

ECMS User Manual – PAN India

Capgemini

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ECMS User Manual

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1 ECMS Overview

The Exit Clearance Management System (ECMS) is a web-based application which has been designed to regulate the flow of process when an employee leaves the organization. It facilitates the associated entities with automated process for handling resignations, transfers, termination with appropriate approval process, issuing the relieving, and experience letters.

Listed below are the basic functionalities that ECMS is equipped with:

- ▶ **Resignation Process:** Employee will be able to resign using the 'Resignation Form.' This is applicable for Employee Resignation type of separation.
- ▶ Different **types of separations** that are included in this application are: Resignation, Termination, Deceased, ~~Release Contractors~~, Retirement and Transfers.
- ▶ **Resignation Approval:** When an employee applies for a resignation, the resignation has to be approved by the supervisor. There is multi level resignation approval if employee requested to release early (Less than 85 days of notice period). For early release case there are BUHR, HR lead approvals are mandatory in system.
- ▶ **Due Clearance Handling:** The due clearances are an important part of the employee's separation, as all the valuable assets of the company which have been assigned to the employees must be returned back. Supervisor, BUHR, and various Function Clearance Admins are responsible for doing these clearances and the application has the provision to segregate each clearance and has made it role based. Each individual role will be able to view only their respective clearance which is formalized and the separation documents are issued to the employee only after all clearances have been completed. Different Dues Clearance functions are: Assets, Finance, EIS, Library -L&C, Supervisor, ICERS, Mobility, PMD, People process, Time help desk, BUHR etc.
- ▶ **Withdrawal process –** Employee can submit resignation withdrawal through system then there are multilevel approvals for withdrawal – Supervisor, BU HR are mandatory approvals for resignation withdrawal.
- ▶ **Exit Clearance Status:** Employee and Admin function will be able to see the Exit Clearance Status Form. This status form shows all the dues receivable from employee. The intermediate status form shows a list of all the employees whose exit clearance process is in progress.

Each of the above functionalities will be explained in detail in the Admin section.

- ▶ Other features supported by the application are:
 - Employees can contact BUHR/Admin for all early release and resignation initiations.

- Filling of the Feedback Form (applicable only for separation type as 'Employee Resignation') is mandatory for employee while submitting resignation.
- Exit clearance by different functions and auto-generated intimations.
- Clearance process follow-up will be handled via automated mailers.
- Calculation of final dues by Finance.
- Reopening of already submitted clearances, auto reopen of working days related clearances if LWD is changed after clearance submission.
- Issue of 'Experience' and 'Relieving' letters on last working date will be done after all stakeholder and financial due clearances have been completed.
- Soft copy of digitally signed 'Experience' and 'Relieving' letter will be trigger to employees personal email address.

2 Employee Clearance Process

2.1 Separation & Approval Types

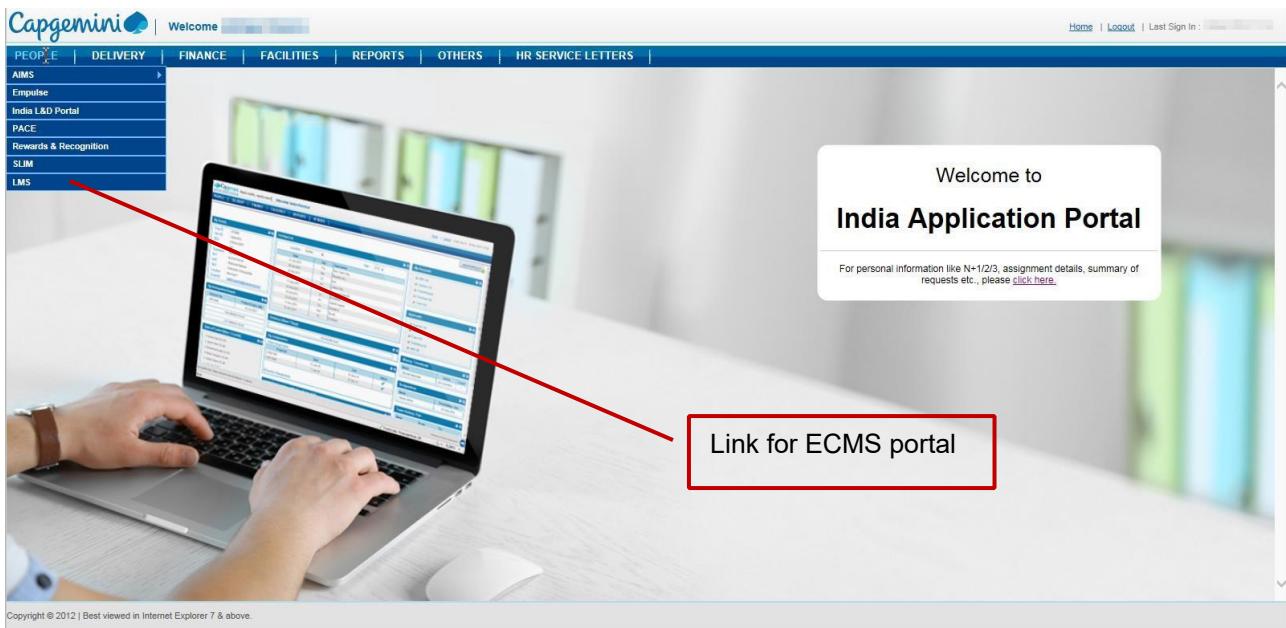
This section gives a quick view of the entire application. A matrix of the Separation Types versus the Clearances has been carved here. All the supported separation types that are applicable at any point in time to an employee can be referred through the below table and the corresponding clearance that must be done.

Clearances	Asset management/IT	EIS/HR	BUHR	ICRES	Library, L&D	Supervisor	Performance Management Clearance	Time Help desk	People Process	Finance	Mobility	Final Clearance
Resignation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Termination	Y	Y	-	Y	Y	Y	-	Y	Y	Y	Y	Y
Retirement	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Deceased	Y	Y	-	Y	Y	Y	-	Y	Y	Y	Y	-
ReleaseContractor	Y	-	-	Y	Y	Y	-	Y	-	-	-	-
STT/Secondment	Y	-	-	-	-	-	-	-	-	-	Y	-
ACISTransfer	Y	Y	-	Y	Y	Y	Y	Y	Y	Y	-	-
LongTermTransfer	Y	Y	-	Y	Y	Y	Y	Y	Y	Y	Y	-
NonPayrollDomestic Transfer	Y	Y	-	Y	Y	Y	Y	Y	Y	Y	-	-
FsToNonfsTransfer	Y	Y	-	Y	Y	Y	Y	Y	Y	Y	-	-
FSTransfer	Y	Y	-	Y	Y	Y	Y	Y	Y	Y	-	-
BSVTransfer	Y	Y	-	Y	Y	Y	Y	Y	Y	Y	-	-
ProbationNotConfirmed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

3 Getting Started

3.1 Sign-On or Login Procedure

Users can get into the system by clicking the **Exit Clearance Management System** link under the India Application portal. This can be seen in the below image:



The Exit Clearance Management System can be accessed through: <https://ecms.fs.capgemini.com/>
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3.2 Role Management

This section serves every user's purpose, as they would exactly know what their responsibilities within the application are, on the basis of their individual roles. This will help them navigate through the application with ease. By referring this matrix, the user with a particular role would know what clearance is to be done and corresponding to that will be able to view the forms after logging into the application.

Form	Employee	Contractors	Supervisor	HR Lead	HRSS Admin	Admin	BUHR	HR Lead	Asset Mgmt.	EIS	ICERS – Bus Pass	ICERS – Drawer Key	ICERS – Access Card	ICERS – Telephone	ICERS – Amex Card	Finance Admin	Finance Relocation	Finance Housing Adv. & Forex	Finance -Payroll	Performance Mgmt.	Time Help Desk	People Process	L & D Library Books	L & D Library Certification	Mobility admin	Payroll	Report Admin	Final Clearance
Resignation Form	✓																											
Withdrawal Form	✓																											
My Information	✓	✓																										
Supervisor Approval			✓																									
BUHR Approval				□																								
HR lead Approval				□		✓																						

val																												
Employee Resignation Clearance Status	✓	✓							✓	✓																		
Employee Feedback	✓								✓	✓																		

Initiate Separation				✓	✓														
Initiate Transfers				✓	✓														
HRSS Confirmation				✓															
Asset Clearance					✓														
EIS Clearance						✓													
ICRE S - Bus Pass Clearance							✓												
ICRE S - Drawer Key Clearance								✓											
ICRE S - Access Card Clearance									✓										
ICRE S - Telephone Expense										✓									

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Recovery Clearance																			
ICRE S – Amex Card															✓				
L & D Library Clearance																		✓	
L & D Certification Clearance																	✓	□	
Supervisor Clearance		✓	□																
Mobility Clearance		□	–															✓	
Finance Clearance															✓				
Finance Relocation Clearance															✓				
Finance Housing Adv. & Forex Clearance															✓	–			

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EXIT CLEARANCE MANAGEMENT SYSTEM

 Helpdesk | Policy | Contact List | Holiday List | Support | FAQ | Log on

For ECMS related issues kindly raise incident in ServiceCentral and select "Report an Issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

User Management

*Country:

*Location:

*Role:

*Business Area:

*Employee Name:

Show On Contact List:

*File Upload: No file chosen

Role	Employee Name (ID) PERNR	SBU Name	BU Name	Sub BU Name	Community Name	Account Name	Project PU Name	Business Area	Show On List	Location	Action
ICRES - Access Card	Some MultiLineText 000-000-0000-0000-0000-0000-0000-0000	Not Applicable	FSSBU	No	Kolkata	Edit Revoke					
ICRES - Access Card	Some MultiLineText 000-000-0000-0000-0000-0000-0000-0000	Not Applicable	BSV	Yes	Kolkata	Edit Revoke					

4 Home

The first menu viewable at the extreme left on the Home Page. It gets you to the Home page from wherever you are within the application. Below is the image of the ECMS Home page:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select 'Report an Issue' option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Asset Management	5731	Log Details	Download Pending Details
Final Clearance	103	Log Details	Download Pending Details
HRSS Confirmation Admin	248	Not Available	Not Available
Supervisor Approval	0	Not Available	Not Available
Supervisor Clearance	14918	Log Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BUHRs/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

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The Home page is typically divided into the two parts each of which is mentioned below in detail:

1. Top Panel
2. Bottom Panel

4.1 The Top Panel

It is designed to facilitate users to easily reach to the most useful items when proceeding with an employee's separation process. On the rightmost corner of the panel at the top are a few links which are as follows:

- ▶ **Resignation Policy:** This link will direct user to the KM portal. The policy documents are available for the employees to make sure they are aware of the Capgemini Resignation Policy and Protocols and comply with them.
- ▶ **SLA Document:** Clicking this link will direct users to the KM portal where the SLA document is made available.
- ▶ **Process Chart:** Each process has been made into simplified process flow diagrams which can be referred through this link on the KM portal.

- ▶ **Contact List:** Clicking this link will direct users to a page where a list containing the Point of Contact for the clearances would be displayed. This list is dependent on the logged-in employee's location. The details displayed here are: Location, Clearance Type, Contact Person, and Contact Number.
- ▶ **Holiday List:** A list of holidays based on the logged-in employee's location will be displayed on this page.
- ▶ **Support:** Service Desk portal can be directly accessed using this link which will help users to raise a ticket from within the application.
- ▶ **FAQ:** Common issues faced by the users can be resolved using the Frequently Asked Questions link.
- ▶ **Log Out:** Click this link when you want to log out of the application at any point in time.

Aside from the links, the panel also includes menu options which contain various forms that are the heart of the application. These menu options are customized and role dependent. Based on the user who has logged into the application, the corresponding menu options are viewable. To know more about the menus viewable to a specific role, refer the [Role Management](#) Matrix. Below is the description of the menu options:

- ▶ **Home:** It leads user to the Home page of the application.
- ▶ **Resignation Process:** The employees can apply for the resignation through this menu. This is viewable to every employee regardless of their role. Further, there are sub-menus which are: Resignation Form, Withdrawal Form*, My Information, Exit Clearance Status*, and **Employee Feedback Form***.
- ▶ **Approval Process:** This tab appears to the employees having a role of a Supervisor, BUHR, HR Lead. Resignation Approval Form menu option for respective users appears in the dropdown.
- ▶ **Dues Clearance Process:** After an employee has resigned, different approving entities (Clearance Admin) will access this tab to record their consent/approval which is an important part in the process of employee separation. This tab is only viewable to the Clearance Admin.

There are various menu options appearing in the dropdown. They are: Supervisor Clearance, HRSS confirmation, EIS Clearance, **Final Settlement Statement**, Asset Management Clearance, Finance Clearance, ICRES Clearance, Learning & Development Clearance, Talent Management Clearance, Time Helpdesk Clearance, BUHR Approver, Mobility clearance People Process Clearance and Final Clearance.

4.2 The Bottom Panel

This section covers the main aspects of the application, its features and functions in nutshell. Following the merits of the applications is the link to the user guide which, when clicked, opens the ECMS User Manual. It is available for the ease of users to navigate through the application without hassle. The last link that appears on the Home page is the link to the ‘Service Desk Portal,’ for raising any technical issues met by the users.

For the Clearance Admin, the bottom panel in the Home page will look slightly different. A table is displayed that includes all the clearance types along with the count against each clearance that is pending to be cleared.

The following image shows how the bottom panel looks when the Clearance Admin logs into the system:

The details that are displayed in the table are: Clearance Name, Pending Count, and Cleared.

- ▶ **Clearance Name:** All the clearances that are displayed in the ‘[Dues Clearance Process](#)’ dropdown are also displayed under this field.
- ▶ **Pending List:** Each number displayed here is a link which lets user know how many clearances are yet pending to be completed.

The user lands on the corresponding clearance page where an appropriate action for each clearance can be taken. [Click here to know more about how to do provide a clearance.](#)

- ▶ **Cleared:** In this field, the user will see ‘Log Details’ appearing as a link against each clearance. Upon clicking the link, the user gets directed to the corresponding report which shows a complete history of the clearances made by the user (only the data of past 1 year will be displayed).

Following screenshot illustrates the view of the Asset Management Clearance Report on clicking the ‘Log Details’ link.

Following is the description for the fields available on Report screen:

- ▶ **Search Employee ID:** This option allows searching details of the employee using the Employee ID.
- ▶ **Separation Type:** The available search criteria's has following options: All, Resignation, Termination, Retirement, Deceased, ReleaseContractor, STT/Secondment, ACISTRansfer, Permanent Transfer, NonPayrollDomesticTransfer, FsToNonfsTransfer, FSTransfer, BSVTransfer, ProbationNotConfirmed
- ▶ **Location:** Includes various Capgemini locations. The available search criterion has following options: All, Gandhinagar, Bhubaneswar, Salem, Thiruvananthapuram (ex Trivandrum), Gurgaon, Tiruchirapalli, Kolkata, Noida, Chennai (ex Madras), Hyderabad, Bangalore, Pune, Mumbai

5 My Information

This option appears in the ‘Resignation Process’ dropdown. The My Information Form is viewable to all PAN India employees including contractors regardless of their role in the system.

Below image illustrates the My Information menu option:

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BUHRs/HRS
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

After the employee puts a resignation, through the [Resignation Form](#), this section when accessed will display the corresponding details entered in the Resignation Form. However, if the employee fills the details in this form first, the similar details will flow in the Resignation Form. These are the details of an employee which system requires so as the company may contact the employee post the separation.

Below is the image showing the My Information Form.

My Information Form

*Address for Communication (After Last working Date):

Landline Number: Please enter Landline or Mobile Number (Format: Country Code – Area Code – Telephone Number)

Mobile Number:

*Personal Email Address: Note: Kindly add correct personal email id and contact details, as this will be considered for future correspondence.

The fields available in the form are: Address for Communication* (After Last Working Date), Landline Number, Mobile Number*, Preferred E-mail Address*(needs to be other than Capgemini email address), and Documents Pick-Up Location.

- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Cancel' button will exit from the My Information Form and will take you to the Home page.

Note:

- It is mandatory to enter either the Landline Number or the Mobile Number in required format.
- The Address for Communication and the Contact Number will flow in from GDH.

6 Employee Resignation Process

The resignation is regarded as one of the important separation types in the ECMS application. The process for this is very lengthy due to the clearances involved; however, it is easy to understand. Employees when apply for the resignation, requires the supervisor approval, HRSS confirmation, and numerous clearances from the functions. Here's a quick look at the resignation process:

Exit Process for Regular/Probationary Employee: Default notice period

Exit Clearance Management System would provide interfaces for: -

- i. Employee:
 1. Apply for Resignation
 2. Exit Clearance Status (Visible in Resignation Process dropdown for employee upon Supervisor approval)
 3. Employee Feedback Form (Mandatory for resignation submission)
 4. Withdrawal form (Visible after resignation submission)
- ii. Supervisor:
 1. Approval of Resignation
- iii. HRSS Confirmation
- iv. Functions:
 1. Function Clearances

Exit Process for Regular Employee: Early release case

Exit Clearance Management System would provide interfaces for: -

- v. Employee:
 1. Apply for Resignation
 2. Exit Clearance Status (Visible in Resignation Process dropdown for employee upon Supervisor approval)
 3. Employee Feedback Form (Mandatory for resignation submission)
 4. Withdrawal form (Visible after resignation submission)

vi. Supervisor:

1. Approval of Resignation

vii. BU HR

1. Approval of Resignation

viii. HR Lead

1. Approval of Resignation

ix. HRSS Confirmation

x. Functions:

1. Function Clearances

6.1 Resignation Form

On the Home page, the ‘Resignation Form’ menu option appears in the ‘Resignation Process’ dropdown. This is viewable to all the India employees regardless of their role once they login to the application.

Following screenshot illustrates the ‘Resignation Form’ menu option in the ‘Resignation Process’ dropdown:

The screenshot shows the ECMS Home page with the following interface elements:

- Header:** EXIT CLEARANCE MANAGEMENT SYSTEM, Welcome Mohammed Tousif Akram, Policy, Contact List, Holiday List, Support, FAQ, Log out.
- Top Navigation:** Home, Resignation Process (highlighted), Approval Process, Dues Clearance Process, Admin, Reports, Absconding Process, System Administration.
- Left Sidebar:** Exit Clearance Management System, My Information, Resignation Form (highlighted).
- Table:** Displays clearance status for various roles:

Clearance Name	Count	Log Details	Download Pending Details
Asset Management	5731	Log Details	Download Pending Details
Final Clearance	103	Log Details	Download Pending Details
HRSS Confirmation Admin	248	Not Available	Not Available
Supervisor Approval	9	Not Available	Not Available
Supervisor Clearance	14017	Log Details	Download Pending Details
- Information Block:** Describes the system's purpose and processes, listing steps like Application for Resignation, HRSS confirmation, and Exit Clearance by different Functions.
- Footer:** This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox. © 2024 Capgemini. All rights reserved. Company Confidential.

On selecting this menu option, the user will land up to employee's detailed Resignation Form. The information of the employee flows in here and similarly, it would also be viewable in various other forms available throughout the application.

Following screenshot illustrates the fields available on the Resignation Form:

Separation Type: Resignation Already in process

Employee Name (ID): [REDACTED]	Userid: [REDACTED]	Designation: Associate Consultant	Global Date of Joining: [REDACTED]
SBU Name: [REDACTED]	BU Name: [REDACTED]	Sub BU Name: [REDACTED]	Local Date of Joining: [REDACTED]
Separation / Transfer Type: Resignation	Location: Pune	Supervisor: [REDACTED]	Assigned Supervisor: Not Available
Separation Sub Reason: Candidate Withdrawal	Organization: Not Available	Supervisor Approval Status: SupervisorApproved	HR Lead Approval Status: Not Available
Confirmed Resignation Date: [REDACTED]	Location Of Transfer: Not Available	BU HR Name: [REDACTED]	
Confirmed Last Working Date: [REDACTED]			
Global Group ID: 1358915			

Resignation Date: 02-Jul-2021
Last working date: 29-Sep-2021
Notice Shortfall days: 0

* Reason: --Select One--
* SubReason: --Select One--

Message to Supervisor / Comments:

* Address for Communication (After last working date):

Landline Number: [REDACTED]
Mobile Number: [REDACTED]
Personal Email Address: [REDACTED]

* Are you holding amex card: No

The resignation date is today's date which is verified against weekend and holiday
Last working date is (Resignation date + 90 calendar days) which is verified against weekend and holiday
Notice period is 90 days. [90 - (Last working date - Resignation date)]

Please enter Landline or Mobile Number (Format: Country Code – Area Code – Telephone Number)
Note: Kindly add correct personal email id and contact details, as this will be considered for future correspondence.

Employee Feedback Submit Reset Cancel

Following is the data of the employee that flows in the Resignation Form: Employee ID, Employee Name, Designation, Supervisor, SBU, BU, Sub BU Name, Separation Reason, Confirmed Resignation Date, Supervisor Approval Date, BUHR Approval Status, Resignation Date, Last Working Date, Notice Shortfall Days, Global Date of Joining, Local Date of Joining, Location, Assigned Supervisor, Organization, Separation/Transfer Type, Confirmed Last Working Date, Supervisor approval Status, Location of Transfer etc.

Aside from the information that flows in, following are the fields where user must manually enter the information: Reason (options in the dropdown include: Interpersonal, Personal, Work), SubReason*, Message to Supervisor / Comments, Address for communication (After the Last Working Date), Landline Number, Mobile Number, and Personal E-mail Address [other than Capgemini email id].

- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button system ask user to submit the feedback form.
- After submitting Feedback form on clicking the Submit button, the 'Non-Solicit and Compete Clause' appears to which an employee can choose to agree by clicking the 'I Agree' button. Else, the employee can click the 'X' button located at the top right corner of the clause to close and go back to the Resignation Form

Agreement to Non-Compete and Non-Solicitation Clause

×

"a) I will not

(1) for a period of one year after the termination of this agreement, directly or indirectly, solicit to provide or provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company, and for whom I provide any service as an employee of the Company during the five years prior to my leaving;

(2) for a period of twelve months after the termination of this agreement, directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any firm or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees;

(3) upon the termination of my employment, remove, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The non-compete provisions of this paragraph will not apply to a client of the Company or any predecessor of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company. If the Company requests me to terminate my relationship with the Company, the non-compete provisions of this paragraph will not apply to me with respect to those clients of the Company, if any, as to which the Company and I reach mutual agreement."

(b) The employee and the Company acknowledge and agree that the duration and geographic scope of the covenants contained in paragraph (a) are fair and reasonable. Accordingly, the employee and the Company agree that, in the event that any of the covenants contained in paragraph (a) are nevertheless determined by a court or arbitration body to be unenforceable because of the duration or geographic scope thereof, the arbitration body or court making such determination may reduce such duration and/or scope to the extent necessary to enable such arbitration body or court to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

It is important that you adhere to the acceptance of Non-Solicit and Non-Compete Clause post your relieving from Capgemini.

I Agree

- As a next step in the process, an e-mail is triggered from the employee to the supervisor and will also be copied to the employee.
- E-mail will also be sent from the employee to the Supervisor & BUHR upon acceptance of the Non-Solicit & Competence Clause.
- The employee's resignation will now be reflected in the Supervisor's queue.

Note: Employees with designation of Manager and above will have a different list of DL, while the e-mail notifications for their resignation are being sent out

- ▶ The ‘Reset’ button will reset the fields to blank.
- ▶ The ‘Cancel’ button will exit from the Resignation Form and will take you to the Home page.

Sub-Reason* - The data in the field gets populated based on the selection made in the ‘Reason’ field.

Business Rules

- ▶ Resignation for a transferred employee can only be initiated if following conditions are met:
 - Base Location is India
 - Transferred Process Flow has been completed
- ▶ This facility is not available to the Contractors and Interns.

6.2 Employee Feedback Form

Capgemini conducts the exit interviews in order to get feedback about the job the employee held, the work environment, and the organization. It is an opportunity for an employee to give feedback on the company, and on the supervision they received. ECMS has a provision to record employee feedback while using the application for the separation procedure.

This form is mandatory while submitting resignation.

‘Employee Feedback’ button is displayed in resignation form only. The lower panel of the screen includes several questionnaires which require the users to provide their input by either replying to the question with a Yes/No, or, by mentioning their comments in the textboxes.

Below image illustrates the fields available on the feedback form:

The screenshot shows the 'Employee Feedback Form' window. At the top, there's a note: 'Note :The information filled in the feedback form would be kept confidential with HR and would not be shared to Supervisor or any Clearance owners.' Below this, there are several input fields and dropdown menus. On the left, fields include Employee Name (ID), User Id, Designation (Associate Consultant), SBU Name, BU Name, Sub BU Name, Separation / Transfer Type (Resignation), Separation Reason (Voluntary), Separation Sub Reason (Termination), Confirmed Resignation Date, Confirmed Last Working Date, and Global Group ID. On the right, fields include Global Date of Joining, Local Date of Joining, Location (Pune), Supervisor (HR Lead Approval Status: Not Available), Assigned Supervisor (Organization: Not Available), Supervisor Approval Status (Supervisor Approved), Supervisor Approval Date, HR Lead Approval Status (Not Available), Location Of Transfer (Not Available), and BU HR Name. At the bottom, there are two checkboxes: 'General (It is mandatory to provide inputs)' and 'Future Employment'. There are also 'Save' and 'Close' buttons at the very bottom.

- ▶ The various sections you would see in the form are: Facilities at Work Place, Personal, Work Related, Growth & Development, Compensation and Benefits, Interpersonal Issues, Organizational Practices, Systems, and Processes, and General.
- ▶ Employees have to expand each section and provide their valuable feedback.
- ▶ A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit the form.
 - The form is not allowed to be edited after it has been submitted. However, it can be viewed by the employee.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Cancel' button will exit from the Employee Feedback Form and will take you to the Home page.

7 Exit Clearance Status Form

This form is viewable to the employee who has applied for the resignation and wants to track the status of all the clearances. ECMS gives this facility to an employee to view the statuses in a single interface. This form can be located in the ‘Resignation Process’ menu on the Home page. However, it will only be viewable in the dropdown after the ‘HRSS Confirmation’ has been done.

Below is the screenshot that illustrates the ‘Exit Clearance Status Form’ in the ‘Resignation Process’ dropdown:

The screenshot shows the ECMS home page with a navigation bar at the top. Below the navigation bar, there is a dropdown menu under 'Resignation Process'. One of the options, 'Exit Clearance Status', is highlighted with a blue box. The main content area displays a brief description of the system and a list of 'Following processes'.

When user clicks this option, he gets directed to the ‘Exit Clearance Status’ form page.

The screenshot shows the 'Exit Request Status' form. At the top, the 'Resignation Process' tab is selected. The main area contains several input fields for employee information like Employee ID, Global Date of Joining, Local Date of Joining, etc. Below these are sections for 'Current Request Status' and 'Clearance Status'. The 'Current Request Status' table has columns for Request Status, Last Action Date, Pending With Note, and Pending With Employee. The 'Clearance Status' table lists various clearance types with their status and due amount.

Request Status	Last Action Date	Pending With Note	Pending With Employee
HRSS Confirmed	05-Jun-2021	Departmental SFOC	Departmental SFOC

Function	Status	Due Amount
Asset Management	Pending	0.00
ESG/Clearance	ESG Due Cleared	0.00
Supervisor Clearance	Pending	0.00
Entitlement	Finance Cleared	1000000.00
ICRS	Pending	0.00
Learning and Development	Pending	0.00
Profile Processing	Pending	0.00
Performance Management	Performance Management Cleared	0.00
Time Invoiced	Pending	0.00
Welding Clearance	Pending	0.00
	Total	1000000.00

Function	Status	Completion Date
Bu/Hr	Pending	Not Available
Employee Feedback	Pending	Not Available
Final Clearance	Pending	Not Available
Digital Letter Sent	No	Not Available

The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, SBU, BU, Sub BU, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working

Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

- ▶ There are two sections in this form that provide the status of various clearances:
 1. Functions
 2. Others

Functions

- ▶ Various functions that are listed in this section under the 'Function' field are:

- Asset Management
- EIS/HR Clearances
- Supervisor Clearance
- Finance
- ICRES
- Learning & Development
- People Process/HR
- Performance Management
- Time Helpdesk
- Mobility Clearance

- ▶ 'Status' field gives statuses of each function clearance or sub-clearance.
- ▶ 'Dues Amount' field contains the amount which is pending for the employee to be paid.

Others

- ▶ BUHR, Employee Feedback, and Final Clearance are the additional items whose status can be tracked and are viewable under the 'Status' dropdown.

Click here for the complete contact list: It is the link that routes employee to the contact page where the contact numbers of all the SPOCs based on the location of the employee are listed. At any point in time, if the employee wants to contact the SPOC the list can be used.

8 Supervisor Approval

The approval of the supervisor is typically the most vital step in the process of separation type as resignation and is regarded as one of the important approval. Supervisor approval is not required in other separation types. Supervisor can change LWD of employee. Depending of LWD submitted by Supervisor approval workflow differs.

Supervisor approval is mandatory in resignation, withdrawal.

When the Supervisor logs into the application, on the Home page, the Worklist will display the employee's resignation request pending for an action.

The image displayed below illustrates the Home page of the Supervisor after the employee has applied for the resignation:

The screenshot shows the ECMS Home page for a Supervisor. The top navigation bar includes links for Home, Resignation Process, Approval Process, Dues Clearance Process, Admin, Reports, Absconding Process (highlighted with a cursor), and System Administration. A yellow banner at the top right provides instructions for reporting issues. Below the banner, a summary table shows counts for various clearance types: Total Management (1152), Final Clearance (112), BHR/HRSS Clearance (111), Supervisor Approval (0), and Supervisor Clearance (11870). A detailed table below lists pending resignations with columns for Clearance Name, Pending Date, Status, and Action. The table includes rows for 'Exit Clearance Management System' (Status: Pending Details, Action: Download Pending Details), 'Final Clearance' (Status: Pending Details, Action: Download Pending Details), 'BHR/HRSS Clearance' (Status: Not Available, Action: Not Available), 'Supervisor Approval' (Status: Not Available, Action: Not Available), and 'Supervisor Clearance' (Status: Pending Details, Action: Download Pending Details). A note at the bottom left specifies a resolution requirement. The bottom right corner features the Capgemini logo.

Home

The action items for Supervisor are:

1. Supervisor Approval
2. Supervisor Clearance

Supervisor Approval

When the user clicks the Pending Count link, the user gets routed to the 'Resignation Approval' page. A list of employees who have applied for separation will be viewable in this list.

Following screenshot illustrates the Resignation Approval screen:

The screenshot shows the 'Approval' section of the ECMS system. At the top, there is a navigation bar with links for Home, Resignation Process, Approval Process, Dues Clearance Process, Admin, Absconding Process, System Administration, and Transfer. The Approval Process link is highlighted. Below the navigation bar, there is a yellow banner with the text: 'For ECMS related issues kindly raise incident in ServiceCentral and select "Report an issue" option.' The main content area has a table titled 'Approval' with one row of data. The table columns are: Business Area, Employee Name (ID) | PERNER, Location, Separation Type/Leave Type, Resignation Date/Sabbatical Start Date, Last Working Date, Request Status, and HRSS Confirmation Date. The data in the table is as follows:

Business Area	Employee Name (ID) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
FSSBU	Pratima Pradeep Mahaajan(460449986) 460449986	Pune	Resignation	30-Apr-2021	28-Jul-2021	Submitted	Not Available

Below is the description of the fields available on the Resignation Approval screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the 'Search' button to filter the search results.

Following are the fields that will be displayed in this screen: Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS Confirmation Date.

Employee Name ID* - It is a link in the application that routes to the Resignation Approval Form. Click [here](#), for more information on Supervisor Clearance.

Supervisor approval page

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an Issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Absconding Process System Administration Transfer

Approval Form

Employee Name (ID): Pratima Pradeep Mahajan (46044986)	Global Date of Joining: 14-Dec-2020
Userid: pratprad	Local Date of Joining: 14-Dec-2020
Designation: Associate Consultant	Location: Pune
SBU Name: Financial Services	Supervisor: Raunak Kolte(64296_FS)
BU Name: COO	Assigned Supervisor: Not Available
Sub BU Name: Global Management	Organization: Not Available
Separation / Transfer type: Resignation	Supervisor Approval Status: Not Available
Separation Reason: Resignation	Supervisor Approval Date: Not Available
Separation Sub Reason: Better Position	HR Lead Approval Status: Not Available
Confirmed Resignation Date: Not Available	Location Of Transfer: Not Available
Confirmed Last Working Date: Not Available	BU HR Name: Linnet Pinto (68474_FS), Sudhanu Sarangi (28296_FS)
Global Group ID: 46044986	

Message / Comments by Employee:

Resignation Date: 30-Apr-2021 The date on which employee submitted resignation in ECMS
Last Working Date: 28 Jul 2021 (Last working date is (Resignation Date + 90 calendar days) which is verified against weekend and holiday)

Waiver of Notice Period: Select Notice period Shortfall Days: 0

Waiver of Notice Period Reason:

*Message to HRSS team:

*My assessment of the Employee: Select One

According to me the reason for resignation is:

*Can Breach Agreement: Select One

File Upload: Choose File No file chosen Add More Upload

Please read and tick the mentioned below before you click any action provided:
Q1: Low satisfaction-high value = RETAIN (we must retain them for solving their problems since they add a lot of value)
Q2: High Satisfaction-high value = CATALYST/HIGH PERFORMER (we must deploy them in organizationally important initiatives)
Q3: Low Satisfaction-Low value = RISK (Capgemini could be at risk with them as they could negatively affect the work environment)
Q4: High Satisfaction-low value = TRAIN (employees could be trained so that they add more value)

This is related to the Non-Solicit-Non-Compete agreement which the employee signs.
Please select based on your judgment about the associate.

Approve Reset Back

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- ▶ Supervisor has an option to change last working date if employee requested.
- ▶ If notice shortfall is less than 85 days then supervisor must need to submit BUHead approval email for early releasing.
- ▶ Along with LWD supervisor has to enter assessment inputs of employee, does employee has breach agreement, if any message to hrss team.

Supervisor Clearance

The 'Log Details' link will route users to the Supervisor Clearance Report. [Refer section 4.2 to know more about how to use the report.](#)

Supervisor Clearance Report

Following screenshot illustrates the view of the ‘Supervisor Clearance Report’ upon clicking the ‘Log Details’ link:

Business Area	Employee Name (ID) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
FSSBU	Frank.Auerbach(6011_FSL)	Austin	Termination	10-Aug-2016	10-Aug-2016	Supervisor Clearance Pending	10-Aug-2016
FSSBU	Frank.Bauer(6011_FSL)	Rosemont	Permanent Transfer	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Gilmore(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Auerbach(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Oliver(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Bauer(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Chester(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Dickens(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Elliott(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Gilmore(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Hamilton(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Ivan(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
ACIS	Frank.Jones(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Kirby(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Frank.Kirby(6011_FSL)	Orlando	Resignation	10-Aug-2016	10-Aug-2016	Supervisor Clearance Pending	10-Aug-2016
FSSBU	Andrew.Wilson(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016
FSSBU	Shankumar.Durairaj(6011_FSL)	Rosemont	Resignation	10-Aug-2016	10-Aug-2016	HRSS Confirmed	10-Aug-2016

1 2 3 4 5 6 7 8 >

Below is the description of the fields available on the report:

- ▶ **Search Employee ID:** This field helps searching results of a particular employee using the employee ID.
- ▶ Employee details displayed in the report are: Employee ID, NT User ID, Employee Name, Location, Location of Transfer, Separation Type, Resignation Date, Last Working Date, HRSS confirmation, All Time Sheets Approved, All Time Sheets Approved Comments, Expense Approved, Expense Approved Comments, Project Related Material Returned, Project Related Material Due Amount, Project Returned Material Returned Comments, Client Access Revoked, Replacement Supervisor, Completed By, and Completed Date.

Resignation Process

This menu on the home page contains the following menu options for the Supervisor:

- ▶ Resignation Form
- ▶ My Information

Resignation Approval Process

The menu option contains a single menu item:

- ▶ Resignation Approval Form

Dues Clearance Process

It is important to provide the Supervisor Clearance for an employee. This can be done by accessing the 'Supervisor Clearance' menu option from the dropdown. This will direct user to the Supervisor Clearance screen.

Below image illustrates the Supervisor Clearance screen:



The screenshot shows a search interface for 'Supervisor Clearance'. At the top, it says 'Supervisor Clearance'. Below that, under 'Search criteria', there is a field labeled 'Employee Name (ID) | PERNER:' with an input box and a 'Search' button. A large empty rectangular area is shown below the search bar for displaying search results.

The fields available on the Supervisor Clearance screen are:

Search Criteria

- ▶ **Employee Name (ID):** Enter the **name or KIN ID** of an employee to search a particular employee and click the 'Search' button.

9 Functional Clearances

Clearances play a vital role when the employee separation is in process. They are done to ensure that no valuable assets that belong to the company remain with the employee and vice versa. The beauty of the application is that it covers all the possible clearances that might be applicable to the employee at the time of separation. Additionally, it is the best tool to track and handle the clearances.

This step is usually followed by the HRSS confirmation. If a request appears in the clearance queues, means that the HRSS confirmation has been done. Accordingly, after the approvals from all clearances have been completed will the employee be able to receive the separation documents, if applicable.

This section will cover each clearance type included in the application. Below listed are the clearances which will be described in detail in the following sub-sections:

1. Asset Management Clearance
2. EIS Clearance
3. **ICERS** Clearance
4. Learning and Development Clearance
5. Supervisor Clearance
6. Performance Management Clearance
7. Finance Clearance
8. Time Helpdesk Clearance
9. People Process Clearance
10. BUHR Clearance
11. Mobility Clearance

9.1 Asset Management Clearance

This clearance is for the Asset Management Team within Capgemini and is done by them. The request will be viewable in their 'Worklist' when they log into the application. [Click here to know more about the separation types that require Asset Management Clearance.](#)

Below image illustrates the Home page of the user responsible for doing the Asset Management Clearance:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Asset Management	5731	Log Details	Download Pending Details
Resignation	0	Log Details	Download Pending Details
Experience and Relieving Letter	0	Log Details	Download Pending Details
Notification Approval	0	Log Details	Download Pending Details
Resignation Clearance	0	Log Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application For Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BUHRs/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

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Home

The action items for Asset Management Clearance role are:

1. Asset Management

Asset Management Clearance

The requests related to company Desktops, Laptops, Hardware, and/or Software which have been allotted to employee which are to be returned back to the company are tracked here.

When the user clicks the Pending Count link, the user gets routed to the 'Asset Management Clearance' page. A list of employees for whom the Asset Management Clearance is to be done will be viewable.

Following screenshot illustrates the Asset Management Clearance screen:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Employee Clearance](#) | [Report Issues](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | Log out

Business Area	Employee Name (ID) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACIS	Employee Name ID	Pune	EndOfInternship	Not Available		HRSS Confirmed	10-Aug-2021
ACIS	Employee Name ID	Kolkata	EndOfInternship	Not Available		HRSS Confirmed	12-Aug-2021
ACIS	Employee Name ID	Chennai (ex Madras)	ReleaseContractor	Not Available		HRSS Confirmed	20-May-2020
ACIS	Employee Name ID	Hyderabad	ReleaseContractor	Not Available		HRSS Confirmed	31-May-2020
ACIS	Employee Name ID	Chennai (ex Madras)	ReleaseContractor	Not Available		HRSS Confirmed	15-Jun-2020
ACIS	Employee Name ID	Noida	Termination	Not Available		HRSS Confirmed	10-Jul-2020
ACIS	Employee Name ID	Gurgaon	Termination	Not Available		HRSS Confirmed	29-Sep-2020
ACIS	Employee Name ID	Kolkata	ReleaseContractor	Not Available		HRSS Confirmed	23-Oct-2020
ACIS	Employee Name ID	Kolkata	ReleaseContractor	Not Available		HRSS Confirmed	17-Oct-2020
ACIS	Employee Name ID	Kolkata	ReleaseContractor	Not Available		HRSS Confirmed	17-Oct-2020
ACIS	Employee Name ID	Kolkata	ReleaseContractor	Not Available		HRSS Confirmed	17-Oct-2020
ACIS	Employee Name ID	Kolkata	ReleaseContractor	Not Available		HRSS Confirmed	17-Oct-2020
ACIS	Employee Name ID	Noida	Deceased	Not Available		HRSS Confirmed	11-Nov-2020
ACIS	Employee Name ID	Chennai (ex Madras)	Resignation	10-Nov-2020		HRSS Confirmed	25-Nov-2020
ACIS	Employee Name ID	Bangalore	ReleaseContractor	Not Available		HRSS Confirmed	18-Nov-2020

1 2 3 4 5 >

Below is the description of the fields available on the Asset Management Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the ‘Search’ button to filter the search results.
- ▶ Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the Asset Management Clearance Form.

Asset Management Clearance Form

User needs to provide status on the assets, enter any amount that is due on employee, comments and ‘Submit’ the request. Below image illustrates the Asset Management Clearance Form:

The screenshot shows the ECMS Asset Management Clearance form. At the top, there's a header bar with the Capgemini logo and navigation links like 'Home', 'Resignation Process', 'Approval Process', etc. Below the header, the main form area has a title 'Asset Management Clearance'. It contains several sections for different asset types:

- Employee Information:** Employee Name (ID), User ID, Designation, Location, Supervisor, Assigned Supervisor, Organization, Project Name / Number, Global Date of Joining, Local Date of Joining, Super User, Assigned Super User, Supervisor Approval Status, Supervisor Approval Date, Hill Lead Approval Status, Hill Lead Approval Date, Location Of Transfer, BU HR Name.
- Assets:**
 - Desktop:** Status dropdown, Amount Due (INR) input field, Comments text area.
 - Laptop with accessories:** Status dropdown, Amount Due (INR) input field, Comments text area.
 - Hardware:** Status dropdown, Amount Due (INR) input field, Comments text area.
 - Software:** Status dropdown, Amount Due (INR) input field, Comments text area.
- Serial Numbers:** Asset Type dropdown, three Serial No. input fields.
- File Upload:** Choose File button, Add More button, Upload button.

At the bottom of the form are buttons for Save, Submit, Reset, Back, and Notify Employee.

This web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox.

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The basic information of the employee that is displayed at the top panel of the form is:
 Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The user has to perform the below mentioned task in the fields that are displayed below the employee information.

- ▶ The user can choose either status that may be applicable to the following:
 - Desktop
 - Laptop
 - Hardware
 - Software
 - Each of the above mentioned fields have a dropdown and the available statuses in this dropdown are: Returned, Not Returned, and Not Applicable. The assets can be in either of the status.
- ▶ **Amount:** This field is common to all the asset fields and the user can enter the due amount here.

- ▶ **Comments:** This field is also common to each of the asset fields and user comments can be entered here.
- ▶ A provision of saving the entered information has been given in this form. Use the ‘Save’ button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the ‘Submit’ button to successfully submit all your information.
- ▶ The ‘Reset’ button will reset the fields to blank.
- ▶ The ‘Back’ button will exit from the Asset Management Form and will take you back to the employee list.
- ▶ The ‘Notify Employee’ button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

The e-mail will be sent to the employee and the Supervisor of the employee, Asset Management login user, and the HRSS Off boarding Process will be copied in the mail.

Business Rules

- ▶ The Asset management screen has different views based on the separation types.

Request Submitted

- ▶ An e-mail notification is sent to the employee.
- ▶ An e-mail notification is sent to the payroll team in case a re-opened form is submitted.
- ▶ The request goes off from the ‘Pending’ queue and the record appears in the clear queue.

9.2 EIS Clearance

This form opens in the approval queue once HRSS Confirms the resignation. It is used for calculating the salary components of the employees. This clearance is done by the EIS Clearance Admin. The

PAN India

request will be viewable in their 'Worklist' when they log into the application. [Click here to know more about the separation types that require EIS Clearance.](#)

Below image illustrates the Home page of the EIS Clearance:

Home

The action items for EIS Clearance role are:

1. EIS

EIS Clearance

In this type of clearance, the user works on the salary components of the employee which includes the notice period days, net salary payable, etc. and provides the clearance.

When the user clicks the Pending Count link, the user gets routed to the 'EIS Clearance' page. A list of employees for whom the EIS Clearance is to be done will be viewable.

Following screenshot illustrates the EIS Clearance screen:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Home](#) [Resignation Process](#) [Approval Process](#) [Dues Clearance Process](#) [Policy](#) [Contact List](#) [Holiday List](#) [Support](#) [FAQ](#) [Log out](#)

 For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Business Area	Employee Name (Id) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACIS	[REDACTED]	Kolkata	EndOfInternship	Not Available	21-Apr-2020	Supervisor Approved	Not Available
ACISLHI	[REDACTED]	Hyderabad	PermanentTransfer	Not Available	29-Nov-2020	HRSS Confirmed	15-Dec-2020
ACISLHI	[REDACTED]	Hyderabad	Resignation	09-Feb-2021	27-Apr-2021	HRSS Confirmed	24-Feb-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	19-Feb-2021	19-May-2021	HRSS Confirmed	06-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	23-Feb-2021	24-May-2021	HRSS Confirmed	10-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	02-Mar-2021	31-May-2021	HRSS Confirmed	17-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	03-Mar-2021	31-May-2021	HRSS Confirmed	18-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	04-Mar-2021	01-Jun-2021	HRSS Confirmed	19-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	04-Mar-2021	01-Jun-2021	HRSS Confirmed	19-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	05-Mar-2021	02-Jun-2021	HRSS Confirmed	20-Mar-2021

EXIT CLEARANCE MANAGEMENT SYSTEM

[Home](#) [Resignation Process](#) [Approval Process](#) [Dues Clearance Process](#) [Policy](#) [Contact List](#) [Holiday List](#) [Support](#) [FAQ](#) [Log out](#)

 For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Business Area	Employee Name (Id) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACISLHI	[REDACTED]	Hyderabad	PermanentTransfer	Not Available	29-Nov-2020	HRSS Confirmed	15-Dec-2020
ACISLHI	[REDACTED]	Hyderabad	Resignation	09-Feb-2021	27-Apr-2021	HRSS Confirmed	24-Feb-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	19-Feb-2021	19-May-2021	HRSS Confirmed	06-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	23-Feb-2021	24-May-2021	HRSS Confirmed	10-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	02-Mar-2021	31-May-2021	HRSS Confirmed	17-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	03-Mar-2021	31-May-2021	HRSS Confirmed	18-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	04-Mar-2021	01-Jun-2021	HRSS Confirmed	19-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	04-Mar-2021	01-Jun-2021	HRSS Confirmed	19-Mar-2021
ACISLHI	[REDACTED]	Hyderabad	Resignation	05-Mar-2021	02-Jun-2021	HRSS Confirmed	20-Mar-2021

Below is the description of the fields available on the clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the 'Search' button to filter the search results.

- Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the EIS Dues Clearance Form.

EIS Dues Clearance Form

User needs to provide status on the salary payable to the employee based on the notice period of the employee that will be served. Below image illustrates the EIS Dues Clearance Form:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an Issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

EIS/HR Dues Clearance

Employee Name (ID):	Global Date of Joining :
Userid :	Local Date of Joining :
Designation: Consultant	Location: Hyderabad
SBU Name : DCX	Supervisor :
BU Name :	Assigned Supervisor: Not Available
Sub BU Name : DCX	Organization :
Separation / Transfer Type: PermanentTransfer	Supervisor Approval Status: Not Available
Separation Reason: Long term Transfer	Supervisor Approval Date: Not Available
Separation Sub Reason: Internal/Intercompany Transfer	HR Lead Approval Status: Not Available
Confirmed Resignation Date: Not Available	Location Of Transfer: Hyderabad
Confirmed Last Working Date: 29-Nov-2020	BU HR Name: [REDACTED]
Global Group ID :	
Notice Pay days To Employee :	
* Salary Payable (days) :	
Notice Pay days From Employee :	
* Amount :	
Comments :	
File Upload :	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add More"/> <input type="button" value="Upload"/>
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/> <input type="button" value="Notify Employee"/>	

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- The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date,

Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

- ▶ Following are the fields which are viewable below the employee information where user has to enter the information: Waiver of Notice Period, Number of Days, Reason, Notice Period Days to Employee, Salary Payable (days), Notice Pay Days from Employee, Comments, and File Upload.
- ▶ Upload button will upload the e-mail file that has been selected by the user using the 'Browse' button.
- ▶ A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Back' button will exit from the EIS Form and will take you back to the employee list.
- ▶ The 'Notify Employee' button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

The e-mail will be sent to the employee and the Supervisor of the employee, EIS login user, and the HRSS Off boarding Process will be copied in the mail.

Business Rules

Request Submitted

- ▶ An e-mail notification is sent to the employee.
- ▶ An e-mail notification is sent to the payroll team in case a re-opened form is submitted.
- ▶ The request goes off from the 'Pending' queue of the Approver.
- ▶ The Status of the Employee Clearance Form gets updated.

9.3 ICRES Clearance

This clearance is for the ICRES Team within Capgemini and is done by them. The request will be viewable in their 'Worklist' when they log into the application. The ICRES Clearance has been divided into parts which makes it easier for users of each department to individual clearance and helps completing the

clearance process smoothly. [Click here to know more about the separation types that require ICRES Clearance.](#)

Different ICRES Sub-Clearances are:

1. ICRES Amex
2. ICRES Access Card
3. ICRES Bus Pass
4. ICRES Chair Clearance

Each sub-clearance roles can be assigned to a single user or to different users. This role can be assigned by the Admin through the User Management Module. The Home page and the ICRES Clearance screen for all the above roles would be same with a minor difference in the ICRES Clearance Form for each of the roles.

This section will cover in detail how to use the ICRES Clearance Form for all the roles.

Below image illustrates the Home page of the user responsible for doing the ICRES Clearance:

Clearance Name	Pending List	Cleared	Pending
ICRES	5072	Log Details	Download Pending Details
Supervisor Approval	0	Not Available	Not Available
Supervisor Clearance	0	Log Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview with BUHR/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#).

For any technical/functional issues, please raise a service request on the : [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

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Home

The action items for ICRES Clearance role are:

1. ICRES

ICRES Clearance

The requests related to Amex Cards, Access Cards, Bus Pass, Drawer Keys, and Telephone Expense Recovery which have been allotted to employee and must be returned back to the company at the time of separation are tracked here.

When the user clicks the Pending Count link, the user gets routed to the ‘ICRES Clearance’ page. A list of employees for whom the ICRES Clearance is to be done will be viewable.

Note: The ICRES Clearance will be considered as completed for a particular employee when all the individual asset clearances (e.g., Amex Card, Bus Pass, etc,) have been done.

Following screenshot illustrates the Clearance screen:

Exit Auto Cleared Report		Employee FNF											
ICRES Status													
Pending Status													
FIELD	CLEARANCE STATUS	COMMENTS		SPOCLIST									
ICRES - Access Card	Pending	Not Available		Mohammed Tousif Akram(106911_IN), Pankaj Ninawwe(028236_IN), Rajesh Lakhabathini(114885_IN), Sandeep Thorat(028237_IN), Vikas Rode(547195)									
Cleared Status													
Subclearance	Field	Clearance Status	Amount Due / NO OF DAYS	Comments		Completed By	Completed Date						
ICRES - Bus Pass	ICRES - Bus Pass	NotApplicable	0	Amount Due Auto Fetched from Bus Pass		ECMS Admin (ECMS00_FS)	08 Dec 2022						
ICRES - Company Chair Recovery	ICRES - Company Chair Recovery	NotApplicable	0	Auto clearing		Mohammed Tousif Akram (106911_IN)	01 Dec 2022						

Below is the description of the fields available on the ICRES Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the ‘Search’ button to filter the search results.

Following are the fields that will be displayed in this screen: Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the GFM Clearance Form.

ICRES Clearance Form

User needs to provide status on the assets that are to be returned by the employee and ‘Submit’ the request. Below image illustrates the ICRES Clearance Form:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an issue" option.

Welcome Harish Kumar Kurup | Policy | Contact List | Holiday List | Support | FAQ | Log out

Home Resignation Process Approval Process Dues Clearance Process Admin Absconding Process System Administration

ICRES Clearance

Employee Name (ID): <input type="text" value="Harish Kumar Kurup"/>	Global Date of Joining: <input type="text" value="01-01-1985"/>
User Id: <input type="text" value="HRKURUP"/>	Local Date of Joining: <input type="text" value="01-01-1985"/>
Designation: Associate Consultant	Location: Pune
SBU Name: <input type="text" value="Information and Technology"/>	Supervisor: <input type="text" value="Ajay Patel"/>
BU Name: <input type="text" value="IT"/>	Assigned Supervisor: Not Available
Sub BU Name: <input type="text" value="Global Application"/>	Organization: Not Available
Separation / Transfer Type: Resignation	Supervisor Approval Status: SupervisorApproved
Separation Reason: Voluntary	Supervisor Approval Date: 05-Jul-2021
Separation Sub Reason: <input type="text" value="Resigned"/>	HR Lead Approval Status: Not Available
Confirmed Resignation Date: <input type="text" value="05-07-2021"/>	Location Of Transfer: Not Available
Confirmed Last Working Date: <input type="text" value="05-07-2021"/>	BU HR Name: <input type="text" value="Ajay Patel"/>
Global Group ID: <input type="text" value="G1"/>	

Access Card: --Select One--
Amount Due(IHR):
Comments:

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The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The user has to perform the below mentioned task in the fields that are displayed below the employee information.

ICRES Clearance – Amex Cards

- ▶ The user can choose either status that may be applicable to the Amex Card for that employee:

The screenshot shows the ECMS Exit Clearance Management System interface. At the top, there's a navigation bar with links like Home, Resignation Process, Approval Process, Dues Clearance Process, Admin, Absconding Process, and System Administration. Below this is a yellow banner with a message about reporting issues. The main content area is titled 'ICRES Clearance'. It contains a form with many input fields, some of which are populated with placeholder text. On the right side of the form, there's a large block of text containing various employee details such as Employee Name (ID), User ID, Designation, SBU Name, Global Date of Joining, Local Date of Joining, Location, etc. Below the form, there's a section for 'Amex Card' with dropdown menus for 'Amex Card' and 'Amount Due (INR)', a file upload area, and several buttons at the bottom labeled 'Save', 'Submit', 'Reset', 'Back', and 'Notify Employee'.

- Returned
- Not Returned
- Not Applicable

- ▶ **Amount:** This field is common to all the asset fields and the user can enter the due amount here.
- ▶ **Comments:** This field is also common to each of the asset fields and user comments can be entered here.
- ▶ A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Back' button will exit from the Asset Management Form and will take you back to the employee list.
- ▶ The 'Notify Employee' button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

- ▶ The e-mail will be sent to the employee and the Supervisor of the employee, Asset Management login user, and the HRSS Offboarding Process will be copied in the mail.

ICRES Clearance – Access Cards

- ▶ The user can choose either status from the Access Cards field that may be applicable to the Access Card for that employee:

- Returned
- Not Returned
- Not Applicable

ICRES Clearance – Bus Pass

- ▶ The user can choose either status from the Bus Pass field that may be applicable to the Bus Pass for that employee:

- Returned
- Not Returned
- Not Applicable

ICRES Clearance – Company Chair

- ▶ The user can choose either status from the Access Cards field that may be applicable to the Access Card for that employee:

- Returned
- Not Applicable
- Recovery

Global Group ID : 1349110 Case Manager : Nallam Krishna Sai Amulya (FG1388049)

<input type="checkbox"/>	Company Chair Recovery :	<input type="button" value="–Select One–"/>	Base Cost :	<input type="text"/>	Perquisite Tax Amount :	<input type="text"/>	Comments :	<input type="text"/>
File Upload : <input type="button" value="Choose File"/> No file chosen <div style="display: flex; justify-content: space-between;"> <input type="button" value="Add More"/> <input type="button" value="Upload"/> </div>								

Business Rules

Request Submitted

- ▶ An e-mail notification is sent to the employee only when all the ICRES Clearances have been completed.
- ▶ An e-mail notification is sent to the payroll team in case a re-opened form is submitted.
- ▶ Status of the Employee Clearance Form gets updated only if all the ICRES Clearances have been done.
- ▶ The request goes off from the 'Pending' queue of the ICRES Approver.

9.4 Learning and Development Clearance

This clearance is for the Learning & Development Team within Capgemini and is done by them. The request will be viewable in their 'Worklist' when they log into the application. [Click here to know more about the separation types that require Learning and development Clearance.](#)

The Learning and development has been divided into parts which makes it easier for users of each department to do individual clearance and helps completing the clearance process smoothly.

Different Learning and Development Sub-Clearances are:

1. L&D – Certification
2. L&D – Library

Each sub-clearance roles can be assigned to a single user or to different users. This role can be assigned by the Admin through the User Management Module. The Home page and the Learning and Development Clearance screen for all the above roles would be same with a minor difference in the Learning & Development Form for each of the roles.

Below image illustrates the Home page of the user responsible for doing the Learning and Development Clearance:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home | Resignation Process | Dues Clearance Process | Employee FNF | Transfer

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Finance	261	Log Details	Download Pending Details
Learning and Development	2728	Log Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different type of separations (Resignation/Termination/Contractors Release/Permanent Transfers/Retirement)
- Application for Resignation (Applicable only for Employee Resignation type of separation)
- Contact BHHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (Applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process function will be employees' responsibility
- Clearance of Financial Due to Finance
- Exit Interview by BHHR/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

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Capgemini

Home

The action items for Learning & Development role are:

1. Learning & Development

Learning & Development Clearance

The requests related to company Library and Certifications for the employee is tracked here.

When the user clicks the Pending Count link, the user gets routed to the 'Learning & Development Clearance' page. A list of employees for whom the Learning & Development Clearance is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home | Resignation Process | Dues Clearance Process | Employee FNF | Transfer

Learning & Development Clearance

Search criteria

Business Area	Employee Name ID / PERNR	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACIS	Employee Name ID / PERNR	Pune	EndOfInternship	Not Available	07-Apr-2020	HRSS Confirmed	10-Aug-2021
ACIS	Employee Name ID / PERNR	Kolkata	EndOfInternship	Not Available	21-Apr-2020	HRSS Confirmed	12-Aug-2021
ACIS	Employee Name ID / PERNR	Pune	NonPayrollDomesticTransfer	Not Available	06-Oct-2020	LnD Pending	06-Oct-2020
ACIS	Employee Name ID / PERNR	Pune	NonPayrollDomesticTransfer	Not Available	11-Nov-2020	LnD Pending	12-Nov-2020
ACIS	Employee Name ID / PERNR	Mumbai (ex Bombay)	Resignation	08-Apr-2021	11-Jan-2021	HRSS Confirmed	05-Aug-2021
ACIS	Employee Name ID / PERNR	Mumbai (ex Bombay)	Resignation	08-May-2021	11-Feb-2021	HRSS Confirmed	05-Aug-2021
ACIS	Employee Name ID / PERNR	Hyderabad	ReleaseContractor	Not Available	09-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Bangalore	ReleaseContractor	Not Available	11-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Pune	ReleaseContractor	Not Available	24-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Hyderabad	ReleaseContractor	Not Available	27-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Pune	ReleaseContractor	Not Available	30-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Kolkata	ReleaseContractor	Not Available	31-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Pune	ReleaseContractor	Not Available	31-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Pune	ReleaseContractor	Not Available	31-Mar-2021	HRSS Confirmed	13-May-2021
ACIS	Employee Name ID / PERNR	Bangalore	ReleaseContractor	Not Available	31-Mar-2021	HRSS Confirmed	13-May-2021

123456

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Capgemini

Below is the description of the fields available on the Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the 'Search' button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the Learning & development Clearance Form.

Learning & Development Clearance Form

User needs to provide status on the books or material issued from the library and the certification taken by the employees. If any amount is due to be paid by the employee if the books are not returned for the certification done can be tracked through this clearance form. There is auto feed from library application to ECMS if any books is taken by employee & not return yet.

Below image illustrates the Learning & Development Clearance Form:

The screenshot shows the 'Learning & Development Clearance' page. At the top, there's a navigation bar with links like Home, Resignation Process, Dues Clearance Process, Employee FNF, Transfer, and a yellow banner for reporting issues. Below the banner, the main form area has several sections:

- Employee Information:** Fields include Employee Name (ID), User ID, Designation (Associate Consultant), SBU Name, BU Name, Sub BU Name, Separation / Transfer Type (Resignation), Separation Reason (Voluntary), Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Global Group ID, Global Date of Joining, Local Date of Joining, Location (Pune), Supervisor, Assigned Supervisor (Not Available), Organization (Not Available), Supervisor Approval Status (Supervisor Approved), Supervisor Approval Date (05-Jul-2021), HR Lead Approval Status (Not Available), and Location Of Transfer (Not Available).
- Library Books:** A section for returning library books with dropdowns for 'Library books' and 'Amount Due (INR)'.
- Certifications:** A section for tracking certifications with dropdowns for 'Certification' and 'Amount Due (INR)'.
- Buttons at the bottom:** Save, Submit, Reset, Back, and Notify Employee.

The basic information of the employee that is displayed at the top panel of the form is: Employee ID,

Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The user has to perform the below mentioned task in the fields that are displayed below the employee information.

L&D Development - Certification

- ▶ The user can choose either status from the 'Certification' field that may be applicable to the Certification taken by the employee:
 - Applicable
 - Not Applicable
- ▶ User can view inputs from PICS application for dues, in-case if employee is eligible for due.
- ▶ The user can enter any other certification done by the employee in the 'Certification Other' field.

L&D Clearance – Library

- ▶ The user can choose either status from the 'Library Books' field that may be applicable to the Library Books issued by the employee:
 - Returned
 - Not Returned
 - Not Applicable

The user can enter any other library books issued by the employee in the 'Library Other' field.

- ▶ **Amount:** This field is used to enter the due amount.
- ▶ **Comments:** The user comments can be entered here.
- ▶ A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.

- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Back' button will exit from the Asset Management Form and will take you back to the employee list.
- ▶ The 'Notify Employee' button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

The e-mail will be sent to the employee and the Supervisor of the employee, Learning & Culture Management login user, and the HRSS Offboarding Process will be copied in the mail.

Business Rules

Request Submitted

- ▶ An e-mail notification is sent to the employee only when both the L&D Clearances have been completed.
- ▶ An e-mail notification is sent to the payroll team in case a re-opened form is submitted.
- ▶ Status of the Employee Clearance Form gets updated only if both the L&D Clearances have been done.
- ▶ The request goes off from the 'Pending' queue of the L&D Approver.

9.5 Supervisor Clearance

This clearance is for the Supervisor of the employee and is to be done by them. The request will be viewable in their 'Worklist' when they log into the application after the employee's separation request is the HRSS confirmation status. The HRMS Supervisor can view and approve the resignation through this form. [Click here to know more about the separation types that require a Supervisor Clearance.](#)

Below image illustrates the Home page of the Supervisor responsible for doing the Supervisor Clearance:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Absconding Process System Administration

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Supervisor Approval	9	Not Available	Not Available
Supervisor Clearance	9	See Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact Information Update (applicable only for early release and resignation)
- HRSS Confirmation on Separation from other departments/branches
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BLHRD/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the : [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

Capgemini

Home

The action items for Supervisor role are:

1. Supervisor Clearance

Supervisor Clearance

It is important for the Supervisor to perform all clearance formalities for the employee.

When the user clicks the Pending Count link, the user gets routed to the 'Supervisor Clearance' page. A list of employees for whom the Supervisor Clearance is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

Supervisor Clearance

Search criteria

Employee Name (ID) : PERNER

Business Area	Employee Name (ID)	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
FSBU	PERNER	Pune	Termination	Not Available	27-Aug-2014	Supervisor Clearance Pending	27-Aug-2014

Below is the description of the fields available on the Clearance screen:

Search Criteria

- Employee Name (ID): User can enter the name of the employee available in the list to narrow down the search.
- Click the 'Search' button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

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Employee Name ID* - It is a link in the application that routes to the Supervisor Clearance Form.

Supervisor Clearance Form

The Supervisor needs to provide status on the project related material which were assigned to the employee, any expenses pending to be cleared, whether all time sheets have been duly submitted and approved, and all access pertaining to the client has been removed to ensure security of the critical data. There is feed from time card application which shows whether time sheets are approved for employee for required period. Below image illustrates the Supervisor Clearance Form:

The screenshot shows the 'Supervisor Clearance' page of the ECMS system. At the top, there's a yellow banner with a message about reporting issues. Below it is a blue header bar with navigation links: Home, Resignation Process, Approval Process, Ours Clearance Process, Admin, Reports, Absconding Process, and System Administration. The main content area is titled 'Supervisor Clearance'. It contains several groups of input fields:

- Employee Information:** Employee Name (ID), Userid, Designation (Associate consultant), SBU Name, BU Name (Not Available), Sub BU Name (Not Available), Separation / Transfer Type, Separation Reason (Termination), Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Global Group ID.
- Supervisor Approval:** Global Date of Joining, Local Date of Joining, Location (Pune), Supervisor, Assigned Supervisor (Not Available), Organization, Supervisor Approval Status (Not Available), Supervisor Approval Date, HR Lead Approval Status, HR Lead Approval Date, Location Of Transfer, BU HR Name.
- Project Assets:** Project Related Material Returned (Yes/No), Shift Allowance (BSv) (Yes/No), Amount Due (INR).
- Time Sheets:** All Timesheets Approved (Yes/No), Comments.
- Expenses:** Expense Approved (Yes/No), Comments.
- Access:** Client Access Revoked (Yes/No), Recovery On Travel Contract (Yes/No).

At the bottom of the form are five buttons: Save, Submit, Reset, Back, and Notify Employee.

The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

- ▶ The Supervisor has to perform the below mentioned task in the fields that are displayed below the employee information.
- ▶ The user can choose either status from the 'Project Related Material Returned' field that may be applicable to the project assets issued to the employee:

- Yes

- No
 - Not Applicable
- The user can choose either status from the 'Time Sheets Approved' field that may be applicable to the time sheets to be filled by the employee:
- Yes
 - No
- The user can choose either status from the 'Expense Approved' field that may be applicable to the expenditure made by the employee:
- Yes
 - No
 - Not Applicable
- This field is to maintain security of the client data and it is very important to revoke client access when the system is being returned back. The user can choose either status from the 'Client Access Revoked' field if the employee is working for the clients:
- Yes
 - No
- The user can choose either value from the 'Shift Allowance' field that is applicable for BSv employee only:
- Yes
 - No
 - Not Applicable
- **Amount:** This field is used to enter the due amount.
- **Comments:** The user comments can be entered here.
- A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.

- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Back' button will exit from the Supervisor clearance Form and will take you back to the employee list.
- ▶ The 'Notify Employee' button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

The e-mail will be sent to the employee and the Supervisor of the employee and the HRSS Offboarding Process will be copied in the mail.

Business Rules

Request Submitted

- ▶ An e-mail notification is sent to the employee when the Supervisor Clearances has been completed.
- ▶ Status of the Employee Clearance Form gets updated.
- ▶ The request goes off from the 'Pending' queue of the Supervisor.
- ▶ For ACIS employee Submit clearance button is enable only if time sheets are submitted & approved in time card application. [time sheets for last 6 months from LWD month]

9.6 Performance Management Clearance

This clearance is applicable for resignation, retirement, ACIS Transfer, FS transfer, BSv transfer, Long term transfer, non payroll domestic transfer & probation not confirmed separation type. The request will be viewable in 'Worklist' of the users having the PMD admin, when they log into the application after the employee's separation request is the HRSS confirmation status. The form is available to the Performance Management Admin. Performance clearance is automatically done if resigned employee is not appraiser. Else if he/she is appraiser then PMD admin has to submit clearance manually.

Below image illustrates the Home page of the Admin responsible for doing the Performance Management Clearance:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Home](#) | [Logout](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#)

For ECMS related issues kindly raise incident in ServiceCentral and select "Report an issue" option.

Home	Resignation Process	Approval Process	Dues Clearance Process	Admin	Reports	Absconding Process	System Administration																																												
Exit Clearance Management System																																																			
<table border="1"> <thead> <tr> <th>Clearance Name</th> <th>Pending List</th> <th>Cleared</th> <th>Pending</th> </tr> </thead> <tbody> <tr> <td>BU HR Admin</td> <td>21</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> <tr> <td>BU HR Approval</td> <td>9</td> <td>Not Available</td> <td>Download Pending Details</td> </tr> <tr> <td>EIS/HR</td> <td>35</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> <tr> <td>Final Clearance</td> <td>22</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> <tr> <td>HRSS Confirmation Admin</td> <td>9</td> <td>Not Available</td> <td>Download Pending Details</td> </tr> <tr> <td>Learning and Development</td> <td>27</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> <tr> <td>Mobility Admin</td> <td>29</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> <tr> <td>People Process/HR</td> <td>33</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> <tr> <td>Performance Management</td> <td>6</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> <tr> <td>Supervisor Clearance</td> <td>11869</td> <td>Log Details</td> <td>Download Pending Details</td> </tr> </tbody> </table>								Clearance Name	Pending List	Cleared	Pending	BU HR Admin	21	Log Details	Download Pending Details	BU HR Approval	9	Not Available	Download Pending Details	EIS/HR	35	Log Details	Download Pending Details	Final Clearance	22	Log Details	Download Pending Details	HRSS Confirmation Admin	9	Not Available	Download Pending Details	Learning and Development	27	Log Details	Download Pending Details	Mobility Admin	29	Log Details	Download Pending Details	People Process/HR	33	Log Details	Download Pending Details	Performance Management	6	Log Details	Download Pending Details	Supervisor Clearance	11869	Log Details	Download Pending Details
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Mobility Admin	29	Log Details	Download Pending Details																																																
People Process/HR	33	Log Details	Download Pending Details																																																
Performance Management	6	Log Details	Download Pending Details																																																
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The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Due by Finance
- Exit Interview by BUHR/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the : [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

**Home**

The action items for Admin role for the Performance Management Clearance are: Performance Management

Performance Management Clearance

It is important for the Admin to perform all clearance formalities related to the project exit interview of the employee.

When the user clicks the Pending Count link, the user gets routed to the 'Performance Management Clearance' page. A list of employees for whom the Performance Management Clearance is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Helpdesk Management System](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Log out](#)

For ECMS related issues kindly raise Incident in ServiceCentral and select "Report an Issue" option.

[Home](#) [Resignation Process](#) [Approval Process](#) [Dues Clearance Process](#) [Admin](#) [Reports](#) [Absconding Process](#) [System Administration](#)

Performance Management Status

Pending Status

No records found

Cleared Status

Subclearance	Field	Clearance Status	Amount Due / NO_OF_DAYS	Comments	Completed By	Completed Date
Performance Management	Reason For Completing Project: Exit Interview	Self Only		Auto Clearance	[REDACTED]	24 Aug 2021
Performance Management	Project Exit Interview date of completion	24-Aug-2021		Auto Clearance	[REDACTED]	24 Aug 2021

[Back](#)

EXIT CLEARANCE MANAGEMENT SYSTEM

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[Home](#) [Resignation Process](#) [Approval Process](#) [Dues Clearance Process](#) [Admin](#) [Reports](#) [Absconding Process](#) [System Administration](#)

Performance Management Clearance

Search criteria

Employee Name (ID) PERNER	Search
Employee Name (ID) PERNER	<input type="button" value="Search"/>

Business Area	Employee Name (ID) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACISLHI	[REDACTED]	Bangalore	Resignation	09-Jul-2020	09-Jul-2020	HRSS Confirmed	09-Jul-2020
ACISLHI	[REDACTED]	Hyderabad	Sabbatical Leave	21-Jul-2021	20-Jul-2021	HRSS Confirmed	20-Jul-2021
ACISLHI	[REDACTED]	Hyderabad	Sabbatical Leave	22-Jul-2021	21-Jul-2021	HRSS Confirmed	21-Jul-2021
ACISLHI	[REDACTED]	Hyderabad	Sabbatical Leave	23-Jul-2021	22-Jul-2021	HRSS Confirmed	22-Jul-2021
ACISLHI	[REDACTED]	Hyderabad	Sabbatical Leave	31-Aug-2021	30-Aug-2021	HRSS Confirmed	22-Jul-2021
ACISLHI	[REDACTED]	Hyderabad	Sabbatical Leave	31-Aug-2021	30-Aug-2021	HRSS Confirmed	22-Jul-2021

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox



Below is the description of the fields available on the Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the 'Search' button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the PMD Clearance Form.

Performance Management Clearance Form

The team needs to provide status on the exit interview which the employee needs to undergo when he/she is getting released from the project. Below image illustrates the Talent Management Clearance Form:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

Performance Management Clearance

Employee Name (ID): Employee Name ID	User Id: User ID	Global Date of Joining: 31-May-2016
Designation: Senior Manager	Local Date of Joining: 01-Jan-2019	Location: Bangalore
SBU Name: SBU Name	Supervisor: Supervisor Name	Assigned Supervisor: Assigned Supervisor Name
BU Name: BU Name	Organization: INB32018	Supervisor Approval Status: SupervisorApproved
Sub BU Name: Sub BU Name	Supervisor Approval Date: 09-Jul-2020	HR Lead Approval Status: Not Available
Separation / Transfer Type: Resignation	Confirmed Resignation Date: 09-Jul-2020	Location Of Transfer: Not Available
Separation Reason: Involuntary	Confirmed Last Working Date: 09-Jul-2020	BU HR Name: BU HR Name
Separation Sub Reason: InterCo./CrossCountry Transfer	Global Group ID: Global Group ID	
Comments:		
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/> <input type="button" value="Notify Employee"/>		

The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The Admin has to perform the below mentioned task in the fields that are displayed below the employee information.

- ▶ The user can choose either status from the 'Reason for Completing Project Exit Interview' field that may be applicable to the exit interview given by the employee:

- Self Only
- For Self and Reportees
- For Reportees Only
- Not Completed

- ▶ The user can choose the date on which the interview was scheduled using the Calendar icon appearing next to the 'Project Exit Interview Date of Completion' field.
- ▶ **Comments:** The user comments can be entered here.
- ▶ A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.

The ‘Reset’ button will reset the fields to blank.

- ▶ The ‘Back’ button will exit from the PMD Management Form and will take you back to the employee list.
- ▶ The ‘Notify Employee’ button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

The e-mail will be sent to the employee and the Supervisor of the employee, Performance Management login user and the HRSS Off boarding Process will be copied in the mail.

Business Rules

Request Submitted

- ▶ An e-mail notification is sent to the employee when the Performance Management Clearance has been completed.
- ▶ An e-mail notification is sent to the payroll team in case a re-opened form is submitted.
- ▶ Status of the Employee Clearance Form gets updated if the Performance Management Clearance has been done.
- ▶ The request goes off from the ‘Pending’ queue of the Performance Management Admin.

9.7 Finance Clearance

This clearance is for the Finance Admin Team within Capgemini and is done by them. The request will be viewable in their ‘Worklist’ when they log into the application. [Click here to know more about the separation types that require Finance Clearance.](#)

The Finance Clearance has been divided into parts which makes it easier for users of each department to do individual clearance and helps completing the clearance process smoothly.

Different Finance Sub-Clearances are:

1. Finance - Admin
2. Finance - Housing Advance and Foreign Exchange (Forex)
- 3. Finance – Relocation**
4. Finance - Payroll



Each sub-clearance roles can be assigned to a single user or to different users. This role can be assigned by the Admin through the User Management Module. The Home page and the Finance Clearance screen for all the above roles would be same with a minor difference in the Finance Clearance Form for each of the roles.

Below image illustrates the Home page of the Finance Clearance:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home Resignation Process Dues Clearance Process

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Finance	6784	Leg Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BUHRs/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the : [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

 This is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

Capgemini

Home

The action items for Finance Clearance Admin are:

1. Finance

Finance Clearance

The requests related to housing, foreign exchange, and relocation of the employee is tracked here.

When the user clicks the Pending Count link, the user gets routed to the 'Finance Clearance' page. A list of employees for whom the Finance Clearance is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

Below is the description of the fields available on the Clearance screen:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Helpdesk](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Log out](#)

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Business Area	Employee Name (Id) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACIS	Shrikant Chaudhari (ex-Bombay)	Mumbai (ex Bombay)	Resignation	28-Dec-2020	26-May-2021	HRSS Confirmed	12-Jan-2021
FSSBU	Rakesh Chaudhari (ex-Bombay)	Noida	Resignation	04-Feb-2021	04-May-2021	Finance Pending	19-Feb-2021
ACIS	Prashant Chaudhari (ex-Bombay)	Mumbai (ex Bombay)	Resignation	09-Feb-2021	10-May-2021	HRSS Confirmed	24-Feb-2021
FSSBU	Parvathy Vadivel (ex-Bombay)	Bangalore	Resignation	09-Feb-2021	10-May-2021	HRSS Confirmed	24-Feb-2021
ACIS	Mohamed Ishaque (ex-Bombay)	Bangalore	Resignation	09-Feb-2021	10-May-2021	HRSS Confirmed	24-Feb-2021
ACIS	Kiran Chaudhari (ex-Bombay)	Bangalore	Resignation	10-Feb-2021	10-May-2021	HRSS Confirmed	25-Feb-2021
ACIS	Jasmine Chaudhari (ex-Bombay)	Bangalore	Resignation	10-Feb-2021	10-May-2021	HRSS Confirmed	25-Feb-2021
Raelle	Raelle Ravi (ex-Bombay)	Mumbai (ex Bombay)	Resignation	10-Feb-2021	10-May-2021	HRSS Confirmed	25-Feb-2021
FSSBU	Avina Chaudhari (ex-Bombay)	Mumbai (ex Bombay)	Resignation	10-Feb-2021	10-May-2021	HRSS Confirmed	25-Feb-2021
ACIS	Deepak Shinde (ex-Bombay)	Mumbai (ex Bombay)	Resignation	10-Feb-2021	30-Jul-2021	HRSS Confirmed	25-Feb-2021

Search Criteria

Employee Name (ID): User can enter the name of the employee available in the list to narrow down the search.

- Click the 'Search' button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the Finance Clearance Form.

Finance Clearance Form

User needs to provide employee's relocation and housing related statuses if they are applicable to the employee. Below image illustrates the Finance Clearance Form:

►

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an Issue" option.

[Home](#) [Resignation Process](#) [Dues Clearance Process](#)

Finance Clearance

Employee Name (ID): Akash Chowdhury	Userid: akash	Global Date of Joining: 2012-01-01
Designation: Senior Consultant	Local Date of Joining: 2012-01-01	Location: Mumbai (ex Bombay)
SBU Name: SBU 01	Supervisor: Not Available	Assigned Supervisor: Not Available
BU Name: BU 01	Organization: Not Available	Organization: Not Available
Sub BU Name: Sub BU 01	Supervisor Approval Status: SupervisorApproved	Supervisor Approval Date: 12-Jan-2021
Separation / Transfer Type: Resignation	HR Lead Approval Status: Not Available	HR Lead Approval Date: Not Available
Separation Reason: Personal reasons	Location Of Transfer: Not Available	
Separation Sub Reason: Personal		
Confirmed Resignation Date: 2021-05-26		
Confirmed Last Working Date: 26-May-2021		
BU HR Name: Rajeshwari		
Global Group ID: G1		
No. of years of Service: 1		

Inputs for Earnings

Housing Int Sub. Amount (INR) <input type="text"/>	Effective from date <input type="text"/>	Comments <input type="text"/>
Vehicle Int Sub. Amount (INR) <input type="text"/>	Effective from date <input type="text"/>	
General Int Sub. Amount (INR) <input type="text"/>	Effective from date <input type="text"/>	
Processing Charges Amount (INR) <input type="text"/>	Effective from date <input type="text"/>	
Others Amount (INR) <input type="text"/>	Effective from date <input type="text"/>	

Inputs for Deductions

* Kit Allowance Cost Recovery <input type="text"/> Select	Amount Due(INR) <input type="text"/>	Comments <input type="text"/>
* LTA <input type="text"/> Select	Amount Due(INR) <input type="text"/>	Comments <input type="text"/>
* Telephone Recovery <input type="text"/> Select	Amount Due(INR) <input type="text"/>	Comments <input type="text"/>
* Deduction Others <input type="text"/> Select	Amount (INR) <input type="text"/>	Comments <input type="text"/>
* Housing Advance <input type="text"/> Select	Amount Due(INR) <input type="text"/>	Comments <input type="text"/>
* Foreign Exchange <input type="text"/> Select	Amount Due(INR) <input type="text"/>	Comments <input type="text"/>
Relocation Cost(Finance) From PiCS(INR):		
* Relocation Cost(Finance) <input type="text"/> Select	Amount Due(INR) <input type="text"/>	Comments <input type="text"/>

[Save](#) [Submit](#) [Reset](#) [Back](#) [Notify Employee](#)

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

[Capgemini](#)

The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type,

Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The user has to perform the below mentioned task in the fields that are displayed below the employee information.

Finance Clearance – Admin

There are two sections which are viewable on the Finance Clearance Form when the Admin logs into the application: Inputs for Earnings and Inputs for Deductions.

Inputs for Earnings

- ▶ The user can enter amount into the following fields that may be applicable to the employee:
 - Housing Int Sub. Amount (Rs.)
 - Vehicle Int Sub. Amount (Rs.)
 - General Int Sub. Amount (Rs.)
 - Processing Chrgs Amount (Rs.)
 - Other Amount (Rs.)

For all of the above charges applicable, user can choose an effective date using the Calendar icon in the ‘Effective From Date’ field. This field is viewable next to each of the above mentioned fields.

Inputs for Deductions

- ▶ The user can choose either status from the None, Yes, and Not Applicable for the following fields:
 - LTA
 - Telephone Recovery
 - KIT allowance cost
 - Others



Finance Clearance – Housing and Foreign Exchange

- The user can choose either status from the ‘Housing Advance’, ‘Foreign Exchange’ field that may be applicable to the housing facilities provided to the employee:

- None
- Yes
- Not Applicable

Finance Clearance – Relocation

- The user can choose either status from the ‘Relocation Cost’ field that may be applicable to the relocation cost applicable to the employee:

- None
- Yes
- Not Applicable

Finance Clearance – Payroll

PAN India

- ▶ The user can choose either status from the None, Yes, and Not Applicable for the following fields:
 - Overpayment/Advance Salary
 - Reimbursement
 - Joining Bonus Recovery
 - OAAR
 - Outstanding Settling allowances
 - Outstanding Prepaid Variable Bonus
 - Relocation Cost (Payroll)
- ▶ **Amount:** This field is used to enter the due amount.
- ▶ **Comments:** The user comments can be entered here.
- ▶ A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Back' button will exit from the Asset Management Form and will take you back to the employee list.
- ▶ The 'Notify Employee' button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

The e-mail will be sent to the employee and the Supervisor of the employee, Finance login user, and the HRSS Off-boarding Process will be copied in the mail.

Business Rules

Request Submitted

- ▶ An e-mail notification is sent to the employee only when the three sub-clearances have been completed.
- ▶ An e-mail notification is sent to the payroll team in case a re-opened form is submitted.

- ▶ Status of the Employee Clearance Form gets updated only if all the three Finance Clearances have been done.
- ▶ The request goes off from the ‘Pending’ queue of the Finance Approver.

9.8 Time Helpdesk Clearance

This clearance is for the Time Helpdesk Team within Capgemini and is done by them. The request will be viewable in their ‘Worklist’ when they log into the application. It is viewable to the Time Helpdesk Admin. [Click here to know more about the separation types that require Time Helpdesk Clearance.](#)

There is auto clearance for ACIS employee for time help desk. Check of 6 month criteria is applied for time sheets. Employee’s time sheets are needs to be submitted/ approved for last 6 month since LWD month. **For FS/ BSv this clearance is manual.**

Below image illustrates the Home page of the user responsible for doing the Time Helpdesk Clearance:

Home

The action items for Time Helpdesk Admin role are:

1. Time Helpdesk

Time Helpdesk Clearance

The requests related to company time and expenses for the employee are tracked here.

When the user clicks the Pending Count link, the user gets routed to the ‘Time Helpdesk Clearance’ page. A list of employees for whom the Time Helpdesk Clearance is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

The screenshot shows the 'Dues Clearance Process' section of the ECMS system. At the top, there's a header bar with links for 'Home', 'Resignation Process', 'Dues Clearance Process' (which is the active tab), and 'Admin'. Below the header is a yellow banner with the text 'For ECMS related issues kindly raise incident in ServiceCentral and select "Report an issue" option.' The main content area is titled 'People Process/HR Clearance' and contains a 'Search criteria' section with a search bar for 'Employee Name (ID) | PERNR:' and a 'Search' button. Below this is a table listing employee details:

Business Area	Employee Name (Id) PERNR	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
BSV	Employee Name ID 1	Pune	Resignation	15-Jan-2018	17-Jan-2018	People Process Reopened	31-Jan-2019
BSV	Employee Name ID 2	Hyderabad	Resignation	04-Jan-2018	19-Jan-2018	HRSS Confirmed	30-Jan-2019
BSV	Employee Name ID 3	Chennai (ex Madras)	Resignation	23-Mar-2018	23-Mar-2018	HRSS Confirmed	24-Mar-2018
BSV	Employee Name ID 4	Bangalore	Resignation	23-Mar-2018	23-Mar-2018	HRSS Confirmed	24-Mar-2018
BSV	Employee Name ID 5	Noida	Resignation	18-May-2018	18-May-2018	People Process Pending	18-May-2018
BSV	Employee Name ID 6	Noida	Resignation	29-May-2018	29-May-2018	HRSS Confirmed	04-Sep-2018
BSV	Employee Name ID 7	Bangalore	PermanentTransfer	Not Available	04-Jun-2018	HRSS Confirmed	03-Aug-2018
BSV	Employee Name ID 8	Bangalore	Termination	Not Available	25-Jun-2018	HRSS Confirmed	31-Jan-2019
BSV	Employee Name ID 9	Bangalore	Resignation	25-Jun-2018	25-Jun-2018	HRSS Confirmed	01-Sep-2018
BSV	Employee Name ID 10	Chennai (ex Madras)	Resignation	05-Apr-2018	03-Jul-2018	HRSS Confirmed	18-Jun-2018

Below is the description of the fields available on the Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the ‘Search’ button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the Time Helpdesk Clearance Form.

Time Helpdesk Clearance Form

Below image illustrates the Time Helpdesk Clearance Form:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Home](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Log out](#)

For ECMS related issues kindly raise incident in ServiceCentral and select "Report an Issue" option.

People Process/HR Clearance																					
Employee Name (ID): <input type="text"/> Userid: <input type="text"/> Designation: <input type="text"/> SBU Name: <input type="text"/> BU Name: <input type="text"/> Sub BU Name: <input type="text"/> Separation / Transfer Type: <input type="text"/> Separation Reason: <input type="text"/> Separation Sub Reason: <input type="text"/> Confirmed Resignation Date: <input type="text"/> Confirmed Last Working Date: <input type="text"/> Global Group ID: <input type="text"/>	Global Date of Joining: <input type="text"/> Local Date of Joining: <input type="text"/> Location: <input type="text"/> Supervisor: <input type="text"/> Assigned Supervisor: <input type="text"/> Organization: <input type="text"/> Supervisor Approval Status: <input type="text"/> Supervisor Approval Date: <input type="text"/> HR Lead Approval Status: <input type="text"/> Location Of Transfer: <input type="text"/> BU HR Name: <input type="text"/>																				
LMS Details: <table border="1"> <thead> <tr> <th>Description</th> <th>Effective Leave Days</th> </tr> </thead> <tbody> <tr><td>Balance From Previous Year</td><td>0</td></tr> <tr><td>Leave Credited</td><td>0</td></tr> <tr><td>Leave Credited in LWD month</td><td>0</td></tr> <tr><td>Leave Taken till date</td><td>0</td></tr> <tr><td>Total LWP Leave</td><td>0</td></tr> <tr><td>Unauthorized Absence Leaves</td><td>0</td></tr> <tr><td>No. of Encashment Days</td><td>0</td></tr> <tr><td>Encashment Days Lapsed (if any)</td><td>0</td></tr> <tr><td>Final No. of Encashment Days</td><td>0</td></tr> </tbody> </table> *Leave Encashment days: <input type="text"/> *Leave Without pay: <input type="text"/> Comments: <input type="text"/> File Upload: <input type="file"/> Choose File <input type="button" value="Add More"/> <input type="button" value="Upload"/>		Description	Effective Leave Days	Balance From Previous Year	0	Leave Credited	0	Leave Credited in LWD month	0	Leave Taken till date	0	Total LWP Leave	0	Unauthorized Absence Leaves	0	No. of Encashment Days	0	Encashment Days Lapsed (if any)	0	Final No. of Encashment Days	0
Description	Effective Leave Days																				
Balance From Previous Year	0																				
Leave Credited	0																				
Leave Credited in LWD month	0																				
Leave Taken till date	0																				
Total LWP Leave	0																				
Unauthorized Absence Leaves	0																				
No. of Encashment Days	0																				
Encashment Days Lapsed (if any)	0																				
Final No. of Encashment Days	0																				
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/> <input type="button" value="Notify Employee"/>																					

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox


The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The user has to perform the below mentioned task in the fields that are displayed below the employee information.

Time Helpdesk Clearance

- ▶ The user can choose either status from the 'Time & Expense Approval' field that may be applicable to the employee:
 - Approved

Not Approved

- ▶ **Comments:** The user comments can be entered here.
- ▶ A provision of saving the entered information has been given in this form. Use the ‘Save’ button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the ‘Submit’ button to successfully submit all your information.
- ▶ The ‘Reset’ button will reset the fields to blank.
- ▶ The ‘Back’ button will exit from the Time help desk Form and will take you back to the employee list.
- ▶ Timecard Help desk Clearance is auto cleared for all separation types. This is cleared once the Employee submit timecard details in Timecard application.
- ▶ The ‘Notify Employee’ button when clicked will open the Microsoft Outlook page where the user can write an e-mail to employee for sending out any important notification.

The e-mail will be sent to the employee and the Supervisor of the employee, Time Helpdesk login user, and the HRSS Off-boarding Process will be copied in the mail.

Business Rules

Request Submitted

- ▶ An e-mail notification is sent to the employee when the Time Helpdesk Clearance has been completed.
- ▶ An e-mail notification is sent to the payroll team in case a re-opened form is submitted.
- ▶ The request goes off from the ‘Pending’ queue of the Time Helpdesk Approver.

9.9 People Process/HR Clearance

This clearance is for the People Process Team within Capgemini and is done by them. The request will be viewable in their ‘Worklist’ when they log into the application. There is a dependency of this clearance on the Time Helpdesk Clearance. But there is no any system check on time help desk clearance. [Click here to know more about the separation types that require the People Process Clearance.](#)

Below image illustrates the Home page of the user responsible for doing the People Process Clearance:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Employee Master Form](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | Log out

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
BU HR Admin	21 Log Details	Download Pending Details	
BU HR Approval	9 Not Available		Not Available
EIS/HR	35 Log Details	Download Pending Details	
Final Clearance	22 Log Details	Download Pending Details	
HRSS Confirmation Admin	9 Not Available		Not Available
Learning and Development	27 Log Details	Download Pending Details	
Mobility Admin	29 Log Details	Download Pending Details	
People Process/HR	33 Log Details	Download Pending Details	
Performance Management	6 Log Details	Download Pending Details	
Supervisor Clearance	11869 Log Details	Download Pending Details	

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Due by Finance
- Exit Interview by BUHR/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the : [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

This is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

 Capgemini

Home

The action items for People Process role are:

1. People Process

People Process Clearance

The clearance requests related to shift allowances and leave encashment of the employee are tracked here.

When the user clicks the Pending Count link, the user gets routed to the 'People Process Clearance' page. A list of employees for whom the People Process Clearance is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Report an Issue](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Log out](#)

Business Area	Employee Name (Id) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACISLHI	Employee Name ID	Hyderabad	Termination	Not Available	27-Nov-2019	HRSS Confirmed	27-Nov-2019
ACISLHI	Employee Name ID	Hyderabad	Termination	Not Available	27-Nov-2019	HRSS Confirmed	27-Nov-2019
ACISLHI	Employee Name ID	Hyderabad	Termination	Not Available	27-Nov-2019	HRSS Confirmed	27-Nov-2019
ACISLHI	Employee Name ID	Hyderabad	Termination	Not Available	27-Nov-2019	HRSS Confirmed	27-Nov-2019
ACISLHI	Employee Name ID	Hyderabad	PermanentTransfer	Not Available	29-Nov-2020	HRSS Confirmed	15-Dec-2020
ACISLHI	Employee Name ID	Hyderabad	Resignation	09-Feb-2021	27-Apr-2021	HRSS Confirmed	24-Feb-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	19-Feb-2021	19-May-2021	HRSS Confirmed	06-Mar-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	23-Feb-2021	24-May-2021	HRSS Confirmed	19-Mar-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	01-Mar-2021	28-May-2021	HRSS Confirmed	16-Mar-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	03-Mar-2021	31-May-2021	HRSS Confirmed	18-Mar-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	02-Mar-2021	31-May-2021	HRSS Confirmed	17-Mar-2021
ACISLHI	Employee Name ID	Hyderabad	Resignation	04-Mar-2021	01-Jun-2021	HRSS Confirmed	19-Mar-2021

Below is the description of the fields available on the Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the 'Search' button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the People Process Clearance Form.

People Process Clearance Form

User needs to provide status on the **shift allowances** and the leave encashment to be given to the employees. If any amount is due to be paid by the company can be tracked through this clearance form. Below image illustrates the People Process Clearance Form:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

People Process/HR Clearance

Employee Name (ID):	spoduri	Global Date of Joining :	29-Apr-2019
Userid:	spoduri	Local Date of Joining :	29-Apr-2019
Designation:	Consultant	Location:	Hyderabad
SBU Name:	GLOBAL INVENT - SBU	Supervisor:	Not Available
BU Name:	CG Invent LiquidHub_I	Assigned Supervisor:	Not Available
Sub BU Name:	NA_LIQUID_ANALYTICS	Organization:	INB4200
Separation / Transfer Type:	Termination	Supervisor Approval Status:	Not Available
Separation Reason:	Termination	Supervisor Approval Date:	Not Available
Separation Sub Reason:	Job Abandonment	HR Lead Approval Status:	Not Available
Confirmed Resignation Date:	Not Available	Location Of Transfer:	Not Available
Confirmed Last Working Date:	27-Nov-2019	BU HR Name:	Aswini Reddy Kandula (170948_IN), Sumithra Kumaravelu (188284_IN)
Global Group ID:	1440904		

LMS Details :

Description	Effective Leave Days
Balance From Previous Year	0
Leave Credited	0
Leave Credited in LWD month	0
Leave taken till date	0
Total LWP Leave	0
Unauthorized Absence Leaves	0
No. of Encashment Days	0
Encashment Days Lapsed (if any)	0
Final No. of Encashment Days	0

*Leave Encashment days:

*Leave Without pay:

Comments :

File Upload: No file chosen

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The user has to perform the below mentioned task in the fields that are displayed below the employee information.

- ▶ The user can choose either status from the 'Shift Allowance' field that may be applicable to the shift allowance for the employee:
 - Applicable
 - Not Applicable

- ▶ The user must enter the number of days for which the leave encashment is to be done in the 'Leave Encashment (days)' field that may be applicable to the employee.
- ▶ **Amount:** This field is used to enter the amount.
- ▶ **Comments:** The user comments can be entered here.
- ▶ A provision of saving the entered information has been given in this form. Use the 'Save' button to save your entry and resume back to where you had left.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Back' button will exit from the People Process clearance Form and will take you back to the employee list.

Business Rules

Request Submitted

- ▶ Shift allowance data will be pulled from Shift application depending upon the approved date. Note that the Approved Date should be two months before the 'Last Working Date'.
- ▶ The leave encashment data will be pulled automatically in the field and the data will be populated from the PAN India LMS Application.
- ▶ An e-mail notification is sent to the employee when the People Process Clearance has been completed.

9.10 Mobility Clearance

This clearance is for the Mobility Team within Capgemini and is done by them. The request will be viewable in their 'Worklist' when they log into the application. It is viewable to the Mobility Admin. [Click here to know more about the separation types that require Mobility Clearance.](#)

Below image illustrates the Home page of the user responsible for doing the mobility Clearance:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Welcome Guest User](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Log out](#)

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an issue" option.

[Home](#) [Resignation Process](#) [Approval Process](#) [Dues Clearance Process](#) [Admin](#)

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Mobility Admin	498	Log Details	Download Pending Details
Supervisor Approval	0	Not Available	Not Available
Supervisor Clearance	0	Log Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BUHRs/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the : [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)



This page is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

Home

The action items for Mobility admin role are:

1. Mobility

Mobility Clearance

When the user clicks the Pending Count link, the user gets routed to the 'Mobility Clearance' page. A list of employees for whom the Mobility Clearance is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

[Home](#) [Resignation Process](#) [Approval Process](#) [Dues Clearance Process](#) [Admin](#)

Mobility Clearance

Search criteria

Employee Name (ID) | PERNER: [Search](#)

Business Area	Employee Name (ID) PERNER	Location	Separation Type	Separation Date	Last Working Date	Resignation Status	HRSS Confirmation Date
FSSBU	Hemalatha Balaji (10010000000000000000)	Bangalore	Resignation	07-Aug-2020	07-Aug-2020	HRSS Confirmed	30-Apr-2021
FSSBU	Hemalatha Balaji (10010000000000000001)	Chennai	Resignation	14-Aug-2020	14-Aug-2020	HRSS Confirmed	30-Apr-2021
FSSBU	Hemalatha Balaji (10010000000000000002)	Bangalore	Resignation	14-Aug-2020	14-Aug-2020	HRSS Confirmed	02-May-2021
FSSBU	Hemalatha Balaji (10010000000000000003)	Mumbai	Resignation	14-Aug-2020	14-Aug-2020	HRSS Confirmed	01-May-2021
FSSBU	Hemalatha Balaji (10010000000000000004)	Hyderabad	Resignation	17-Aug-2020	17-Aug-2020	HRSS Confirmed	30-Apr-2021
FSSBU	Hemalatha Balaji (10010000000000000005)	Pune	Resignation	17-Aug-2020	17-Aug-2020	HRSS Confirmed	30-Apr-2021
FSSBU	Hemalatha Balaji (10010000000000000006)	Pune	Resignation	20-Aug-2020	20-Aug-2020	HRSS Confirmed	30-Apr-2021
FSSBU	Hemalatha Balaji (10010000000000000007)	Pune	Resignation	21-Aug-2020	21-Aug-2020	HRSS Confirmed	02-May-2021
FSSBU	Hemalatha Balaji (10010000000000000008)	Hyderabad	Resignation	21-Aug-2020	21-Aug-2020	HRSS Confirmed	01-May-2021
FSSBU	Hemalatha Balaji (10010000000000000009)	Bangalore	Termination	N/A Available	24-Aug-2020	HRSS Confirmed	01-May-2021

Below is the description of the fields available on the Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the 'Search' button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the Mobility Clearance Form.

Mobility Clearance Form

User needs to provide mobility clearances to generate the final documents of the employee.

Below image illustrates the Mobility Clearance Form:

The screenshot shows the 'Mobility Clearance' section of the ECMS system. At the top, there's a header bar with links for Home, Resignation Process, Approval Process, Dues Clearance Process, Admin, and a user profile. Below the header, a yellow banner reads: 'For ECMS related issues kindly raise Incident in ServiceCentral and select "Report an issue" option.' The main form area has several input fields and dropdown menus. Key visible data includes:

- Employee Details:** Employee Name (ID), User Id, Designation (Senior Consultant), SBU Name, BU Name, Sub BU Name.
- Joining & Transfer Info:** Global Date of Joining, Local Date of Joining, Location (Bangalore), Supervisor (Not Available), Assigned Supervisor (Not Available), Organization.
- Separation Details:** Separation / Transfer Type (Resignation), Separation Reason (Resignation), Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date.
- Approval & Status:** Supervisor Approval Status (Not Available), Supervisor Approval Date, HR Lead Approval Status, Location Of Transfer, BU HR Name.
- Comments:** A large text area for comments.
- Action Buttons:** Save, Submit, Reset, Back, Notify Employee.

At the bottom left, a note says: 'This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox.'

The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

The user has to perform the below mentioned task in the fields that are displayed below the employee information.

- ▶ The user can choose either status from the 'Work permit & Visa cancellation' field that may be applicable to the employee's reason of separation:
 - Yes
 - No
- ▶ The user can choose either status from the 'Recovery against LOA/ Secondment' field that may be applicable to the employee's reason of separation
 - Yes
 - No
- ▶ Amount: This field is used to enter the amount.
- ▶ Employees must make sure to enter all the details required by the system. Once this done, click the 'Submit' button to successfully submit all your information.
- ▶ The 'Reset' button will reset the fields to blank.
- ▶ The 'Back' button will exit from the Mobility Management Form and will take you back to the employee list.
- ▶ Mobility Clearance is auto cleared for all Separation Types for Pan India Region.

9.11 Car Clearance

When the user clicks the Pending Count link, the user gets routed to the 'Car Clearance' page. A list of employees for whom the Car Clearance is to be done will be viewable.

Clearance Status

Function	Status	Dues Amount
Asset Management	Asset management Cleared	0.00
EIS/HR Clearance	EIS Due Reopened	2600.00
Supervisor Clearance	Pending	0.00
Finance	Pending	0.00
ICRES	ICRES Pending	0.00
Amex Card	Amex Card Reopened	0.00
Learning and Development	LnD Pending	0.00
People Process/HR	Pending	0.00
Performance Management	Performance Management Reopened	0.00
Car Lease Clearance	Car Lease Reopened	0.00
Time Helpdesk	Time Help Desk Reopened	0.00
Mobility Clearance	Mobility Cleared	0.00
	Total	2600.00

EXIT CLEARANCE MANAGEMENT SYSTEM

Welcome Mohammed Tousif Akram | Policy | Contact List | Holiday List | Support | FAQ | Log out

Smart Services Desk

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an Issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration Reports_APAC

Exit Auto Cleared Report Employee FNF

Car Lease Clearance Status

Pending Status

FIELD	CLEARANCE STATUS	COMMENTS	SPOCLIST
CarLease Clearance	Pending	Not Available	Annie Harris(110589_IN), ARUNKUMAR S(FG75007953), Kavya B D(46296277), Mohammed Tousif Akram(106911_IN)

Cleared Status

Car Clearance admin can select the required input and give the clearance.

Global Group ID : 1236804 Case Manager : NAMITHA J (FG75014128)

<input type="checkbox"/>	* Car Lease :	--Select One-- --Select One-- Select Yes No Not Applicable	Amount Due(INR) :		Comments :
File Upload :		<input type="button" value="Add More"/> <input type="button" value="Upload"/>			
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/> <input type="button" value="Notify Employee"/>					

9.12 Final Clearance

The ‘Final Clearance’ is the last clearance in the ECMS flow. This clearance is meant to be done by the user having the role as ‘Final Clearance’. The request will be viewable in their ‘Worklist’ when they log into the application.

[Click here to know more about the separation types that require Final Clearance.](#)

Below image illustrates the Final Clearance Home page:

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise incident in [ServiceCentral](#) and select "Report an Issue" option.

Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration

Absconding process

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Final Clearance	103	Log Details	Download Pending Details
BUHR Confirmation Action	142	Print Available	Not Available
BUHR Approval	8	Print Available	Not Available
BUHR Finance	1369	Log Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
- HRSS confirmation on separation trigger departments clearances
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by BUHRS/HR
- Experience and Relieving Letter on last working date will be sent on your personal email id post all stakeholder and financial dues clearance.

For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the : Support portal (Employee Management > Exit Clearance Management System - ECMS)

is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

246.88.123.888/Home>ShowHome#

Home

The action items for Final Clearance role are:

Final Clearance

Final Clearance

When the user clicks the Pending Count link, the user gets routed to the ‘Final Clearance’ page. A list of employees for whom the Final Clearances is to be done will be viewable.

Following screenshot illustrates the Clearance screen:

Business Area	Employee Name (ID) PERNER	Location	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Status	HRSS Confirmation Date
ACIS	Some Person 1234567890	Bangalore	Resignation	19-Nov-2019	19-Nov-2019	HRSS Confirmed	26-Aug-2020
ACIS	Some Person 1234567890	Mumbai (ex Bombay)	EndOfInternship	Not Available	24-Dec-2019	HRSS Confirmed	27-Apr-2020
Raelle	Deceased Person 1234567890	Mumbai (ex Bombay)	Deceased	Not Available	19-Dec-2020	HRSS Confirmed	28-Dec-2020
ACIS	Deceased Person 1234567890	Bangalore	EndOfInternship	Not Available	31-Dec-2020	HRSS Confirmed	30-Mar-2021
ACIS	Person 1234567890	Pune	ProbationNotConfirmed	24-Feb-2021	24-Feb-2021	HRSS Confirmed	24-Feb-2021
ACIS	Person 1234567890	Pune	Resignation	16-Feb-2021	25-Feb-2021	HRSS Confirmed	25-Feb-2021
ACIS	Person 1234567890	Mumbai (ex Bombay)	Resignation	24-Feb-2021	05-Mar-2021	HRSS Confirmed	26-Feb-2021
ACIS	Person 1234567890	Gurgaon	EndOfInternship	Not Available	15-Mar-2021	HRSS Confirmed	19-Mar-2021
ACIS	Person 1234567890	Mumbai (ex Bombay)	Deceased	Not Available	16-Mar-2021	HRSS Confirmed	18-Mar-2021
ACIS	Person 1234567890	Bangalore	Resignation	19-Feb-2021	19-Mar-2021	HRSS Confirmed	06-Mar-2021

Below is the description of the fields available on the Clearance screen:

Search Criteria

- ▶ **Employee Name (ID):** User can enter the name of the employee available in the list to narrow down the search.
- ▶ Click the ‘Search’ button to filter the search results.

Following are the fields that will be displayed in this screen: Data Source, Employee Name ID*, Location, Separation Type, Resignation Date, Last Working Date, Request Status, and HRSS confirmation Date.

Employee Name ID* - It is a link in the application that routes to the Final Clearance Form.

Final Clearance Form

User needs to provide final clearances in order to generate the final documents of the employee. Below image illustrates the Final Clearance Form:

EXIT CLEARANCE MANAGEMENT SYSTEM

[Welcome Mohammed Tousif Akram](#) | [Policy](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Log out](#)

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an issue" option.

[Home](#) | [Resignation Process](#) | [Approval Process](#) | [Dues Clearance Process](#) | [Admin](#) | [Reports](#) | [Absconding Process](#) | [System Administration](#)

Final Clearance

Employee Name (ID): umang kothari (147285_IN) Userid: Not Available Designation: Associate Consultant SBU Name: APAC_Regional_APPS BU Name: APAC_Regional_APPS Sub BU Name: Global Application Separation / Transfer Type: Resignation Separation Reason: Resignation Separation Sub Reason: Salary Confirmed Resignation Date: 08-Feb-2021 Confirmed Last Working Date: 07-May-2021 Global Group ID: 1312688 On-Hold Status: --	Global Date of Joining: 16-Mar-2018 Local Date of Joining: 16-Mar-2018 Location: Pune Supervisor: Praveen Singh(076262_IN) Assigned Supervisor: Not Available Organization: Not Available Supervisor Approval Status: SupervisorApproved Supervisor Approval Date: 23-Feb-2021 HR Lead Approval Status: Not Available Location Of Transfer: Not Available BU HR Name: Kamika Chitre (081192_IN),Stella Hiltzut J A (173829_IN)
--	--

Hold/Release Date: Not Available

Amount Recovery

Asset Dues (A)	Amount Due
Desktop	0
Laptop	0
Hardware	0
Software	0
Total	0

Finance Dues (B)	Amount Due
Processing Charges	0
LTA	0
Telephone Recovery	0
Deduction Others	0
Kit Allowance Cost Recovery	0
Housing Advance	0
Foreign Exchange	0
Relocation Cost(Finance)	0
Joining Bonus Recovery	0
Overpayment Salary	0
Advance Salary	0
OAAR	0

(Final Recovery amount = Asset Dues(A)+L&D Dues(B)+ICRES Dues(C)+Supervisor Dues (D)+ Finance Dues(E)+ Mobility Dues(F)+Recovery due to Days(G))

Final Recovery Amount: 0	
*Recovery Amount: <input type="text" value="0"/>	
Amount to be recovered in FNF: <input type="text" value="0"/>	
*Recovered: <select style="width: 100%;">Select</select>	

Comments:

ICRES Dues (C)	Amount Due
ICRES - Bus Pass	0
ICRES - Amex Card	0
ICRES - Access Card	0
Total	0

Supervisor Dues (D)	Amount Due
Project Related Material Returned	0
Total	0

Reimbursement	0
Hot Skill Bonus Recovery	0
Retention Bonus Recovery	0
Advance Variable Payout	0
One Time Bonus	0
Special Bonus	0
Notice Pay	0
Relocation Cost(Payroll)	0
Outstanding Prepaid Variable Bonus Due	0
Total	0

Recovery On Travel Contract	Yes
Mobility Dues (F)	Amount Due
Recovery against LOA/Secondment-Specify amount	0
Total	0

RECOVERY DUE TO DAYS(C)	AMOUNT DUE
Leave Without Pay :	0
Leave Encashment days:	1
Salary Payable (days):	30
Notice Pay days From Employee :	0
Notice Pay days To Employee :	88
Final Pay days :	119
*Recovery Amount due to Days :	0
*Reconfirm Recovery Amount due to Days :	0

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

The basic information of the employee that is displayed at the top panel of the form is: Employee ID, Global Joining Date, Employee Name, Local Date of Joining, Designation, Location, Supervisor, Assigned Supervisor, Entity, Organization, Project Name / Number, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, Supervisor Approval Date, Supervisor Approval Status, BUHR Approval Status, and Location of Transfer.

As a part of Automating the clearances, Final Clearance has been automated for Separation types whose recovery amount is 0. For Deceased Separation Type, If the recovery amount is <= 1Lakh INR, the final clearances would be auto cleared by waving off the recovery amount for the employee.

The screen gives information on the following items:

Amount Recovery:

Asset Dues section contains following details: Desktop, Laptop, Hardware, and Software.

L& D Dues section contains following details: Library Books and Library Any Other.

ICRES Dues Name section contains following details: Bus Pass, Drawer Key, and Access Card.

Supervisor Dues Name section contains following details: Project Related material return, recovery on travel contract.

Finance Dues Name section contains following details: Housing Advance, Foreign Exchange, Relocation Cost, Joining Bonus Recovery, Overpayment Salary, LTA, Telephone Recovery, OAAR, Medical Reimbursement, and Deduction Others.

Each of the above sections have their pending amount being displayed in the 'Amount Due' column and the total amount to be recovered from the employee is displayed in the 'Recovery Amount' field.

Days Recovery:

This section gives the due clearance information for the following:

Leave Encashment Days, Salary Payable (days), Notice Pay days From Employee, Notice Pay Days To Employee, Days To Recover, Amount To Recover, Recovered, and Comments.

Business Rules

Request Submitted

- ▶ The separation documents will be generated once the Final Clearance has been done.

EXIT CLEARANCE MANAGEMENT SYSTEM

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an issue" option.

Home	Resignation Process	Approval Process	Dues Clearance Process	Admin	Reports	Absconding Process	System Administration																								
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Manager Workflow:

Manager Approval is one of the approval processes introduced in ECMS application, where Manager provide Approval for the same.

Below image represents the manager approval button.

For ECMS related issues kindly raise Incident in [ServiceCentral](#) and select "Report an issue" option.

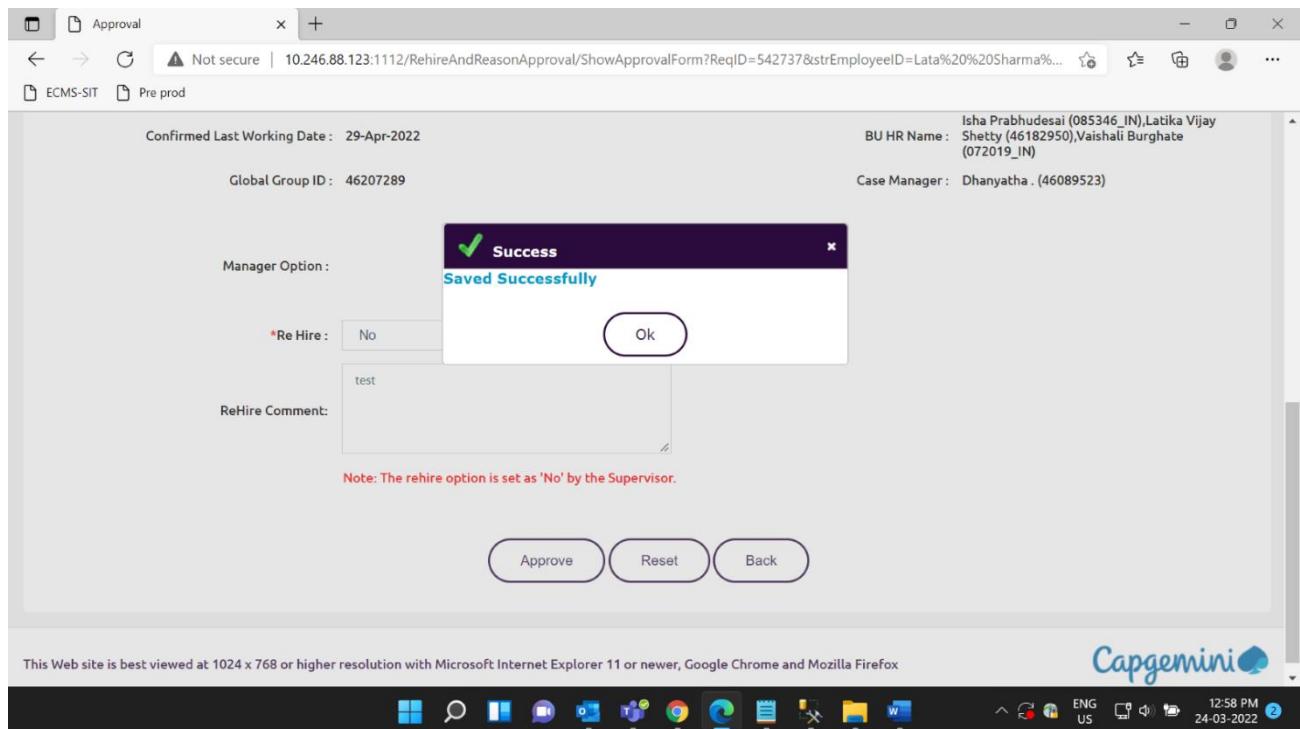
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Manager- Supervisor's N+1

Once clicked on Manager Approval button, a Manager Approval Queue page is loaded.

The screenshot shows a web browser window for the ECMS application. The title bar reads "Manager Work Flow Queue" and "Approval". The address bar shows the URL "Not secure | 10.246.88.123:1112/RehireAndReasonApproval>ShowClearanceDuesData". The page header includes links for "ECMS-SIT" and "Pre prod", along with user information "Welcome Kasnmi Singh" and navigation links for "Policy", "Contact List", "Holiday List", "Support", "FAQ", and "Log out". A yellow banner at the top states: "For ECMS related issues kindly raise Incident in ServiceCentral and select "Report an issue" option." The main content area is titled "Manager Work Flow Queue" and contains a "Search criteria" section with fields for "Employee Name (ID) / PERNER:" (set to "PERNER:"), "Request Type:" (dropdown menu), and a "Search" button. Below this is a table with 14 columns representing various request details. One row is visible, corresponding to the search criteria, showing a resignation request for employee Batta Veera Babu (Id: 46205738) from ACIS, located in Hyderabad, with no rehire reason, dated 02-Mar-2022, and initiated by Admin on 23-Mar-2022. The bottom of the screen shows the Windows taskbar with various pinned icons and system status indicators.

Business Area	Employee Name (Id) PERNER	Location	Rehire	SeparationReason	SeparationSubReason	Separation Type/Leave Type	Resignation Date/Sabbatical Start Date	Last Working Date	Request Type	Request Status	Initiated By	HRSS Confirmation Date
ACIS	Batta Veera Babu (46205738.) 46205738	Hyderabad	No			Resignation	02-Mar-2022	30-May-2022	Rehire	HRSS Confirmed	Admin Initiated	23-Mar-2022



Re Hire Eligibility:

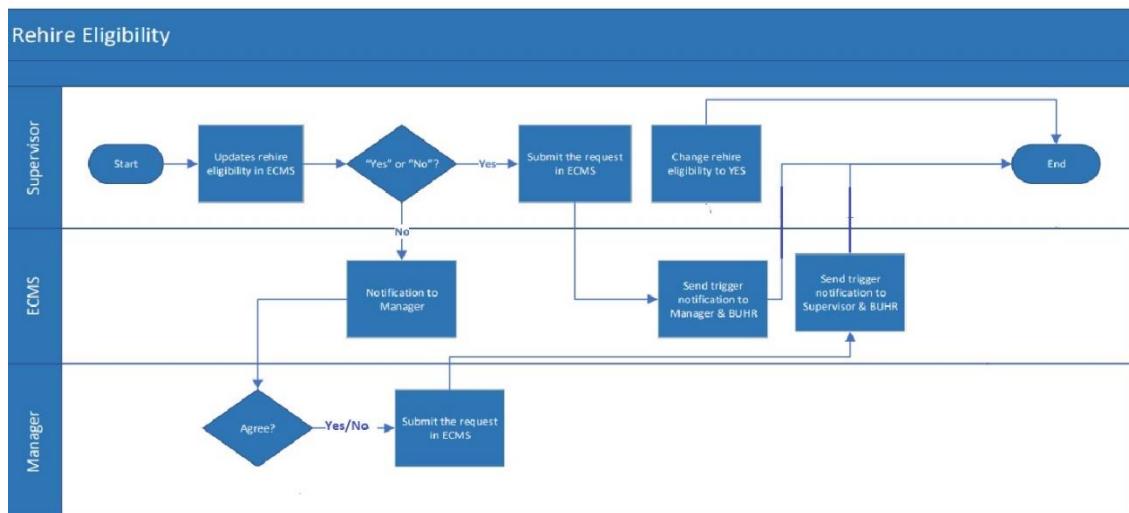
Rehire eligibility is available in Supervisor Clearance page, where Supervisor provides Clearance as a part of Exit Formalities.

Depending on the Selection and approval provided by Supervisor, Manager will provide further approvals as needed in ECMS. Please refer to the flow chart attached below.

- Supervisor will have the access to select the option (Rehire Eligibility).
- Access is also provided to Manager (Supervisor+(N+1)), where Manager should select the option (Rehire Eligibility) once Supervisor Approves it.
- Admin can also override the changes suggested by Manager and Supervisor at any point in time.
- A Separate report built for Rehire Eligibility. This is visible to Admin, Super Admin.
- In Supervisor Clearance Page, When Rehire eligibility is selected as No, a warning alert needs to be rendered asking the supervisor to add the rehire reason “Rehire Comment is mandatory.”
- Rehire eligibility option should be removed from BU HR page as it is moving to Supervisor Clearance Page.
- Mailers are triggered after each approval (Supervisor approval, Manager Approval).

Flow:

1. In the Supervisor Clearance page, Rehire Eligibility option is made available to the supervisor, where decision must be made and select the options respectively.
 - Yes – Eligible for Rehire in future.
 - No – Not Eligible for Rehire in future.
2. Supervisor Approve, with the Re hire option selected.
3. Trigger Mailer is sent to Manager when Supervisor Selected No from the Rehire Dropdown.
4. Manager Approval queue page is created where he/she can view the list of employees after Supervisor Approval.
5. Once click on any Employee, Manager Approval Page will be opened, and the option selected by Supervisor is shown and the Re Hire eligibility dropdown is set to **No** by default as per Supervisor selection.
6. Manager can Change the Rehire Eligibility option or Submit with Supervisor decision (Which is by Default **No**).
7. Once Manager provides approval, an Email is triggered to Supervisor, BUHR with the Re-Hire Eligibility status of the Employee.

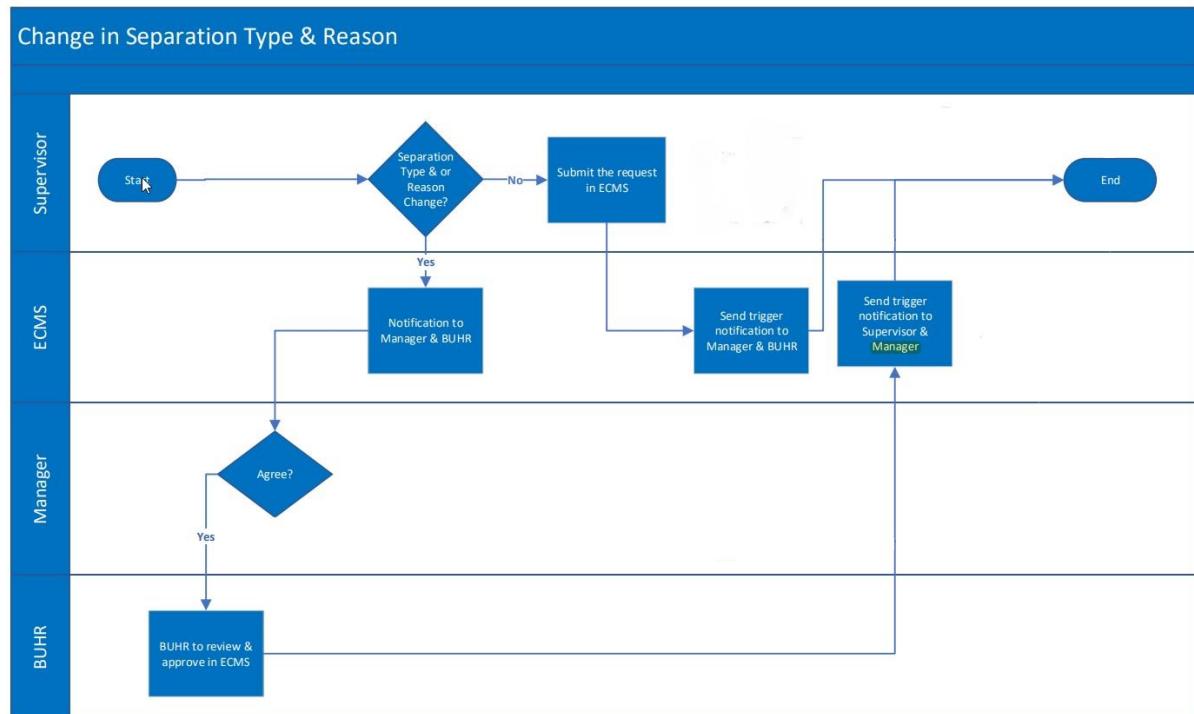
**Separation Reason & Sub Reason Change in Supervisor Clearance Page:**

- Separation Reason, Sub reason will be seen in Supervisor Clearance Page, where it is like what we have in BUHR Clearance page.

*Reason as Per BU HR :	Personal reasons
*Sub Reason :	Marriage / Relocation

- Changes done to the Reason and sub reason by Supervisor will flow to Manager for approval.
- Once Manager provide approval, The same request will flow to BUHR Approval queue.
- BUHR will obtain the required Approvals and submit the request.
- A Separate Report is created & maintained in ECMS application.
- Mailers are triggered to role holders based on approvals.

Please refer to the Below Flowchart for more details.



Reduced Clearances:

As a part of Reduced Clearances, user should only see 3 clearances on the home page **namely Asset Management Clearance, Supervisor Checklist, and Final clearance.**

Employee will not have Exit Request Page option available to view all the clearance details instead have to go through the listed 3 clearances available in the home page.

- 1 Asset Management Clearance.
- 2 Supervisor Checklist
- 3 Final Clearance.

Not secure | 10.246.88.123:716/Home>ShowMaster

EXIT CLEARANCE MANAGEMENT SYSTEM

Welcome Chirag Sharma | Policy | Contact List | Holiday List | Support | FAQ | Log out

For ECMS related issues kindly raise incident in ServiceCentral and select "Report an issue" option.

Resignation Process

Exit Clearance Management System

Employee/My Exit Clearance Status

Clearance Name	Status
Asset Management	Pending
Final Clearance	Pending
Supervisor Checklist	Pending

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For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

Windows Taskbar: Type here to search, Start button, File Explorer, Control Panel, Task View, Search icon, Edge browser, File, Mail, Photos, OneDrive, Taskbar icons, Language: ENG IN 28-01-2022, Battery: 18%

Asset Management Clearance:

In the home page, users will be able to see asset management clearance as a part of 3 clearances. Once the user clicks on asset management clearance, it will redirect to asset management pending page where the users can see the stakeholder details.

Not secure | 10.246.88.123:716/EmployeeSelfExitRequestStatus>ShowEmployeeSelfSpecificDetails?ReqID=53857&CType=D&EmpId=181684_IN...

EXIT CLEARANCE MANAGEMENT SYSTEM

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For ECMS related issues kindly raise incident in ServiceCentral and select "Report an issue" option.

Resignation Process

Asset Management Status

Pending Status

FIELD	CLEARANCE STATUS	COMMENTS	SPOCLIST
Asset Management	Pending	Not Available	Ajit Ray(092444_IN), Chintan Gowda(156899_IN), Gazala Iyer(46042127), Hetal Malhotra(46012492_IN), Jasoda Joshi(46016784_IN), Jignesh Prasad(144761_IN), Nithlesh Selvam(141941_IN), Parveen Meena(156890_IN), Sachin Sonani(021975_IN), Sameer Senthil(0777_IN), Saurabh Bishnoi(068801_IN), Shanthakumaran Bose(134587_IN), Shanthakumaran Thakur(46012460_IN), Veeral Biswas(107980_IN), Vishal Kashyap(156913_IN)

Cleared Status

No records found

Back

Windows Taskbar: Type here to search, Start button, File Explorer, Control Panel, Task View, Search icon, Edge browser, File, Mail, Photos, OneDrive, Taskbar icons, Language: ENG IN 03:12 PM 28-01-2022, Battery: 18%

Supervisor can also see the asset management details for an employee on “exit clearance details for my reportees” on home page.

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[Resignation Process](#)
[Approval Process](#)
[Dues Clearance Process](#)
[Admin](#)
[Reports](#)
[Absconding Process](#)
[System Administration](#)
[Reports_APAC](#)
[Exit Auto Cleared Report](#)

Exit Clearance Management System

Clearance Name	Pending List	Cleared	Pending
Final Clearance	78	Log Details	Download Pending Details
HRSS Confirmation Admin	596	Not Available	Not Available
Supervisor Approval	0	Not Available	Not Available
Supervisor Clearance	19770	Log Details	Download Pending Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, termination and transfer clearances with appropriate approval processes, and issuing relieving and experience letters to employees.

The system is designed to enable the following processes:

- Different types of separations - Resignation/Termination/Contractors Release/Permanent Transfers/Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact BUHR/HRSS Team for more information on early release and resignation
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For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#)

For any technical/functional issues, please raise a service request on the :Support portal (Employee Management > Exit Clearance Management System - ECMS)

Supervisor Checklist:

In the home page, users will be able to see Supervisor Checklist as a part of 3 clearances. Once the user clicks on Supervisor Checklist, it will redirect to Exit Request Status Page with rest of the clearances **excluding Asset and Final Clearances**.

The screenshot shows a web browser window with multiple tabs open at the top. The main content area displays two tables under the heading "Clearance Status".

Function	Status	Dues Amount
EIS/HR Clearance	Pending	0.00
Supervisor Clearance	Pending	0.00
Finance	Pending	0.00
ICRES	Pending	0.00
Amex Card	Amex Card Cleared	0.00
Learning and Development	Pending	0.00
People Process/HR	Pending	0.00
Performance Management	Performance Management Cleared	0.00
Time Helpdesk	Pending	0.00
Mobility Clearance	Mobility Cleared	0.00
	Total	0.00

Function	Status	Completion Date
BU HR	Pending	01-Jan-1900 12:00 AM
Employee FeedBack	Pending	01-Jan-1900 12:00 AM
Digital Letter Sent	No	01-Jan-1900 12:00 AM

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox

Supervisor can also see the Supervisor Checklist details for an employee on “exit clearance details for my reportees” on home page. Please refer to the image

This is applicable for all the separation and transfers type for Pan India.

EXIT CLEARANCE MANAGEMENT SYSTEM

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Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration Reports_APAC Exit Auto Cleared Report

Exit Clearance Management System

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For any technical/functional issues, please raise a service request on the [Support portal](#) (Employee Management > Exit Clearance Management System - ECMS)

Final Clearance:

In the home page, users will be able to see Final Clearance as a part of 3 clearances. Once the user clicks on Final Clearance, it will redirect Final Clearance Page where the users can see the stakeholder details.

Employee Name (ID): Chirag Sharma (181684_IN)
Userid: naveenav
Designation: Consultant
SBU Name: NA APPS_IN
BU Name: NA A5_IN
Sub BU Name: NA AS Testing
Separation /Transfer Type: Resignation
Separation Reason: Resignation
Separation Sub Reason: Salary
Confirmed Resignation Date: 28-Jan-2022
Confirmed Last Working Date: 27-Apr-2022
Global Group ID: 1440671

Global Date of Joining: 30-Apr-2019
Local Date of Joining: 30-Apr-2019
Location: Bangalore
Supervisor: Devya Negi(023006_IN)
Assigned Supervisor: Not Available
Organization: Not Available
Supervisor Approval Status: SupervisorApproved
Supervisor Approval Date: 28-Jan-2022
HR Lead Approval Status: Not Available
Location Of Transfer: Not Available
BU HR Name: Mahakali Bhatt (130353_IN), Sadiqua Negi (078217_IN)
Case Manager: Sonal Deshpande (46089594)

Current Request Status

Request Status	Last Action Date	Pending With Role	Pending With Employee
Admin Initiated	28-Jan-2022	Departmental SPOC	Departmental SPOC

Function	Status	Completion Date
Final Clearance	Pending	01-Jan-1900 12:00 AM

This Web site is best viewed at 1024 x 768 or higher resolution with Microsoft Internet Explorer 11 or newer, Google Chrome and Mozilla Firefox.



Supervisor can also see the Final Clearance details for an employee on “exit clearance details for my reportees” on home page. Please refer to the image.

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Home Resignation Process Approval Process Dues Clearance Process Admin Reports Absconding Process System Administration Reports_APAC Exit Auto Cleared Report

Exit Clearance Management System

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