

Last working day is near and you do not know what to do next?

Below pointers will help you:

1. You will receive an email on company asset submission from HRBP_SharedServices@eclerx.com closer to your last working day.
2. After submitting your asset, please write to HRBP_SharedServices@eclerx.com and mention your employee code, personal email address and Office location.
3. HRBP will check internally with IT on the company asset submitted and action further.
4. Resignation Acceptance Letter (if applicable) will be released, post clearance from IT on company assets.
5. Full and Final (FnF) settlement will take at least 45 – 60 days subject to clearance from all departments. Experience Letter (if applicable) will be released, if FnF is positive.
6. If FnF is negative, please credit the recovery amount into the below bank account:

Name	: eClerx Services Limited
A/c No	: 9572100000013
A/c type	: Current Account
Branch	: Fort Branch
IFSC Code	: KKBK0000957
Bank	: Kotak Mahindra Bank
7. For any further queries on FnF/Letter release, please write HRSC@eclerx.com
8. For any other documents like pay slip, etc, please login to the Alumni Link, that will be shared by CnB@eclerx.com on your personal email ID subject to you serving full notice period.

Other Important points to keep in mind before your Last working day:

1. Kindly ensure you mark your attendance until your last working day on <https://attendance.eclerx.com/> if working
2. All Accesses like Insight, Outlook, Skype etc. will be disabled by 3PM IST on your last day
3. Update your Personal Email ID on insight. All future communication including your service certificates will be sent to your registered personal email id updated on insight.
4. For tax calculation purposes, e-mail the scanned copies of your investment proofs to hrpaydesk@hgsbs.com a week prior to your last working day.
5. Salary Credits during Notice Period:
 - In case your last working day is on or before 19th of your leaving month, previous month salary and your last month salary (pro-rata basis) will be released along with FNF.
 - In case your last working day is post 19th of your leaving month, previous month's salary will be released and rest of the dues will be released at the time of FNF.
6. Ensure Application & Approval of all pending Attendance, Leave Rectification & Reimbursements (If Any) before your Last working day.
7. Ensure you utilise all RnR points before your Last working day since these will lapse.

Still have any questions, feel free to reach out to HRBP_SharedServices@eclerx.com
