

## Arjun, Avagadda

**From:** EE.Support  
**Sent:** Wednesday, January 12, 2022 3:27 PM  
**To:** Arjun, Avagadda  
**Subject:** <KR> Exit intro email

Dear Employee,

Good Morning.

Hope you are doing well.

Employee SAP : 11681344

Supervisor : nilay.s.mistry

HRPA ID : priyanka.s.basak

Please complete the below actions before your LWD to make sure that your F&F is processed on time.

You can write to Exits.CM for any exit related queries till your LWD.

| Step | Activity  | Responsibility | SLA (No of Working days) | POCs in case of clarification                                    |
|------|---|----------------|--------------------------|--|
| 1    | Time report submission -<br>(If incase employee misses to submit the time report, then LWD-12WD supervisor will be given delegation access to submit on employee behalf.) | Employee       | LWD - 13 WD              | Time report related : EE.support<br>Technical POC : Myte support |
| 4    | Check Contact details(.contact no, personal email ID and alternate mailing address) reflecting on AST are correct, if not please update in work day and AST               | Employee       | LWD - 1 WD               | POC : exits.cm   |
| 5    | Below will be the details reflecting in your Relieving Letter<br><br>Job Profile: Application Development Analyst   | Employee       | LWD- 5 WD                | POC: HRPA  |

### Important Points:

1. Ensure to submit your timesheets **LWD -13WD**. No adjustments can be made in time report for last two fortnights.
2. Library books to be submitted LWD- 13WD. Incase you miss to submit within the SLA this will lead to recovery in FNF.
3. Ensure to clear your Amex card dues (If applicable). Incase dues not cleared within the timelines. FNF & RL will be "On Hold".

### Our Contact information:

Please Note : One reference number is created for every ex-employee query, if the same email with the reference number is sent to another team it will not reach them.

Hence, please write fresh emails to the below teams.

1. For exit related queries before your last working day, write to [exits.cm@accenture.com](mailto:exits.cm@accenture.com)
2. For exit related queries after your last working day, write to [india.hrss.exits@accenture.com](mailto:india.hrss.exits@accenture.com)
3. For Offer Letter related queries, write to [India.ERM.Pfilequeries@accenture.com](mailto:India.ERM.Pfilequeries@accenture.com)

4. For payroll/finance related queries like FNF settlement, Housing Loan Declaration, Declaration for Educational Loan, Additional Interest Housing Loan Sec80EE, Form12BB, Form 16, Tax Proof Submission Form, Gratuity, Leave Encashment and Pay Slips, write to [payroll.settlements@accenture.com](mailto:payroll.settlements@accenture.com) [Note : **Do not loop any other group ID / Do not even forward the mail**]
5. For PF Related / ESIC related queries, write to [EB.Socialsecurity@accenture.com](mailto:EB.Socialsecurity@accenture.com) [Note : **Do not loop any other group ID / Do not even forward the mail**]
6. For MY Time & Expenses related queries, write to [EB.TE.Exit@accenture.com](mailto:EB.TE.Exit@accenture.com) [Note : **Do not loop any other group ID / Do not even forward the mail**]
7. For Experience/Service Letter related queries, write to [India.HRSS.ESL@accenture.com](mailto:India.HRSS.ESL@accenture.com)
8. Assets related query, write to [ITAsset\\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)

You can track the status of your Full & Final Settlement and Relieving Letter online even after your Last Working Day (this link would be active only after 10 WD from your LWD). To access these details, please visit Formal Employee Portal and use your enterprise ID as user ID and password (that was in use as on your last working day). Once you login, please click on "India Exit Process".

As you move out of Accenture to pursue new opportunities, we wish you all the success in your career. We would love to stay connected with you through the Accenture Alumni network. Through this portal you can connect with our global alumni network, register for events, and stay informed about the exciting opportunities we may have, should you choose to join us back.

To register, visit [www.accenturealumni.com](http://www.accenturealumni.com) and follow the below mentioned instructions.

Click "Register here", → Fill up details in the form Click "Submit" → Scroll down on home page and click on *Indian Flag icon* --> Click "Join Group"

Below are the contact numbers of different locations to reach out to Alumni Helpline.

| Location  | Numbers                                |
|-----------|--|
| Bengaluru | +91 80 6758 1222<br>+91 80 4338 1222   |
| Chennai   | +91 44 4078 2222                       |
| Gurgaon   | +91 124 4520 2222<br>+91 124 6640 2222 |
| Hyderabad | +91 40 66928222<br>+91 40 30828222     |
| Mumbai    | +91 22 6186 5112                       |
| Noida     | +91 120 666 4222                       |
| Pune      | +91 20 423 24222<br>+91 20 619 24222   |
| Kolkata   | +91 33 6637 8222                       |

"Wishing you all the best for your future endeavors "

Regards,



**Kruthika Suresh**  
Accenture Intelligent Operations  
**Accenture Operations**

|  |   |
|--|---|
| <b>Application Name - Ask a Question - Former Employee (India)</b> | <b>PORTAL PAGE :</b> <a href="https://support.accenture.com/former_employee_portal">https://support.accenture.com/former_employee_portal</a>  |
| <b>Portal Catalog Item Name</b>                                    | <b>URL</b>  |
| Exit - Ask Human Resource Question                                 | <a href="https://support.accenture.com/former_employee_portal?id=acn_former_employee_portal">https://support.accenture.com/former_employee_portal?id=acn_former_employee_portal</a> |
| Exit - Ask Payroll Question  | <a href="https://support.accenture.com/former_employee_portal?id=acn_former_employee_portal">https://support.accenture.com/former_employee_portal?id=acn_former_employee_portal</a> |

**Note:** We encourage you to follow the below escalation matrix, if you do not receive the response as per timelines defined.

| Ex-Employee support team  | Timelines  |
|---|--|
| <a href="mailto:India.HRSS.Exits@accenture.com">India.HRSS.Exits@accenture.com</a><br>or<br><a href="https://support.accenture.com/former_employee_portal">https://support.accenture.com/former_employee_portal</a> | <b>2 Working days</b> (Ex: if you send an email on Friday, it will be replied before Tuesday, 9pm) |
| <a href="mailto:sakshi.b.sharma@accenture.com">sakshi.b.sharma@accenture.com</a>  | <b>2 Working days</b>  |
| <a href="mailto:sneha.a.jain@accenture.com">sneha.a.jain@accenture.com</a>  | <b>1 Working day</b>   |
| <a href="mailto:pavithra.venkatram@accenture.com">pavithra.venkatram@accenture.com</a>  | <b>1 Working day</b>   |
| <a href="mailto:syed.ulla@accenture.com">syed.ulla@accenture.com</a> / <a href="mailto:aditi.kumar@accenture.com">aditi.kumar@accenture.com</a>   | <b>Final Escalation</b>  |

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