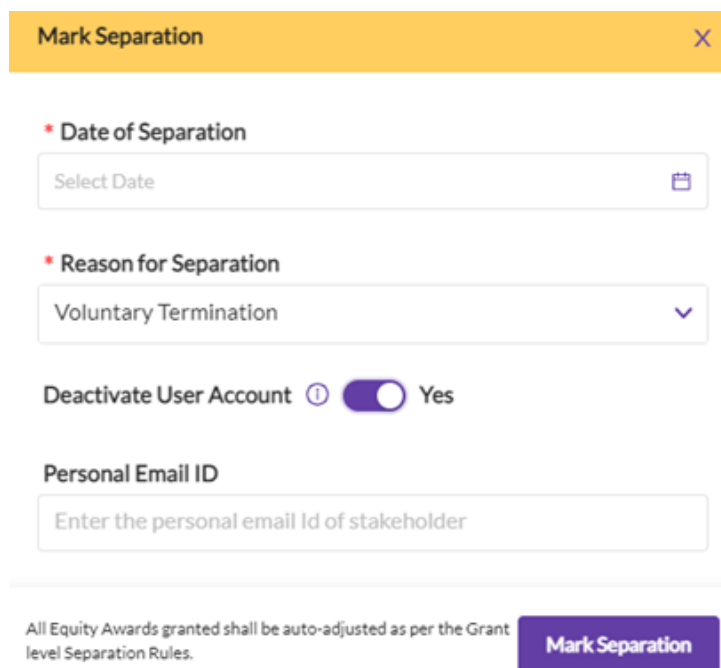


Mark Separation for a Stakeholder

Modified on: Thu, 3 Nov, 2022 at 5:44 PM

QapMap allows you to mark a separation of active individual stakeholder in case of resignation, termination, death, or retirement.



Mark Separation ✕

* **Date of Separation**

Select Date 📅

* **Reason for Separation**

Voluntary Termination ▼

Deactivate User Account ⓘ ☒ Yes

Personal Email ID

Enter the personal email Id of stakeholder

All Equity Awards granted shall be auto-adjusted as per the Grant level Separation Rules.

Mark Separation

1. Access the Stakeholder page by clicking **Stakeholders** in the menu on the left.
2. Navigate to the stakeholder you want to mark separation, click and select **Mark Separation**. The **Mark Separation** screen is displayed.
3. Select the **Date of Separation**.
4. Select the **Reason for Separation**.
5. To deactivate a user account on separation:
 - Click the **Deactivate User Account** button to deactivate a user account.
 - Type the **Personal Email ID**.
6. To transfer a user account to personal email id on separation without deactivating it:
 - Click **Transfer Account to Personal Email**. This will trigger an invite email to the user's personal email id and his account will be transferred to his personal email id.
 - Type the **Personal Email ID**.

Mark Separation ✕

*** Date of Separation**

Select Date 📅

*** Reason for Separation**

Voluntary Termination ▼

Deactivate User Account ? ☐ No

Transfer Account to Personal Email ? ☒ Yes

*** Personal Email ID**

Enter the personal email Id of stakeholder

All Equity Awards granted shall be auto-adjusted as per the Grant level Separation Rules.

Mark Separation

7. Click **Mark Separation** to complete the process. Once updated, the status of the stakeholder becomes inactive.