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Resignation Application by Kavya Venkata Sai Suma Chunduri(150703_IN) from Chennai (ex Madras) has been auto approved.

E   **ecmsprocess.in@capgemini.com**   👍   ↩   ↞   →   ⋯
Tue 13-07-2021 04:26

To: Chunduri, Kavya Venkata Sai Suma

Cc: IN, ECMS Process; Jagannadhan, Naveen Kumar

Dear Kavya Venkata Sai Suma Chunduri,

This is to inform you that your Resignation application has been auto approved. Last working date :24 Sep 2021

Now that your Resignation is approved, you are hereby directed to complete the Assignment Review in MyPath (https://myconnect.capgemini.com) before your last working day.

I. Please note that the clearance would not be given by Performance Management till the Assignment Review process is completed in MyPath.

Please make note of the following important points to complete the process:

o You need to complete your own Assignment Review as well as review the performance of your reportees.

o Assignment Review must undergo two vital stages: Employee self-review and Supervisor review and discussion.

o Review process must be completed on or before the last working day (before the date of effective movement).

o Supervisor change requests raised due to a supervisor separation case, the review process must be completed by the last working day to enable successful completion of the ECMS clearance process.

It is highly imperative that you complete the review process, as the overall rating on the project and qualitative feedback provided would be considered in decisions during the year end Annual Reviews.

In case you do not have your login details: write a mail to mypath.global@capgemini.com

Create / Update your Objective plan before you start working on the Assignment Review form. To set Objectives on MyPath, Log on to https://myconnect.capgemini.com/ If you have any process and procedure related queries, please write to mypath.global@capgemini.com. For technical queries you can call at 2277060 (Helpdesk number), the same team would raise a ticket with the technical (CST) team.

II. If you are having reportees under you, Request you to direct them to raise supervisor change requests on HR System after you have completed their review

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ECMS Useful Links