FREQUENTLY ASKED QUESTIONS (FAQs)

**Relocation**

1) Are we provided with any accommodation by the company?

A) Accommodation of 30 days is provided for hires under the relocation policy. Relocation benefits are to be availed within 3 months from your joining date. Please refer to the MS relocation policy for complete information.

2) Will there be any transportation facility provided to the new hires?

A) We will arrange a car for 30 days for your commuting during the relocation period. The cab has to be used for travel between office & Guesthouse, house searching, within city limits (0800 - 2000hrs per day) of Hyderabad and Secunderabad. This cab can also be used during weekends.

3) How does relocation process work? Do I have to do the bookings or Microsoft will do for me?

A) A relocation form will be sent to you along with the final offer letter. You will have to complete the form and send to our relocation team. A couple of weeks before joining, the relocation specialist will contact you and do the necessary arrangements.

4) What will be the mode of travel? And will MS book the tickets for the travel.

A) The mode of travel from your home town to your joining location can be Air/Road/Train. The MS relocation specialist will book your travel as per the details given by you in your relocation form.

5) Will there be any help provided by the company in getting accommodation post the relocation stay of 30days.

A) Please find below the list of house brokers/Packers & Movers who can help you get your accommodation.

1. Mr. Dinesh - 9246335510
2. Mr. Irfan from S.A. Associates - 9177777297/9912957101
3. Mr. Naveen Kishore - Jones Lang LaSalle - naveen.kishore@jllm.co.in –
4. Tel Direct: +91 40 4040 9111 - Mobile: +91 9052442555

**Packers and Movers**

Transworld

Hyderabad Contact Person: Mr. Santosh Kumar

Mobile No: 98491 68109

Tel: 040- 27848600 / 03

6) Can we bring our parents/dependents along with us to stay during our relocation?

A) The relocation policy covers your dependents (i.e spouse, children and dependent parents).

7) Will MS reimburse the travel expenses of parents/dependents?

A) Yes. Only ONE WAY travel expenses for dependents are reimbursable.

8) How are the payments for the accommodation and travel done?

A) The payments of the expenses for the accommodation should be paid by you using your corporate card given to you by MS. Reimbursement of the bills can be done later.

**Training and Technology**

09) What technologies do we need to know before we start work?

A) Be strong on CS fundamentals, practice C & Data Structures and college level SQL knowledge is more than enough- basically whatever was needed to pass the interview.

10) Are we provided any training immediately after joining?

A) Yes. “LEAP” - “Leap Engineering Acceleration Program”

LEAP aims at helping the campus hires to make a smooth transition from the campus life to the corporate life. It’s a 2 week program where all the new hires are divided into teams and given small projects to complete with few valuable sessions in between on the general tools, terminologies and practices followed at Microsoft.

**Goal**:

Learn MS-India Development Cycle.

**Learning Objectives**:

* + - Effective teamwork across disciplines
    - Roles of all disciplines
    - Technologies used at MSIT- India
    - Application Development Life Cycle
    - Software development and testing concepts
    - Available Resources and tools.

**LEAP Overview:**

1. Focused on DEV/TEST/PM disciplines.

2. 15 days – Project work

3. Mix of classroom and project work

* + - About 38 hours of classroom training
    - About 44 hours of project work for immersive learning

4. Simulation of a whole release cycle

5. Coverage of major engineering concepts

**General Questions**

11) Is there any specific bond to be signed?

A) No

12) Is there a dress code to be followed at work?

A) Dress code is smart casuals

13) What documents should we carry on the Date of Joining?

* + - 6/8 Passport size color photographs
    - Passport copy
    - PAN card copy
    - Education Certificates and Mark sheet of the last semester.

## Microsoft India Relocation Policy

## Core Benefits

**Taxonomy:**

**Home Location:** Employee’s current primary location of residence

**Joining Location:** Location where employee would be joining to commence employment with Microsoft

Upon acceptance of your offer for employment at Microsoft, please fill in the relocation form attached as **Annexure A** and send it to the Microsoft on-site Relocation Specialist reloidc@microsoft.com. You will be contacted by the Microsoft on-site Relocation Specialist who will coordinate all the details of your move, and will be your primary point of contact throughout the entire process.

**1. Travel:**

**1.1 Travel to Joining Location:**

Economy class air travel to your joining location will be provided for you and your eligible dependents (spouse, children and dependent parents). In compliance with Microsoft’s corporate travel policy, all relocation travel, air travel, rental cars and guest house accommodation will be booked by your Microsoft on-site Relocation Specialist on your behalf. Final move airfare may only be booked as a one-way ticket from departure location to destination location. Transferees should make reservations through the Relocation Center 7 to 21 days in advance of the date of travel to take advantage of advance purchase discounts. All relocation air travel is coach class (lowest logical airfare with a preferred carrier).

Microsoft Travel and Expenses guidelines apply to all your travel related expenses.

**2. Moving and Storage**

**2.1 Household Goods/Personal Effects/Cars/Two-Wheelers:**

Arrangements with goods Movement Company authorized by Microsoft will be made to pack, load, and unload household goods from your home location to your joining location. The limitation for shipment is equivalent to one truck load (up to 1200 CFT.)

Personal items of extraordinary or special value, such as currency, deeds, bonds, stocks, jewelry, stamp or coin collections, photos and other mementos, cannot be transported by the goods moving company and will not be insured by Microsoft.

You are also eligible for reimbursement on actuals for shipment of up to 2 cars and 1 two-wheeler by Microsoft authorized moving company. Microsoft will also reimburse the Road Tax in the new location for up to 2 cars and 1 two-wheeler (on actuals). The amount will be ‘grossed up’ for India tax

Expenses for the movement of aforementioned items will be reimbursed on actuals (shipment costs including service tax, insurance of household goods based on actuals while in transit).

Details of the Microsoft authorized moving companies will be provided to you by the on-site Microsoft Relocation Specialist

**2.2 Storage:**

Storage of household goods is available for up to 30 days or until a personal residence is located, whichever occurs first. The employee will be invoiced and responsible for payment of storage costs beyond 30 days.

**2.3 Transfer of Car Lease:**

If you have a car under the Microsoft Car Lease program in your home location, Microsoft will assist you in the transfer of the car lease from the home location to the joining location. You will be eligible for reimbursement on actuals, for any expenses related to the transfer of car lease (transfer charges, penalty if any). Please note that this does not include the balance (funded) amount due for the vehicle.

**3. Housing**

**3.1 Temporary Housing:**

Temporary housing will be provided up to a maximum of 30 days or until a personal residence is located, whichever is less. This temporary accommodation can be availed in your home location or joining location provided that the total period of the accommodation provided in the home and the joining location does not exceed 30 days. In compliance with Microsoft’s corporate travel policy, the temporary housing will be booked by your Microsoft on-site Relocation Specialist on your behalf.

Microsoft Travel and Expenses guidelines apply to all your temporary housing related expenses, including food. You will be invoiced and responsible for payment for temporary housing costs beyond 30 days.

**3.2 Transportation during Temporary Accommodation Period:**

Upon arrival at your joining location, a rental car/driver will be provided for a maximum period of 30 days. You will be invoiced and responsible for payment of rental car costs beyond this date.

**4. Financial Assistance for Relocation**

**4.1 Relocation Cash Allowance:**

A one-time payment equivalent to one month of your basic salary will be offered to cover miscellaneous incidentals incurred during the relocation that are not otherwise reimbursed; including but not limited to:

o purchase of major appliances

o utility hook ups

o passport photos and fees

o car registration and licensing and driver’s license fees

o alteration of rugs, curtains, other household goods

o loss on deposits in clubs, schools, lessons

o cleaning services

o kitchen cabinets

o pet carriers/veterinary expenses/kennel fees

o termination of club memberships

**Rules Governing Relocation Benefits**

1. **Reimbursement of Relocation Expenses**

All reimbursement requests must be submitted **within 3 months** of your joining date in order to receive reimbursement. Original receipts are required for all reimbursements, and must be submitted to your Relocation Specialist. Relocation benefit costs incurred more than one year from your start date or transfer start date are not eligible for reimbursement or direct bill payment by Microsoft. Microsoft employees must not use their Microsoft Corporate American Express travel card, for payment of any relocation expenses. Transferees who do not comply with the travel policy may be subject to delay or withholding of reimbursement and/or disciplinary action.

1. **No Cash-out of Underutilized relocation benefits:**

Please note that you will not be eligible to claim cash in lieu of underutilization of any of the relocation benefits, in case the benefit is underutilized.

1. **Approval for exceptions:**

If the relocation benefits provided to an employee are proposed to be different than those outlined in this policy, prior approval from the HR Director is required.

1. **Recovery of Relocation Assistance, Joining Bonus & Notice buyout bonus/amount**

Should you cease to be in employment of Microsoft on your volition, you shall be liable to refund and/or Microsoft will be entitled to recover Relocation Assistance, Joining Bonus & Notice Buyout bonus/amount claimed by you in the following manner:

|  |  |
| --- | --- |
| **Refundable/recoverable (% of amount claimed)** | **Period** |
| 100% | Up to 6 Months of Service |
| 50% | From 7th Month to 12th Month |

**Relocation Guidelines**

* You should avail all the relocation benefits within **3months** from the date of joining.
* For reimbursement of Brokerage bill you must retain the brokerage receipt and also obtain the Brokers PAN number
* The new hire induction occurs on a **Monday**
* Please carry 6/8 passport size color photographs which will be very handy for opening of your bank a/c, Employee ID card etc.
* For any queries regarding offer letters, salary package, and any other benefits please contact your HR Buddy.
* For any queries on relocation contact [your](mailto:reloidc@microsoft.com) relocation specialist.
* Please report at Microsoft India (R&D) Pvt. Ltd., Microsoft Campus, Gachibowli. Building 3 Reception.