

USI Employee Exit Process Guidelines

As part of the USI exit process with USI Deloitte, please make sure that you complete the below steps:

- Enter all Time and Expenses through your last working day. **Please check for any missing time instances in DTE for your complete tenure, up to and including your last work date and update the same accurately on DTE.**
- Internet expense should be claimed on monthly basis, as per relevant amount applicable for BCP Internet. Consolidated bills are subjected to rejection. For any expense claim related queries, please reach out to usindiaexpensecompliance@deloitte.com (India expenses) & expensecompliance@deloitte.com (US expenses).
- Any outstanding balance on your Corporate American Express Card can significantly delay the relieving process. Ensure to clear all the dues at least two weeks prior to your last working day. Please shred the card after clearing the pending dues.
- **Redemption of Vantage Points:** Please note that you have until your last day with the Firm (before your Deloitte email expires) to log onto the Vantage Circle site and redeem any outstanding e-points that you might have in your Vantage Circle account. Log onto: <https://deloitte.vantagecircle.com> with your Deloitte email id as your username and enter your password previously established with Vantage Circle; if you have not previously established an account, please follow the prompts to create your password. You may email your questions to support@vantagecircle.com or visit the FAQs available from the top of the 'My Account' page on the website
- You will receive a communication from Alumni Relations about 'things to do before you leave' and 'what to expect post-Deloitte' as you become a 'colleague for life'. Please reach out to USIndiaAlumniRelations@deloitte.com for any queries regarding the same.

Asset submission process:

You can opt for any of following options for submitting Deloitte assets:

- 1) **Asset submission at the office** - Asset submission is possible through a prior appointment which will be shared only a day before your preferred date.
- 2) **Pick-up facility from residence** - You will be contacted by Deloitte vendor partner for pick-up of assets from your residence. Please update your full address using the link below. There is a dependency on the vendors considering increased pandemic restrictions, hence do expect a delay in pick-up and the subsequent Full and Final (FNF) settlement.

Detailed information on Virtual off-boarding process will be communicated through Virtual Off-boarding mail which will be sent to your Deloitte and personal email ID 1 to 2 weeks prior to your last working date.

Onsite deployed USI employees: In case you are submitting your badge while on onsite deployment, please ensure that you receive an email confirmation about the submission from the local Badging team. Please share a copy of the email with USIIndiaExitManagement@deloitte.com providing your employee ID and last working date and maintain a copy of this correspondence for future reference.

- **Non-ITS assets:**
Access card (ID badge) needs to be submitted along with ITS assets.
- CE Gym resources, Pedestal/drawer/office keys to be returned along with ITS assets



- Request you to go through the **Exit Kit** that is available in your dashboard. This exit kit takes you through the USI exit formalities that needs to be carried out on your part.

This is only an indicative document of all your responsibilities under the separation process and is not limited to the above terms and the Exit Kit only.

Note:

- A digitally signed soft copy of the relieving letter will be issued to you within 30 calendar days from your last working date with the firm (subject to exit clearance received from all the stakeholders involved in this process).
- As per the policy of the Finance team, leave balance on the last working day will be considered in the Full and Final Settlement calculation. The leave encashment/notice period shortfall is computed on Monthly Basic Pay. The notice period recovery and leave encashment are treated as two separate components and shown accordingly on the final settlement.
- Please reach out to usr10faceoffinance@deloitte.com or the Finance Helpdesk at '2222' for all finance related queries (gratuity, investment proofs, Form 16, etc.)
- Your full and final settlement will be made within 30 calendar days from your last working day subject to clearance from all stakeholders. Please reach out to usr10faceoffinance@deloitte.com for queries regarding to F&F

For any queries or clarifications regarding your exit formalities please reach out to CIC Talent on '2222' or raise a query request on 'Talent on Demand'.

Wish you all the best for your future endeavors!

Deloitte USI Separations Team