



Last Mile Actions Mail

1 message

R1RCM HR Team <r1rcm@myworkday.com>

Thu, 20 Jul, 2023 at 8:05 pm

Reply to: myworkday@r1rcm.com

To: triptirawat636@gmail.com

Dear Tripti Rawat,

With reference to your resignation, your last working day with the organization as mutually agreed by you and your manager is 18/08/2023 . To facilitate your separation formalities and timely closure of your full & final settlement, please review the checklist below.

Associate Checklist:

1. Personal Details

Ensure your personal details like mailing address, email id and contact information is correctly updated on Workday for future communication.

2. Attendance & Leaves

- Ensure your complete attendance is updated in Prohance.
- Ensure all leaves taken and /or requested for is updated on Workday.

3. Previous Pay Slips and Form 16

You are requested to kindly download and save all the pay slips and form 16 that may be required by you in future.

4. Return R1 RCM Property

Please return all the company assets to respective departments on or before your LWD. If not submitted, these will be recovered from your full and final settlement.

- Assets should be submitted at the location from which it was issued originally.
- Access Card / Desk Keys: Return your id card & desk keys to CSG department.
- Laptop/Desktop– You are requested to return your laptop/Desktop, laptop bag and other IT related accessories to IT department.
- Dues on Corporate Card (As per the applicability) – Settle any outstanding due on corporate card incurred due to business expenses. If not cleared by last working date, the same will be recovered from final settlement.

5. Full and Final Settlement

- Your last month's salary may be withheld once the separation is submitted on Workday. The same will be adjusted per the full & final settlement process.
- Leave Encashment: You will be eligible for encashment of Earned Leave (EL) balance available in your credit as a part of your full and final settlement.
- Investment Declaration: Please submit your investment proofs to India Payroll Team at india_payroll_team@r1rcm.com, in order to avoid tax deduction in the full and final settlement amount.
- In the event of not receiving the proofs, applicable tax deductions will be made from the full & final amount.
- You may ignore, if it's already submitted
- The turnaround time for completion of full and final settlement will be minimum 45 business days from your separation date.
- Soft copy of relieving letter will be issued after full and final settlement only and no hard copy document is provided.

6. Gratuity

- You will be eligible for payment of Gratuity if you have completed continuous service of 4 years 06 months and 01 day with the organization.

- Eligible employees will be paid Gratuity amount along with Full and final settlement.

7. Form 16

- Please note that Form 16 will be issued in the month of June/July of the financial year subsequent to the financial year you have resigned.

8. Provident Fund – PF withdrawal can be applied through UAN portal after 60 days from your last working day. It can also be transferred to your new organization.

9. Alumni Portal – After 15 days from separation date, you can access Payslip, Compensation Break-Up, Tax Computation, PF Contribution Card, and Form 16 at the following url:

<https://www.hrberry.com/powerhr/index.php?js8NZeRQGYEni2aXPUDFmofIKSMTqbS33Lls0emTRPyBbubUed-yQk2W3iuV.u78dmtlxjbxPzgjF0Q.0zQgkkGNdwhtaLonVhlFVpMOoBpOfbupTezD2Qx-M34rsN0k>

User guide of Alumni portal is attached for your reference.

You may download any of the above-mentioned documents from HR Berry portal within 15 days from your separation date. Post which the documents will be moved to alumni portal mentioned above. Thereafter, your access to HR Berry portal will be revoked.

10. Important email address:

1. For queries on F&F – India Payroll Team at india_payroll_team@r1rcm.com
2. For queries on relieving/experience letter – HROperationsTeam@R1RCM.COM
3. For query on PF withdrawal/transfer/UAN/KYC – India_HR_Team@R1RCM.COM

Regards,
HR Operations Team

Business Process: Terminate: Tripti Rawat
Subject: Tripti Rawat
Details: Terminate for Tripti Rawat effective on 18/08/2023
[Click here to view the notification details.](#)

