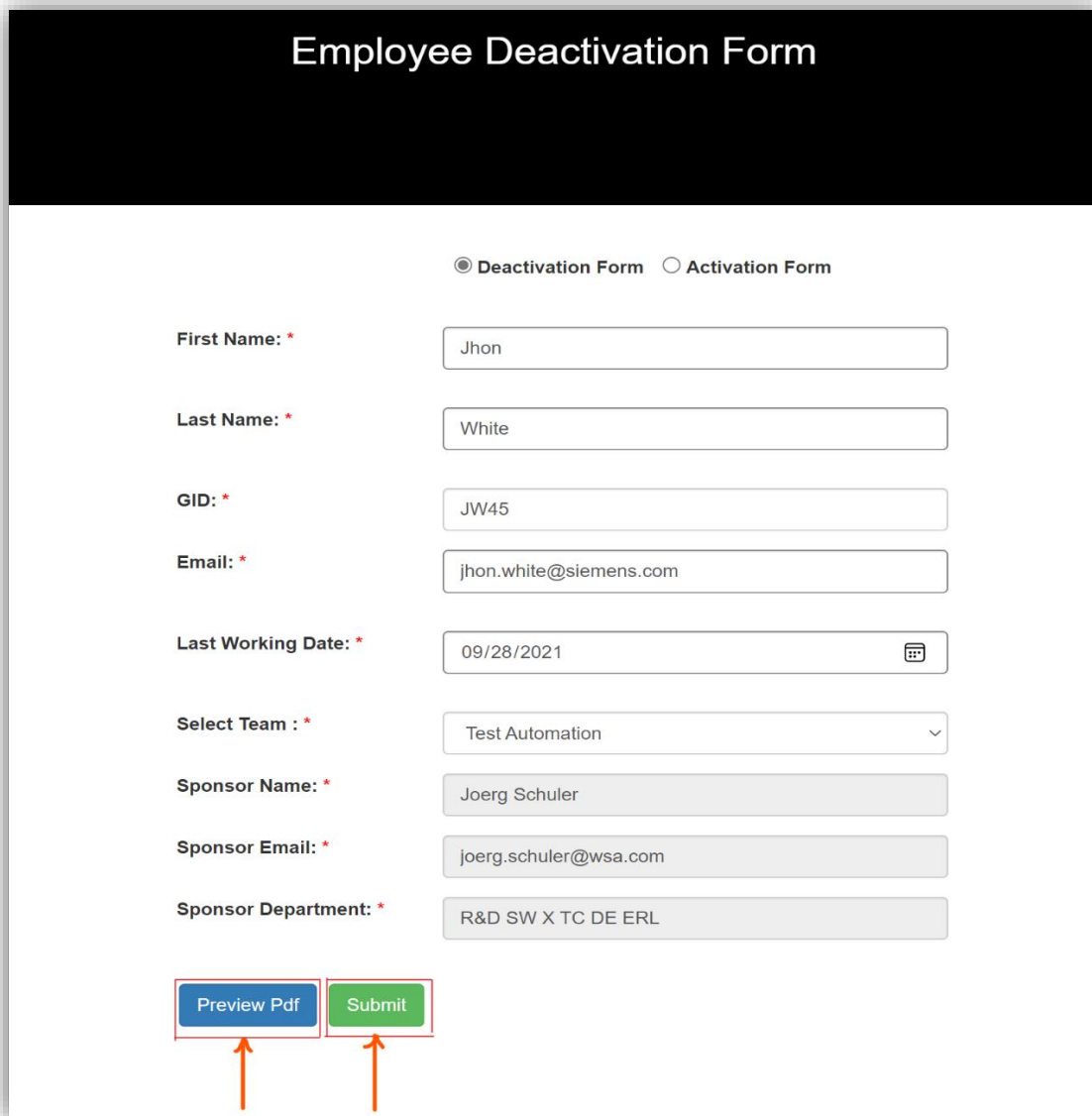


Deactivation Workflow

Fill all the mandatory fields and select team of the leaving employee from the dropdown.

Last working date field should be a future date.



The form is titled "Employee Deactivation Form" and features a dark header. Below the header, there are two radio buttons: "Deactivation Form" (selected) and "Activation Form". The form contains several input fields, each with a red asterisk indicating it is mandatory. The fields are: "First Name" (Jhon), "Last Name" (White), "GID" (JW45), "Email" (jhon.white@siemens.com), "Last Working Date" (09/28/2021), "Select Team" (Test Automation), "Sponsor Name" (Joerg Schuler), "Sponsor Email" (joerg.schuler@wsa.com), and "Sponsor Department" (R&D SW X TC DE ERL). At the bottom, there are two buttons: "Preview Pdf" (blue) and "Submit" (green). Two orange arrows point to these buttons from below.

Employee Deactivation Form

☒ Deactivation Form ☐ Activation Form

First Name: * Jhon

Last Name: * White

GID: * JW45

Email: * jhon.white@siemens.com

Last Working Date: * 09/28/2021

Select Team : * Test Automation

Sponsor Name: * Joerg Schuler

Sponsor Email: * joerg.schuler@wsa.com

Sponsor Department: * R&D SW X TC DE ERL

Preview Pdf Submit

On clicking the **Submit** button a popup will appear directly without the pdf preview for confirming the submission of the deactivation workflow (figure 3).

On clicking the **Preview Pdf** button, generated wsa deactivation pdf can be viewed (figure 2), and a popup will appear conforming the submission of the deactivation workflow (figure 3).

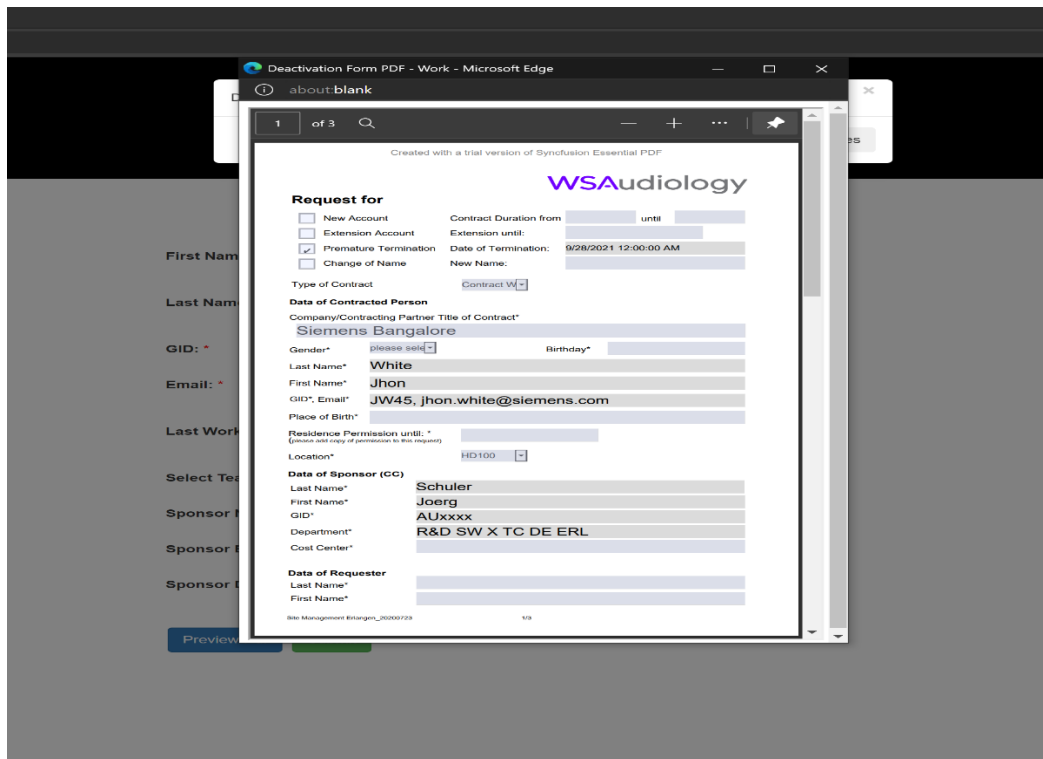


Figure 2

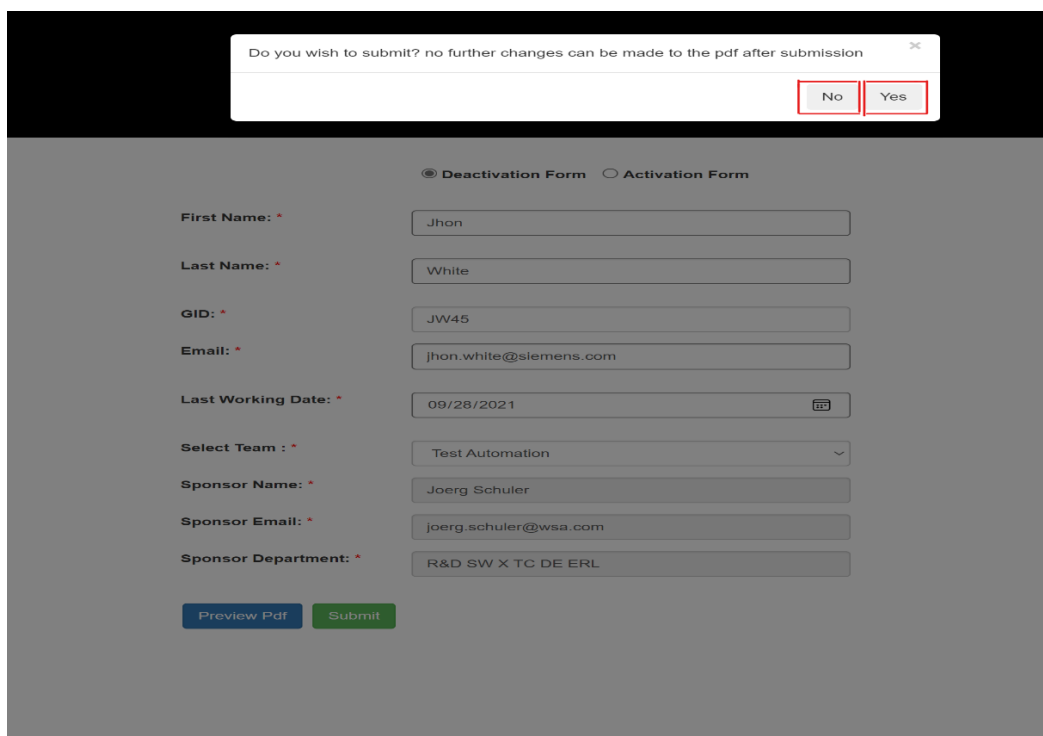


Figure 3

Click **No** in the conformation popup if you want to make changes to the form.

On clicking **Yes** in the conformation popup an email will be sent from reporting manager's email id to CM's email id for deactivation request with generated wsa deactivation pdf as attachment.

After the mail has been sent successfully a popup will appear conforming that the mail has been sent successfully.

Your form has been sent sucessfully!

OK

☒ Deactivation Form ☐ Activation Form

First Name: *

First Name

Last Name: *

Last Name

GID: *

GID

Email: *

Email

Last Working Date: *

mm/dd/yyyy

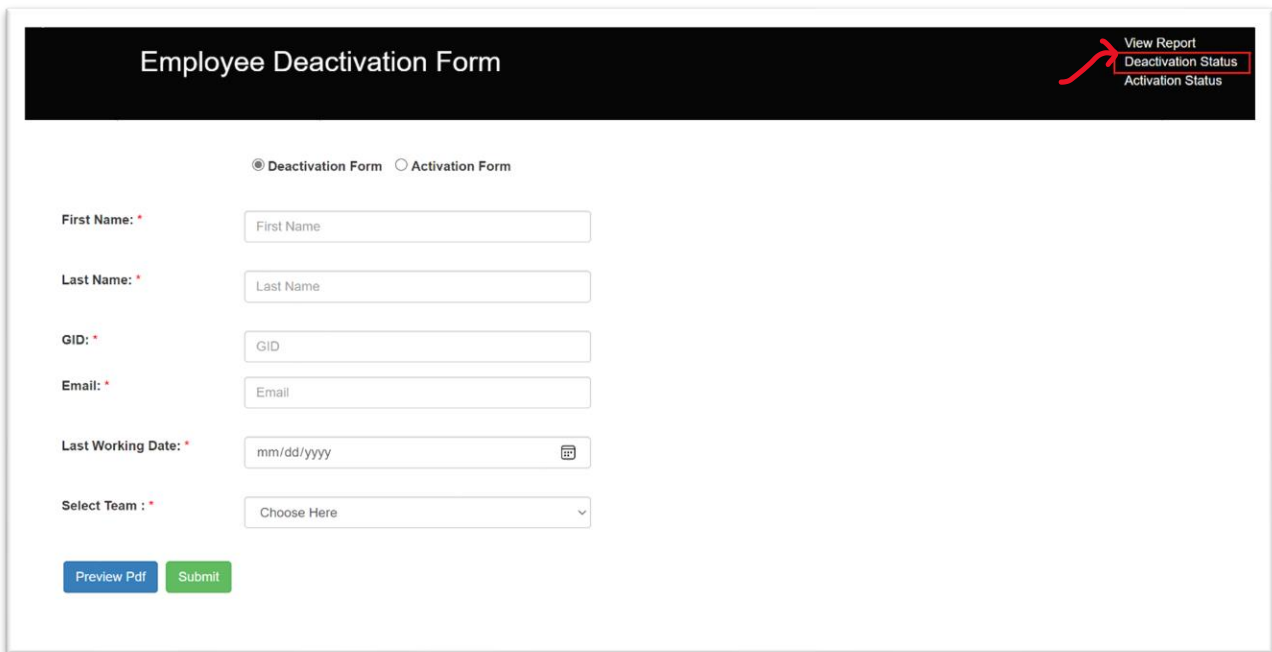
Select Team : *

Choose Here

Preview Pdf

Submit

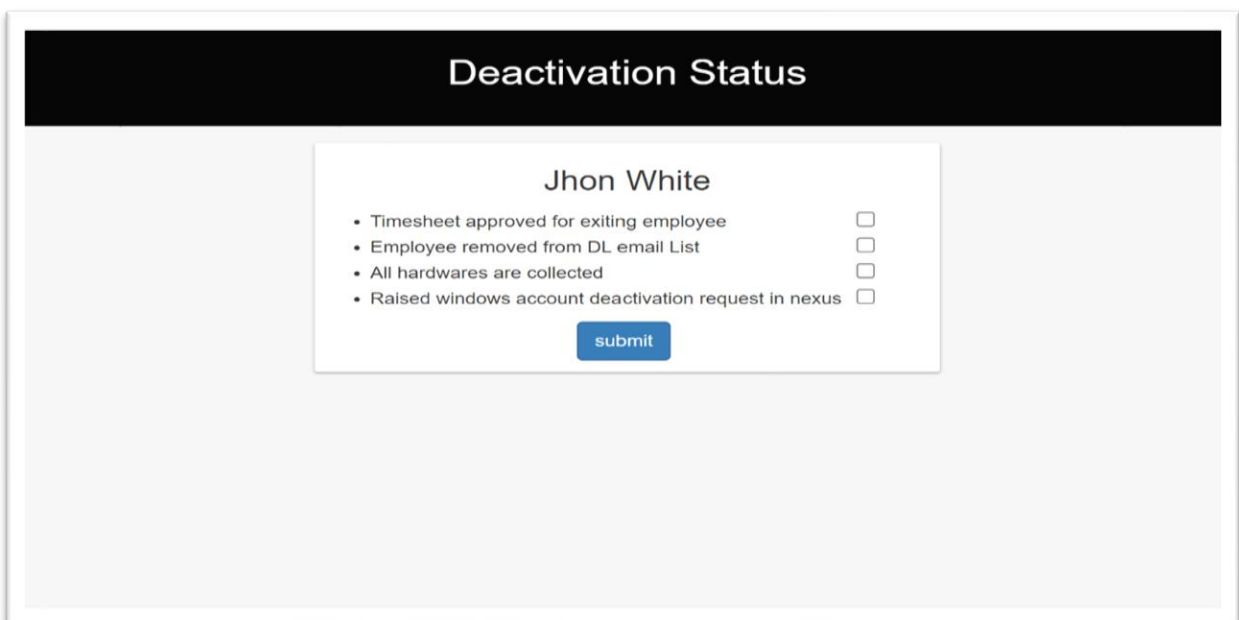
Reporting manager of the employee can access the **Deactivation Status** page by click on the **Deactivation Status** button.



The screenshot shows the 'Employee Deactivation Form' interface. At the top, there's a black header with the title 'Employee Deactivation Form' on the left and a red arrow pointing to a 'View Report' button on the right. Below the header, there are two radio buttons: 'Deactivation Form' (selected) and 'Activation Form'. The form contains several input fields: 'First Name', 'Last Name', 'GID', 'Email', 'Last Working Date' (with a date picker icon), and 'Select Team' (a dropdown menu). At the bottom, there are two buttons: 'Preview Pdf' and 'Submit'.

Task cards will be generated in the **Deactivation Status** page for the reporting manager after ever successful submission of deactivation workflow, the card will contain few tasks for manager to complete before the employee leaves.

Please ensure to check the checkboxes and click on submit every time a task has been completed.



The screenshot shows the 'Deactivation Status' page. It has a black header with the title 'Deactivation Status'. Below the header, there's a white card with the name 'Jhon White' at the top. Under the name, there's a list of four tasks, each with a checkbox to its right: 'Timesheet approved for exiting employee', 'Employee removed from DL email List', 'All hardwares are collected', and 'Raised windows account deactivation request in nexus'. At the bottom of the card, there's a blue 'submit' button.

View Report page can be used to view all the deactivation workflows initiated.

Employee Deactivation Form

[View Report](#)
Deactivation Status
Activation Status

☒ Deactivation Form ☐ Activation Form

First Name: *

First Name

Last Name: *

Last Name

GID: *

GID

Email: *

Email

Last Working Date: *

mm/dd/yyyy

Select Team: *

Choose Here

Preview Pdf

Submit

Deactivated Accounts Details							
<div><div>Back</div><div>Show records: 5</div><div>Date from: mm/dd/yyyy</div><div>Date to: mm/dd/yyyy</div><div>Workflow: Deactivation</div></div> <div><div>1</div><div>2</div></div>							
Name	Email ID	GID	Last Working Date	TeamName	SponsorName	SponsorEmailID	Department
Amnshu DD	amnshuman98@gmail.com	123DD	29 - 8 - 2021	Testing	Sonali Singh	singh.sonali@siemens.com	WSA
Rick MM	eww@hfg.ds	123we	2 - 9 - 2021	Testing	Sonali Singh	singh.sonali@siemens.com	WSA
Amnshuman Sunil	amnshuman98@gmail.com	AS45	19 - 9 - 2021	Testing	Nanda Kishore	nandakishore.mangapoti@siemens.com	WSA
Amnshuman Sunil	amnshuman98@gmail.com	AS7878	17 - 9 - 2021	Testing	Nanda Kishore	nandakishore.mangapoti@siemens.com	WSA
Jhon White	jhon.white@siemens.com	JW45	28 - 9 - 2021	TestB	TestB TestB	amnshuman98@gmail.com	TestBB