

Leaving Evolent

Employee Information Package

This document provides you with helpful information on your benefits and pay after your departure from Evolent Health. If you have questions, please contact Evolent Human Resources via email, punetalentservicedesk@evolent.com

Workday Access

We understand that you may need to access some of your documents after being relieved from your duties. We offer limited-time access to Workday (HRMS) for 2 months from the last working day. Please ensure that you download the information that you need in this period. If your mailing address changes following your departure, please make sure to update Workday by logging in with the following information:

Go to the following Workday Link:

<https://www.myworkday.com/wday/authgwy/evolent/login.html>

Click on the second option:

“Others – All former employees, pre-hires, implementers”

Please enter your username in the format below:

First name.Last name, plus termination year (e.g. Mary.Jones2020)

Please enter your password in the format below:

Employee ID followed by first 2 letters of first name (First letter in upper case and second letter in lower case) Ma, and “!” (e.g. 902959Ma!) (*case sensitive*)

Paysquare Access

You will continue to have limited access to Paysquare (payroll partner) <https://mypayroll.paysquare.com/Default.aspx> for up to 3 months following your departure. You can continue to use your credentials, but please ensure that you keep a note of your Paysquare password as the HR team will not be able to assist you with the same.

Employee, Spouse and Dependent Insurance

Your own, spouse's and dependents' insurance coverage will remain in effect until midnight of your last day of employment.

Full and Final Settlement

Notice period needs to be recovered according to the shortfall of the days if the employee fails to serve the entire notice.

Leave encashment – Accrued, unused PTOs and TBLs subject to the maximum carry-forward limit will be paid upon termination according to the balance in system during the exit. Entitlement of the PTO for the month of leaving is governed on a 50% pro-rata.

The recovery of shortfall in notice period and/or encashment of leave is based on the fixed compensation.

Full and Final Settlement Cycle			
Cycle	HR to share the FnF draft with employee	Exited employees to send their sign off	Release of payment
1st to 15th of the month	24th of the month	25th of the month	In usual payroll cycle
16 th to end of the month	15 th of the next month	16 th of the next month	20 th of the next month

Few dos before bidding a goodbye:

1. Do not forget to download your payslips, tax slips, Form 16 etc. from Paysquare portal prior to your last working day.
2. Please ensure to submit your tax proofs against any declarations done at the start of the year on Paysquare portal.
3. Do not forget to download your appraisal letter and other relevant documents from Workday.
4. Please update your personal email id in your Workday account.
5. Please fill your timesheets till the last working day on Workday.
6. Download resignation acceptance email from outlook and keep it for your reference till relieving letter is issued.
7. Download Leaving Evolent Docket for your future reference.
8. Redeem your XOXO reward points, if any.

Company Property Return Process

Company property should be returned in working condition at the office (in person or by courier addressed to the IT and Admin department).

If you are a working remotely, please follow the instructions below:

- Send an email to the admin team (pune_admin@evolent.com) 5 working days before your last working day to book a pickup of your assets. (System, parking pass, ID card etc.)
- List the assets which are to be picked up, the detailed address from where pickup is requested (please include nearby landmarks) and your last working date.
- Do not box pack the asset, as the courier contact person will take pictures of the assets to be shipped, pack it and deliver to Evolent address.

Employment Verification

For your employment verification with Evolent Health International please provide the below email address to your future organization for verification purpose punetalentservicedesk@evolent.com.

Applying for position in Evolent in the future

You are welcome to use the <https://evolent.wd1.myworkdayjobs.com/External> website to apply for an open position. If you are a possible fit for the open position, an Evolent recruiter will reach out to you.

Evolent Human Resources Contact Information

Phone: 020 6740 0300 (main office line)

Email: pune_talent@evolent.com

Mailing Address:

Evolent International Private Limited

9th Floor, Sai Radhe Complex,

RBM Road, Behind Sheraton Grand, Pune, Maharashtra 411001