

FAQ Full and Final Settlement

1. When will I get my final settlement amount after Last working date?

Employee will get India Final settlement payment within 30 days from Final Clearance date. For FNF status on your INDIA settlement drop mail to fnfhelpdesk.in@capgemini.com.

**** Please mention your Employee Code and GG-ID in subject line.**

2. How Final settlement amount will be paid?

Final settlement amount will be credited to Employee's India Salary Savings Bank account available in MYCONNECT at the time of resignation.

3. What all components will be a part of Final settlement?

- Final settlement consists of monthly pending salary, OAAR, Leave Encashment (if any), Ad-hoc components (If any) & statutory deductions such as PF, Profession Tax, Income Tax & Ad-hoc deductions if any.
- All FNF settlements are processed as per the data available in ECMS portal. It is Employee's responsibility to check ECMS before LWD. If any query on any data available on ECMS portal, please connect with your BU/HR.

4. What are the documents I need to submit in Payroll for final settlement?

- OAAR Claim Reimbursement: Employee has to submit all OAAR claims related documents on Payroll (HGS) portal (if any OAAR components are declared) before Last working day.
- Investment Proofs: All Investments done till LWD needs to be submitted & uploaded on Payroll (HGS) portal ~~3 days~~ before Last working day ~~LWD~~.

5. How will I get Final Settlement calculation copy?

Final settlement Pay-slip & IT computation statement will be sent by Payroll (HGS) within 3 working days from date of payment on Employee's Personal mail ID as updated in ECMS. Employee has to ensure that correct Personal email id is updated in ECMS before LWD.

*In case employees does not update correct mail id in ECMS portal then Payroll team will not be able to send Final Settlement Pay-slip / IT computation sheet and Form-16.

6. When will I get my Form-16?

Form-16 will be emailed to Employee on personal id which is updated in ECMS by Employee. The form 16 will be sent by end of June every year or as per Government directives.

7. Am I eligible for Gratuity?

Employees completing 5 years of continuous service are eligible for Gratuity. Please read FAQ on Gratuity, available on Talent Page.

8. How will I get Gratuity and PF payment?

Gratuity and PF amount is not part of Final settlement and is credited separately to Employee's India salary Savings bank account by Retrial team.

Employee needs to update personal email-id in ECMS for future communication if any.

For more details on Gratuity and PF you can contact

Helpdesk ID - retiralshelpdesk.in@capgemini.com

9. How Gratuity is calculated?

Gratuity calculation Formula is Current Basic * No. of years of service completed *15/26.

10. How Leave Encashment is calculated in Final settlement?

For Leave Encashment calculation:

Formula = TBC/365*No. of days.

Total Base Compensation (TBC): CTC minus Retirals {PF, Gratuity}, Performance Bonus & Mediclaim

11. Whom do I contact if I have queries after receiving Final settlement?

For FNF status on your INDIA settlement drop mail to fnfhelpdesk.in@capgemini.com

**** Please mention your Employee Code and GG-ID in subject line.**

12. FFS pay-slip not received & Income tax query?

Please write to fnfhelpdesk.in@capgemini.com

**** Please mention your Employee Code and GG-ID in subject line.**

13. For First Level Escalation

fnfhelpdesk.in@capgemini.com

14. For Second Level Escalation

Ganesh S (ganesh.a.s@capgemini.com)

15. Any on- time payment & Deduction query (Eg-Shift/on-call allowance etc.)

All inputs related to shift / on-call allowance updated in PICS tool will get processed as part of FnF settlement. Employee needs to ensure the same is uploaded and approved before LWD. For any queries on the same please connect with your BU/HR or Manager

16. Whom do I connect for any query related to Reliving / Experience letter?

- a. Connect with Central Exit Team on centralexit.in@capgemini.com

17. Whom do I connect for any queries on Leave Encashment / Notice Pay?

- a. For queries on Leave Encashment or LOP days, connect with LMS: hrssams.ig@capgemini.com
- b. Notice Pay: centralexit.in@capgemini.com

*Please note: Employee needs to ensure that all data related to Leave Encashment / LOP / Salary Payable / Notice Pay receivable / Notice pay Deduction is updated correctly in ECMS portal. For