

Klopper, Mandi

From: Ekwueme, Jacquelyn <jacquelyn.ekwueme@ubagroup.com>
Sent: 15 August 2016 09:33 PM
To: Klopper, Mandi; O'Reilly, Shaun; Dike, Wilson; Akinnubi, Yinka
Cc: Eta, Robert; Imoyo, Adebukola; Oyewole, Ibijoke
Subject: Current Exit Process Flow on the existing HRIS
Attachments: Exit Management Process.pdf; Exit_clearance_questions.xls

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Dear Mandi,

Kindly find attached the current exit process flow on the existing HRIS but note the enhancements below requested by the users to the flow:

1. At completion of the exit interview, the HRBP is alerted first of the pending resignation by the staff. If the HRBP accepts/concurs to the resignation, then the Exit Management team and Staff's supervisor are notified of the pending exit – Page 7
2. On the Exit Clearance process, All exit clearance stakeholders receive the alert to complete the staff's exit clearance at the same time and **not in the pre-determined order indicated**. Every update done by each stakeholder logs the time and comment provided by the stakeholder on the exit clearance being conducted – Page 7

I have also included the questions that are asked the stakeholders in the exit clearance process. The responses are usually a Yes or No and the stakeholders have a provision to add a comment to their responses.

Regards



Jacquelyn Ekwueme

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