

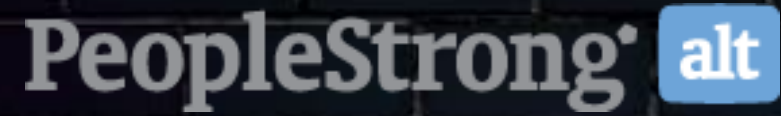
A person is wearing a VR headset, with their hand resting on the side. The scene is lit with vibrant blue and purple neon lights, creating a futuristic atmosphere. The person's face is partially visible through the headset's opening.

valtech

PeopleStrong - Exit User Manual

Team HR

Welcome to our **Exit** module



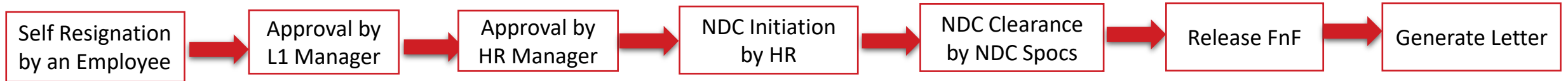
Core HR | Workforce Management | Payroll | Talent
Management

New

User Manual – Exit Module Voluntary Resignation

Process Flow

☐ Voluntary Resignation



Self Resignation: Employee

The screenshot displays the Valtech HRIS dashboard. The top navigation bar includes links for HOME, HRIS, PERFORMANCE, LEAVE, ATTENDANCE, and EXIT. A blue arrow points to the 'SELF SERVICE' option in the dropdown menu that appears after clicking 'EXIT'. Below 'SELF SERVICE', the 'Resignation' option is highlighted. The dashboard also features several widgets: 'Good Night' with a profile completion progress bar at 65%, 'Holidays' listing Republic Day, Maha Shivaratri, Holi, and Ugadi / Gudi Padwa, '00 Leave Applied' with a table showing 0 Pending, 0 Cancelled, 0 Rejected, and 0 Approved, and '00 Attendance Regularization Applied' with a table showing 0 Pending, 0 Approved, and 0 Rejected. Each widget has a 'FLIP FOR DETAILS' button.

0 Pending	0 Rejected
0 Cancelled	0 Approved

0 Pending	0 Approved	0 Rejected
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1. Click on Exit
2. Self Service>Resignation



Self Resignation: Employee

Resignation

Employee Info

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

System Generated Information

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

Self Resignation: Employee

Relieving Info

Date Of Resignation:

Jan 11, 2022

*Reason For Leaving:

Better Role

Confirmation Dialog Info

Are you sure you want to submit your resignation?

YES

NO

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

Click on Yes to proceed.

Resignation Submitted Successfully.



L1 Manager login

Stage-1: Approval by L1 Manager

valtech_[HOME](#)[HRIS](#)[PERFORMANCE](#)[LEAVE](#)[ATTENDANCE](#)[PAYROLL](#)

...

TASKS17

DOWNLOADS

D

17 Tasks Await You Today

Good Night

D

Profile Completion
81%
COMPLETE NOW

FLIP FOR MY TEAM

Holidays

Republic Day

26 Jan 2022, Wed

Maha Shivaratri

01 Mar 2022, Tue

Holi

19 Mar 2022, Sat

Ugadi / Gudi Padwa

02 Apr 2022, Sat

09 Leave

FLIP FOR DETAILS

05 Attendance Regularization Approvals

00 Attendance Regularization Applied

Last 30 Days

Attendance Regularizations5

You Have Pending Attendance Regularizations Requests

Overtime And Comp Off Requests1

You Have Pending Overtime And Comp Off Requests

Leave Requests9

You Have Pending Leave Requests

Promotion Requests1

You Have Pending Promotion Requests

Exit Requests1

You Have Pending Resignation Requests

0 Rejected

0 Approved

FLIP FOR DETAILS

Exit Task(s) List of L1 Manager

valtech_

HOME

HRIS

PERFORMANCE

LEAVE

ATTENDANCE

PAYROLL

...

TASK(S) 17

DOWNLOADS

D

Task(S)

EMPLOYEE CODE

MY TASK LIST

SNo ⇅	Task Code ⇅	Employee Code ⇅	Employee Name ⇅	Stage ⇅	Status ⇅	Application Date ⇅	Due Date ⇅
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	R0916/11Jan2022234651/6D	Dummy4	Dummy D Test	L1 Approval	Pending	11-Jan-2022	11-Jan-2022



Click Here

Stage-1: Approval by L1 Manager

Task(S)

Resignation Info

Resignation Code:

R0916/11Jan2022234651/6D

Creationdate:

Jan 11, 2022

Stage:

L1 Approval

Status:

Pending

Employee Info

Employee Code:

Dummy4

Employee Name:

Dummy D Test

Date Of Joining:

Apr 04, 2021 (0 Y : 9 M : 8 D)

Designation:

Associate Architect

Grade:

V2

Notice Period:

90

Location:

India>Haryana>Gurugram>802-803 , 8th floor , Tower B>Unitech Cyber Park>Sector 39>122003

Organization Unit:

Valtech India Systems Private Limited>Delivery>BFSI

L1 Manager:

Dummy A Test - Dummy1

L2 Manager:

Dummy A Test - Dummy1

Hr Manager:

Dummy C Test - Dummy3

Official Email Id:

pradeep.a@valtech.com

Personal Email Id:

dummysd@ps.com

Confirmation Status:

On Probation

Relieving Date As Per Policy:

Apr 10, 2022

Leave Balance on LWD:

System Generated Information

Stage-: Approval by L1 Manager

Relieving Info

Date Of Resignation:
Jan 11, 2022

Reason For Leaving:
Better Role

Resignee Comment:
ok
2898 characters remaining.

Expected Relieving Date:
Apr 08, 2022

Approved relieving Date:
Apr 04, 2022

*Approver Comment:

2900 characters remaining.

Notice Period Waived Off Check Box:
☒

Recovery Days Type:
☐ PayOut ☐ Recovery ☒ WaiveOff

No Of Waived Off Days:
6

No Of Recovery Days:
6

Attachment:
[Attach](#)

APPROVAL HISTORY

Employee Name	Stage	Status	Role	Resignation Date	Approved relieving Date	Resignation Type	Reason For Separation	Attachment
No records found.								

REJECT

SAVE

APPROVE

CANCEL

PRINT

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