

Date: 13.07.2023

## POINTS DISCUSSED ON TODAY'S MEETING

### SEPARATION

#### Employee Login

1. After employee enters personal information, Account information tab enables - Entering account information is required? --> need to check.
2. Exit Interview and No-Dues/ Clearance Status tab should display only before 7days from relieving date of the employee.
3. Exit interview form- What are the reasons for leaving --> More details should be captured so separate field to be added.

#### Reviewer Login

4. Action- Recommendation for waiver --> If no selected it should be linked to payroll (Input not received to link the process with payroll).
5. Mail trigger to IT infra, Finance, Site admin & HR Ops before 7 days of the employee relieving date.
6. Mail trigger to employee before 1 day of relieving to fill exit interview form (reminder mail). **Mail trigger to employee as the exit interview tabs are enabled – need to implement.**

#### Finance Login

7. No Due clearance- In Particulars change the content as Pending settlement of travel advance if any, Pending Loan & Salary advance.
8. F&F process should be linked to separation process.
9. The deductions mentioned by IT infra, Finance, Site admin & HR Ops team should be impacted in F&F settlement.
10. F&F, Relieving letter and Experience letter need to implement in Budgie.

#### BGV

1. After interview once the employee got selected, before proceeding with offer letter BGV should be done.
2. TAT should be included Maximum of 7days.
3. The employee documents need to be shared to the vendor through mail after processing the vendor will give feedback result to HR.
4. After HR enters feedback next the process to be linked with HR to take action and it should moves to supervisor for feedback or the employee should be terminated.