resignation and request for last working day along with the reason for leaving, will be sent to your Performance Manager and HR point of contact from this system.
- Entire clearance process will also be done through this system.

### Service letter

- Your service letter will be dispatched to you after the full & final settlement process is completed and upon submission of the No Claim Certificate duly signed by you.
- Once your Full and Final settlement is complete please reach out to our HR Operations team at [in-fmhrhelpdesk@kpmg.com](mailto:in-fmhrhelpdesk@kpmg.com) for any queries.

### Clearance:

Please ensure that:

- You start your clearance process at least 15 days prior to your last working day.
- All your clearances are obtained from concerned departments before your last working day.
- All your personal details have been captured for further communication.
  - You will be assigned multiple clearances task which you can access under **Me > Checklists Task > Current Tasks**.
  - Under “**To Do for Myself**” open the tasks assigned to you. Refer the “**Notes**” section on the task for detailed instructions on how to fill up the form and attach any documents (if applicable).
  - Click on the tick box once you have provided required information on the task.
- You have updated all Tax related information and documents on the HGS page.
- You have segregated your personal data and raised SR on Support Central/Summit at least 15 days prior to LWD to copy data.

- Personal data copy SR should be approved by Partner and No SR shall be accepted by ITS post upload of Data leakage clearance log on Converge.
- You have returned any company documentation, particularly tools, guidance and workbooks explaining our methodology (in whatever form), to your line manager/department secretary. Any library books must be returned directly to the Firm.
- Amex card / any other company credit card is submitted to the Finance team along with NIL balance Amex statement. You may download a statement on your last working date and submit along with your card.
- Employees are requested to physically handover the IT assets to the IT team and complete formalities on the last working date by 6pm. The IT /Login access is auto disabled at the end of the last working day. For KI employees, any delay in handing over of assets post LWD (even though all approvals are not received) will invite a financial penalty of INR 5000/- per day.
- All outstanding work commitments have been discussed with your manager as soon as possible so that suitable handover arrangements can be made.
- For Managers and above, it is recommended that contact details of pending Form 16 of all clients managed by them be handed over as part of the handover docket to their reporting managers/Partners.

#### **Re-Konnect Clearance:**

The link to the Re-Konnect clearance process is in the employee clearance section. Please make sure you have completed below tasks:

- Timesheet should be filled till last working day (NOTE: In case you are resigning in between the week, please enter “**NC-Unassigned**” activity using your internal project code for the days post your last working day).
- All expenses should be cleared from Finance Team None of the notification in your worklist tab in Re-Konnect should be in open state. For e.g. if any notification requires your approval then you should have taken action on it before asking for clearance.
- All pending requisition should be Approved/Rejected from Finance If you are a Key-Member in any project code then ensure that your name has been replaced/end-dated You have returned any company documentation, particularly tools, guidance and workbooks explaining our methodology (in whatever form), to your line manager/department secretary. Any library books must be returned directly to the Firm Amex card / any other company credit card is submitted to the Finance team along with NIL balance Amex statement. You may download a statement on your last working date and submit along with your card
- All outstanding work commitments have been discussed with your manager as soon as possible so that suitable handover arrangements can be made for business continuity.
- For Managers and above, it is recommended that contact details of pending Form 16 of all clients managed by them be handed over as part of the handover docket to their reporting managers/Partners.

**Compliance with Ethics & Independence policies (Risk team):**

Compliance to the Firm's Ethics and Independence policies and procedures requires you to complete and submit the independence confirmation affidavit on the employee clearance section at least 7 days prior to your date of release.

Please adhere to this timeline as the Risk team requires sufficient notice in order to give clearance. Your final clearance will be given only when the National Risk Management team confirms submission of the affidavit.

**Gratuity:**

You will be eligible for gratuity if you have completed 4 years and 190 days in the Firm.

Please note that as per firm policy gratuity payment will be capped to a maximum of Rs 20 lakhs. This is applicable to those employees whose LWD was on or after 29 March 2018. For all exit cases before 29 March 2018 the gratuity payment will continue to be capped to a maximum of Rs 15 lakhs.

**GLMS- Global Learning Management System**

If you have registered yourself for any training programme, kindly withdraw your nomination directly on GLMS [Click here to access GLMS](#).

**Provident Fund Details**

PF withdrawal/transfer formalities is online and the form will be processed after 60 days from the last working day, only if the form has been submitted online on the UAN member portal and you are not in any other employment (as per the PF Rule Subject to clearance of the full and final settlement). If the form is not submitted within three years of you leaving the Firm, your PF account will get dormant and stop earning interest. However, the same is encashable even after 3 years. For details on UAN online related services and how to apply for online PF withdrawal / transfer, refer link --- > **UAN – Online Process**. For all your Provident Fund related queries kindly contact Bhavin Nalawalla from finance department.

**Full and Final settlement**

- If your last working day falls on or before 10th of the month, the previous month's salary along with the days before the exit in the current month will be put on hold. If your LWD is after the 10th of the month then salary of last month fully served will be put on hold. The Salary on hold will be paid along with your full & final settlement.
- The Full and Final process will take 30 days from your last working date. This is subject to you submitting all required documents and obtaining the clearances on your last working day.
- HGS will contact you on your personal email id once the Full and Final computation is ready. Once you receive the e-mail on your Full and Final computation, you must respond within 10 working days of

receipt of such mail. In the event of you not confirming/responding, such computation shall be deemed to be correct and will be processed accordingly. Kindly note no further change to the computation will be entertained after the credit has taken place.

- If the Full and Final computation indicates a recovery, then the same would need to be paid to the organization within 30 days. In case it's a recovery your relieving letter will be released only post clearance of all dues. Any cases which exceed this time limit would invoke appropriate action from the organization.
- Once the computation is confirmed, it takes further 7 working days for the Full and Final amount to be credited to your account. If this period falls between the payroll cycle (26th – 5th) then your account will be credited post the payroll cycle.

### **Alumni Link**

Our Alumni programme helps you reconnect with your former colleagues and with the organization. Kindly register on the alumni website and stay connected.

Website: [www.kpmg.com/IN/en/Pages/Alumni.aspx](http://www.kpmg.com/IN/en/Pages/Alumni.aspx)

### **Assistance:**

- For TalentKconnect - Offboarding related issues, please raise a ticket under **Rekconnect / TalentKconnect > HCM / Rekconnect > Exit System** in Support Central / Summit tool. The team typically takes 24- 48 hours for issue resolution.
- Please write to [in-fmkpmgexempver@kpmg.com](mailto:in-fmkpmgexempver@kpmg.com) for requests on employee verification.