Fri 2/15/2019 11:00 AM

ecmsprocess.in@capgemini.com

ACIS - Separation Date Changes for Rajnikant Serasiya (127021_IN) has been approved

To   Serasiya, Rajnikant

Cc   Gandhamwar, Anup; Bhatnagar, Ankur; Jaisinghani, Ashwin; Koregaonkar, Geeta; Bhairemane, Medha; Pathak, Nidhi; Ruksamhita, Rapaka; Ramteke, Rupesh; Bambore, Sangeetha; Hiremath, Teja; Mohite, Ujwala; Shrivastava, Vartika

Dear Rajnikant Serasiya,

This is to inform you that your Resignation application has been approved. Last working date given by HR Lead: 22 Feb 2019

Now that your Resignation is approved, you are hereby directed to complete the Assignment Review in MyPath (https://myconnect.capgemini.com/) before your last working day.

I. Please note that the clearance would not be given by Performance Management till the Assignment Review process is completed in MyPath.

Please make note of the following important points to complete the process:

o You need to complete your own Assignment Review as well as review the performance of your reportees.
o Assignment Review must undergo two vital stages: Employee self review and Supervisor review and discussion.
o Review process must be completed on or before the last working day (before the date of effective movement).
o Supervisor change requests raised due to a supervisor separation case, the review process must be completed by the last working day to enable successful completion of the ECMS clearance process.

It is highly imperative that you complete the review process, as the overall rating on the project and qualitative feedback provided would be considered in decisions during the year end Annual Reviews.

In case you do not have your login details : write a mail to mypath.global@capgemini.com

Create / Update your Objective plan before you start working on the Assignment Review form. To set Objectives on MyPath, Log on to https://myconnect.capgemini.com/
If you have any process and procedure related queries, please write to mypath.global@capgemini.com. For technical queries you can call at 2277060 (Helpdesk number), the same team would raise a ticket with the technical (CST) team.

II. If you are have reportees under you, Request you to direct them to raise supervisor change requests on HR System after you have completed their review.

ECMS Useful Links
• ECMS

ecmsprocess.in@capgemini.com ACIS - Resignation : Finance Dues Clearance are completed for Rajnikant Serasiya (127021_IN) from Pune