



Offboarding Formalities | 110008 | Nikita Mahadev Yamgar

From slkconvergeadmin@slk-soft.com <slkconvergeadmin@slk-soft.com>

Date Tue 12/24/2024 10:18 AM

To Nikita Mahadev Yamgar <nikita.yamgar@slkgroup.com>

Cc Athmiya VS <athmiya.vs@slkgroup.com>

Dear Nikita Mahadev Yamgar,

This is in continuation to your separation, 09-Jan-2025 will be your last working day with SLK and request you to be present in office to complete exit formalities. You can access the offboarding related clearances by clicking on <https://apps.slkgroup.com/ExitClearanceHub/> or same can be accessed through **Converge>Self Service>Exit Clearance Hub**. We request you to follow-up with the respective SPOC's for exit clearances on or before your last working day.

Please follow the below steps for smooth offboarding. **Kindly note, resignee is responsible for below closures for seamless offboarding experience**

- **Resignation Approval:** Please get your resignation approved by your respective Manager & People Partners (PP) in Mysphere if not completed already.
- **Company Assets:** You must submit computing assets provided by SLK to the IT IS Team (Laptop, Mobile connection, Dongle etc. if any) in Exit Clearance module. Contact the clearance agents as in the list appended below for the SPOC details.
- **ID Card & Access Card:** ID Card and Access card needs to be submitted at the reception desk once you complete the exit formality.
- **Pedestal Key:** Please return your desk pedestal key, pigeon hole key to the Facilities & Admin team at the reception desk.
- **Finance Recoveries:** Please make sure you have settled all the dues, if any (notice period recovery due to early release, training fee recovery, joining bonus, relocation expense, Special Retention Bonus(SRB) etc.) with Finance team.
- **Vantage Points:** Redeem all your pending points from vantage circle portal before your last working day. Unredeemed points will lapse on last working date with no access to redeem thereafter. If you are a manager and have points to allocate to your team members under Manager budget, please reallocate /delegate the points to your manager or to your replacement.
- **Payslips / Payroll Details:** Please download your pay slips and Form - 16 of previous financial years from Ascent Power HR. The access to the portal will be disabled after your last working day. For any further assistance please write to comp&bensupport@slkgroup.com
- **Attendance Regularization and Leave Reversals:**
 - Please ensure that you regularize/update attendance in system before your last working day. Update timesheet in MySphere and get it approved in system by Manager.
 - If you have taken any leave then please mark it in MySphere and have it approved by your manager.
- Your full and final settlement will be credited to your salary account within 45 days from your Last Working Day. Make sure to keep your salary account active.

- You are advised to submit supporting documents e.g. (investment proof, rent agreement & receipt, home loan principal & interest certificate) against the declaration you made for Income Tax exemptions for current year to People Reward Team at comp&bensupport@slkgroup.com
- **Please note, the Full & Final process will be initiated only when you have all Dues Cleared including return of Assets including Laptop.** It's your responsibility to get the clearance to have relieving letter from company. F&F process will get delayed if the dues are not cleared before scheduled last day. We will share the F&F pay slip and IT computation sheet to your personal email ID once the F&F is credited to your bank account. F&F process completion can take up to 45 days after the dues are cleared and assets received at SLK office.
- In case of any discrepancy, please write to comp&bensupport@slkgroup.com and copy offboarding.india@slkgroup.com

Last Working Day Change & Retention/Resignation Reversal Process-

- **Scenario I (Change Within Last week of planned separation)**
 - Any change in the LWD or retention of employee in the last week to be approved by **CDO, CPO**
- **Scenario II (Change On Last Working Day – Before UDR)**
 - Any change in LWD to be approved by **CDO, CPO, ERC & CISO**
 - Retention of employee to be approved by **CDO, CPO**
- **Scenario III (Change On Last Working Day – After UDR)** - system automatically terminated access
 - No exception granted to change the LWD
 - Employee will be terminated on the LWD
 - Employee must be rehired with new employee code

Important Links and Contact details:

- PF accumulations can be withdrawn after 60 days from your LWD in case of you are not working in India for 60 days after your last working day at SLK.
 - Online PF Transfer/Withdrawal Portal : <https://unifiedportal-mem.epfindia.gov.in/memberinterface/> (Use your UAN credentials to login to this portal).
 - For PF related queries connect with: comp&bensupport@slkgroup.com.
- Form 16 of the current Financial year will be shared with you on your personal email ID by the end of June. Please update your personal email id in MySphere before LWD
- For future Background verification of new employers, please provide employment.verifcation@slkgroup.com as contact information. The new employer / verification team should share your experience letter and your authorization letter to complete the background check.
- For any exit/relieving letter related queries please reach out to offboarding.india@slkgroup.com

If you have any clarifications, please feel free to reach out to us.

We would like to thank you for the contributions you have made to the organization and wish you a prosperous career ahead.

Index - Clearances Agent

SPOC Name	Clearance	Remarks
Arjun Sanjee TN	Finance 1	Salary Advance
Kavitha Raghu	Finance 2	Travel Allowance/Reimbursement
Pranit Raj Thakuria	PPM 1	PL Encashment, LOP & LOPR
Goraka Arunkumar	People Rewards (PPM 2)	Joining Bonus, Relocation Bonus, NP Buyout, SRB, Car Lease, Flexi- Benefits
Vidya N	Learning & Development	Training Agreement, Bond
Chethana N	Immigration	H1B Recovery
Siddarapu Bharath Kumar	IT IS	IT Asset Clearance
Khalid Pasha, Balaji K N	Access Control	Access & ID Card, Pedestal Keys
Madhyastha Karkada	Gym Recovery	Gym Recovery

Index - Approver

SPOC Name	Clearance
CDO	Chief Delivery Officer
CPO	Chief People Officer
ERC	Enterprise Risk Committee
CISO	Chief Information Security Officer
PPM	People Process Management

Regards,

Offboarding Team

NOTE: This is an auto generated email. Please do not reply to this mail.