

Arjun, Avagadda

From: Manjunath, Sindhu
Sent: Monday, December 20, 2021 2:25 PM
Subject: <SMR>IMPORTANT - Action items to be completed before your LWD
Importance: High

Hello,

Hope you are doing well.

Please complete the below action items before your LWD

PLEASE ATTEND THE CENTRALIZED CALL TO KNOW MORE ABOUT YOUR EXIT FORMALITIES- Time 3pm to 4pm (All working days) - [Link for Microsoft Teams Call](#)

[Join Microsoft Teams Meeting](#)

[+91 44 6141 0217](#) India, Chennai (Toll)

Conference ID: 678 377 07#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Join with a video conferencing device

[From Accenture Videoconference Device \(VTC\) Dial 123. From Non-Accenture Videoconference device dial 123@connect.accenture.com](#)
VTC Conference ID: 1126565473

[Alternate VTC dialing instructions](#)

1 - MyTe - Fill MyTe until your LWD, If LWD is mid of the Fortnight and the days after your LWD is not greyed out in the MyTe timesheet – then follow the below steps

- MyTE → Work Schedule → Custom Work Schedule → Create.
- Modify the hours to “zero” for rest of the fortnight and save.
- Click on Submit. The respective cells will be greyed out in the timesheet.
- Please fill the location details for all the days in the last fortnight of your LWD.
- For further query call- +91 80 4077 3333

2 - Asset submission/ Courier of Laptop & ID submission –

- 5 days before LWD, please write to ITAsset_ASTChecklist@accenture.com they will assist you in the asset submission process , mark your personal email ID in cc.
- You can submit your ID cards and access cards along with your IT assets.

- Please call out your LWD and employee ID in the subject line and call out a detailed email if you are planning to send it via courier (courier charges will not be reimbursed) / visiting the facility to submit it.
- No Need to raise decommission request, just submit your IT assets as it is.

CLEARLY MENTION IF YOU WANT TO VISIT THE OFFICE OR AVAIL THE COURIER FACILITY. So that they will respond to your email accordingly.

ID card/ Locker keys/ Parking sticker - Please write to respective facility duty manager. - They will take 2 business days to respond.

If you are visiting the office for submission, please handover the ID cards to helpdesk POC's

3 - Finance call – You will receive a call invite from - Mailer.exit@gspdc.accenture.com last week of your Notice Period.

However, for your reference we have provided the call link for the finance call to join soon. Please attend the call @11 AM- 1 PM [Join Microsoft Teams Meeting](#)

If you have a query regarding - **Gratuity/Leave encasement/12BB/Tax declaration form/ PF before LWD** - please raise a request at - <https://support.accenture.com> → Accenture Support → Human Resources and Payroll → Payroll → Ask Payroll – ask question -They will take 2 business days to respond

- You can access FAQs on AllSecTech under FAQs & NPS → Consolidated Payroll FAQs.
- **Full and final settlement & Relieving letter** – you will receive your Full and final settlement / Relieving letter 21 days from your LWD & Relieving letter after 25 calendar days (Subjected to No recoveries)
- **General HR Queries**- ECS team- Toll free number- **1 800 572 3442**
- **After LWD for finance queries** – please write to payroll.settlements@accenture.com from personal email ID
- **After LWD for PF & ESIC queries**- please write to EB.Socialsecurity@accenture.com from personal email ID
- **After LWD for Insurance & T&E related queries**- please write to EB.TE.Exit@accenture.com from personal email ID
- **Amex Card**- Please clear the due & drop email to **Manjunath.shetty** for clearance.
- **Variable Pay**- For any query, please reach out to your HR PA regarding the same
- **Post LWD HR queries** - India.HRSS.exits@accenture.com
- **Leaves during notice period** – sick leave / Vacation can be taken only with your supervisor approval, please reach out to your supervisor for the same.
- Upto 30 vacation balance (270 Hours) will be encashed along with FnF. Rest will lapse on your LWD
- **Resignation acceptance Email** – you will receive your resignation acceptance email 10 days before your LWD
- **Checklist** - **Exit Ticket Status on AST will remain “Open” even on your LWD**, no action or follow-up required from your end. All the checklists will be closed by the concerned stakeholders as per their respective timeline.

*****Note- Mails sent to individual email ID will not be actioned. Please drop emails to exits.cm ONLY with employee ID in the subject line for a response.**

Best,



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[accenture.com](https://www.accenture.com)



Disclaimer: If you do not receive response on your email written to Exits.CM within 2 business days, feel free to follow the below escalation matrix

Exits Case Management (ATCI)
Exits.cm@accenture.com
asif.ulla.khan@accenture.com
sanjith.kumar@accenture.com

PORTAL PAGE : https://support.accenture.com/former_employee_portal

Portal Catalog Item Name	URL
Exit - Ask Human Resource Question	https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&sys_id=79c3b98bdb6ff3c0547bf456bf96
Exit - Ask Payroll Question	https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&sys_id=b0d8a24bdba7fbc0f5f4fd27bf96
Exit - Ask Time & Expense Question	https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&sys_id=886cd2d5db3f77003abe78fdaa9