**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.
* Employee status is marked as “Resigned” in the system.

**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:**

* Current date is the employee’s LWD.

**Description** (Steps):

1. On the LWD, the system sends an email through SF to the resigned employee, CC’d to their supervisor.
2. The email 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.

**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.

**Description (Steps):**

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

Physical Security Team

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**.
* Asset clearance 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 and lists:
   * Outstanding assets return items.
   * Missing ID cards or access credentials.

**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

**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.

**Preconditions**:

* Asset not recovered by LWD + 3
* Employee personal email available

**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, Operation etc.) have updated data available if systems are integrated.

**Description (Steps):**

1. On **LWD + 6**, the **F&F team** begins the F&F preparation process.
2. The **F&F team** proceeds to **gather and review inputs from operation team**, which include:

* Salary payable
* **Leave encashment** days and balances
* Overtime

1. Any **bonuses or incentives** (if available at this stage).
2. All data is pulled into a **consolidation sheet** or a system module.
3. Once verified, the consolidated input file is **prepared for further F&F processing**.

**Postconditions:**

* A **complete F&F input file/report** is created.
* This report is **sent to the vendor** for the payroll.

**Use Case ID: UC-09  
Use Case Name: Process F&F Inputs with Payroll Vendor**  
**Actor(s):** F&F Team, Payroll Vendor System  
**Preconditions:**

* LWD + 12 has been reached.
* Consolidated F&F input file has been created and verified by the F&F team (from UC-08).
* Vendor contact and secure file-sharing method are available and active.

**Description (Steps):**

1. On LWD + 12, the F&F team 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 amount.
7. The vendor prepares the final file and makes it ready to be shared with the HRSS team.

**Postconditions:**

* A finalized payroll output file is generated by the vendor.
* The file is ready to be delivered to the HRSS team for further action.

**Use Case ID:** **UC-10**  
**Use Case Name:** **Validate Payroll Output from Vendor**  
**Actor(s):** F&F Team, Payroll Vendor 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).
* File is shared by the vendor with the F&F team via approved channel (e.g., secure email or portal).

**Description (Steps):**

1. On LWD + 14, the payroll vendor shares the final output file/report with the F&F team.
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 F&F team receives the file and begins the validation process.
4. The team cross-verifies each value in the output against the original inputs shared on LWD + 12.

**Postconditions:**

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

**When Assets are recovered, Follow below Use Cases:**

**Use Case ID: UC-11A  
Use Case Name:** Finalize and Share Validated F&F Output with Finance when assets are recovered **Actor(s):** F&F Team, IT Team, Security Team, Finance Team  
**Preconditions:**

* Current date is LWD + 16.
* Payroll output has been validated by the F&F team.
* Asset recovery confirmation has been received from both IT and Security teams.
* No pending asset-related issues for the employee.

**Description (Steps):**

1. On LWD + 16, the F&F team checks whether the asset recovery process is completed.
2. The team confirms clearance status from IT Team that all IT assets (laptops, Headphones, etc.) returned, and from Security Team that Security clearance and physical access (ID Card, etc) items returned.
3. If both departments confirm asset recovery, the F&F team proceeds to the next step.

**Postconditions:**

* F&F team confirms asset recovery and now will gather other financial inputs.
* Finance now holds the approved file required for final payment processing.

**Use Case ID: UC-11B**

**Use Case Name: Consolidate F&F Inputs When Assets Are Recovered**

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

**Preconditions:**

* Current date is LWD + 16 days.
* System or HR personnel have received confirmation from IT/Admin that all assets have been returned.
* System marks the asset recovery status as “Cleared”.
* Relevant departments (Finance, HR, etc.) have updated data available if systems are integrated.

**Description** (Steps):

1. On LWD + 16, the F&F team begins preparing the F&F input sheet for finance.
2. The F&F team proceeds to gather and review other financial inputs, which include:
   * Any salary advances taken by the employee.
   * Travel reimbursements that are not yet cleared.
   * Any loan balances the employee owes.
   * Any dues related to company property (if damaged or lost items were settled).
3. All data is pulled into a consolidation sheet or a system module. This includes:
   * Asset clearance status (marked as “Cleared”)
   * Outstanding dues and liabilities
   * Departmental clearance remarks (if needed)
4. The sheet is reviewed internally for any errors or missing data.
5. The validated F&F input file for finance is then prepared for final payout.
6. The F&F team shares this validated file with the Finance Team.
7. The finance team is notified that the file is ready for processing the final payout.

**Postconditions:**

* A complete F&F input file/report is created that includes:
  + Asset status as “Cleared”
  + Any pending dues, loans, or advances
  + Clearance remarks from relevant departments
* This report is sent to the payroll or finance team for the final settlement processing.

**Use Case ID: UC-12A**

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

**Actor(s): Finance Team**

**Preconditions:**

* Current date is LWD + 18 days.
* F&F input file is received from the F&F Team.
* The file includes:
  + Asset clearance status as “Cleared”
  + All unpaid dues, loans, advances, and any bonuses or incentives
  + Remarks or confirmation from departments, if applicable

**Description** (Steps):

1. On LWD+18, The Finance team receives the consolidated F&F input file from the F&F team.
2. They begin the financial accounting process based on the inputs received.
3. 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.)
4. 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.
5. 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:
  + Release payment (for positive settlement), or
  + Initiate recovery process (for negative settlement)
* This final output is shared with HRSS for next action (approval and payout or recovery initiation).

**Use Case ID: UC-12B**

**Use Case Name:** Write-off Small Negative Settlements (Less than 3000) and Proceed as Positive

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

**Preconditions:**

* This use case follows UC-12A (Finance Reviews and Finalizes Settlement Calculation).
* Net settlement value has been calculated and results in a Negative Settlement.
* The total amount receivable from the employee is less than ₹3000.
* Internal policy permits auto write-off of small negative balances below the threshold.

**Description (Steps):**

1. Finance Team completes the net settlement calculation in UC-12A.
2. System or Finance identifies that:
   * The employee owes a balance (Negative Settlement)
   * But the due amount is less than ₹3000
3. Based on the defined threshold, the Finance Team:
   * Writes off the amount internally
   * Updates the system to treat the case as a Positive Settlement
4. The status is manually changed from "Negative" to "Positive (Post Write-Off)" in the system.
5. Finance Team proceeds to the positive settlement flow (UC-13A):
   * Process payment of pending salary, leave encashment, incentives, etc.
   * Send confirmation email to the employee
   * Share the Relieving Letter
6. The write-off is recorded internally for audit and compliance.

**Postconditions:**

* Negative settlement amount below ₹3000 is written off.
* The case follows the positive settlement process (UC-13A).
* The employee receives final payout and relieving letter as usual.
* The write-off entry is logged in the system for financial and audit purposes.

**Use Case ID: UC-13A**

**Use Case Name:** Final F&F Payout and Employee Communication *(For Positive Settlement)*

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

**Preconditions:**

* Finance team has calculated the net settlement amount.
* The outcome is a Positive Settlement, meaning the company has to pay the employee.
* The current date is LWD + 20.
* Employee’s bank account details and email address are available and verified.
* There are no pending holdbacks or unresolved issues (e.g., compliance, asset clearance, legal block).

**Description** (Steps):

1. On LWD + 20, the Finance Team refers to the finalized F&F file prepared in UC-12A.
2. Since the net settlement is positive, they proceed to process the payout using the company’s payroll or financial system.
3. Once the payment is successfully made, a confirmation email is sent to the employee.
4. The email includes:
   * The final F&F amount credited
   * A detailed breakup of all components (e.g., salary balance, leave encashment, incentives, etc.)
   * Date of payment
   * Bank account details (with masked digits for security)

**Postconditions:**

* The full and final amount is successfully credited to the employee’s bank account.
* The employee receives an official confirmation email with the payout details.
* The F&F process is officially completed for the employee in case of positive settlement.

**Use Case ID: UC-13B**

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

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

**Preconditions:**

* This use case continues from UC-12 (Finance Reviews and Finalizes Settlement Calculation).
* Finance team has calculated the net settlement amount.
* 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.

**Description (Steps):**

1. Once the Finance team identifies a negative settlement, the System automatically sends the 1st reminder email to the ex-employee’s personal email ID.
2. The email clearly mentions:
   * The total due amount
   * The breakup of the due (loan balance, salary advance, etc.)
   * Instructions on how and where to make the payment
   * 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 time, the Finance Team must update the system manually if the due has been paid (via internal confirmation or payment received).
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:
   * A repeat of the due amount and its breakup
   * 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, 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.
* System keeps a record of reminder sent dates and status of payment for audit trail.

**Use Case ID: UC-14A**

**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-12 (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
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.

**Use Case ID: UC-14B**

**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-13 (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-13A 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.

**When Assets are not recovered within LWD+16**

**Use Case ID:** **UC-15**  
**Use Case Name:** **Auto-Monitor Asset Recovery Status Post LWD+16**  
**Actor(s):** System, IT Team  
**Preconditions:**

* Current date is LWD + 16 or later.
* Employee asset(s) have **not** been marked 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 + 16, 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 + 17 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-11 to 14B).

**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-16**  
**Use Case Name:** **Process F&F After Delayed Asset Recovery**  
**Actor(s):** System, IT Team, F&F Team, Finance Team, Employee  
**Preconditions:**

* Asset recovery was not completed by LWD + 16.
* Asset is now marked as “Recovered” by IT and/or Security team on or before LWD + 31.
* F&F payroll output is already validated and available from earlier steps (UC-10).

**Description (Steps):**

1. Once the IT or Security team updates the system marking the asset as “Recovered” on or before LWD + 31, the system triggers a flag indicating clearance is complete.
2. The system notifies the F&F team that the employee is now eligible for final payout.
3. The F&F team reviews the clearance and sends the already validated output to the Finance Team (same as UC-11).
4. Finance Team receives the validated output and proceeds with the final F&F payout process (as described in UC-11 to 14B).
5. Finance makes the payment and sends the final payout breakup via email to the employee.

**Postconditions:**

* The employee receives their final F&F amount after delayed asset recovery.
* The payout process follows the standard UC-11 to 14B flow post-asset clearance.

**Use Case ID: UC-17**

**Use Case Name:** If Assets are not recovered by LWD+31, Legal Notice for Unrecovered Asset at LWD+32

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

**Preconditions**:

* 3 reminder emails sent as stated in UC- 07
* IT has not updated asset status to 'Recovered'

**Description**: If assets are still not recovered 10 days after the 3rd reminder (~LWD + 32) then,

* A legal notice must be sent to the employee.

**Postconditions:**

* Legal notification and action initiated.

**Use Case ID: UC-18**

**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 days 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 by the company finance policy.

**Description** (Steps):

* + If any asset is still marked as "Not Recovered" after 10days of 3rd reminder, the F&F team triggers a query to the Finance Team.
  + The finance team checks the asset record to determine the depreciated value of that asset.
  + The finance team provides the depreciated cost for each unrecovered item.
  + F&F team adds this depreciated amount as a deductible value under “Pending Dues” in the F&F consolidation file.

**Postconditions:**

* + The cost of unrecovered assets (after depreciation) is added to the F&F input file.
  + Finance is informed of deduction in the final payable amount.
  + Consolidated F&F input is complete with all asset and due-related entries.

**Use Case ID: UC-19**

**Use Case Name:** Consolidate Depreciated Asset Cost with F&F Dues

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

**Preconditions:**

* This use case follows UC-18, where the Finance Team has provided the depreciated value of unrecovered assets.
* Asset status is still marked as “Not Recovered”.
* F&F team has access to the depreciated asset value.
* Other financial inputs (salary advances, loans, reimbursements, etc.) are already available or retrievable.

**Description (Steps):**

1. The F&F Team receives the depreciated cost of unrecovered asset(s) from the Finance Team.
2. The F&F Team opens the employee’s F&F consolidation file.
3. The team adds the depreciated asset cost to the dues section in the file.
4. This depreciated cost is combined with all other financial inputs, as shown in UC-11B, including:
   * Salary advances
   * Travel reimbursements not cleared
   * Loan balances
   * Any other financial liabilities
5. All these items are entered into a consolidation sheet or system module, which includes:
   * Asset recovery status (marked as “Not Recovered”)
   * Total pending dues (including depreciated asset cost)
   * Remarks from relevant departments, if applicable
6. The F&F file is internally reviewed by the team to ensure completeness and correctness.
7. Once validated, the file is kept ready for sharing with the Finance Team.

**Postconditions:**

* A complete and validated F&F input file is created, which includes:
  + Depreciated cost of unrecovered assets
  + All other financial dues, as per UC-11B structure
  + “Not Recovered” status clearly reflected
* File is ready to be passed to Finance for final accounting and settlement.

**Use Case ID: UC-20**

**Use Case Name:** Share Updated F&F File with Finance and Initiate Final Settlement Process

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

**Preconditions:**

* This use case continues from UC-19, where the F&F Team has consolidated all financial dues, including:
  + Depreciated cost of unrecovered assets
  + Other financial inputs (salary advances, loans, reimbursements, etc.) — as per UC-11B
* The final F&F file has been internally reviewed and validated by the F&F Team.
* The current date is LWD + 32 or later.
* Finance Team is ready to receive the updated file.

**Description (Steps):**

1. The F&F Team shares the finalized and validated F&F input file with the Finance Team.
2. The Finance Team opens the file and begins financial processing, following the same process defined in UC-12:
   * Calculate total payables (e.g., salary, incentives, leave encashment)
   * Calculate total receivables (e.g., depreciated asset cost, loans, advances)
   * Determine the net settlement amount
3. Based on the calculation, the settlement is classified as:
   * Positive Settlement → Proceed to UC-13A for payout and employee communication
   * Negative Settlement → Proceed to UC-13B to UC-14B for reminder and recovery process
4. The Finance Team completes:
   * The net settlement review
   * Required actions for payout or recovery
   * System updates and internal records

**Postconditions:**

* Finance completes the final financial settlement process:
  + If positive, employee is paid and informed (as per UC-13A)
  + If negative, recovery/reminder flow is triggered (as per UC-13B to UC-14B)
* The case is either closed (if settled) or tracked for recovery (if pending)
* All records are logged for audit and compliance.