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# *Offboarding Formalities & Next Steps*



# Things to do

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- Mandatory details
- Stakeholder clearances

## 2 **After Offboarding**

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- Background Verification

## 3 **Publicis Sapient office addresses**



# Before Offboarding

Next steps to be completed at least 10 days **BEFORE** last working day

## Allsec Formalities

- Once your Offboarding is approved, log in to [Allsec](#)
- Go to **Utilities > Leavers form**, this will pre-populate the Leave Encashment and Gratuity forms (if applicable). **No need to submit hard copies.**
- **Investment Proofs:** Click on Investment Proof page under **TAX** > Provide your Investment Proof details for the current FY > Attach scanned copies of proofs and submit. **No need to submit hard copies.**

**Note:** You need to submit the investment proofs of rent, housing loan and investments paid until your last working day. Without proofs, we will be unable to factor in Income Tax benefits.

- **Reimbursement Process:** Click on **Reimbursement submission form under Reimbursement** (if Car fuel/ Driver's salary opted for) > Upload Share details of your fuel bills and Driver's salary declaration for the current FY. **No need to submit hard copies.**

**Note:** Download your Salary slips, Annual Pay slip, Form 16, Compensation plan, PF Statement and any other important documents for your future reference.



A close-up, warm-toned photograph of a person's hand typing on a laptop keyboard. The hand is positioned over the keyboard, with fingers pressing keys. The laptop is silver, and the keyboard is black with white lettering. The background is slightly blurred, showing more of the laptop and the person's arm.

# Before Offboarding

Next steps to be completed at least 10 days **BEFORE** last working day

## Important To-Do's

- Update your contact details, personal email address, and Home/mailling/remote address in "**Career Settings**".
- Submit your **timecards** till your last working day. If you are an approver (for timecards), approve all pending timecards till your last working day.

**Note:** Please take a backup of your personal data ONLY. Do not copy any Company data without permission or authorization. Doing so could result in disciplinary action or termination of employment.

Download your Employment proof, salary proof, address proof, promotion letter, compensation statement etc. from "**Career Settings**" for your future reference. Being self-service letters, we do not maintain a repository.



# Before Offboarding

## Stakeholder Clearances

- **Stakeholder's clearances:** Benefits, Global Mobility, Expense, AMEX & Payroll clearances will be granted prior to your last working day, provided there is no recovery/outstanding amount on AMEX or any unapproved Expenses. Please ensure to complete any pending clearance matters with the respective stakeholders before your last working day

- **Sodexo Card:** If you have enrolled for Sodexo benefit (now Pluxee), complete your KYC on **Pluxee portal** before your last working day. Sodexo balance will be intact.

- **AMEX Card holders:** Please settle any personal transactions/outstanding on AMEX Card 15 days before your last working day.

- **Company Assets submission:** Submit all your Company-provided assets for IT & OS Clearances on/ before your last working day :

**IT assets:** Laptop, charger, laptop bag, dongle, headphones, RSA token etc.

**OS assets:** Access card, SEZ card, drawer keys, parking sticker

- Asset pickup facility is not available for people in any of our office locations (Delhi/NCR, Mumbai, Hyderabad, Pune or Bengaluru). Visit office in person on or before your last working day for assets submission.

Please note IT assets tagged to:

- **Gurgaon SEZ** - Can be submitted at all office location except NOIDA SEZ

- **NOIDA SEZ** - Can be submitted at all office location except Gurgaon SEZ office

- **Any other location apart from NOIDA & Gurgaon SEZ** - Can be submitted at all office location except Gurgaon & NOIDA SEZ office



# Before Offboarding

While you are submitting your assets in office or to the vendor, it is recommended to take photos of your assets. Share the photos to EXIT\_FSIT\_PUB\_TEAM\_IND <[FSIT.exitIndia@publicis-resources.com](mailto:FSIT.exitIndia@publicis-resources.com)>

## **Note:**

You are expected to return the asset in office from 9:00 AM to 5:00 PM Mon to Friday Only

In case of non-submission of assets, on or before the last working day, or within 5 working days of the last working day (for people outside office locations / primary remote workers), the company holds the right to withhold the issuance of Relieving and experience letters, deny background verification request or initiate a legal action as deemed fit.

## **Disclaimer:**

\* IT & OS teams will assess your submitted assets for any damage, which might take up to 3 working days. After due protocols, IT and OS clearances will be granted. If there are damages, the recovery amount will be adjusted from your F&F settlement.

\*\* Relieving and Experience Letters will be issued only after due clearances from all the stakeholders are received.





# After Offboarding

## F&F and PF Process

What to expect and how to reach us **AFTER** your last working day

- You will be contacted on your personal Email ID (as updated by you on Career Settings) by Allsec within 72 hours of your last working day. A new User ID and Password will help you access Allsec **Alumni Portal**. In case of any F&F, PF or Payroll related matters, please raise a ticket with Allsec

- F&F will be settled within 15 days once you have received all the clearances till your last working day. The F&F settlement statement will be available on Allsec Alumni Portal.

- For Provident Fund withdrawal or Transfer, apply at **Allsec Alumni Portal**. You can apply only after 2 months from your last working day.

You will receive the PF transfer/withdrawal process steps along with Full & Final settlement alert once it is completed.

**Note:** Facing an issue while applying for PF Withdrawal/Transfer ?

Write to:

**[PFHelpdeskExited@publicissapient.com](mailto:PFHelpdeskExited@publicissapient.com)**



# After Offboarding

Your Form 16 for previous FY is available on **Allsec Alumni Portal**. For the current FY, it will be available in July.

## Background Verification

For background verification, you may request your new employer to write to us at **[employmentverification2@publicissapient.com](mailto:employmentverification2@publicissapient.com)**. We will reply with your employment details (name, tenure & designation) within 48 hours of receiving the request.

For any offboarding/clearances-related query, write to the Offboarding team at **[Exitindia@publicissapient.com](mailto:Exitindia@publicissapient.com)**



# Office Address

For assets submission, our IT/OS teams are available in office from 9:00 AM to 5:00 PM Mon to Friday Only

## **Gurgaon:**

TLG India Private Limited GIL SEZ, Candor Techspace, Building No. 8, Tower B, Ground to 9th Floor,  
SEZ Sector 21, Village Dundahera, Gurgaon  
- 122016 Haryana, India TEL +91(124) 672 4000  
FAX +91(124) 672 4027

## **Noida :**

Oxygen Business Park Private Limited SEZ, Tower C, 2nd - 4th Floor, Plot No. 7, Sector 144, Expressway, Noida- 201301, Uttar Pradesh, India  
TEL +91(120) 479 5000  
FAX +91(120) 479 500

## **Bengaluru:**

4th, 6th & 8th Floor, 2870, Wing B, Building - Virgo, Bagmane Constellation Business Park,  
Outer Ring Road, Doddanekundi Circle, Marathahalli Post, Bengaluru, Karnataka, 560048, India  
TEL +91(80) 6128 0000  
FAX +91(80) 6128 0001

## **Hyderabad:**

Plot No 5 and 6, Block 4, 5th Floor, Divya Sree Trinity, Hi-Tech City Layout, Madhapur, Hyderabad,  
Serilingampally Mandal, Rangareddy Dist., Telangana, 500081, India TEL 040-69219000  
FAX 040-69219001

## **Mumbai:**

Urmi Estate, 16th Floor  
Tower A 95, Ganpatrao Kadam Marg  
Opposite to Penninsula Business Park  
Lower Parel, Mumbai -400013  
(Near lower Parel station)