valtech.

PeopleStrong - Exit User Manual

Team HR

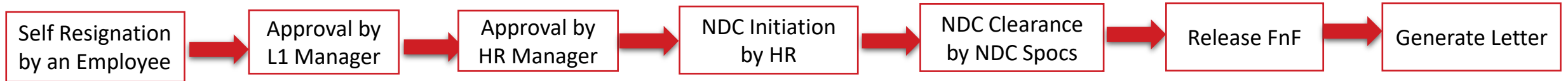# Welcome to our Exit module

PeopleStrong alt
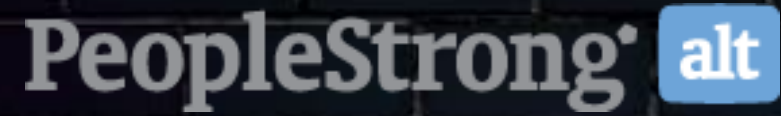
Core HR | Workforce Management | Payroll | Talent Management

User Manual – Exit Module Voluntary Resignation

valtech_

Process Flow

❑ **Voluntary Resignation**

Self Resignation by an Employee	→	Approval by L1 Manager	→	Approval by HR Manager	→	NDC Initiation by HR	→	NDC Clearance by NDC Spocs	→	Release FnF	→	Generate Letter

V_

Self Resignation: Employee

1. Click on Exit
2. Self Service>Resignation

Self Resignation: Employee

Resignation

Employee Info

Employee Code:	**Employee Name:**	**Date Of Joining:**	**Designation:**	**Grade:**
Dummy4	Dummy D Test	Apr 04, 2021 (0 Y : 9 M : 8 D)	Associate Architect	V2
Notice Period:	**Location:**	**Organization Unit:**	**L1 Manager:**	**L2 Manager:**
90	India>Haryana>Gurugram>802-803 , 8th floor , Tower B>Unitech Cyber Park>Sector 39>122003	Valtech India Systems Private Limited>Delivery>BFSI	Dummy A Test - Dummy1	Dummy A Test - Dummy1
Hr Manager:	**Official Email Id:**	**Personal Email Id:**		
Dummy C Test - Dummy3	pradeep.a@valtech.com	dummyd@ps.com		

System Generated Information

V_

Self Resignation: Employee

Correspondence Info

Correspondence Email:
dummyd@ps.com

Correspondence Number:

Correspondence Address:
Harapan Indah Bekasi   Kota Bekasi
17131 Indonesia

850 characters remaining.

Relieving Info

Date Of Resignation:
Jan 11, 2022

*Reason For Leaving:
Please Select

Resignee Comment:

2900 characters remaining.

Attachment:
Attach

Declaration

☐ I hereby declare I am submitting my resignation on my behalf

Terms and Conditions : Disclaimer - The last working day shall be as per policy along with terms and conditions defined.

SUBMIT   BACK

1. Enter the Correspondence Info
2. Enter Relieving Info
3. Click on the declaration
4. Click on Submit

V_

Self Resignation: Employee

Click on Yes to proceed.

Resignation Submitted Successfully.

L1 Manager login

Stage-1: Approval by L1 Manager

Exit Task(s) List of L1 Manager

Stage-1: Approval by L1 Manager

Task(S)

Resignation Info

Resignation Code:	Creationdate:	Stage:	Status:
R0916/11Jan2022234651/6D	Jan 11, 2022	L1 Approval	Pending

Employee Info

Employee Code:	Employee Name:	Date Of Joining	Designation:	Grade:
Dummy4	Dummy D Test	Apr 04, 2021 (0 Y : 9 M : 8 D)	Associate Architect	V2

Notice Period:	Location:	Organization Unit:	L1 Manager:	L2 Manager:
90	India>Haryana>Gurugram>802-803 , 8th floor , Tower B>Unitech Cyber Park>Sector 39>122003	Valtech India Systems Private Limited>Delivery>BFSI	Dummy A Test - Dummy1	Dummy A Test - Dummy1

Hr Manager:	Official Email Id:	Personal Email Id:	Confirmation Status:	Relieving Date As Per Policy:
Dummy C Test - Dummy3	pradeep.a@valtech.com	dummyd@ps.com	On Probation	Apr 10, 2022

Leave Balance on LWD:

System Generated Information

V_

Stage-: Approval by L1 Manager

1. Enter the Relieving Info
a) Approved Relieving Date
b) Settlement of Notice Period (If applicable)
c) Approver Comment

2. In case of acceptance, click on "Approve" else "Reject"

Thank You

valtech_