EXIT CLEARANCE MANAGEMENT SYSTEM

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For ECMS related issues kindly raise Incident in <u>ServiceCentral</u> and select "Report an Issue" option.

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Exit Clearance Management System

Employee/My Exit Clearance Status

Clearance Name	Status
Asset Management	Pending
Final Clearance	Pending
Supervisor Check List	Pending

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations,termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BUHRs/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.
- For Insurance related issues/Questions Please Contact,Insurance-IN, Employee Insurance- <u>employeeinsurance.in@capgemini.com</u>
- For ESOP related issues/Questions Please Contact ESOP-IN, ESOPIndia- <u>esopindia.in@capgemini.com</u>

For further help on Exit Clearance Management System usage please go through <u>ECMS User Manual</u>

For any technical/functional issues,please raise a service request on

the : <u>Support portal</u> (Employee Management > Exit Clearance Management System - ECMS)

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox