



# Guidelines on Exit Process - GCP





# Agenda



**Process Flow**



**Actions**



**Important Info**



**Finance & myTE Info**

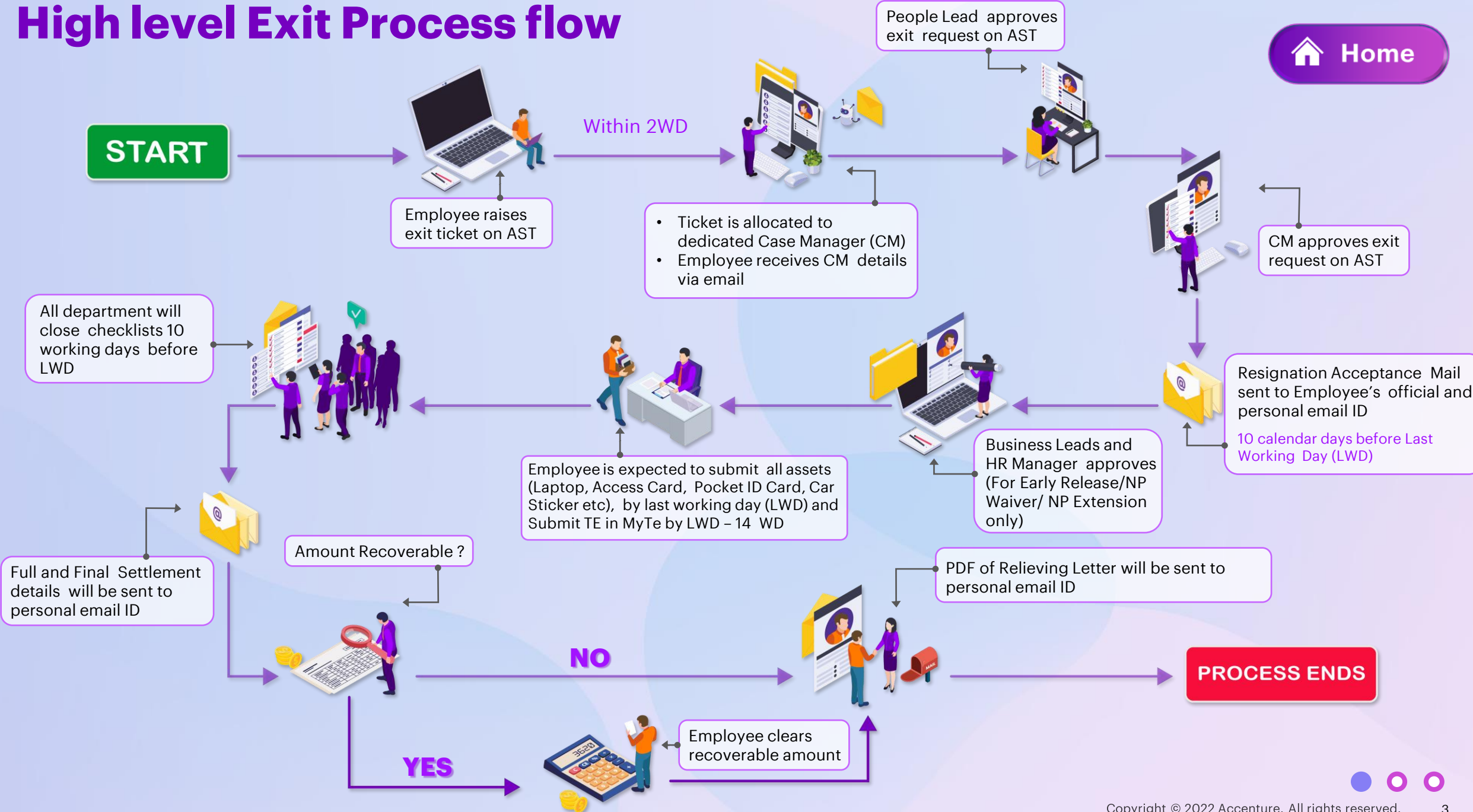


**MyHoldings Info**

Please click the box to navigate to each section



# High level Exit Process flow



# Actions to be performed by Employees

 Home



Please check if your Date of Resignation (DOR) has been accurately captured on AST. If there is any mismatch, highlight the same to your case manager (CM) by attaching a copy of your original resignation email.



Emails to individual IDs will not be addressed. Write to [India.ExitManagement@accenture.com](mailto:India.ExitManagement@accenture.com) with your Exit request number / Employee ID in the subject line.



The 'Employees Rights and Responsibilities' document is sent from [India.HR.Mailer@accenture.com](mailto:India.HR.Mailer@accenture.com). Please read it thoroughly.



If you repatriate before your Last Working Day (LWD) then your Notice Period (NP) will be as per Accenture India guidelines.



Early release requests will not be entertained, and any such requests should be discussed with the CM & HR PA.



Please ensure that you submit all your assets like Laptop, Access Card, Pocket ID Card, Speaker, Keys, Car Sticker etc. that were issued to you in India prior to your Relieving date. **[Refer notes on Slide 6]**

# Actions to be performed by Employees



Recheck the 'Roles & Responsibilities' that have been recorded in AST while raising an Exit ticket as the same will be considered for future credence requests. For any modifications, reach out to your People Lead.



Any unapproved leaves during the notice period will lead to Unauthorized Absence Post-Resignation and appropriate disciplinary action will be taken.



If you are of CL 9 or above, you can transfer the recognition points if you have any budgets available.



All Recognize Performance Points awarded must be redeemed at least 7 CDs prior to your LWD. This is to enable smooth calculation of your Full & Final Settlement amounts. Recognize Performance points redemption have tax implications and this process ensures that we are able to calculate your tax liabilities accurately. Note: Employees will cease to have access to Recognize Performance page & Benefits YOU post this cut off period and all unused points will lapse.



Submit your timesheet on [myTE](#) at least 14 working days before your LWD. **[Refer Slide 11]**

**\*\*Access to Accenture systems and tools will be revoked by the end of host country's business day on your LWD.**  
**\*\*Finance related queries will not be handled by CM. Please refer following slides for Finance Team's contact details.**



Exit Ticket Status on AST will remain “Open” even on your LWD. No action or follow-up is required from your end. The concerned stakeholders will close it as per their respective timelines.



Track the IT Assets assigned to you at [Accenture Support](#). If you do not possess any IT Assets, no action required from your end.



Failing to return IT Assets within the timelines will lead to a recovery of PO (Purchase Order) value of the asset in your full and final settlement. For any asset related queries please write to [ITAsset\\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)

# Important Information/Tools

## Important Actions

To update or change your Contact Number, Personal Email Id and Alternate Mailing Address on AST



To download pay slips, income tax computation sheet, Form 16, and check finance exit checklist.

To update your contact details for finance related queries



To submit a request for any queries such as banking, car lease, electronic meal card, NPS, PAN number, Salary or tax related queries, payroll feedback etc.  
Acquisition employees: Duck Creek & Zenta



## URL

Login to [Workday](#) > Profile (top right corner) > View Profile > Contact (left side) > Edit to make the changes > Save

***\*\*Note:** It takes 3 to 5 working days for the data to flow to AST tool.*

You can also refer to - [How to update Personal details on Workday?](#) - [Accenture - Media Exchange](#)

Visit [AllSecTech](#)

***Note\*\*\*** Employees can access Finance-Exit related FAQs on [AllSecTech](#) > [FAQs & NPS](#) > [Consolidated Payroll FAQs](#)*

Please log your request on > [Accenture Support](#) > Human Resources and Payroll > Payroll > Ask Payroll.

SLA for response is 2 working days

# Important Information/Tools

 Home

Proof of Employment Letter while on notice period

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Proof of Employment Letter after your LWD

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Relieving Letter

**Note\*\*\*** Relieving Letter will be released, subject to closure of all checklists, leased Car ownership transferred from Accenture (If any) and no recoveries.



For Insurance Portability



Raise a request on [AST](#) > New Request > Credence Request.

Write to [India.CredenceLetter@accenture.com](mailto:India.CredenceLetter@accenture.com) with your employee ID in the subject line

You will receive it after your LWD subject to no recovery. In case you do not receive it, or you need a duplicate copy of Relieving Letter, please write an email to [India.ExitManagement@accenture.com](mailto:India.ExitManagement@accenture.com)

**Note\*\*\*** Your mail will be addressed within 2 business days. Escalation matrix.

Level-1: [priyanka.pr@accenture.com](mailto:priyanka.pr@accenture.com)

Level-2: [sneha.g.reddy@accenture.com](mailto:sneha.g.reddy@accenture.com)

Level-3: [girish.papanna@accenture.com](mailto:girish.papanna@accenture.com)

While on NP, send a request to the below id for insurance portability at least 30 days before your LWD. [India.Benefits.Portability@accenture.com](mailto:India.Benefits.Portability@accenture.com)



# Important Information/Tools

 Home

For myTE related queries while on your notice period



Raise a ticket on > [Accenture Support](#) > Human Resources and Payroll > Time and Expense > Ask T&E. SLA for response is 2 WDs.

After LWD, for Full & Final Settlement Related Queries

For Provident Fund and ESIC Related Queries

For Time and Expense or Insurance Related Queries



Write to: [payroll.settlements@accenture.com](mailto:payroll.settlements@accenture.com)

Write to: [EB.Socialsecurity@accenture.com](mailto:EB.Socialsecurity@accenture.com)

Write to: [EB.TE.Exit@accenture.com](mailto:EB.TE.Exit@accenture.com)

Please use personal email IDs to reach out to the above email ID's

For HR Generic Queries



While on notice period, call Employee Connect Services on Toll Free Number – **1800 572 3442 (Nationwide)**.

*Note\*\*ECS team is available from 10:00 AM to 10:00 PM, Mon – Fri For Global Operations –Mon to Sat from 10:00 AM to 7:00 AM.*

For AmEx Card related queries



AMEX card cancellation is initiated by default with the exit process, please ensure the outstanding on the card is NIL

- Redeem all reward points associated with the card if applicable
- Once done, write to [sharath.c.kumar@accenture.com](mailto:sharath.c.kumar@accenture.com) for clearance

# Finance Related Information

 Home



The finance team will receive the resignation input anytime on or before LWD - 25 calendar days, post which the employee would receive communication from the finance team to their official as well as personal email ids. Employees can join the Finance Exit Helpline call once the call details are shared



During the exit process, Finance team checks for all the recoveries due from the employees. Recovery details would be updated in [AllSecTech](#) and employees will be communicated.



Recoveries, if any, calculated & communicated by finance needs to be paid by DD/NEFT



The finance checklist will be approved in AST before the LWD only if employees have completed all the exit formalities. 10 working days



Employees can apply for PF Transfer / PF withdrawal online by logging into [EPFO Portal](#)



For queries on Variable pay, please reach out to your HR People Advisor.




# Aid on Submission of Time Report






Access myTE and charge to the appropriate WBSE for days until your LWD. WBSE will be provided by your People Lead.



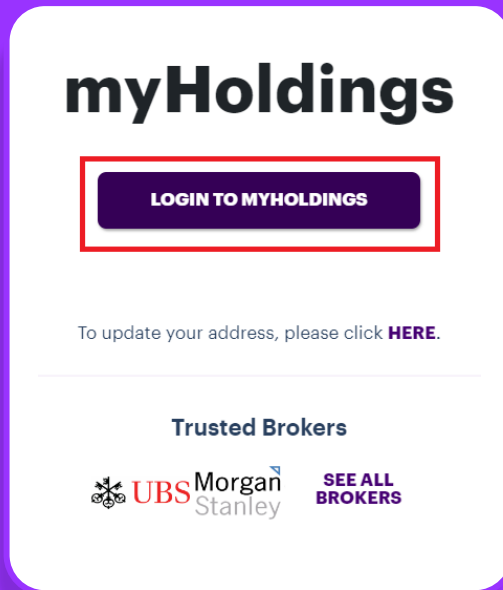
For the rest of the fortnight, please follow the below steps:

 [myTE](#) > Work Schedule > Custom Work Schedule > Create

 Modify the hours to “zero” for the rest of the fortnight and **Save**

 Click on Submit. The respective cells will be greyed out in the timesheet. (  [Custom Work Schedule](#) )

# myHoldings Access (1/2)





myHoldings

**LOGIN TO MYHOLDINGS**

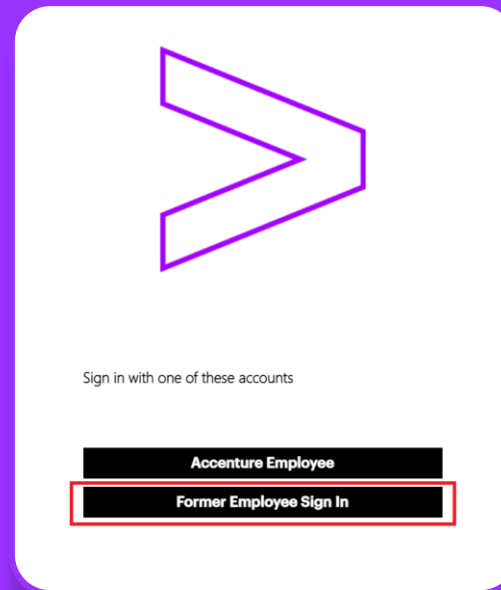
To update your address, please click [HERE](#).

Trusted Brokers

 **UBS**  **SEE ALL BROKERS**

1

Login to  
<https://myholdings.accenture.com>



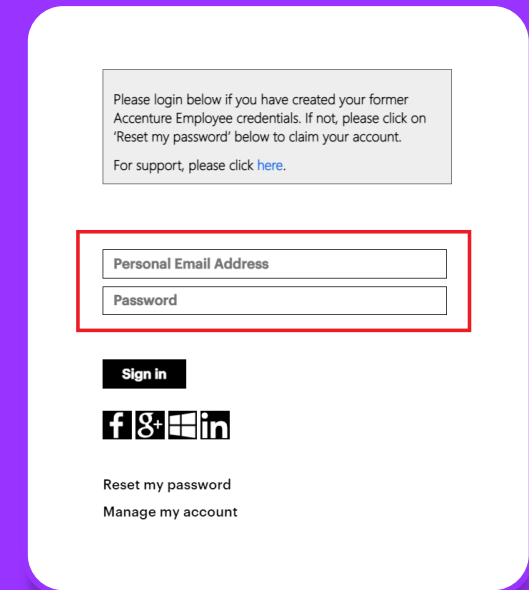
Sign in with one of these accounts

**Accenture Employee**

**Former Employee Sign In**

2

Click on 'Former Employee'







Please login below if you have created your former Accenture Employee credentials. If not, please click on 'Reset my password' below to claim your account.  
For support, please click [here](#).

Personal Email Address

Password

**Sign in**

Reset my password  
Manage my account

3

Enter your **Enterprise ID & Password**  
(Your last password used in Accenture should work).  
Click '**Sign In**' button



# myHoldings Access (2/2)

In case your password doesn't work then please follow the step # 4.

4

- Wait for 10 working days from your Last Working Day.
- After 10 working days, send a request to [cio.support@accenture.com](mailto:cio.support@accenture.com) with following details to reset your password for accessing MyHoldings website.
  1. Employee ID:
  2. Employee Name:
  3. Contact Number:
  4. Alternate Contact Number:
  5. Personal Email ID:
  6. Alternate Email ID:
  7. Accenture Start Date and End dates:
  8. Location: Pune
  9. Available Time to contact you (IST):

**\*\*Note:**

1. Ensure the given phone numbers are reachable and on ring mode because the CIO team will provide a password on call only.
2. CIO will call thrice on consecutive days, if all attempts are failed then they will close the ticket.  
You will have to again follow the above-described process to reset your password.

# Employee Assistance Program (EAP)

Accenture's **Employee Assistance Program (EAP)** offers 24/7 free and confidential services which is extended to your family as well. It is available to you and your family for upto 12 months post-employment with Accenture. EAP supports our people with a variety of issues such as managing stress at home or workplace, legal and financial issues, and relationship problems.

You can access EAP services through call, chat, or face to face sessions.

- **Toll free number:** 18001027293
- **Main Alternative Toll-Free Number:** 1800 209 8424
- **Alternative:** +91 80 6764 9900
- **Out of Country Number:** +91 80 4926 9000





**Thank you**