

# EMPLOYEE

Mazhar Khan | HR Portal | People | Logout

Wednesday, 24 February, 2021 | 5:57 PM

Perf. Mgmt Conduct

Enabled after HR Approval

	Full Name	Ubaid Ahmed		
v	Last Working Date:	2021-01-09		
.docx	Employee Comments:	I have been working under your kind supervision...		
Proceed as per policy.				
<input type="button" value="Disapprove"/> <input type="button" value="Approve"/>				
	Application Date	Last Working Day	LM Status	HR Status
	10-Dec-2020	09-Jan-2021	Pending	Pending

The image displays two side-by-side screenshots of a People Management System (PMS) interface, both titled "HR Services / Walk out".

**Left Window (Resignation Applications):**

- Header:** "People i" logo, navigation bar with "Fahad Tayyab", "LM Portal", "People", and "Logout". Date: "Wednesday, 24 February, 2021 | 5:57 PM".
- Sub-Header:** "Attendance & Leave", "Expense", "Travel", "Loan & Advances", "Letters & Certificates", "Opportunities", "Walk Out".
- Section:** "Resignation Applications".
- Table:** Displays two rows of resignation applications.

ID	Name	Designation	Application Date	Last Working Day	LM Status	HR Status	ECF Status
94914	Ubaid Ahmed	Employee Service Executive	10-Dec-2020	09-Jan-2021	Pending	Pending	Pending
69151	Verkha Khatri	Senior Executive Sales	30-Jan-2021	01-Mar-2021	Approved	Approved	Pending

**Right Window (Resignation Form):**

- Header:** "People i" logo, navigation bar with "Fahad Tayyab", "LM Portal", "People", and "Logout". Date: "Wednesday, 24 February, 2021 | 5:57 PM".
- Sub-Header:** "Attendance & Leave", "Expense", "Travel", "Loan & Advances", "Letters & Certificates", "Opportunities", "Walk Out".
- Section:** "Resignation".
- Tabs:** "Resignations" (selected), "Resp. Handover", "Asset handover".
- Form Fields:**
  - Employee ID: 94914
  - Full Name: Ubaid Ahmed
  - Reason for Separation: Personal Reasons
  - Serving Notice Period: As per Policy
  - Last Working Date: 2021-01-09
  - Resignation Document: Desktop/Resignation.docx
  - Employee Comments: I have been working under your kind supervision...
  - LM Remarks: (empty)
- Buttons:** "Disapprove" and "Approve".

The screenshot shows the PeopleSoft HR Services interface. The top navigation bar includes links for Home, Org & Emp, Comp & Ben, HR Services (selected), Perf. Mgmt, Conduct, Attendance & Leave, Expense, Travel, Loan & Advances, Letters & Certificates, Opportunities, and Walk Out. The user is logged in as Mazhar Khan. The main content area is titled "Exit Management" under "Resignation". A red dashed box highlights the "Resignations" tab, which is currently selected. To its right, other tabs include Exit Interview, Resp. Handover, Asset handover, ECF, and Final Settlements. A red annotation "Enabled after HR Approval" points to the ECF tab. Below the tabs, form fields are displayed for an employee with ID 94914, including Full Name (Ubaid Ahmed), Reason for Separation (Personal Reasons), Serving Notice Period (As per Policy), Notice Period Start Date (2021-01-09), Last Working Date (2021-01-09), and Employee Remarks (Approved. Please proceed as per policy). The LM Remarks and HCM & OD Remarks sections are empty. At the bottom, checkboxes for LM, Admin, Finance, and HCM & OD are checked, along with a "Launch ECF" button. A second red dashed box highlights the "Resignation Applications" section, which lists four resignation applications with details like ID, Name, Designation, Application Date, Last Working Day, LM Status, and HR Status. All applications are marked as Approved.

ID	Name	Designation	Application Date	Last Working Day	LM Status	HR Status
94914	Ubaid Ahmed	Employee Service Executive	10-Dec-2020	09-Jan-2021	Approved	Pending
69151	Verka Khan	Senior Executive Sales	30-Jan-2021	01-Mar-2021	Approved	Approved
132440	Fatima Afzal	HR Executive	10-Aug-2020	10-Aug-2020	Approved	Approved
132450	Komal Javed	HR Executive	30-Jun-2020	29-Jul-2020	Approved	Approved

# EMPLOYEE

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Perf. Mgmt Conduct

Asset handover

	<b>Full Name</b>	Ubaid Ahmed
v	<b>Last Working Date:</b> *	2021-01-09
.docx	<b>Employee Comments:</b> *	I have been working under your kind supervision...

Proceed as per policy.

Disapprove Approve

Application Date	Last Working Day	LM Status	HR Status
10-Dec-2020	09-Jan-2021	Pending	Pending



**People** 

Fahad Tayyab | LM Portal | People |     Logout

Monday, 14 December, 2020 | 2:07 PM

Home Org & Emp Rec. & Sel Comp & Ben HR Services Perf. Mgmt Conduct Analytics

Setup Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Walk Out

HR Services / Walk Out

**Exit Clearance Applications**

ID	Name	Designation	Department	Resignation Date	Last Working Day	Status
94914	<a href="#">Ubaid Ahmed</a>	Employee Service Executive	Client Relations	10-Dec-2020	09-Jan-2021	Pending
255896	<a href="#">Saad Ashraf</a>	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved
326547	<a href="#">M Amir</a>	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved

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HR

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People i

Home Org & Emp Comp & Ben HR Services Perf. Mgmt Conduct

Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Opportunities Walk Out

HR Services / Walk out

**Resignation Applications**

ID	Name	Designation	Application Date	Last Working Day	LM Status	HR Status	ECF Status
94914	Ubaid Ahmed	Employee Service Executive	10-Dec-2020	09-Jan-2021	Pending	Pending	Pending
69151	Verkha Khatri	Senior Executive Sales	30-Jan-2021	01-Mar-2021	Approved	Approved	Pending

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# ADMIN

People i

Salman Saeed | Admin Portal | People | Monday, 14 December, 2020 | 2:07 PM

Home Org & Emp Rec. & Sel Comp & Ben HR Services Perf. Mgmt Conduct Analytics

Setup Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Walk Out

HR Services / Walk Out

Exit Clearance Applications

ID	Name	Designation	Department	Resignation Date	Last Working Day	Status
94914	<a href="#">Ubaid Ahmed</a>	Employee Service Executive	Client Relations	10-Dec-2020	09-Jan-2021	Pending
255896	<a href="#">Saad Ashraf</a>	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved
326547	<a href="#">M Amir</a>	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved

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# FINANCE

Imran Ali Finance Portal People Logout

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Setup Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Walk Out

HR Services / Walk Out

## Exit Clearance Applications

ID	Name	Designation	Department	Resignation Date	Last Working Day	Status
94914	<a href="#">Ubaid Ahmed</a>	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Pending
255896	<a href="#">Saad Ashraf</a>	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved
326547	<a href="#">M Amir</a>	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved

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↓

Ubaid Ahmed | Employee Portal | People | Logout  
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**Services**   **Perf. Mgmt**   **Conduct**

& Certificates   Opportunities   Walk Out

Set handover

Employee Name	Ubaid Ahmed	Emp. Code	94914
Date of Joining	29-Aug-2017	Last Working day	09-Jan-2021

visor/ LM regarding the following aspects?

Rating	1	2	3	Sr. No	Assessment Factors	1	2	3
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				2	Gave usable performance feedback	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				4	Clearly communicated expectations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				6	Coached, trained, & developed you	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				8	Resolved concerns promptly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				10	Kept employees informed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				12	Provided appropriate & challenging assignments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>A</b>						<b>X/12= 1.75</b>		

Wing factors influence your decision to leave?

	Options	
pany in future?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
end as a good organization to work for?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If your concerns are addressed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**Formula\***      Total Score = A+B/2

Recommended for Rehire

- Select
- Yes
- No

**Resubmit**   **Approve**

↓

People

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LM Portal
People

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Home
 Org & Emp
 Comp & Ben
 HR Services
 Perf. Mgmt
 Conduct

Attendance & Leave
Expense
Travel
Loan & Advances
Letters & Certificates
Opportunities
Walk Out

HR Services / Walk out

**Resignation**

Resignations
Resp. Handover
Asset handover

<b>Employee ID</b>	94914	<b>Full Name</b>	Ubaid Ahmed
<b>Reason for Separation:</b> *	Personal Reasons		
<b>Serving Notice Period:</b> *	As per Policy	<b>Last Working Date:</b> *	2021-01-09
<b>Resignation Document:</b> *	Desktop/Resignation.docx	<b>Employee Comments:</b> *	I have been working under your kind supervision...
<b>LM Remarks:</b>			

Disapprove
Approve

↓

People

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LM Portal
People

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Home
 Org & Emp
 Comp & Ben
 HR Services
 Perf. Mgmt
 Conduct

Attendance & Leave
Expense
Travel
Loan & Advances
Letters & Certificates
Opportunities
Walk Out

Walk Out / Resignation

**Exit Management**

Resignation
Resp. Handover
Asset handover

<b>Responsibility</b>	Summit Bank	<b>Handed over to:</b>	Verkha Khatri
<b>Details</b>	Leave Applications & Leave Documents	<b>Handing over date:</b>	09-Jan-2021
<input checked="" type="checkbox"/> Handover Complete			
<b>Responsibility</b>	Loose Documents of all Clients	<b>Handed over to:</b>	Verkha Khatri
<b>Details</b>	Personnel files, RL, ECF, Medical Claim Forms	<b>Handing over date:</b>	09-Jan-2021
<input checked="" type="checkbox"/> Handover Complete			

Update
Cancel

↓

People

Fahad Tayyab
LM Portal
People

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Home
 Org & Emp
 Comp & Ben
 HR Services
 Perf. Mgmt
 Conduct

Attendance & Leave
Expense
Travel
Loan & Advances
Letters & Certificates
Opportunities
Walk Out

Walk Out / Resignation

**People**

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Home Org & Emp Comp & Ben HR Services Perf. Mgmt Conduct

Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Opportunities Walk Out

HR Services / Walk out

**Exit Management**

Resignations Exit Interview Resp. Handover Asset handover ECF Final Settlements

**Resignation**

Employee ID	94914	Full Name	Ubaid Ahmed
Reason for Separation:	Personal Reasons	Serving Notice Period	As per Policy
Notice Period Start Date:	2021-01-09	Last Working Date:	2021-01-09
Resignation Document:	Desktop/Resignation.docx		
Employee Remarks:	Approved. Please proceed as per policy.		
LM Remarks:			
HCM & OD Remarks:			

LM  Admin  Finance  HCM & OD [Launch ECF](#)

**Resignation Applications**

ID	Name	Designation	Application Date	Last Working Day	LM Status	HR Status
94914	Ubaid Ahmed	Employee Service Executive	10-Dec-2020	09-Jan-2021	Approved	Pending
69151	Verkha Khatri	Senior Executive Sales	30-Jan-2021	01-Mar-2021	Approved	Approved
132440	Fatima Afzal	HR Executive	10-Aug-2020	10-Aug-2020	Approved	Approved
132450	Komal Javed	HR Executive	30-Jun-2020	29-Jul-2020	Approved	Approved

**People**

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Home Org & Emp Comp & Ben HR Services Perf. Mgmt Conduct

Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Opportunities Walk Out

HR Services / Walk out

**Exit Management**

Resignation Exit Interview Resp. Handover Asset handover Final Settlements

**Employee Details**

Department	Sales & Services	Employee Name	Ubaid Ahmed	Emp. Code	94914
Designation	Employee Service Executive	Date of Joining	29-Aug-2017	Last Working day	09-Jan-2021

**Exit Interview Questions**

Ubaid Ahmed | Employee Portal | People | Logout

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People i

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Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Opportunities Walk Out

Walk Out / Resignation

**Asset Handing Over**

Asset	Laptop	Handed over to:	Kashif Aslam
Asset Details	Dell, 4gb Ram, 500gb Rom	Handing over date:	09-Jan-2021
Received Asset Condition	09-Jan-2021	Cost Add to Final Settlement	5000

Handed Over

Asset	Laptop	Handed over to:	Kashif Aslam
Asset Details	Dell, 4gb Ram, 500gb Rom	Handing over date:	09-Jan-2021
Received Asset Condition	09-Jan-2021	Cost Add to Final Settlement	5000

Handed Over

**Exit Clearance Applications**

ID	Name	Designation	Department	Resignation Date	Last Working Day	Status
94914	Ubaid Ahmed	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Pending
255896	Saad Ashraf	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved
326547	M Amir	CR Executive	Client Relations	10-Dec-2020	09-Jan-2021	Approved

[Update](#) [Cancel](#)

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Setup Attendance & Leave Expense Travel Loan & Advances Letters & Certificates Walk Out

HR Services / Walk Out

### Exit Management

**ECF**

ID	Name	Designation	Department	Resignation Date	Last Working Day	Status
177998	<b>ECF – Ubaid Ahmed</b>					
255896						
326547						
Deductions	Status	Amount	Details			
Loan	Cleared	N/A	N/A			
Advance Salary	- Select	N/A	N/A			
Other Deductions	- Cleared - Not cleared - Not Applicable	N/A	N/A			

**Submit**

↓

Employee Handover	
Handed over by:	Ubaid Ahmed
Handed over to:	Verkha Khatri
Handing over date:	09-Jan-2021
Handed over by:	Ubaid Ahmed
Handed over to:	Verkha Khatri
Handing over date:	09-Jan-2021
Handover Details	<a href="#" style="color: blue; font-size: 1.5em;">+</a>

Asset	Laptop	Handed over to:	Kashif Aslam
Asset Details	Dell, 4gb Ram, 500gb Rom	Handing over date:	09-Jan-2021
<input checked="" type="checkbox"/> Handed Over			
Asset	Evo Device	Handed over to:	Kashif Aslam
Asset details	Evo Device, Package 15gb per month	Handing over date:	09-Jan-2021
<input checked="" type="checkbox"/> Handed Over			
<a href="#">Update</a> <a href="#">Cancel</a>			

5	Was impartial and showed no favoritism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	Coached, trained, & developed you	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Encouraged teamwork & cooperation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	Resolved concerns promptly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Was receptive to open communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	Kept employees informed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Supported work-life balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	Provided appropriate & challenging assignments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A							X/12 =	1.75	

**B - Did dissatisfaction with any of the following factors influence your decision to leave?**

Sr. No	Questions	Options		
1	Will you consider working again for this company in future?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
2	Would you recommend the company to a friend as a good organization to work for?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
3	Will you consider reverting your resignation if your concerns are addressed?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Rating Key:</b>	2- Meets Expectations 1- Exceeds Expectations 2- Meets Expectations 3- Does Not Meet Expectations	<b>Formula*</b>	Total Score = A+B/2	
<b>Employee Comments</b>				

**HCM & OD Remarks**

Recommended for Retention	- Select <input type="button" value="▼"/>	Recommended for Rehire	- Select <input type="button" value="▼"/>
HCM & OD Comments	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		
<input type="button" value="Resubmit"/> <input type="button" value="Approve"/>			

Ubaid Ahmed | Employee Portal | People | Logout

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**R Services**    **Perf. Mgmt**    **Conduct**

**Opportunities**    **Walk Out**

Asset handover	Handed over to:	Kashif Aslam
500gb Rom	Handing over date:	09-Jan-2021
Package 15gb per month	Handed over to:	Kashif Aslam
	Handing over date:	09-Jan-2021

**Submit**    **Cancel**    **+**

Resubmit      Approve



**People i**

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**HR Services**

Attendance & Leave   Expense   Travel   Loan & Advances   Letters & Certificates   Opportunities   Walk Out

Walk Out / Resignation

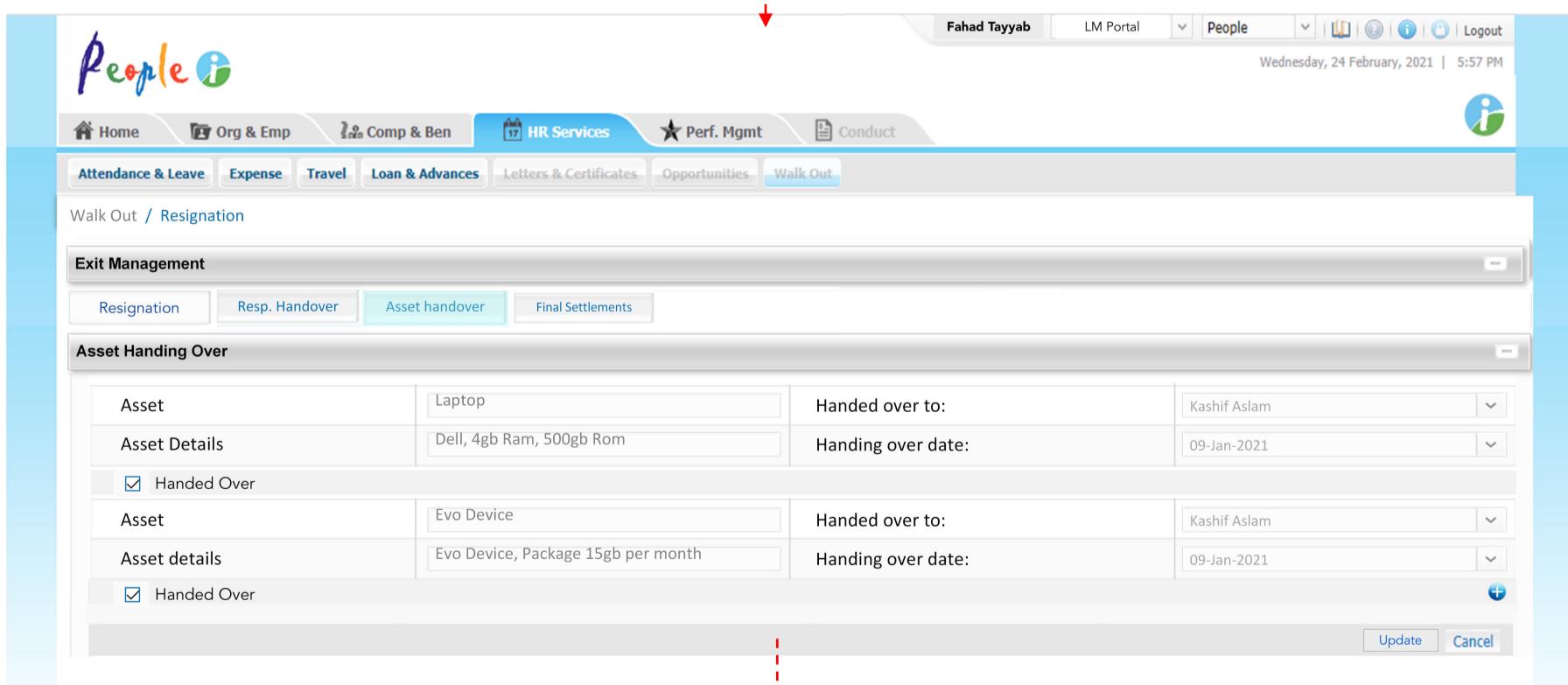
**Exit Management**

Resignation   Exit Interview   Resp. Handover   Asset handover   Final Settlements

**Responsibility Handing Over**

Responsibility	Summit Bank	Handed over to:	Verkha Khatri
Details	Leave Applications & Leave Documents	Handing over date:	09-Jan-2021
<input checked="" type="checkbox"/> Handover Complete			
Responsibility	Loose Documents of all Clients	Handed over to:	Verkha Khatri
Details	Personnel files, RL, ECF, Medical Claim Forms	Handing over date:	09-Jan-2021
<input checked="" type="checkbox"/> Handover Complete			

Update   Cancel

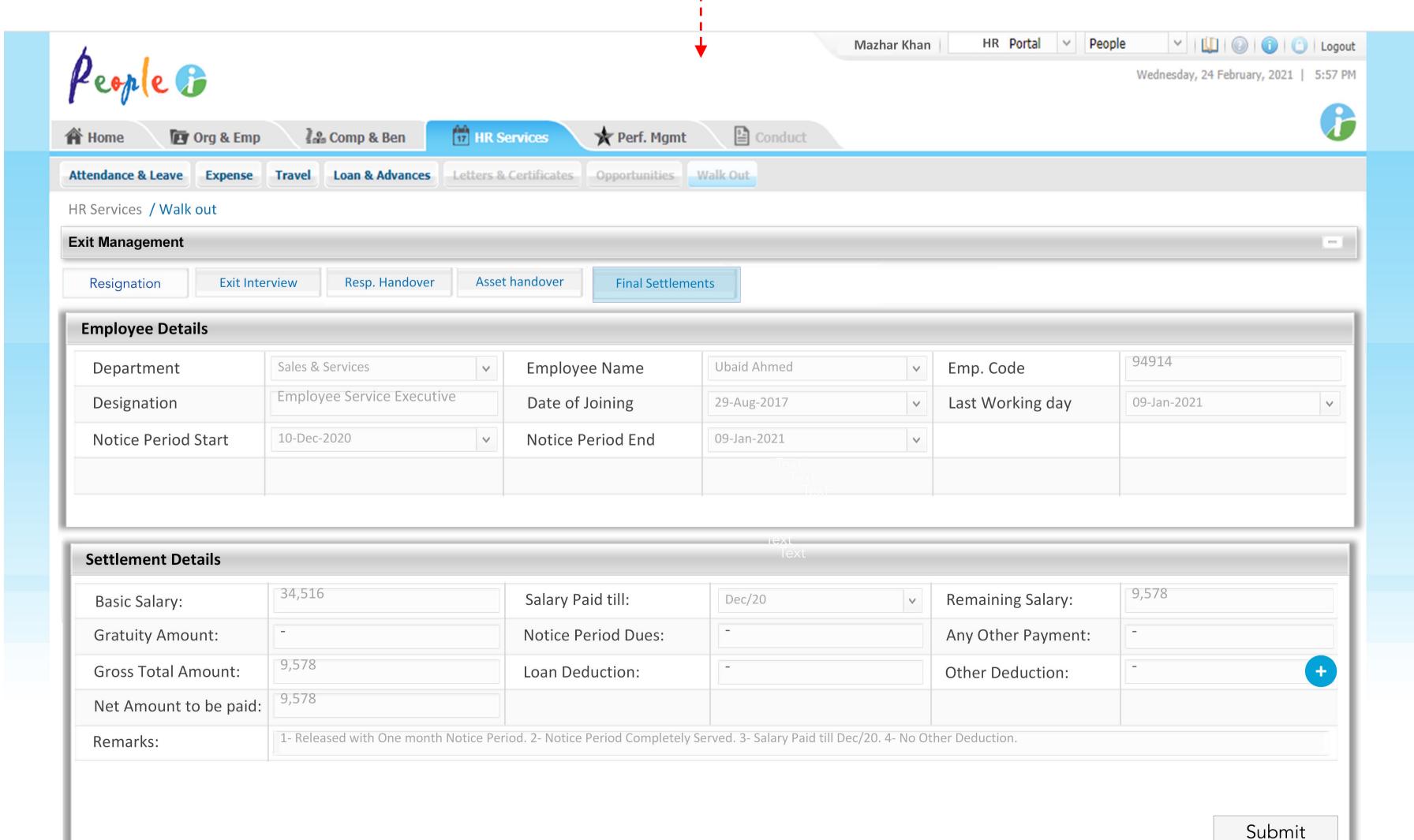


**Exit Management**

**Asset Handing Over**

Asset	Laptop	Handed over to:	Kashif Aslam
Asset Details	Dell, 4gb Ram, 500gb Rom	Handing over date:	09-Jan-2021
<input checked="" type="checkbox"/> Handed Over			
Asset	Evo Device	Handed over to:	Kashif Aslam
Asset details	Evo Device, Package 15gb per month	Handing over date:	09-Jan-2021
<input checked="" type="checkbox"/> Handed Over			

[Update](#) [Cancel](#)



**Exit Management**

**Employee Details**

Department	Sales & Services	Employee Name	Ubaid Ahmed	Emp. Code	94914
Designation	Employee Service Executive	Date of Joining	29-Aug-2017	Last Working day	09-Jan-2021
Notice Period Start	10-Dec-2020	Notice Period End	09-Jan-2021		

**Settlement Details**

Basic Salary:	34,516	Salary Paid till:	Dec/20	Remaining Salary:	9,578
Gratuity Amount:	-	Notice Period Dues:	-	Any Other Payment:	-
Gross Total Amount:	9,578	Loan Deduction:	-	Other Deduction:	-
Net Amount to be paid:	9,578				
Remarks:	1- Released with One month Notice Period. 2- Notice Period Completely Served. 3- Salary Paid till Dec/20. 4- No Other Deduction.				

[Submit](#)