



Clearance Notification for you: Provident Fund and Full & Final Settlement Details

From 1CommunicatorInfo(Cognizant) <1CommunicatorInfo@cognizant.com>

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To S R, Pavitra (Cognizant) <Pavitra.SR2@cognizant.com>



Dear Pavitra(2173728) ,

Please be informed that your salary payout will happen in subsequent batches:

- If your Last working day falls on or before the payroll cutoff date and if clearance forms are closed on your Last working day - the current month's salary will be paid along with the current month's pay cycle
- If your Last working day falls after the payroll cutoff date - the current month's Salary will be paid along with the full and final settlement based on the clearance closure in the subsequent month's pay cycle (*Payroll cut off date is 20th of every month)
- You will be receiving your full and final settlement within 45 days from your last working day (based on clearance closure).Full and final settlement is a breakup of (LAST MONTH'S SALARY + UNCLAIMED FLEXIBLE BENEFIT PLAN AMOUNT (FBP) if any +APPLICABLE GRATUITY)
 - a. UNCLAIMED FLEXIBLE BENEFIT PLAN AMOUNT (FBP) – If your last working day falls in the current month then the unclaimed amount of FBP if any will be credited by the end of next month
 - b. APPLICABLE GRATUITY – If you are eligible for Gratuity, the same will be processed automatically with your last month's salary after your resignation.
Gratuity calculation - Last drawn basic salary*15/26*No of years worked (minimum continuous 4 years & 240 days)
 - c. Please be informed that the Cognizant Group Medical Insurance (GMC) coverage will cease on your last working day. You can choose to port the existing medical insurance into a retail cover by paying the applicable premium to the insurer, to ensure continuous coverage for yourself and your dependents. If you would like to avail the benefit of insurance portability, kindly confirm by writing to Insuranceportability@cognizant.com, at least 50 days prior to your last working day
- Please download your Pay slips, Form 16, Tax computation sheet from My Pay and E-Letters before your Last Working Day (LWD) in Cognizant
- Please refer **Always Cognizant PF Tab** for more guidelines on PF Withdrawal/Transfer process

Please mail to ExithelpdeskIndia@cognizant.com for any queries related to this e-mail, exit process, PF transfer out/closure/Withdrawal post your Last Working Day. For Finance / Full and Final settlement please write to the above mail ID or contact our toll free number 1800 200 1343.

Regards,

India Separation Team

**HR Shared Service | DLF office - Chennai | 1C – 4th Floor | Cognizant Technology Solutions
India Pvt. Ltd.**

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