

Guidelines for Exit Clearance



This document describes the actions to be completed during notice period, prior to last working day.

Personal Email/Mobile in workday

Please ensure that you update your future contact details and personal mail ID under Personal Information >> Contact Information in Workday. This information is used for all future correspondence as well as sending your service letter.

Personal Email/Mobile in ADP

Please ensure that you update your future contact details and personal mail ID in ADP. This information is used to enable your ADP Portal access after LWD with FIS . So that you can access your Payslip, F&F break up and form 16. In Absence of the information, you will not be able to access to ADP portal.

Process to update the details in ADP: Under Select > About Me> My Details>Office & Communication Data>Click on (+) icon , On the next page you will need to click Edit Record > Enter your mobile number and Personal email ID and save it in ADP.

FBP Claim

Make sure all your claims are submitted by 10th of the last working month with FIS or by last working day whichever is earlier.

Reimbursements

Please submit all reimbursement bills including GHMI claims in the respective portals before your last working day. Bank account details given in these portals should be maintained till the time you receive your reimbursements,

Investment Proofs

Investment proofs to be submitted to ADP Global View PROD 10 days prior to your last working day for consideration in the full and final settlement. In the event no investment proofs or insufficient proofs are provided than what you had declared, the resultant Income Tax will be deducted from your full and final settlement.

Employment documents

Please download pay slips and Form 16 (if applicable) from ADP Global View portal and Compensation revision letter, if any, from Workday and retain it with you, before you submit your laptop / desktop.

Provident Fund and Pension Fund

You need to decide whether you are going to transfer your PF or withdraw the amount in your PF Account.

Withdrawal

If you are not planning to continue your service, then you can withdraw the same after 60 days by accessing UAN portal (<https://unifiedportal-mem.epfindia.gov.in/>) for PF fill Form No.19. for Pension

you must fill Form 10C.

Transfer

If you are planning to Transfer, then you need to initiate the same via UAN portal.

Navigation: Login UAN member portal – Online service Tab – Transfer request. Once it is done kindly share us signed Form No. 13 to approve the same.

PF/EPS No. (This will be available in your Pay slip. Hence kindly take copies of your pay slip from ADP site before leaving).

PF Trust Name

If you are a member of FISGBS PF trust the below process must be followed to withdraw

PF trust – Mumbai, Chennai, Gurgaon

Withdrawal: If you are not planning to continue your service then you can withdraw the same after 60 days by following the below process:

Fill Form No.19. manually and share it to the below ID. In case of pension you can withdraw the same via UAN portal (<https://unifiedportal-mem.epfindia.gov.in/>) by fill form 10C.

Transfer: If you are planning to Transfer then you need to initiate the same via fill Form No.19. manually and share it to the below ID. In case of pension you can transfer the same via UAN portal (<https://unifiedportal-mem.epfindia.gov.in/>) fill form 10C.

Navigation: Login UAN member portal – Online service Tab – Transfer request. Once it is done kindly share us signed Form No. 13 to approve the same.

Gratuity

Employees are eligible for Gratuity upon completion of 4 years and 190 days of continuous years of service, Gratuity, if applicable, will be paid within 30 days of last working day.

Exit Clearance

Employees to return the assets to respective asset owners. Following are the options available:

- a) by visiting respective base location, on or after the last working day.
- b) make a request for collecting the assets from your home (if within the city limits of base office locations).
- c) send through courier to the base location.

Employees to co-ordinate with asset owners of respective base location (contact details given at the end of this document) for returning the assets and getting the exit clearance.

Please note that any physical damage to FIS assets or missing items, repair/new asset cost will be recovered / adjusted from Employee's full and final settlement.

Full and Final Settlement

Full and final settlement will be processed within 45 to 60 days from the date of completion of Exit clearance formality on workday. Salary for the last month of the notice period will be kept on hold and will be released along with the full and final settlement. Following are the components considered for Full and Final Settlement

Payments

Salary	Salary for the last month of notice, [till last working day],
Leave Encashment	Accrued PL till last working day, maximum upto 45 days. Encashment amount is calculated based on Monthly Base pay excluding Employer PF contribution with month taken as 22 days i.e. (Base Pay – Employer PF Contribution / 22 days) X (No. of Leaves to be reimbursed).
Performance Incentive	Employee shall not be eligible to receive variable pay, if any, if he/she voluntarily quits the services of the Organization before the incentive payout.
Notice Pay	Notice Pay, if applicable, will be calculated based on Monthly Base pay excluding Employer PF contribution.
Shift Allowance	As per shift working detail applied and approved in ADP
WFH Allowance	As per Work from Home Policy
Any other payables	As applicable at the time of separation

Recoveries

Notice period shortfall	Recovery for Notice period shortfall will be calculated based on Monthly Base pay excluding Employer PF contribution.
Excess Leave	Leaves (CL and SL) are credited at the beginning of calendar year or on the day of joining. Any leave availed in addition to their accrued limit as on last working day, will be recovered as per below calculation. Monthly Base pay excluding Employer PF contribution with month taken as 22 days i.e. (Base Pay – Employer PF Contribution / 22 days) X (No. of Leaves to be recovered).
Onetime payment	Payments made towards Joining Bonus, Retention Bonus etc. shall be recovered during the full and final settlement, if an Employee voluntarily separates from the Organization during the first year of receiving such payments OR as per payment conditions mentioned in the respective policy / letter issued. All these recoveries will attract GST @ 18%
Tuition Assistance reimbursement (TAP)	As per TAP Policy (TAP recovery will attract GST @ 18%)
WFH One Time Allowance	As per Work from Home policy (WFH Allowance recovery will attract GST @ 18%)
Any other Recoveries	As applicable at the time of separation

Organization Assets

Employees are expected to return to FIS all property currently in their possession belonging or relating to FIS or any Group Companies. Such property includes but is not limited to, records and business documents (both hard-copy and electronic; both originals and copies), and other materials such as computer disks and tapes, computer programs and software, office keys, access card, correspondence, files, customer lists, technical information, customer information, pricing information, business strategies and plans, sales records and all equipment such as laptops, printers and cell phones belonging or relating to FIS or any Group Companies.

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Employee further agree that he/she will not retain any copies of any such property belonging or relating to FIS or any Group Organization. FIS reserves the right to deduct from his/her salary / Full and final settlement or any other payment due to him/her, the cost of any Organization equipment not returned.

Confidentiality and Intellectual Property

Separating Employees to remember the post-employment obligations that they have previously agreed to concerning confidentiality, intellectual property and inventions and protective covenants under contract of employment and Non-Disclosure Agreement will remain in force and effect notwithstanding the termination of employment. Please be aware that FIS views any breach of these commitments as an extremely serious matter and our expectation is that Employees will continue to fully comply with these commitments.

Contact Us

In case of any clarifications or assistance, please feel free to write to us on

Employees belongs to Legal Entity	Email id
Worldpay	FISINDORE_INDPayroll@fisglobal.com
FIS Global Business Solutions India Private Ltd Fidelity Information Services India Pvt. Ltd	FIS_India.Exits@fisglobal.com
FIS Payment Solutions & Services India Private Limited	PSS.Payroll@fisglobal.com
FIS Solutions (India) Private Limited FIS Solutions Software (India) Private Limited	SG_GSC.IN.Payroll@fisglobal.com
PF Queries all Legal Entity	India.payroll.compliance@fisglobal.com

Contact details of stake holders [department wise / location wise]

Facility Team contacts

Location	Facility Group ID
Gurgaon	IN_GGN_Admin@fisglobal.com
Noida	Noida_DL_admin.india@fisglobal.com
Mumbai	IN_Facility_MUM_Powai@fisglobal.com
Indore	IN_Facility_Indore@fisglobal.com
Pune	GSC.Pun.Admin@fisglobal.com
Bangalore	IN_BLR_Admin_BLR@fisglobal.com
Chennai	Facilities_Chennai@fisglobal.com
Mohali	IN_IXC_adminchd@fisglobal.com

IT (Technology) team contact details

Location	Address	Contact
Pune	FIS Solutions (India) Private Limited Westend Center One, 169/1, Sangvi Kesri Road, Harmony Society, Ward No. 8, Wireless Colony, Aundh, Pune – 411007	Asif Shaikh Contact No. 9028315567
Bangalore (SJR)	Fidelity Information Services India Pvt Ltd, 2nd , 3rd and 6th Floor, Plot No: 13,14 and 15, Survey No:143 and 151, Warp Building, Tower 3 SJR I PARK, EPIP, Zone 1, Whitefield Road, Bangalore 560066.	Himan Mondal Contact No. 8159849900 Sudhakaran Bommiyan Contact No. 9916465874
Gurgaon	FIS Global Business Solutions India Pvt. Ltd. 402, RMZ Infinity, I Park Plot No.-15, 4 th Floor, Udyog Vihar Phase – IV, Gurgaon – 122016 Haryana,	Sourav Arora: Contact No. 9540951952 Ashok Kumar Contact No. 9999559450
Chennai	FIS Global Business Solutions India Private Limited, 3rd & 7th floor, Ambit IT Park, Block No. B&C, Plot No. 32A & 32B, AI Estate, Ambattur Industrial Area, Chennai, - 600058. Tamilnadu	Rajasekaran N Contact No. 9791815216 Ramarajan Jothi Contact No. 7299972526
Mumbai	FIS Global Business Solutions India Pvt Ltd. FIS India Payment Solutions & Services India Pvt Ltd FIS Solutions India Pvt Ltd 301-306 Fairmont Hiranandani Business Park Powai Mumbai 400076	Suhas Kulkarni Contact : 9619414776 Jitendra Vernekar Contact 9004803074 Sunil Pakhare Contact 8451905556 Gunjan Narsale Contact 9773506568 Hitesh Jogi Contact 9987179411.
Noida	Fidelity Information Services India C-5, Sector 126, Noida 201301 Uttar Pradesh	Bhuvnesh Sharma Contact 9971278060
Indore	Worldpay India Pvt. Ltd 9th Floor SEZ1, Crystal IT Park Khandwa Road, Indore - 452010, M.P	Divyesh Tripathi Contact 9009006059
Mohali	Fidelity Information Services India Pvt. Ltd. A40A, 5th floor, Landmark Plaza, QuarkCity SEZ, Industrial Focal Point, Phase VIII Extension, Mohali - 160059 Punjab.	Varun Sharma Contact 9056640887