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sapient

Offboarding Formalities & Next Steps



Agenda

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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.



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/ mailing/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 (now Pluxee) Card:** If you have enrolled for Sodexo benefit, complete your KYC on [Pluxee portal](#) before your last working day. Sodexo balance will be intact.
- Even after the exit, individuals can contact Consumer@india.sodexo.com for any queries or assistance related to the Pluxee card.
- **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 or Bengaluru). Visit office in person on or before your last working day for assets submission.



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

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

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



After Offboarding

Background Verification

For background verification, you may request your new employer to write to us at 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



Notice Period Shortfall Treatment

A. Adjustment With Vacations & FNF

A Any shortfall in notice period will get adjusted with your accrued vacation balance. If the vacation balance is lower than the shortfall in notice period, the remaining notice period shortfall balance will be recovered through full and final settlement.

If the vacation balance is higher than the notice period shortfall, the remaining vacation balance will be paid as per the leave encashment policy.

Calculation of shortfall in notice

period: $\text{Annual Base Salary} / 12 / 30$
 $\text{Days} \times \text{No. of shortfall days in notice period}$

B. Notice Period Buyout

To opt Notice period Buyout, you need to inform exitindia@publicissapient.com / Exit GPC POC at least 7 days prior to your scheduled exit date from Publicis Sapient.

The shortfall in notice period amount will reflect in your full & final settlement sheet under the head of "Notice period recovery". Separate letter would not be issued for the shortfall in notice period amount.



Vacation Payout

What will happen to my remaining PL (vacation) balance?

Your vacation balances will be paid along with your full & final settlement.

Calculation: Last drawn Annual Base salary / 312 x No. of vacation balances
(Please refer to your compensation/last incremental letter to know your Base salary)

Please note As per New India Vacation Policy, Any PL over and above 45 days will neither be carried forward nor encashed.

Leave encashment will be paid as non-taxable up to INR 25 lacs, Please submit Leave Encashment Declaration form on Allsec portal under Leaver Form.





Medical Insurance Post Exit

What will happen to my medical insurance?

You are entitled to all the insurance claims (medical & personal) till your offboarding date. Your Parent's medical insurance policy will also continue till your offboarding date. We strongly recommend that you download the **MediBuddy app** and validate your details.

- You must submit a claim on the MediAssist portal either before or on the Last Working Day (LWD), when undergoing any ongoing treatment.
- In the event of hospitalization with a discharge occurring after the exit, individuals are required to promptly inform the benefits team.

For network hospitals, please follow these steps:

- Login to:
[https://www.medibuddy.in/network Hospitals](https://www.medibuddy.in/networkHospitals)
- Select the location of the hospital
- Select the Insurer's name: "The New India Assurance Co. Ltd."

For any reimbursements, please send the original documents to the TPA:

Abhishek Kailashnath (Claim No:)
Medi Assist India TPA Pvt. Ltd.
4th Floor, AARPEE Chambers, Off Andheri-Kurla
Road Industrial Estate, Marol, Andheri East,
Marol Cooperative, Next To Times Square,
Shagbaug, Gamdevi, Marol, Mumbai,
Maharashtra 400059
Mobile - 7400422201

**TPA Team: publicis@mediassist.in &
abhishek.kailashnath@mediassist.in**

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 5001

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)

Stakeholder POC List

Stakeholder Team	POC	Stakeholder DL	Escalation Matrix
Exit team	Shruti Tyagi <shruti.tyagi@publicissapien.com>	exitindia@publicissapien.com	Level 1 - Anjali Monga
	Srishti Taunk <srishti.taunk@publicissapien.com>		Level 2 - Nidhi Sood
	Deeksha Sharma <deeksha.sharma@publicissapien.com>		
	Rounak Dutta <rounak.dutta@publicissapien.com>		
Expense	Satyabrata Mallick <satyabrata.mallick@publicisresources.com>	Finance ER Team <FinanceERTeam@publicissapien.com>	Level 1 - Nishant Bhardwaj
Amex	Lalit Kumar <lalit.kumar1@publicisresources.com>	-	Level - Sabrina Beneett
	Chitra Mohan <chitra.mohan@publicisresources.com>		
Payroll	Keerat Kaur <keerat.kaur@publicisresources.com>	India Payroll Exit <IndiaPayrollExit@publicissapien.com>	Level 1 - Ritu Raut
	Dhruv Sharma <dhruv.sharma1@publicisresources.com>		Level 2 - Inderjeet Haldunia
	Renu Kumari <renu.kumari@publicisresources.com>		
Global Mobility	Sanjay Kumar <sanjay.kumar1@publicisresources.com>	GPMExit-Clearance@publicissapien.com	Level 1 - Amit Kymar, Vijay Bhatt
	Vinay Gaur <vinay.gaur@publicisresources.com>		Level 2- Dharmesh Kothari
Office Services	Pramod Tripathi <pramod.tripathi@publicisresources.com> (GGN)	Office services Exit_RES_TEAM_IND <Office_services_Exit_RES_TEAM_IND@groups.publicisgroupe.net>	Level - (GGN) Pradeep Gusain
	Girish Kumar <girish.kumar@publicisresources.com> (BLR/HYD)		(BLR/HYD) Seetha Mandana
	Cheryl Clarke <cheryl.clarke@publicisresources.com> (MUM)		(NOIDA) Rajiv Christopher
	Amit Kumar <amit.kumar@publicisresources.com> (NOIDA)		
IT Local Support	GGN : Sachin Dhankar <sachin.dhankar@publicisresources.com> Parveen Kumar <parveen.kumar3@publicisresources.com> Abhilash Rai <abhilash.rai@publicisresources.com>	ITEXIT-INDIA-IT_RES_TEAM_IND@groups.publicisgroupe.net	Level - Ritesh Sahai (GGN)
	BLR/MUM : Anantharaju H N <anantharaju.hn@publicisresources.com>		Lokesh Reddy (BLR /MUM/HYD)
	HYD : Sai Charan Gadagani <saicharan.gadagani@publicisresources.com>		
	NOIDA : Ravi Yadav <ravi.yadav@publicisresources.com>		Praveen Kumar (NOIDA)
Benefits (Car Lease, Meal Benefits, Insurance)	Shivam Sharma <shivam.sharma@publicissapien.com>	sapienbenefits@publicissapien.com	Level - Jaskiran Bhasin
	Krishna Joshi <krishna.joshi1@publicissapien.com>		Level 2 - Akshit Lau



FAQs



Exit FAQ



Session Attendance



Please scan using any
Barcode scanner app



Exit Session Attendance



Personal Information form

We Hope You have filled
the mandatory **Personal
Information form**:





Thank You

