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## Resignation Submission in Workday by Sayantan Chakraborty : Next Steps

1 message

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**Workday-Alert** <integrationplatform@pwc.com>  
To: sayantan.f.chakraborty@pwc.com

Mon, Apr 24, 2023 at 12:00 PM

Dear Sayantan Chakraborty,

This is in continuation to your resignation submission on Workday. We will be initiating your request through the Exit Management System once the resignation is approved on Workday by your worker manager. Kindly check with your Workday manager on the approval at least a week prior to your last day. You will then receive a link to complete exit formalities in Exit Management System.

In order to make this process smooth, please make sure that you action the points mentioned below once you receive the exit portal link. Non-completion of below action (s) will result in delay of Full & Final Settlement.

- **Timesheet** - Submit your pending timesheet till your last working day.
- **Leave** - Please apply for all availed leaves on Workday (Submit time off requests) and obtain an approval before your last working day. Make sure that the leaves applied on Workday are also booked accurately on Precision or vice-versa. Ensure leave balance is checked at your end, in case of any discrepancy, please ensure the same is raised on Service Now and clarified on or before your last working day.
- **Expense** - Submit & obtain approval all your expenses with soft copies of supporting documents on Happay. You can see the status of your expense reports on Happay under the Report tab. Please make sure that no report is pending at your end. Any expenses will not be changed later and will not be considered post your last working day. Any expenses will not be changed later and will not be considered post your last working day.
- **RFB (if applicable)** - Please upload the RFB supporting documents on Smartpay@PwC portal at least one week prior to your last working day. The hard copy of supporting documents along with the top sheet should be submitted in the 'RFB claims' drop box at your location. No inputs/ documents request will be considered post last working day.
- **Investment supporting documents** - Please upload soft copy of your investment proofs supporting documents one week prior to your last working day on Smartpay@PwC portal. In case of any queries related to it, please raise the query under Helpdesk. Any supporting documents will not be considered post last working day.

- **DLP Clearance** - You are requested to reach out and consult with your coach/Matrix Manager for all the open DLP Event/Notifications (if any) and make sure the open DLP Event/Notifications are properly reviewed and addressed at least 5 days prior to LWD (Mandatory). This DLP review & clearance is mandatory to process the final EXIT clearance & Signoff.
- **User Access Restriction** - Please be informed all your outgoing mails to “Public” Domain & selective domain in “Competition” will be blocked/revoked w.e.f 17th April. If you require to copy any personal data or mail to personal id, request you to please complete the same prior to that date by mentioning the documents required & keeping People Manager & exit spoc Informed over email. Once confirmed by PM over email, then the same can be shared over personal id by raising an exception request with IT security approval. Note: - All your outgoing mails to any EXTERNAL Domain (outside PwC), Print Access, upload any data files over Web Access will be revoked “5 days” prior to LWD. Please get in touch with the IT Security team ([IN\\_India-IT-Security@pwc.com](mailto:IN_India-IT-Security@pwc.com)) for any query.
- **Active project/client codes on Precision** - In case, you have active project codes and client codes appearing under your name on **Precision**, please have them transferred/terminated on **Precision**. Your people manager will not be able to provide People Manager Sign off in the Online Exit Clearance form on the Exit Portal unless this process is completed on **Precision**. To process the codes, please raise ServiceNow Ticket under Finance > Master Data Management > Client, Project / Engagement or Vendor.
- **Advance** - Please view the status of advances (if any) while submitting expense reports on Precision. Any unsettled advance amount should be closed before your last working day (without awaiting any reminder from Finance). You may also view the incidence and status of advances against your name in the cash advance system.
- **Car lease clearance (if applicable)** - Please contact SPOC Aman Juneja ([aman.juneja@pwc.com](mailto:aman.juneja@pwc.com)) / Sachin Kumar ([sachin.p.kumar@pwc.com](mailto:sachin.p.kumar@pwc.com)) / Kamal Shah ([kamal.shah@pwc.com](mailto:kamal.shah@pwc.com)) if you have any query regarding NOC and procedure to transfer company car on your name. For processing of F&F ownership of car should be transferred from company's name and revised RC to be submitted to finance.
- **STAR&R Points** - Please use all your STAR&R points (if applicable) before exit as you will not be able to redeem these points after your last working day.
- **Corporate credit card** - Discontinue using your corporate credit card before 15 days of your last working day. If required, you can use your personal credit card for last 15 days and get the expenses settled prior to the last working day. Also, a zero-balance statement of the corporate credit card needs to be submitted prior to final clearance.
- **Gratuity** – If you are eligible for Gratuity as per company's policy, then you are required to share the undertaking of Gratuity paid to you by previous employer (s) till date.
- **PF Withdrawal/Transfer** – You are requested to fill the form for PF Withdrawal or PF transfer before the last working day for PF processing with exit coordinator.
- **L&E sign off** - If you are from Assurance, it is mandatory to upload the sign off email from the L&E team in the employee settlement section. Please make sure you complete all your pending mandatory e-learns in advance.

- **Notice Period** - As per exit policy, you need to serve the complete notice period. In case you seek early release, a shortfall in notice period will be applicable. As per policy, Notice Period shortfall will be adjusted against the available EL balance and remaining will be recovered from your full & final settlement. In case, you seek or obtain an exception approval on the Notice period shortfall waiver, Please share respective Partner approval with your regional HC Ops - Exit coordinator / Offboarding spoc (please refer below) with a copy to respective BUHC on or before the LWD. Please note, any input post the last working day will not be considered for revision.
- For any clarifications, please feel free to contact the Location HC Exit Coordinator & refer FAQ attached.

Region	Contact Details
North	Karam Chand - <a href="mailto:karam.chand@pwc.com">karam.chand@pwc.com</a>
South	Gokula Krishnan - <a href="mailto:gokula.s.krishnan@pwc.com">gokula.s.krishnan@pwc.com</a>
East	Piyali Debnath - <a href="mailto:piyali.y.debnath@pwc.com">piyali.y.debnath@pwc.com</a>
West	Shailja Pandey - <a href="mailto:shailja.pandey.tpr@pwc.com">shailja.pandey.tpr@pwc.com</a>

- **Alumni Support Portal** - Post your last working day for any queries, you will receive credentials on your personal email id to register and login to Alumni Support Portal (<https://alumnisupportportal.in.pwc.com>) one day prior to last working day subject to submission of exit clearance form on the exit portal.

In case of any further query, please feel free to connect with me or your respective BU HC.

Regards,  
HC Shared Services – Offboarding Team

**Note :- This is an auto-generated mail. Please do not reply to this message.**