

Exit Employees - Frequently Asked Questions

✚ When will I get my resignation acceptance letter & How?

Resignation Acceptance Letter will be sent to your personal e mail id after completion of all signoffs from the support functions listed in the check list provide by the HRGS team.

✚ When will I get my settlement & relieving letter? Do you courier the hard copy of relieving letter? When I will get my Service certificate? Whether I will get hard copy of the Service certificate? Whether I can get the service certificate on my Last Working Day? When will I receive the relieving letter and how?

Full & Final settlement will be concluded within 21 business days from the last signoff (hence it is important for you to ensure all signoffs are completed by the Last Working Day), post which within a week your relieving cum service certificate will be sent to your personal mail id which is updated in the e exit form. Note: We don't issue any hard copy of the Resignation Acceptance Letter / Service Letter to the employees. You can take a color print of the e-letter that you receive from us for your future requirements.

✚ If my future company has to do a background verification, whom can they reach out to?

This is to inform you that HP India has enhanced the current verification process of our former employees from the manual system of phone calls and emails verifications to making the data available on an online centralized repository which can be accessed by authorized users for verification purposes. This activity is outsourced to INER, Q2 Data Services Pvt. Ltd.

Contact: Sunita Sharma at +91-22-4201 2892 or ssharma@crosscheck360.com for any queries.

✚ Whom to contact in future if I have any HR concerns?

This is to inform you that HP India has a dedicated external website to support the ex-employee queries. For prompt HR Support request you to please visit the URL: <http://www.hp.com/in/HRSupportIndia>.

✚ Will my Last Working Day be mentioned in the RAL?

No, we do not mention your Last Working Day in the Resignation Acceptance letter, all the details related to your service will be mentioned in your relieving cum service letter which will be issued after your Full & Final settlement. For reference your Last Working Day is mentioned in the auto generated e exit clearance form.

✚ What if I want to continue my Insurance policy for my parents after my exit?

Yes, you have an option to continue it, please contact United India Insurance for getting the portability.

Contact Person - Mr. George - 9845383021 / georgeqsingh@gmail.com; georgegowthamsingh@vsnl.net

 **I have missed to take a copy of salary confirmation statement, How do I get it now?**

We will not be able to retrieve the salary confirmation statement now, it's the responsibility of the employee to take a copy of the statement, however you can get a HR letter confirming your CTC now or get a YTD statement from payroll.

 **How do I check my clearance once I hand over my laptop/desktop?**

You will still have access to check the status by logging into HRworkways.


 **Whether I will get salary for this month?**

No, Your Last month salary will be paid with your Final settlement.

 **Where to submit my statutory forms? Where I will get my PF number?**

Please update the statutory forms and submit them to the payroll on or before the Last Working Day. If you have any queries regarding the updating of the forms please get in touch with your respective Payroll team.

Note: Please download your pay slip and keep that for your future reference. Your pay slip will contain the PF number.

 **When I will get my final settlement from HP? When will my final settlement will get paid out and how? Whom to contact if I have any concern with my final settlement?**

Full & Final settlement will be concluded within 21 business days from the last signoff. Your final settlement payment will be credited to your HP salary account. If you do not receive your final settlement after 21 Business days please get in touch with the payroll team to know about the status.

 **Whether my Annual leave can be adjusted with Notice period? What will happen to my annual leave?**

No, Annual leaves cannot be adjusted with your Notice period. They will be paid out in your Final settlement only. Any shortfall of notice period should be directly paid to the payroll in the form off a Demand Draft. Please get in touch with the payroll team to know the payee details.

 **How do I follow up for my Gratuity & PF?**

Please get in touch with your payroll team to know about the status. Please ensure you provide your Last Working Day and employee id when you connect with the payroll team.



✚ **How will I get my form 16?**

Payroll will be sharing the form 16 by the end of the Financial year, reach out to your respective payroll contact if you do not receive it.

✚ **What will happen to my unclaimed FBP (Medical, HRA etc.)?**

Unclaimed FBP will be calculated on a prorated basis and the same will be taxed appropriately and included in your final settlement.

✚ **I have not collected my Sodexo coupons, whom to contact & How will I get it?**

If the distribution schedule is over, you can check with our vendor on the next distribution schedule and authorize any of your friends to collect the food coupon on your behalf.

Contact: KODIKAL Sachin (sachin.kodikal@sodexo.com) & KUMAR Charith (Charith.kumar@sodexo.com)

✚ **When will the sales incentive sign off be given and payment done?**

Sales incentive sign off will always depend on the company results, since the incentive amount is connected with the overall result. Hence there will always be a delay in signing off sales incentives. This would in turn impact Full & Final settlement and issuance of Relieving letter. Depending on Business Units, the Sign off varies from 3 months from the last working day to end of the quarter the employee quit plus another month for processing.

✚ **How do I know the status on submitted EEM claims?**

If you have already submitted the EEM claim then please drop a mail to eem-crc-APJ-bql@hp.com or you can call the Toll free number **1 (404) 736-1004**.

✚ **How do I close my company car?**

You have an option to surrender your car to ALD or Pay the outstanding balance plus the early movement charges and transfer the car to your name. You need to get in touch with the Admin/GRE team to process your request. The details of their contact is given in the exit checklist.

✚ **How do I close company leased accommodation?**

You have an option to close the lease by ending the contract between HP and the Landlord or transfer the house to your name by paying the advance amount. Please get in touch with the Admin/GRE to process your request. The details of their contact is given in the exit checklist.



✚ What will happen to the FBP declared for the whole year?

Proof should be submitted before quitting the organization to claim the declared FBP. If proof (Receipts equal to the prorated eligible amount) is not submitted, the tax availed due to declaration will be applied in the final settlement. Receipts that should be submitted would be HRA, Medical, LTA, Petrol allowance, Hostel/Tuition fees, etc.

✚ What happens to my declared investment and the benefits received due to it?

You are required to submit relevant proof of your Investment declared to avoid getting taxed. You are requested to submit the proofs directly to payroll much before your last working day to avoid any delay. In case you fail to submit proof as per your declaration, applicable tax will be charged in your settlement.

✚ What to do with my Amex card?

Please submit your company Amex card to your Finance SPOC before two working days from your Last Working Day. Ensure any personal expense you might have incurred is personally settled before submitting the card.

✚ In case I don't get a response, whom can I escalate to in each department for clearances?

Please write to the managers of the contact point given in the exit check list for any escalations related to signoffs.

✚ I'm unable to update my address in exit tool, its giving me an error. How do I update it?

Deleting cookies and temp files in your system will help you update the address quickly. Please use your internet explorer and try updating your address in the Full & Final settlement form. Address to be updated in multiple lines, keeping the lines as short as possible (Max 14 characters in a line).

✚ Whether I can come after my Last Working Day to complete the exit formalities?

No, you need to complete all your relieving formalities on or before the Last Working Day. Not completing the Exit formalities would lead to delay in issuing acceptance, service letter and final settlement.

✚ Should I print and take the hard copy of the form to all departments to get the sign off?

No, you need to carry the hard copy of the Full & Final settlement form to all depts. As it is done online however we encourage you to retain a copy of the exit form for future reference.

✚ What happens to my stock if my employment with HP terminates?

All stock incentive grants given to employees, vested and/ or unvested, would lapse once the employee resigns. The stock that the employee may have vested and has failed to exercise, and will not

reimburse and/ or include the same in full and final settlement. It is solely the responsibility of the employee to exercise any such grants before leaving. Employees are strongly recommended to visit the @hp portal and understand all excise procedures and plan details before leaving to avoid any confusions/ disappointments after leaving.

 **What happens to my Shares if my employment with HP terminates?**

All shares purchased under the share ownership plan would be transferred to another vendor ensure that the address you have given in the Workday (RFU tool on the @hp portal) is accurate and correct for all future correspondence by the vendor, who would get in touch directly with you at the address mentioned. All maintenance charges and additional vendor related costs would be borne by the employee.

 **What happens if I leave HP and still have HP Points remaining?**

You will be granted external login access to the site. Upon successful login, you will have access to the online catalogue, where you can place your final order.

 **Who do I contact if I have a question about a reward gift?**

From the My Recognition@hp home page, click on the Shop tab. From the shopping page, click on FAQs to find answers to common questions or click Contact Us.