**Use Cases for F&F Settlement**

**Use Case ID: UC-01**

**Use Case Name:** Attendance and Allowance Details Notification – 1 Day Before LWD

**Actor(s):** System, Resigned Employee, Supervisor, Farewell Team

**Preconditions:**

* Employee’s Last Working Day (LWD) is tomorrow, which will be fetched from SF.
* Employee status is marked as “Resigned” in the system.
* The system should be integrated with SF to fetch attendance and allowance details automatically

**Description (Steps):**

1. System checks daily for employees with LWD scheduled for the next day.
2. For such employees, the system sends an email notification through SF to the resigned employee, with CC to the supervisor.
3. The email includes instructions to:
   * Regularize attendance: Ensure all attendance records are marked and approved.
   * Share details of any extra working hours, on-duty approvals, leave balance updates with relevant teams.
   * Submit any allowance claims (travel reimbursements, shift allowances, etc.) to the Farewell Team.

**Postconditions:**

* Employee is aware of what needs to be completed before LWD.
* Ensures all pending attendance and allowance details are recorded for accurate F&F calculation.
* Encourages employee to raise any final queries via ticketing tool (Firstalum).

**Use Case ID: UC-02**

**Use Case Name**: LWD Day Checklist and FAQs Communication

**Actor(s):** System, Resigned Employee, Supervisor

**Preconditions:**

* The system should have access to the employees’ Last Working Day (LWD), which will be fetched from SF (SuccessFactors).
* The employee’s personal email ID should be available in the system
* The system should be integrated with SF

**Description** (Steps):

1. On the LWD, the system sends an email through SF to the resigned employee on containing FAQs their personal email id, CC’d to their supervisor.
2. The email document contains:
   * Checklist of actions to be completed before end of the day.
   * FAQs around the F&F process, asset handover, and final settlements.

**Postconditions:**

* Employee is clearly informed of what to complete on their LWD.
* Reduces last-minute confusion and supports a smoother exit process.

**Use Case ID: UC-03**

**Use Case Name**: Resignation Acceptance Reminder on LWD

**Actor(s):** System, Supervisor

**Preconditions:**

* Current date is LWD.
* Employee’s resignation is still pending acceptance in SF.
* The system should be integrated with SF (SuccessFactors) to fetch the resignation acceptance status

**Description** (Steps):

1. System checks for resignation status.
2. If the resignation is not yet accepted, it sends a reminder email through SF to the Supervisor.
3. The email includes a reminder to:
   * Accept the resignation in SF before end of the day to avoid F&F processing delays.

**Postconditions**:

* Ensures resignation is formally accepted on LWD.
* Avoids disruption to downstream clearance and F&F processes.

**Use Case ID: UC-04**

**Use Case Name**: Resignation Acceptance Escalation – LWD + 1

**Actor(s):** System, Supervisor, Skip Level Supervisor, HR Manager

**Preconditions**:

* Current date is **LWD + 1**.
* Employee’s resignation is **still not accepted**.

**Description (Steps):**

1. System again checks pending resignation cases.
2. Sends a **reminder email through SF** to:
   * Supervisor
   * Skip-Level Supervisor
   * HR Manager
3. The email escalates the pending task and emphasizes the urgency of resignation acceptance.

**Postconditions:**

* Ensures leadership visibility on delays.
* Aims for 100% resignation acceptance in system by LWD + 1.

**Use Case ID: UC-05**

**Use Case Name**: Departmental Clearance Reminder – LWD + 1

**Actor(s):** System, PhySec Team, Admin Team, Tech Team

**Preconditions:**

* Current date is LWD + 1.
* Departmental clearance (asset, ID, etc.) is still pending for the resigned employee.
* The system should be integrated with SF (SuccessFactors) to fetch the departmental clearance status.

**Description (Steps):**

* System checks pending clearance records for LWD + 1 employees.
* Sends an email reminder via SF to:

Physical Security Team (PhySec)

Admin Team

Tech Team

* Email content reminds teams to:

Collect and record asset clearance (laptop, mobile, dongle, etc.).

Collect ID card and access cards.

Update status in clearance tracking system.

**Postconditions:**

* Timely clearance from all departments.
* Supports smooth progression to F&F consolidation.

**Use Case ID: UC-06**

**Use Case Name**: Second Departmental Clearance Reminder – LWD + 2

**Actor(s):** System, PhySec Team, Admin Team, Tech Team

**Preconditions:**

* Current date is **LWD + 2**.
* Departmental clearance for assets is still pending.

**Description (Steps):**

1. System checks for unresolved clearance entries.
2. Sends second reminder via SF to:
   * Physical Security Team
   * Admin Team
   * Tech Team
3. The email reiterates urgency of updating the asset clearance status and it is sent only to departments that have not yet updated the status on system.

**Postconditions:**

* Provides another opportunity to close clearances.
* Reduces backlogs for the F&F team on LWD + 6.

**Use Case ID: UC-07**

**Use Case Name:** Trigger Asset Recovery Reminders and Escalation

**Actors**: System (BOT), Employee, IT, HR

**Preconditions**:

* Asset not recovered by LWD + 3
* Employee personal email available
* The system must be integrated with SF (SuccessFactors) to fetch asset recovery status.

**Description**: If the employee fails to return the assigned assets within LWD + 3 days, the system (BOT) must send 3 reminders to the employee’s personal email ID:  
- Reminder 1: LWD + 7  
- Reminder 2: LWD + 14  
- Reminder 3: LWD + 21  
  
At each stage, IT team can update asset recovery status. If asset status is 'Recovered', the system stops reminders. If not returned after the 3rd reminder, the system prepares for legal escalation.

**Postconditions**:

* Employees receive structured warnings
* System either confirms recovery or flags for legal action

**Use Case ID: UC-08**

**Use Case Name:** Consolidate F&F Inputs

**Actor(s):** F&F Team, System

**Preconditions:**  
• Employee’s Last Working Day (LWD) is recorded and completed.  
• Current date is LWD + 6 days.  
• Asset submission deadline (LWD + 3) has already passed.  
• Relevant departments (HR, Operations, Supervisors) have uploaded necessary data on the system.  
• System is integrated with SF (SuccessFactors).

**Description (Steps):**

1. On LWD + 6, the system starts preparing the F&F input automatically.
2. The system gathers data uploaded by different departments:
   * HR team uploads: Leave encashment days and balance, travel allowance (if any), salary payable
   * Supervisors upload: Attendance regularization and overtime details
3. The system collects and combines all this data into one input sheet.
4. This consolidated input file is saved in the system for the F&F team to review in the next step.

**Postconditions:**  
• The system generates a complete F&F input file using the uploaded data.  
• The file is ready for validation by the F&F team in the next use case.

**Use Case ID: UC-09**

**Use Case Name:** Review and Approve F&F Input File Before Sending to Vendor

**Actor(s):** System, F&F Team

**Preconditions:**

* The system has prepared the F&F input file based on collected data.
* Current date is after LWD + 6 days.
* All necessary financial and clearance inputs have been updated in the system.
* The F&F team’s email ID is available in the system to send the notification

**Description (Steps):**

1. As soon as the system completes the input preparation, it sends a notification to the F&F team to review and validate the prepared input file.
2. The F&F team opens the system and reviews the auto-generated input file.
3. If any information appears incorrect or incomplete, the F&F team makes manual corrections in the file.
4. Once satisfied, the F&F team marks the file as “Approved for Vendor” in the system.
5. The system then enables the file to be sent to the vendor.

**Postconditions:**

* The F&F input file is reviewed, validated, and marked as approved by the F&F team.
* The file is now ready to be shared with the payroll vendor.

**Use Case ID: UC-10  
Use Case Name: Process F&F Inputs with Payroll Vendor**  
**Actor(s):** F&F Team, Payroll Vendor System  
**Preconditions:**

* LWD + 12 has been reached.
* Validated F&F input file has been created and verified by the F&F team.
* Vendor contact and secure file-sharing method are available and active.

**Description (Steps):**

1. On LWD + 12, the system shares the final verified input file with the payroll vendor.
2. The input file includes details like:
   * Salary payable
   * Leave encashment days and balances
   * Overtime (if any)
   * Applicable bonuses or incentives
3. The payroll vendor system receives the file and starts processing it.
4. For each record (employee), the vendor calculates the final payable amounts for each input component. Example:
   * Salary
   * Leave encashment
   * Overtime
   * Bonus/Incentive
5. The payroll vendor compiles all these calculated values into an output file/report.
6. The output file includes employee-wise breakup along with the final total payable salary.
7. The vendor prepares the final file and makes it ready to be uploaded on the system.

**Postconditions:**

* A finalized payroll output file is generated by the vendor.
* The file is ready to be uploaded on the system.

**Use Case ID:** **UC-11**  
**Use Case Name:** **Validate Payroll Output from Vendor**  
**Actor(s):** F&F Team, Payroll Vendor System, System  
**Preconditions:**

* Current date is LWD + 14.
* Payroll vendor has processed all F&F inputs and generated the final output file.
* Output file contains all required components (Salary, Leave Encashment, Overtime, Bonuses/Incentives).
* Output File is ready to be uploaded by the vendor on the system.
* The F&F team’s email ID is available in the system to send the notification

**Description (Steps):**

1. On LWD + 14, the payroll vendor uploads the final output file on the system.
2. The file includes detailed breakup for each employee on:
   * Final salary to be paid
   * Leave encashment amount
   * Overtime amount
   * Bonuses/Incentives
   * Total payable amount
3. The system sends a notification to the F&F team prompting them to validate the prepared output file by vendor.
4. The F&F team opens the system and reviews the output file.
5. The team cross-verifies each value in the output against the original inputs shared on LWD + 12.
6. If everything is correct in the output file, then F&F team gives the approval to share it with the finance team.

**Postconditions:**

* The final payroll output is reviewed and validated by the F&F team.
* The validated file is now ready for the next step.

**Use Case ID: UC-12**

**Use Case Name:** Follow-up with Vendor for Mismatch in F&F Output File

**Actor(s):** F&F Team, Vendor

**Preconditions:**

* The draft F&F output file has been received from the vendor.
* The F&F team has completed the initial review of the draft.
* Mismatches or incorrect values have been identified in the file.

**Description (Steps):**

1. The F&F team reviews the draft F&F output shared by the vendor.
2. If any mismatch is found (e.g., incorrect salary breakup, missing deductions, errors in calculations), the F&F team flags those issues.
3. The F&F team follows up with the vendor via email, listing the mismatches and requesting corrections.
4. The vendor acknowledges the issues and reworks the file accordingly.
5. The updated file is then shared back with the F&F team for revalidation.

**Postconditions:**

* The mismatch is resolved.
* A corrected draft F&F output is received and validated by the F&F team.
* The process is now ready to move forward to Finance validation.

**Use Case ID: UC-13**

**Use Case Name:** Final Validation and Approval of F&F Output File for Finance

**Actor(s):** F&F Team, Vendor, System

**Preconditions:**

* The updated F&F output file has been received back from the vendor.
* Mismatches (if any) from the previous draft have been addressed.
* The system is ready to accept the final output file upload.

**Description (Steps):**

1. The F&F team revalidates the updated F&F output file shared by the vendor.
2. If mismatches are still found, the team follows the same resolution steps as described in UC-12.
3. If everything is found to be correct, the F&F team manually uploads the final output file into the system.
4. The F&F team then updates the status in the system as “Approved for Finance”.
5. The system records the approval and prepares the file to be shared with the Finance team.

**Postconditions:**

* The final, validated F&F output file is successfully uploaded to the system.
* Approval to share with the Finance team is recorded.
* The system is now ready to share the output file with finance team.

**Use Case ID: UC-14**

**Use Case Name:** Share Final F&F Output File with Finance for Accounting

**Actor(s):** System, Finance Team

**Preconditions:**

* The final F&F output file has been uploaded and approved by the F&F team.
* Current date is LWD + 16.
* Finance team’s email ID is available in the system for sending the notification.

**Description (Steps):**

1. On LWD + 16, the system makes list of employees whose final output files are approved.
2. The system sends a notification email to the Finance team, informing them that the F&F output files are ready for accounting.
3. The notification email includes a list of employee IDs for whom the accounting needs to be done.
4. The Finance team accesses the system and file to proceed with accounting tasks.

**Postconditions:**

* Finance team receives the notification and employee list.
* F&F accounting process is initiated by the Finance team.

**Use Case ID: UC-15**

**Use Case Name:** Consolidate output file and other financial data

**Actor(s):** Finance Team

**Preconditions:**

* The final F&F output file is available and has been shared with the Finance team.
* All additional financial inputs such as advances, loans, reimbursements, and pending dues are accessible to the Finance team.

**Description (Steps):**

1. The Finance team accesses the final output file and reviews it for each employee listed.
2. They collect and consolidate any additional financial information such as:
   * Salary advances
   * Unpaid loans
   * Reimbursements
   * Deductions or penalties
3. The Finance team consolidates all the data into F&F output file to perform accounting by comparing the final payable amount to the recoverable dues.

**Postconditions:**

* All financial data is consolidated into F&F output file to be accounted for.

**Use Case ID: UC-16**

**Use Case Name: Finance Reviews and Finalizes Settlement Calculation**

**Actor(s): Finance Team**

**Preconditions:**

* Current date is LWD + 16 days.
* The final F&F output file is ready to perform the accounting
* The file includes:
  + Output file for salary payable
  + All unpaid dues, loans, salary advances, etc

**Description** (Steps):

1. On LWD+16, The Finance team begins the accounting process based on the final output file.
2. Finance team calculates:
   * Amount to be paid to the employee (e.g., pending salary, earned leave encashment, bonus, etc.)
   * Amount to be recovered from the employee (e.g., outstanding loans, salary advances, travel reimbursements not cleared, etc.)
3. A net settlement amount is calculated:
   * If payable > receivable, then it is a Positive Settlement → company will pay the balance to the employee.
   * If receivable > payable, then it is a Negative Settlement → employee has to return the balance amount to the company.
4. This calculation is reviewed and finalized by the Finance team.

**Postconditions:**

* A final settlement value is determined:
  + Marked as either Positive (Pay to Employee) or Negative (Receive from Employee)
* Finance team is ready to upload the final accounting file on the system.

**Use Case ID: UC-17**

**Use Case Name:** Upload Final Accounting File and Notify F&F Team

**Actor(s):** Finance Team, System

**Preconditions:**

* The final settlement calculation has been completed and verified by the Finance team.
* Current date is LWD+18
* The settlement is marked as either Positive or Negative.
* The system is ready to accept the final accounting file.

**Description (Steps):**

1. On LWD+18, the Finance team uploads the finalized accounting file into the system.
2. The system receives and stores the file against each employee ID.
3. Once the upload is successful, the system sends an automated notification to the F&F team.
4. The notification informs the F&F team that the final accounting file is ready for the next step in the F&F process.

**Postconditions:**

* The accounting file is successfully uploaded into the system.
* The F&F team receives a system notification to proceed with the final F&F settlement process.

**Use Case ID: UC-18**

**Use Case Name:** F&F Team Reviews Accounting File and Validates Asset Clearance

**Actor(s):** F&F Team, System

**Preconditions:**

* The final accounting file has been uploaded by the Finance team.
* The system has sent a notification to the F&F team.
* Asset recovery status is available in the system or from integrated sources.

**Description (Steps):**

1. The F&F team logs into the system and opens the accounting file shared by Finance.
2. The F&F team checks the settlement status for each employee (Positive or Negative).
3. If the settlement is marked as **Positive**, the F&F team proceeds to check the asset clearance status.
4. The system displays the asset recovery status for the employee:
   * If assets are returned → Status = Recovered
   * If assets are not returned → Status = Not Recovered / Pending
5. Based on the asset status, the F&F team decides whether to proceed with final payout or put the case on hold.

**Postconditions:**

* The F&F team has verified both accounting and asset clearance status.
* The case is ready for payout (if asset is recovered) or will move to hold/exception process (if not recovered).

**Use Case ID: UC-19**

**Use Case Name:** Handle Negative Settlement Based on Amount Threshold

**Actor(s):** F&F Team

**Preconditions:**

* The accounting file uploaded by Finance is available in the system.
* Settlement type is marked as **Negative** in the file.
* Threshold policy for write-off (₹3000) is defined and known to the F&F team.

**Description (Steps):**

1. The F&F team opens the accounting file in the system and reviews cases marked as **Negative Settlement**.
2. For each case, the amount to be recovered from the employee is checked.
3. If the negative amount is **less than ₹3000**, the F&F team manually writes off the amount in the system.
4. The settlement status is then updated to **Positive Settlement** and proceeds accordingly.
5. If the negative amount is **₹3000 or more**, the case is retained as a **Negative Settlement**.
6. The F&F team proceeds to the next step in the negative recovery process.

**Postconditions:**

* Amounts less than ₹3000 are written off and treated as positive settlements.
* Amounts ₹3000 or more are treated as negative settlements and moved to recovery flow.

**Use Case ID: UC-20**

**Use Case Name:** Update Settlement Type and Upload Final Breakup in the System

**Actor(s):** F&F Team, System

**Preconditions:**

* The F&F team has reviewed the final accounting file.
* The settlement is confirmed as either Positive or Negative.
* The amount and component-wise breakup have been finalized.

**Description (Steps):**

1. The F&F team updates the system with the final settlement type for each employee:
   * **Positive Settlement** → Company will pay the employee.
   * **Negative Settlement** → Employee owes money to the company.
2. For each settlement type, the F&F team creates a breakup document:
   * For **Positive Settlement**: amount payable and component-wise breakup (salary, leave encashment, etc.)
   * For **Negative Settlement**: amount to be recovered and component-wise breakup (loan, Salary advance, etc.)
3. The F&F team uploads the respective breakup file into the system under the correct settlement category.
4. The system stores this data for use in further communication or recovery processes.

**Postconditions:**

* Final settlement type is updated in the system for each employee.
* Breakup documents for both positive and negative settlements are uploaded and stored.
* The case is now ready for either payout or recovery workflow.

1. **For Positive Settlement & Assets Recovered,**

**Use Case ID: UC-21**

**Use Case Name:** Final Payout Approval by F&F Team for Positive Settlement

**Actor(s):** F&F Team, System, Finance Team

**Preconditions:**

* Settlement is marked as **Positive**.
* Asset recovery status is marked as **Recovered**.
* Final accounting file is available in the system.

**Description (Steps):**

1. The F&F team reviews the case and confirms that the settlement is positive, and the asset has been recovered.
2. The F&F team gives final approval for payout in the system.
3. Once approved, the system sends a notification to the Finance team indicating that the payout is approved and ready to be processed.

**Postconditions:**

* Payout approval is marked in the system.
* Notification is sent to Finance to process the payment.
* Payout breakup document is ready and stored in the system for further use.

**Use Case ID: UC-22**

**Use Case Name:** Final Payout by Finance and Email Notification to Ex-Employee

**Actor(s):** Finance Team, System

**Preconditions:**

* F&F team has approved the final payout.
* Finance team has received the approval notification.
* Payout breakup document is uploaded by the F&F team.
* Ex-employee’s personal email ID and bank account details are available in the system.

**Description (Steps):**

1. The Finance team processes the final payout as per the approved accounting file.
2. Once the payment is completed, Finance confirms the payout status in the system.
3. The system then sends a confirmation email to the ex-employee’s personal email ID.
4. The email includes:
   * Confirmation of the payout
   * Attached final payout breakup document (uploaded earlier by F&F team)
   * Contact details for any payout-related queries
   * Link to **FirstAlum** platform to guide the ex-employee to alumni registration/login
   * Relieving letter

**Postconditions:**

* Final payout is completed and recorded in the system.
* Ex-employee receives official communication with complete payout details and alumni redirection.

1. **For Negative Settlement & Assets Recovered**

**Use Case ID: UC-23**

**Use Case Name:** Negative Settlement – Reminder and Recovery Follow-up

**Actor(s):** System, F&F Team, Ex-Employee

**Preconditions:**

* This use case continues from UC-20 (Update Settlement Type and Upload Final Breakup)
* The F&F team has updated the net settlement amount in the system.
* The result is a **Negative Settlement** (i.e., the employee owes money to the company).
* Employee’s personal email ID is available in the system.
* The due amount and breakup of charges (e.g., unreturned assets, loan, advances, etc.) are recorded in the system.

**Description (Steps):**

1. Once the F&F team marks the case as a **Negative Settlement**, the system automatically sends the 1st reminder email to the ex-employee’s personal email ID.
2. The email clearly mentions:  
   o The total due amount  
   o The breakup of the due (loan balance, salary advance, etc.)  
   o Instructions on how and where to make the payment  
   o A request to complete the payment within 7 days
3. The system waits for 7 days from the date of the first reminder.
4. During this period, the Finance team must update the system manually if the due has been paid (based on internal confirmation or receipt).
5. If no update is made and payment is not received within 7 days, the system automatically sends a 2nd reminder email to the ex-employee.
6. The 2nd reminder email includes:  
   o A repeat of the due amount and its breakup  
   o A note that this is the final reminder, and the relieving letter will not be issued if payment is not completed.

**Postconditions:**

* If payment is made, the Finance team updates the status in the system as “Settled.”
* If payment is still not received after the second reminder, the case may be escalated or flagged for follow-up.
* System keeps a record of reminder sent dates and payment status for audit trail purposes.

**Use Case ID: UC-24**

**Use Case Name:** Update Negative Settlement as Paid and Notify F&F Team

**Actor(s):** Finance Team, System, F&F Team

**Preconditions:**  
• A pending negative settlement case exists in the system.  
• The ex-employee has made the due payment (partially or fully).  
• Payment confirmation is available with the Finance team.

**Description (Steps):**

1. The Finance team receives confirmation that the ex-employee has paid the pending amount.
2. Finance logs into the system and updates the settlement status for the specific employee to “Settled.”
3. Once the status is updated, the system automatically sends a notification to the F&F team.
4. The notification informs the F&F team that the negative settlement has been cleared and is now marked as “Settled.”

**Postconditions:**  
• The system reflects the updated status as “Settled” for the employee.  
• F&F team is notified and can proceed with further steps (e.g., issuing relieving letter).  
• Audit log is updated with the date and user who updated the status.

**Use Case ID: UC-25**

**Use Case Name**: Final F&F Closure Communication for Negative Settlement (Post Due Payment)

**Actor(s):** Finance Team, System, Ex-Employee

**Preconditions:**

* This use case follows UC-23 (Negative Settlement – Reminder and Recovery Follow-up).
* The ex-employee has paid the full due amount to the company.
* The Finance Team has updated the system to reflect the status as Settled.
* Ex-employee’s personal email ID is available in the system.
* All recovery, accounting, and internal clearance are complete.

**Description** (Steps):

1. Once the Finance Team confirms the due amount is fully paid, they update the recovery status in the system as “Settled”.
2. The System automatically generates a Final F&F Completion Email.
3. The email is sent to the ex-employee’s personal email ID, and includes:
   * A message confirming the completion of Full & Final settlement
   * Confirmation that all dues have been cleared
   * A PDF copy of the Relieving Letter (auto attached or linked securely)
   * Contact details for any future clarifications
   * Link to **FirstAlum** platform to guide the ex-employee to alumni registration/login
4. The system marks the employee’s F&F case as “Closed” in records.

**Postconditions**:

* The ex-employee receives official confirmation of F&F completion.
* The Relieving Letter is shared successfully.
* The case is closed in the F&F and Finance systems with full documentation.
* All communication and payment trail are stored for audit and compliance.

**When Negative settlement is not settled**

**Use Case ID: UC-26**

**Use Case Name:** Mark Delinquent and Hold Relieving Letter (Non-Payment After Final Reminder)

**Actor(s):** System, Finance Team, Ex-Employee

**Preconditions:**

* This use case continues from UC-23 (Negative Settlement – Reminder and Recovery Follow-up).
* Both 1st and 2nd reminders have been sent to the ex-employee.
* 7 days have passed since the second reminder.
* The due amount is still unpaid.
* The Finance Team has not updated the system with a “Settled” status.

**Description** (Steps):

1. On completion of 7 days after the 2nd reminder, the system checks the recovery status.
2. If the status is still “Unpaid”, the system takes the following actions:
   * Flags the ex-employee's record as “Delinquent – F&F Due Pending”.
   * Adds the employee’s name and due amount to the internal Delinquent List for tracking and future reference.
   * Automatically places the Relieving Letter on hold.
3. A system note is logged that no further communication will be sent unless the payment is completed.
4. If the ex-employee reaches out or pays later, this case will follow back into UC-24 for closure.

**Postconditions:**

* The employee is officially marked as delinquent in the F&F records.
* The Relieving Letter is not issued and marked as “On Hold – Payment Pending”.
* The case remains open in the system until the Finance Team receives the payment and updates the status.
* All steps are tracked and stored for audit and recovery follow-ups.

1. **For Positive settlement & Assets not recovered**

**Use Case ID:** **UC-27**  
**Use Case Name:** **Auto-Monitor Asset Recovery Status Post LWD+16**  
**Actor(s):** System, IT Team  
**Preconditions:**

* Current date is LWD + 18 or later.
* Employee asset(s) have **not** been updated as returned by IT or Security.
* Asset recovery status is expected to be updated by IT Team in the system.
* System is integrated with asset recovery tracking module.

**Description (Steps):**

1. On LWD + 18, system checks the asset recovery status for each employee with pending F&F.
2. If assets are still marked as “Not Recovered” by IT team, the system logs the status and sets up a daily re-check.
3. From LWD + 18 to LWD + 31, the system automatically checks asset recovery status daily until the status shows returned.
4. If assets remain “Not Recovered”, the system continues checking the next day.
5. This auto-monitoring continues **until LWD + 31**.
6. If asset recovery is completed before LWD + 31, the case can proceed to the validated payout path (as per UC-21 & 22).

**Postconditions:**

* System either detects asset recovery and updates the status automatically or continues checking until LWD + 31.
* If assets are recovered during this window, the employee becomes eligible for F&F processing.

**Use Case ID: UC-28**

**Use Case Name:** Process F&F After Delayed Asset Recovery

**Actor(s):** System, IT Team, Finance Team, Employee

**Preconditions:**  
• Asset recovery was not completed by LWD + 18.  
• Asset is now marked as “Recovered” by IT and/or Security team on or before LWD + 31.

**Description (Steps):**

1. Once the IT or Security team updates the system and marks the asset as “Recovered” (on or before LWD + 31), the system triggers an internal clearance flag.
2. The system directly sends a notification to the Finance team, stating that the employee is now eligible for payout based on the final accounting already available.
3. The Finance team proceeds with the final payout as per the validated F&F file.
4. After the payout is completed, the Finance team updates the system with the payment confirmation.
5. The system then sends the final breakup document (uploaded earlier) to the employee via personal email.
6. The email is sent to the ex-employee’s personal email ID, and includes:
   1. A message confirming the completion of Full & Final settlement
   2. Confirmation that all dues have been cleared
   3. A PDF copy of the Relieving Letter (auto attached or linked securely)
   4. Contact details for any future clarifications
   5. Link to **FirstAlum** platform to guide the ex-employee to alumni registration/login

**Postconditions:**  
• The employee receives their final F&F payout after asset recovery.  
• Finance completes and updates the system with payment status.  
• System sends confirmation and breakup email to the employee.

**Use Case ID: UC-29**

**Use Case Name:** If Assets Are Not Recovered by LWD+31, Legal Escalation Trigger at LWD+32

**Actors:** System (BOT), Legal Team (External Partner), IT, HRSS

**Preconditions:**  
• Three reminder emails have already been sent to the ex-employee as outlined in UC-07.  
• IT team has not updated the asset status as “Recovered” even after LWD + 31.  
• A third-party legal partner/team is onboarded and mapped in the system with valid email contact.

**Description (Steps):**

1. On LWD + 32, the system checks the asset status for each employee flagged under pending recovery.
2. For employees whose asset status is still marked as “Not Recovered,” the system prepares a list.
3. The system sends an automated email to the registered third-party legal team’s email ID.
4. The email includes:
   * A subject line indicating legal escalation for unrecovered assets
   * An attached document listing employee names, IDs, LWDs, and asset pending status
   * A note stating that the assets have not been returned despite multiple reminders
5. The system logs the email sent status and list for audit and tracking.

**Postconditions:**  
• Legal escalation email is sent to the third-party legal team for action.  
• Employee list with asset recovery failures is officially handed over.  
• System maintains audit trail of the action for compliance and follow-up.

**Use Case ID: UC-30**

**Use Case Name:** Handle Unrecovered Assets – Get Depreciated Cost from Finance Team

**Actor(s):** F&F Team, Finance Team, System (for asset data access)

**Preconditions:**  
• Today is LWD + 32 or later.  
• Asset recovery status = "Not Recovered" (as per IT/Admin data).  
• Asset details (type, purchase date, cost) are available in the asset tracking system.  
• Depreciation method is defined as per the company’s finance policy.

**Description (Steps):**

1. If any asset is still marked as "Not Recovered" after 10 days of the 3rd reminder (i.e., LWD+32), the system flags it for depreciation handling and send it to Finance team.
2. The Finance team checks the asset record and calculates the depreciated cost for each unrecovered item.
3. Finance shares the depreciated cost with the F&F team, including employee ID and asset details.
4. The F&F team opens the respective employee’s record in the system.
5. F&F team manually updates the “Pending Dues” section by adding the depreciated cost value for each unrecovered asset.
6. This updated amount gets reflected in the final breakup document used for the F&F settlement.

**Postconditions:**  
• Depreciated asset cost is manually added to the pending dues by the F&F team.  
• The final breakup document reflects the complete payable/recoverable amount.  
• The case is now ready for the final F&F process (positive or negative).

**Use Case ID: UC-31**

**Use Case Name:** Decide Final Settlement Type After Adding Depreciated Asset Cost

**Actor(s):** F&F Team, System

**Preconditions:**  
• The depreciated cost of unreturned asset is added in the breakup by the F&F team.  
• All other financial details (dues and payout) are already included.  
• The final breakup file is updated in the system.

**Description (Steps):**

1. The F&F team checks the final breakup file for the employee, which now includes the depreciated asset cost.
2. Based on the final numbers, they check if it is:
   * **Positive Settlement** → Company has to pay the employee.
   * **Negative Settlement** → Employee has to pay the company.
3. The F&F team updates this settlement type in the system.
4. If it is **Positive**, the system follows the regular payout process (like in UC-21 & 22).
5. If it is **Negative**, the case follows the recovery process (like in UC-23 to UC-26).

**Postconditions:**  
• The correct settlement type is recorded in the system.  
• The next steps will be done based on whether it’s positive or negative.