

ECMS User Manual – PAN India

Capgemini

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Document Information

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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

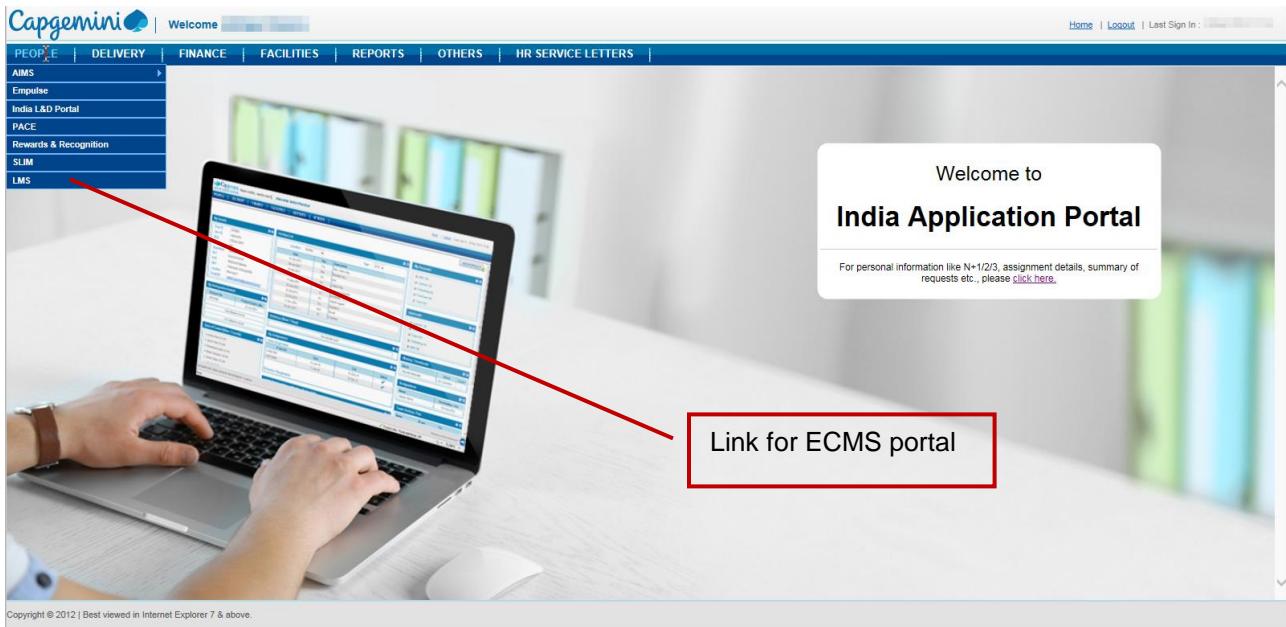
This section gives a quick view of the entire application. A matrix of the Separation Types versus the Clearances has been carved here. All the supported separation types that are applicable at any point in time to an employee can be referred through the below table and the corresponding clearance that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

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.

Forms	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			□	✓																								

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														✓	□				
Finance - Payroll														□	✓				
Performance management														✓					

Welcome : [Logout](#)

[Resignation Policy](#) | [SLA Document](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Process Chart](#) | [Logout](#)

[Home](#) | [Resignation Process](#) | [Approval Process](#) | [Dues Clearance Process](#) | [Admin](#) | [Reports](#) | [Absconding Process](#) | [Ex Employee Verification](#)

USER MANAGEMENT

*Role:

*Country:

*Location:

*Employee Name:

Show On Contact List:

*File Upload :

Grant	Search	Reset	Cancel	
ROLE	EMPLOYEE NAME	SHOW ON LIST	LOCATION	ACTION
Admin	[REDACTED]	No	Chennai	Edit Revoke
Admin	[REDACTED]	No	Gurgaon	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:

Top Panel: The top portion of the screen, containing the Capgemini logo, user welcome message, and navigation links.

Bottom Panel: The main content area, which includes a table of clearance names, pending counts, and cleared status, along with a detailed description of the system's features and processes.

CLEARANCE NAME	PENDING COUNT	CLEARED
Asset Management		Log Details
EIS/HR		Log Details
Final Clearance		Log Details
Finance		Log Details
HRSS Confirmation Admin		Not Available
ICRES		Log Details
Learning and Development		Log Details
Mobility Admin		Log Details
People Process/HR		Log Details
Performance Management		Log Details
Supervisor Approval	0	Not Available
Supervisor Clearance	1	Log Details
Time Helpdesk		Log Details

System Description:

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination 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 - Employee Resignation/Employee Termination /Contractors Release /Trainee Release/Long Term Transfers/Employee Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact People Partners/HR for all early release and resignation initiations from backend
- Approval of Resignation Supervisor (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
- Filing of Final Dues (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Function and auto-generated intimations
- Clearance Process follow up will be employees' responsibility
- Calculation of Final Dues by Finance
- Exit Interview by People Partners/HR
- Issue of Experience and Relieving Letter on last working date will be 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 : [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

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.
- ▶ **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.
- ▶ **Process Chart:** Each process has been made into simplified process flow diagrams which can be referred through this link on the KM portal.
- ▶ **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*.
- ▶ **Resignation 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 Count:** 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

Below are the functions available for using the report:

- ▶ This icon  allows going on first page.
- ▶ This icon  allows going on previous page.
- ▶ This icon  allows going on next page.
- ▶ This icon  allows going on last page.
- ▶ The drop-down arrow field allows viewing the report in various sizes.
- ▶ The free text field allows entering the text to be searched. ‘Find’ link locates the entered text in the report and ‘Next’ link allows finding the same text one after the other. Once the search is completed following message box is displayed. Click OK to close the message box.



- ▶ This icon  allows exporting the report to XML, CSV, PDF, MHTML, Excel, TIFF, or Word format.
- ▶ This icon  allows refreshing the entire report.
- ▶ This icon  allows printing the report.
- ▶ Information will flow in the report based on the type of clearances done.

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 screenshot shows the Capgemini ECMS homepage. The top navigation bar includes links for Welcome, Resignation Policy, SLA Document, Contact List, Holiday List, Support, FAQ, Process Chart, and Log out. Below the navigation is a main menu with Home, Resignation Process, EXIT CLEARANCE SYSTEM, and The Exit. The 'My Information' option under 'The Exit' is highlighted with a blue box and a cursor icon. A tooltip for 'My Information' states: 'online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination with appropriate approval processes, and issuing relieving and experience letters to employees.' Below the menu, a section titled 'The system is designed to enable the following processes:' lists various HR-related tasks like resignation applications, contact people, and generating clearance forms. At the bottom, there's a note about the website resolution and links for user manual and technical support.

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.

The screenshot shows the 'MY INFORMATION FORM' page. The top navigation bar and menu structure are identical to the previous screenshot. The main form contains fields for Address for Communication (After Last working Date), Landline Number, Mobile Number, Personal Email Address, and Documents Pick up location. A note at the bottom right specifies the required format for phone numbers. At the bottom of the form are buttons for Submit, Reset, and Cancel.

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 type 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 FS 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 Capgemini ECMS Home page. At the top, there is a navigation bar with links: Welcome, Resignation Policy, SIA Document, Contact List, Holiday List, Support, FAQ, Process Chart, and Log out. Below the navigation bar, there is a main menu with options: Home, Resignation Process, EXIT CLEARANCE, Resignation Form, SYSTEM, and My Information. The 'Resignation Form' option is highlighted with a blue background and a white border. A tooltip for 'Resignation Form' states: 'The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination with appropriate approval processes, and issuing relieving and experience letters to employees.' Below the main menu, there is a section titled 'The system is designed to enable the following processes:' which lists various HR-related processes. At the bottom of the page, there is a note: 'For further help on Exit Clearance Management System usage please go through ECMS User Manual' and 'For any technical/functional issues, please raise a service request on : [redacted] (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

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:

The screenshot shows a 'RESIGNATION FORM' page. At the top left, there is a 'Print' button. The form contains several sections of input fields:

- Employee Information:** Employee Name (ID), Global Group ID, Designation (Consultant), SBU Name, BU Name, Sub BU Name.
- Separation Details:** Separation / Transfer Type (Resignation), Separation Sub Reason (Not Available), Confirmed Resignation Date (Not Available), Confirmed Last Working Date (Not Available).
- Employment Dates:** Global Date of Joining, Local Date of Joining, Location (Pune), Supervisor (redacted), Assigned Supervisor (Not Available), Organization (Not Available), Supervisor Approval Status (Not Available), HR Lead Approval Status (Not Available), Location Of Transfer (Not Available), BU HR Name (redacted).
- Resignation Dates:** Resignation Date (22 Dec 2017), Last working date (22 Mar 2018), Notice Shortfall days (0). A dropdown for Reason is shown with 'Select One-' as the option. A note states: '(The resignation date is todays 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 - (Recommended Relieving Date (Last working date) - Confirm Date of Resignation + 1)))'.
- Communication:** Message to Supervisor / Comments, Address for Communication (After last working date), Landline Number, Mobile Number (+91 redacted), Personal Email Address.
- Feedback:** Employee Feedback, Submit, Reset, Cancel buttons.
- Validation:** A note at the bottom right says 'Please enter Landline or Mobile Number (Format: Country Code – Area Code – Telephone Number)'.

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 has to manually enter the information: Reason (options in the dropdown include: Interpersonal, Personal, Work), Sub-Reason*, 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. The resignation will only be submitted successfully upon acceptance of the non-solicit clauses.

NON SOLICIT and COMPETE 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 eighteen 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; or
(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.

c) It is important that you adhere to the acceptance of Non-Solicit & 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:

EMPLOYEE FEEDBACK FORM

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.

Employee Name (ID) :	Global Date of Joining :
Global Group ID :	Local Date of Joining :
Designation :	Location :
SBU Name :	Supervisor :
BU Name :	Assigned Supervisor : Not Available
Sub BU Name :	Organization : Not Available
Separation / Transfer Type : Resignation	Supervisor Approval Status : Not Available
Separation Reason : Not Available	Supervisor Approval Date : Not Available
Separation Sub Reason : Not Available	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 :
Documents Pick up location : Not Available	

General (It is mandatory to provide inputs)

Future Employment

Save **Close**

- ▶ 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:



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

FUNCTION	STATUS	DUES AMOUNT
Asset Management	Asset management Cleared	0.00
EIS/NR Clearance	EIS Due Cleared	0.00
Supervisor Clearance	Supervisor Clearance Cleared	0.00
Finance	Finance Cleared	0.00
KRES	KRES Cleared	0.00
Learning and Development	LnD Cleared	0.00
People Process/HR	People Process Cleared	0.00
Performance Management	Performance Management Cleared	0.00
Time Helpdesk	Time Help Desk Cleared	0.00
Mobility Clearance	Mobility Cleared	0.00
	Total	0.00

FUNCTION	STATUS	COMPLETION DATE
BU HR	BUHR Clearance Cleared	[Redacted]
Employee FeedBack	FeedBack Submitted	[Redacted]
Final Clearance	Final Clearance Cleared	[Redacted]

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 Clearances
 - Supervisor Clearance
 - Finance
 - ICRES
 - Learning & Development
 - People Process
 - Performance Management
 - Mobility
 - Time Helpdesk
- ▶ '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 is 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:

Welcome : | Resignation Policy | SIA Document | Contact List | Holiday List | Support | FAQ | Process Chart | Log out

EXIT CLEARANCE MANAGEMENT SYSTEM

CLEARANCE NAME	PENDING COUNT	CLEARED
Supervisor Approval	1	Not Available
Supervisor Clearance	0	Link Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination 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 - Employee Resignation/Employee Termination /Contractors Release /Trainee Release/Long Term Transfers/Employee Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact People Partners/HR for all early release and resignation initiations from backend
- Approve of Resignation by Supervisor (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
- Print Exit Clearance 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 People Partners/HR
- Issue of Experience and Relieving Letter on last working date will be 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 [\[redacted\]](#) [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

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:

Capgemini

[Welcome](#) | [Resignation Policy](#) | [SLA Document](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Process Chart](#) | [Log out](#)

APPROVAL							
DATASOURCE	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	RESIGNATION DATE	LAST WORKING DATE	REQUEST STATUS	HRSS CONFIRMATION DATE
ACIS	SHREYA.PARABHARADHAR@IN	Pune	Resignation	26-Dec-2017	26-Mar-2018	Submitted	Not Available

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 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

Approval Form

Employee Name (ID) :	Global Group ID :	Designation :	Associate Consultant	SBU Name :	APAC_Regional_APPS	BU Name :	APAC_Regional_APPS	Sub BU Name :	SUP_APPS_PRM & STAFFING	Global Date of Joining :	21-May-2015
Employee Name (ID) :	Global Group ID :	Designation :	Associate Consultant	SBU Name :	APAC_Regional_APPS	BU Name :	APAC_Regional_APPS	Sub BU Name :	SUP_APPS_PRM & STAFFING	Local Date of Joining :	09-May-2016
										Location :	Pune
										Supervisor :	
										Assigned Supervisor :	Not Available
										Organization :	Not Available
										Supervisor Approval Status :	Not Available
										Supervisor Approval Date :	Not Available
										HR Lead Approval Status :	Not Available
										Location Of Transfer :	Not Available
										BU HR Name :	Cashin Sayad[02457_IN],Hari A[107848_IN],Iyas Sheikh[104203_IN],Kamika Chitre[001152_IN],Shagun Vatsa[070676_IN],Tina Valentine Joseph[108567_IN]
Message / Comments by Employee : some											
<p>Resignation Date : 26-Dec-2017 Last Working Date : 26 Mar 2018</p> <p>Notice Period Shortfall is [days] : 0</p> <p>* Message to HRSS team:</p>											
<p>The date on which employee submitted his/her resignation in ECMS (Last working date is [Resignation Date + 90 calendar days] which is verified against weekend and holiday) (Notice period is 90 days. [90 - {Recommended Relieving Date (Last working date) - Confirm Date of Resignation + 1}])</p>											
<p>Please read notes mentioned below before you click any options provided: Q1: Low satisfaction-high value = RETAIN (we must retain them by solving their problems since they add a lot of value) Q2: High Satisfaction-high value = CATALYST/HIGH REFORMER (we must deploy them in organizationally important initiatives) Q3: Low Satisfaction-Low value = TRAIN/NON REGRETTED (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)</p>											
<p>* My assessment of the Employee : -Select One-</p> <p>According to me the reason for resignation is :</p> <p>*Can Breach Agreement : -Select One-</p>											
<p>This is related to the Non-Solicit-Non-Compete agreement which the employee signs. Please select based on your judgment about the associate</p>											
<p>File Upload: <input type="file"/> <input type="button" value="Browse..."/> <input type="button" value="Add More"/> <input type="button" value="Upload"/></p>											
<p><input type="button" value="Approve"/> <input type="button" value="Reset"/> <input type="button" value="Back"/></p>											

- ▶ 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:

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

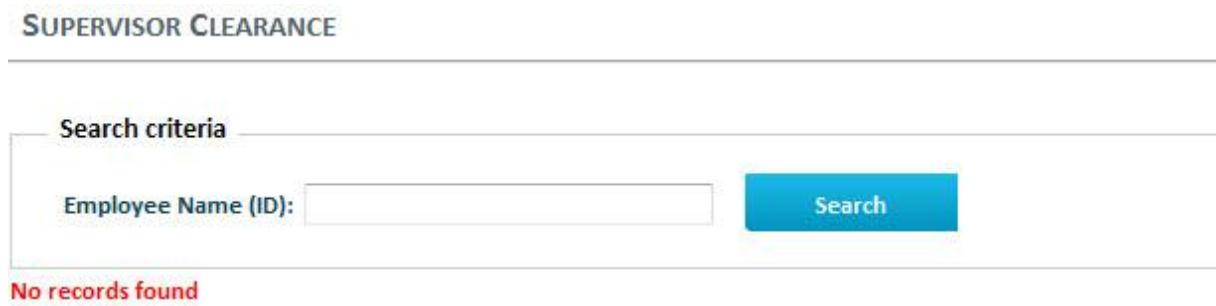
The menu option contains a single menu item:

- ▶ 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:



SUPERVISOR CLEARANCE

Search criteria

Employee Name (ID): **Search**

No records found

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:

*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

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:

*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 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 'ASSET MANAGEMENT CLEARANCE' form. At the top, there's a header with the Capgemini logo and a navigation bar with links like Home, Resignation Process, Approval Process, etc. The main form area has several sections:

- Employee Information:** Displays Employee Name (ID), Global Group ID, Designation, SBU ID, SBU Name (Not Available), Sub BU Name (Not Available), Separation Reason (Personal), Separation Sub Reason (V. Personal Reasons (Health / Marriage / Relocation)), Confirmed Resignation Date (04-Dec-2014), and Confirmed Last Working Date (04-Mar-2015).
- Assets and Amount Due:** A grid where users can choose a status (Returned, Not Applicable, etc.) for each asset type (Desktop, Laptop, Hardware, Software) and enter the amount due (INR). There are 'Add More' and 'Upload' buttons below this section.
- Comments:** A large multi-line text area divided into four sections, each with a 'Comments' label and a scrollable text input field.
- Action Buttons:** At the bottom, there are buttons for 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.

- ▶ 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

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:

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination 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 - Employee Resignation/Employee Termination /Contractors Release / Long Term Transfer/Employee Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Calculation of Final dues by Financial
- Approval of Resignation by Supervisor (applicable only for Employee Resignation type of separation)
- Filing Feedback Form (applicable only for Employee Resignation type of separation)
- Issue of Experience Letter and Relieving Letter
- Clearance Process follow up will be done by supervisor
- Calculation of Final Dues by Financial
- Issue of Experience Letter and Relieving Letter on last working date will be 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 [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

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:

DATA SOURCE	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	RESIGNATION DATE	LAST WORKING DATE	REQUEST STATUS	HRSS CONFIRMATION DATE
FSSBU	[REDACTED]	Hyderabad	Permanent Transfer	Not Available	01-Aug-2014	EIS Due Pending	31-Oct-2017
FSSBU	[REDACTED]	Pune	NonPayrollDomesticTransfer	Not Available	07-Nov-2016	EIS Due Pending	28-Nov-2016
FSSBU	[REDACTED]	Pune	NonPayrollDomesticTransfer	Not Available	07-Nov-2016	HRSS Confirmed	28-Nov-2016
FSSBU	[REDACTED]	Hyderabad	NonPayrollDomesticTransfer	Not Available	20-Nov-2016	HRSS Confirmed	28-Nov-2016
FSSBU	[REDACTED]	Hyderabad	NonPayrollDomesticTransfer	Not Available	20-Nov-2016	HRSS Confirmed	28-Nov-2016
FSSBU	[REDACTED]	Mumbai	NonPayrollDomesticTransfer	Not Available	28-Nov-2016	HRSS Confirmed	29-Nov-2016
FSSBU	[REDACTED]	Hyderabad	NonPayrollDomesticTransfer	Not Available	28-Nov-2016	HRSS Confirmed	23-Dec-2016
FSSBU	[REDACTED]	Hyderabad	NonPayrollDomesticTransfer	Not Available	29-Nov-2016	HRSS Confirmed	23-Dec-2016
FSSBU	[REDACTED]	Pune	NonPayrollDomesticTransfer	Not Available	30-Nov-2016	HRSS Confirmed	07-Dec-2016
FSSBU	[REDACTED]	Hyderabad	NonPayrollDomesticTransfer	Not Available	01-Dec-2016	HRSS Confirmed	14-Dec-2016
FSSBU	[REDACTED]	Bangalore	NonPayrollDomesticTransfer	Not Available	04-Dec-2016	HRSS Confirmed	05-Dec-2016
FSSBU	[REDACTED]	Bangalore	NonPayrollDomesticTransfer	Not Available	18-Dec-2016	HRSS Confirmed	07-Dec-2016
FSSBU	[REDACTED]	Hyderabad	NonPayrollDomesticTransfer	Not Available	29-Dec-2016	HRSS Confirmed	02-Jan-2017
FSSBU	[REDACTED]	Pune	Permanent Transfer	Not Available	06-Jan-2017	HRSS Confirmed	08-Jan-2018
FSSBU	[REDACTED]	Mumbai	NonPayrollDomesticTransfer	Not Available	22-Jan-2017	HRSS Confirmed	29-Jan-2017

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 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:

- ▶ 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 Drawer Key
5. ICRES Telephone Expense Recovery

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:

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

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:

Home		Resignation Process		Data Clearance Process		Welcome :		Resignation Policy		SLA Document	Contact List	Holiday List	Support	FAQ	Process Chart	Logout											
ICRES CLEARANCE																											
Search criteria																											
Employee Name (ID): <input type="text"/> <input type="button" value="Search"/>																											
DATA SOURCE	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	RESIGNATION DATE	LAST WORKING DATE	REQUEST STATUS	HRSS CONFIRMATION DATE																				
FSSBU		Bangalore	Resignation	07-Jun-2017	04-Sep-2017	HRSS Confirmed	21-Nov-2017																				
FSSBU		Bangalore	NonPayrollDomesticTransfer	Not Available	08-Jun-2017	ICRES Pending	11-Jun-2017																				
FSSBU		chennai	Resignation	21-Jun-2017	19-Sep-2017	HRSS Confirmed	18-Dec-2017																				
FSSBU		Bangalore	NonPayrollDomesticTransfer	Not Available	22-Jun-2017	ICRES Pending	25-Jun-2017																				
FSSBU		Bangalore	NonPayrollDomesticTransfer	Not Available	04-Jul-2017	ICRES Pending	04-Jul-2017																				
FSSBU		Bangalore	Resignation	05-Jul-2017	03-Oct-2017	HRSS Confirmed	21-Nov-2017																				
FSSBU		Bangalore	Resignation	20-Jul-2017	18-Oct-2017	HRSS Confirmed	18-Oct-2017																				
FSSBU		Bangalore	Resignation	21-Jul-2017	20-Oct-2017	HRSS Confirmed	18-Oct-2017																				
FSSBU		Bangalore	Resignation	26-Jul-2017	24-Oct-2017	HRSS Confirmed	18-Oct-2017																				
FSSBU		Bangalore	Resignation	02-Aug-2017	31-Oct-2017	HRSS Confirmed	18-Oct-2017																				
FSSBU		Bangalore	Resignation	11-Aug-2017	09-Nov-2017	HRSS Confirmed	18-Dec-2017																				
FSSBU		Bangalore	Resignation	11-Aug-2017	09-Nov-2017	HRSS Confirmed	18-Dec-2017																				
FSSBU		Bangalore	Resignation	11-Aug-2017	10-Nov-2017	HRSS Confirmed	18-Dec-2017																				
FSSBU		Bangalore	Resignation	14-Aug-2017	13-Nov-2017	HRSS Confirmed	18-Dec-2017																				
FSSBU		Bangalore	Resignation	14-Aug-2017	13-Nov-2017	HRSS Confirmed	21-Nov-2017																				

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 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:

Welcome : Swapnil Joshi | [Resignation Policy](#) | [SLA Document](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Process Chart](#) | [Logout](#)

[Home](#) | [Resignation Process](#) | [Approval Process](#) | [Dues Clearance Process](#) | [Admin](#) | [Reports](#) | [Absconding Process](#) | [Ex-Employee Verification](#)

ICRES CLEARANCE

Employee Name (ID) : [REDACTED] Global Group ID : [REDACTED] Description : [REDACTED] SSO Name : [REDACTED] BU Name : Not Available Sub BU Name : Not Available Separation / Transfer Type : Resignation Separation Reason : Work Separation Sub Reason : V. Better compensation Confirmation Resignation Date : 08-May-2017 Confirmed Last Working Date : 07-Aug-2017	Global Date of Joining : 03-Mar-2016 Local Date of Joining : 03-Mar-2016 Location : Pune Department : [REDACTED] Assigned Supervisor : Not Available Organization : [REDACTED] Supervisor Approval Status : Supervisor Approved Supervisor Approval Date : 23-Jul-2017 HR Local Approval Status : Not Available Location of Transfer : Not Available BU/H Name : [REDACTED]
Bus Pass : <input type="button" value="Not Applicable"/> Amount Due(INR) : [REDACTED]	
Drawer Key : <input type="button" value="Returned"/> Amount Due(INR) : [REDACTED]	
Access Card : <input type="button" value="Select One"/> Amount Due(INR) : [REDACTED]	
Telephone Expense Recovery : <input type="button" value="Not Applicable"/> Amount Due(INR) : [REDACTED]	
Amex Card : <input type="button" value="Select One"/> Amount Due(INR) : [REDACTED]	
File Upload : <input type="text" value="File Path"/> <input type="button" value="Browse..."/> <input type="button" value="Add More"/> <input type="button" value="Upload"/>	

[Save](#) | [Submit](#) | [Reset](#) | [Back](#) | [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.

ICRES Clearance – Amex Cards

- ▶ The user can choose either status that may be applicable to the Amex Card for that 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 – Drawer Keys

- ▶ The user can choose either status from the Drawer Keys field that may be applicable to the Drawer Key for that employee:
 - Returned
 - Not Returned
 - Not Applicable

ICRES Clearance – Telephone Expense Recovery

- ▶ The user can choose either status from the Telephone Expense Recovery field that may be applicable to the Telephone Expense for that employee:
 - Recovered
 - Not Recovered
 - Not Applicable

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:

The screenshot shows the ECMS Home page for the 'Learning and Development' role. The main content area displays a table with the following data:

CLEARANCE NAME	PENDING COUNT	CLEARED
Learning and Development	972	Log Details

Below the table, there is a list of system processes:

- Different types of separations - Employee Resignation/Employee Termination / Contractors Release
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact People Partners/HR for all early release and resignation intimation from backend
- Application for Transfer (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different functions and auto-generated intimations
- Calculation of final dues based on employee's responsibility
- calculation of Final Dues by Finance
- Exit Interview by People Partners/HR
- Issue of Experience and Relieving Letter on last working date will be post all stakeholder and financial dues clearance

At the bottom of the page, there are links for further help and technical issues, along with a note about the best viewing resolution.

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:

The screenshot shows a web-based application interface for 'LEARNING & DEVELOPMENT CLEARANCE'. At the top, there's a navigation bar with links for Home, Resignation Process, and Dues Clearance Process. Below the navigation is a search section with a 'Search Criteria' label, an 'Employee Name (ID)' input field, and a 'Search' button. The main content area displays a table with the following columns: DATA SOURCE, EMPLOYEE NAME (ID), LOCATION, SEPARATION TYPE, RESIGNATION DATE, LAST WORKING DATE, REQUEST STATUS, and HRSS CONFIRMATION DATE. The table contains 18 rows of data, each representing an employee record with details like location (Pune, Bangalore, Hyderabad, Chennai), separation type (Resignation, PermanentTransfer, Termination), and various dates. At the bottom of the table, there are page navigation controls labeled '1 2 3 4 5 6 7 8 9 10'.

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 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 a web-based application interface for employee clearance. At the top, there's a navigation bar with links like Home, Resignation Process, Approval Process, Dues Clearance Process, Admin, Reports, Absconding Process, Ex-Employee Verification, Welcome, and Log out. Below the navigation is a header for 'LEARNING & DEVELOPMENT CLEARANCE'. The main area contains several input fields and dropdown menus. On the left, there's a section for 'Employee Name (ID)' with fields for Global Group ID, Designation, SBU Name, BU Name, and Sub BU Name. To the right of this, there's detailed information about the employee's joining date (Global Date of Joining: 25-Feb-2013, Local Date of Joining: 25-Feb-2013, Location: Bangalore), supervisor details (Supervisor: [redacted], Assigned Supervisor: Not Available, Organization: [redacted] TST_M<), and approval status (Supervisor Approval Status: Supervisor Approved, Supervisor Approval Date: 13-Nov-2017, HR Lead Approval Status: Not Available, Location Of Transfer: Not Available). Below these are sections for 'Library books' (with a dropdown menu 'Select') and 'Library Other' (with a text input field). There are also sections for 'Certification Amount From PICS (INR): 0' and 'Certification' (with a dropdown menu 'Select'). To the right of these sections are four sets of 'Comments' and 'Amount Due (INR)' fields, each with a dropdown menu 'Select'. At the bottom of the form are buttons for 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:

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination 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 - Employee Resignation/Employee Termination /Contractors Release
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact People Partners/HR for all early release and resignation initiations from backend
- Approval of Resignation by Supervisor (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
- Relieving Letter Generation by Supervisor (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Clearance Process follow up will be employer's responsibility
- Completion of Pending Work
- Exit Interview by People Partners/HR
- Issue of Experience and Relieving Letter on last working date will be 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 [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

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:

DATA SOURCE	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	RESIGNATION DATE	LAST WORKING DATE	REQUEST STATUS	HRSS CONFIRMATION DATE
PSBU		Pune	Resignation	05-Sep-2017	04-Dec-2017	HRSS Confirmed	23-Nov-2017

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 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' form. At the top, there's a header with the Capgemini logo and a navigation bar with links like Home, Resignation Process, Approval Process, Dates Clearance Process, Admin, Reports, and Absconding Process. The main form area has several sections:

- Employee Information:** Fields include Employee Name (ID), Global Group ID, Designation, Sub ID, and BU Name. A note specifies Separation / Transfer Type: Resignation, Separation Reason: Personal, and Sub Reason: V_Personal_Medical/Health. Dates listed are Confirmed Resignation Date (08-Sep-2017) and Confirmed Last Working Date (08-Dec-2017).
- Project Related Material Returned:** A dropdown menu with options like 'Select'.
- Shift Allowance(BSV):** A dropdown menu with options like 'Select'.
- All Timesheets Approved:** A dropdown menu with options like 'Select'.
- Expense Approved:** A dropdown menu with options like 'Select'.
- Client Access Revoked:** A dropdown menu with options like 'Select'.
- Recovery On Travel Contract:** A dropdown menu with options like 'Select'.
- Comments:** Two large text input fields for supervisor comments.
- Supervisor Approval:** Fields include Global Date of Joining (10-Mar-2015), Local Date of Joining (10-Mar-2015), Location (Pune), Supervisor (Not Available), Organization (IN105082_SF), Supervisor Approval Status (SupervisorApproved), Supervisor Approval Date (29-Sep-2017), HR Lead Approval Status (Not Available), and Location Of Transfer (Not Available). A BU HR Name field is also present.
- Action 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 Off-boarding 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

CLEARANCE NAME	PENDING COUNT	CLEARED
Performance Management	1056	Log Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination 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 - Employee Resignation/Employee Termination /Contractors Release / Transfers/Employee Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact People Partners/HR for all early release and resignation intimation from backend
- Approval of Resignation (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
- Filling Feedback Form (applicable only for Employee Resignation type of separation)
- Exit Clearance by different Functions and auto-generated intimations
- Calculation of final dues will be Employee's responsibility
- Calculation of final Dues by Finance
- Exit Interview by People Partners/HR
- Issue of Experience and Relieving Letter on last working date will be 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 [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

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:

PERFORMANCE MANAGEMENT CLEARANCE							
Search criteria							
	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	RESIGNATION DATE	LAST WORKING DATE	REQUEST STATUS	HRSS CONFIRMATION DATE
FSSBU	Mumbai	NonPayrollDomesticTransfer	Not Available	10-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Pune	Resignation	12-Jun-2017	11-Sep-2017	11-Sep-2017	HRSS Confirmed	18-Oct-2017
FSSBU	Hyderabad	NonPayrollDomesticTransfer	Not Available	11-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	11-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	11-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	11-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	11-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	11-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	11-Sep-2017	11-Sep-2017	HRSS Confirmed	12-Sep-2017
FSSBU	Pune	NonPayrollDomesticTransfer	Not Available	12-Sep-2017	11-Sep-2017	HRSS Confirmed	13-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	12-Sep-2017	11-Sep-2017	HRSS Confirmed	15-Sep-2017
FSSBU	Chennai	NonPayrollDomesticTransfer	Not Available	12-Sep-2017	11-Sep-2017	HRSS Confirmed	15-Sep-2017
FSSBU	Pune	NonPayrollDomesticTransfer	Not Available	12-Sep-2017	11-Sep-2017	HRSS Confirmed	15-Sep-2017
FSSBU	Bangalore	NonPayrollDomesticTransfer	Not Available	12-Sep-2017	11-Sep-2017	HRSS Confirmed	17-Sep-2017
FSSBU	Pune	Resignation	15-Jun-2017	13-Sep-2017	13-Sep-2017	HRSS Confirmed	18-Oct-2017
FSSBU	Pune	NonPayrollDomesticTransfer	Not Available	13-Sep-2017	13-Sep-2017	HRSS Confirmed	15-Sep-2017

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:

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 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:

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination with appropriate approval processes, and issuing relieving and experience letters to employees. The system is designed to enable the following processes:

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:

DATA SOURCE	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	RESIGNATION DATE	LAST WORKING DATE	REQUEST STATUS	HRSS CONFIRMATION DATE
FSSBU	Hyderabad	Termination	Not Available	13-Jun-2016		Finance Reopened	03-Feb-2016
FSSBU	Hyderabad	ACISTTransfer	Not Available	31-Mar-2017		Finance Pending	16-May-2017
FSSBU	Chennai	Termination	Not Available	18-May-2017		Finance Pending	18-Aug-2017
FSSBU	Chennai (ex Madras)	Resignation	29-Mar-2017	28-Aug-2017		HRSS Confirmed	18-Oct-2017
FSSBU	Bangalore	ACISTTransfer	Not Available	28-Feb-2017		Finance Pending	01-Jun-2017
FSSBU	Chennai (ex Madras)	Resignation	02-Jun-2017	31-Aug-2017		HRSS Confirmed	18-Oct-2017
FSSBU	Pune	Resignation	05-Jun-2017	04-Sep-2017		HRSS Confirmed	18-Oct-2017
FSSBU	Bangalore	Resignation	07-Jun-2017	04-Sep-2017		Finance Reopened	21-Nov-2017
FSSBU	Navi Mumbai	Resignation	07-Jun-2017	04-Sep-2017		HRSS Confirmed	18-Dec-2017
FSSBU	Hyderabad	Resignation	08-Jun-2017	05-Sep-2017		HRSS Confirmed	18-Dec-2017
FSSBU	Hyderabad	Resignation	09-Jun-2017	07-Sep-2017		HRSS Confirmed	18-Dec-2017
FSSBU	Navi Mumbai	Resignation	09-Jun-2017	07-Sep-2017		HRSS Confirmed	18-Dec-2017
FSSBU	Pune	Resignation	09-Jun-2017	07-Sep-2017		HRSS Confirmed	18-Dec-2017
FSSBU	Pune	Resignation	12-Jun-2017	11-Sep-2017		HRSS Confirmed	18-Dec-2017
FSSBU	Chennai (ex Madras)	Resignation	14-Jun-2017	12-Sep-2017		HRSS Confirmed	18-Dec-2017

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 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:

The screenshot shows a detailed view of the ECMS User Manual – PAN India Finance Clearance Form. The form is structured into two main sections: 'Inputs for Earnings' and 'Inputs for Deductions'. Each section contains multiple rows of input fields. Each row typically includes a dropdown menu with validation (indicated by a red asterisk), a text input field for the amount, and a 'Comments' section with a scrollable text area. At the bottom of the form, there is a horizontal row of 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 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

- ▶ 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:

The screenshot shows the ECMS Home page with the following details:

- Header:** Capgemini logo, Welcome, Resignation Policy, SIA Document, Contact List, Holiday List, Support, FAQ, Process Chart, Log out.
- Breadcrumbs:** Home > Resignation Process > Dues Clearance Process.
- Section Title:** EXIT CLEARANCE MANAGEMENT SYSTEM
- Table:**

CLEARANCE NAME	PENDING COUNT	CLEARED
Time Helpdesk	3263	Loc Details
- Description:** The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination with appropriate approval processes, and issuing relieving and experience letters to employees.
- Process Flow:** The system is designed to enable the following processes:
 - Different types of separation - Employee Resignation/Employee Termination /Contractors Release
 - Application for Resignation (applicable only for Employee Resignation type of separation)
 - Contractor Periodic Transfer/Employee Transfer/Employee Retirement
 - Approval of Resignation by Supervisor (applicable only for Employee Resignation type of separation)
 - Filing Feedback Form (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
 - Issue of Experience Letter and auto-generated Intimation
 - Clearance Process follow up will be employer's responsibility
 - Calculation of Final Dues by Finance
 - Issue of Relieving Letter by People Partner
 - Issue of Experience and Relieving Letter on last working date will be post all stakeholder and financial dues clearance
- Help and Support:** For further help on Exit Clearance Management System usage please go through [ECMS User Manual](#).
- Feedback:** For any technical/functional issues, please raise a service request on the [\[redacted\] \(Employee Management > Exit Clearance Management System - ECMS\)](#).

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

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:

TIME HELPDESK CLEARANCE

Search criteria

Employee Name (ID): Search

DATA SOURCE	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	RESIGNATION DATE	LAST WORKING DATE	REQUEST STATUS	HRSS CONFIRMATION DATE
FSSBU	[REDACTED]	Hyderabad	Resignation	14-Jul-2014	13-Oct-2014	Time Help Desk Reopened	07-Oct-2014
FSSBU	[REDACTED]	Pune	Resignation	04-Dec-2014	04-Mar-2015	Time Help Desk Reopened	25-Feb-2015
FSSBU	[REDACTED]	Pune	Resignation	04-Dec-2014	04-Mar-2015	Time Help Desk Reopened	18-Feb-2015
FSSBU	[REDACTED]	Pune	Permanent Transfer	Not Available	06-Jan-2017	HRSS Confirmed	08-Jan-2018
FSSBU	[REDACTED]	Bangalore	Resignation	10-Nov-2017	08-Feb-2017	HRSS Confirmed	27-Dec-2017
FSSBU	[REDACTED]	Hyderabad	Termination	Not Available	17-May-2017	HRSS Confirmed	30-Nov-2017
FSSBU	[REDACTED]	Pune	Release/Contractor	Not Available	01-Aug-2017	HRSS Confirmed	10-Aug-2017
FSSBU	[REDACTED]	Hyderabad	Termination	Not Available	02-Aug-2017	HRSS Confirmed	02-Aug-2017
FSSBU	[REDACTED]	Pune	NonPayroll/Domestic Transfer	Not Available	03-Aug-2017	HRSS Confirmed	13-Aug-2017
FSSBU	[REDACTED]	Pune	Resignation	08-May-2017	07-Aug-2017	HRSS Confirmed	25-Jun-2017
FSSBU	[REDACTED]	Pune	NonPayroll/Domestic Transfer	Not Available	07-Aug-2017	HRSS Confirmed	08-Aug-2017
FSSBU	[REDACTED]	Gurgaon	Resignation	24-Jul-2017	08-Aug-2017	HRSS Confirmed	27-Jul-2017
FSSBU	[REDACTED]	Bangalore	Resignation	11-May-2017	09-Aug-2017	HRSS Confirmed	26-Jun-2017
FSSBU	[REDACTED]	Hyderabad	NonPayroll/Domestic Transfer	Not Available	09-Aug-2017	HRSS Confirmed	11-Aug-2017
FSSBU	[REDACTED]	Pune	Termination	Not Available	10-Aug-2017	HRSS Confirmed	10-Aug-2017

1 2 3 4 5 6

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 Time Helpdesk Clearance Form.

Time Helpdesk Clearance Form

Below image illustrates the Time Helpdesk Clearance Form:

TIME HELPDESK CLEARANCE

Employee Name (ID): [REDACTED]
 Global Joining ID: [REDACTED]
 Designation: [REDACTED]
 SRU Name: [REDACTED]
 BU Name: [REDACTED]
 Sub BU Name: Not Available
 Separation / Transfer Type: Resignation
 Separation Reason: Personal
 Separation Sub Reason: V. Personal Reasons [Health / Marriage / Relocation]
 Confirmed Resignation Date: 04-Dec-2014
 Confirmed Last Working Date: 04-Mar-2015

Time & Expense Approval: Approved

Global Date of joining : 02-Jun-2014
 Local Date of joining : 02-Jun-2014
 Location : Pune
 Supervisor : [REDACTED]
 Assigned Supervisor : Not Available
 Organization : IN11P019_BIM_DM
 Supervisor Approval Status : Supervisor Approved
 Supervisor Approval Date : 04-Feb-2015
 HR Lead Approval Status : Not Available
 Location Of Transfer : Not Available
 BU HR Name : [REDACTED]

Comments : [REDACTED]

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

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.
- ▶ 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:



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:

The screenshot shows a web-based application interface for managing employee clearance. At the top, there's a navigation bar with links like Home, Resignation Process, Approval Process, Dues Clearance Process, Admin, Reports, Absconding Process, and Ex-Employee Verification. Below the navigation is a search criteria section with a text input for 'Employee Name (ID)' and a 'Search' button. The main area displays a table with the following columns: DATA SOURCE, EMPLOYEE NAME (ID), LOCATION, SEPARATION TYPE, RESIGNATION DATE, LAST WORKING DATE, REQUEST STATUS, and HRSS CONFIRMATION DATE. The table contains 15 rows of data, each representing an employee record with details such as location (Pune, Chennai, Hyderabad, Bangalore, Mumbai) and separation type (NonPayrollDomesticTransfer). The 'REQUEST STATUS' column shows various states like 'People Process Pending', 'HRSS Confirmed', and 'Not Available'. The 'HRSS CONFIRMATION DATE' column shows dates ranging from 21-Sep-2016 to 29-Jan-2017.

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 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:

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:

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:

Capgemini

Home | Resignation Process | Dues Clearance Process | Admin

Welcome : | Resignation Policy | SLA Document | Contact List | Holiday List | Support | FAQ | Process Chart | Log out

MOBILITY CLEARANCE

Search criteria

Employee Name (ID): Search

DATA SOURCE	EMPLOYEE NAME (ID)	LOCATION	SEPARATION TYPE	SEPARATION DATE	LAST WORKING DATE	RESIGNATION STATUS	HRSS CONFIRMATION DATE
FSBU	Mumbai (ex Bombay)	Resignation	23-Jul-2017	08-Aug-2017	HRSS Confirmed	26-Jul-2017	
ACIS	Mumbai (ex Bombay)	Resignation	17-Oct-2017	27-Oct-2017	HRSS Confirmed	18-Dec-2017	
ACIS	Mumbai (ex Bombay)	Termination	Not Available	27-Oct-2017	HRSS Confirmed	20-Nov-2017	
ACIS	Mumbai (ex Bombay)	Termination	Not Available	02-Nov-2017	HRSS Confirmed	20-Nov-2017	
ACIS	Mumbai (ex Bombay)	Termination	Not Available	02-Nov-2017	HRSS Confirmed	09-Nov-2017	
ACIS	Mumbai (ex Bombay)	Termination	Not Available	03-Nov-2017	HRSS Confirmed	20-Nov-2017	
ACIS	Mumbai (ex Bombay)	Deceased	Not Available	05-Nov-2017	HRSS Confirmed	20-Nov-2017	
ACIS	Mumbai (ex Bombay)	Termination	Not Available	13-Nov-2017	HRSS Confirmed	18-Oct-2017	
ACIS	Mumbai (ex Bombay)	Deceased	Not Available	13-Nov-2017	HRSS Confirmed	13-Nov-2017	
ACIS	Mumbai (ex Bombay)	PermanentTransfer	Not Available	17-Nov-2017	HRSS Confirmed	20-Nov-2017	
ACIS	Mumbai (ex Bombay)	PermanentTransfer	Not Available	17-Nov-2017	Mobility Reopened	20-Nov-2017	
ACIS	Mumbai (ex Bombay)	PermanentTransfer	Not Available	21-Nov-2017	HRSS Confirmed	20-Nov-2017	
ACIS	Mumbai (ex Bombay)	PermanentTransfer	Not Available	21-Nov-2017	HRSS Confirmed	30-Nov-2017	
ACIS	Mumbai (ex Bombay)	Resignation	23-Aug-2017	21-Nov-2017	HRSS Confirmed	30-Nov-2017	
ACIS	Mumbai (ex Bombay)	Resignation	20-Nov-2017	22-Nov-2017	HRSS Confirmed	18-Dec-2017	

1 2 3 4 5 6

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 Mobility Clearance Form.

Mobility Clearance Form

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

Below image illustrates the Mobility Clearance Form:

Capgemini

Home | Resignation Process | Dues Clearance Process | Admin

Welcome : | Resignation Policy | SLA Document | Contact List | Holiday List | Support | FAQ | Process Chart | Log out

MOBILITY CLEARANCE

Employee Name (ID):

Global Group ID :

Designation :

SBU Name :

BU Name :

Sub BU Name :

Separation / Transfer Type :

Reason :

Separation Sub Reason :

Confirmed Resignation Date :

Confirmed Last Working Date :

Global Date of Joining :

Local Date of Joining :

Location :

Supervisor :

Assigned Supervisor :

Organization :

Supervisor Approval Status :

Supervisor Approval Date :

HR Lead Approval Status :

Location Of Transfer :

BU HR Name :

* Work Permit & Visa cancellation :

* Recovery against LOA/ Secondment - Specify amount :

Comments :

Save | Submit | Reset | Back | Notify Employee | Amount (INR) :

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.

9.11 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:



Welcome : [Logout](#) | [Resignation Policy](#) | [SLA Document](#) | [Contact List](#) | [Holiday List](#) | [Support](#) | [FAQ](#) | [Process Chart](#) | [Log Out](#)

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

EXIT CLEARANCE MANAGEMENT SYSTEM

CLEARANCE NAME	PENDING COUNT	CLEARED
Final Clearance	10	Log Details
Finance	1349	Log Details
Supervisor Approval	0	Not Available
Supervisor Clearance	0	Log Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination 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 - Employee Resignation/Employee Termination /Contractors Release / Long Term Transfers/Employee Retirement
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact People Partners/HR for all early release and resignation initiations from backend
- Application for Long Term Transfer (applicable only for Employee Resignation type of separation)
- Filling Feedback Form (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
- Exit Clearance by different Functions and auto-generated intimations
- Calculation of final dues if applicable will be employee's responsibility
- Calculation of final Dues if Filled
- Exit Interview by People Partners/HR
- Issue of Experience and Relieving Letter on last working date will be 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 [Employee Management](#) > Exit Clearance Management System - ECMS

[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:

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:

The screenshot shows the 'FINAL CLEARANCE' form with the following sections:

- Employee Information:** Displays basic details like Employee Name ID, Global Group ID, Designation, SBD Name, BU Name, Sub BU Name, Separation / Transfer Type, Separation Reason, Separation Sub Reason, Confirmed Resignation Date, Confirmed Last Working Date, and On-Hold Status.
- Global Dates:** Shows Global Date of Joining (01-Mar-2007), Local Date of Joining (01-Mar-2007), Local Date of Birth, Supervisor (Abhishek Kethire (37655_F)), Assigned Supervisor (Abhishek Kethire (37655_F)), Organization (T11P010_TST_PACK), Supervisor Approval Date (23-Feb-2011), Supervisor Approval Status (Not Approved), Location Of Transfer (Not Available), BU HR Name, Hold/Release Date (Not Available), and Hold/Release Status.
- Amount Recovery:** A summary table showing Asset Dues, L&D Dues, ICRES Dues, Finance Dues, and Mobility Dues.
- Asset Dues:** Details for Desktop, Laptop, Hardware, and Software.
- L&D Dues:** Details for Library Books and Library Other.
- ICRES Dues:** Details for Access Card, Drawer Key, Bus Pass, Telephone Expense Recovery, Amex Card, and Total.
- Finance Dues:** Details for Processing Charges, Housing Advance, Foreign Exchange, Relocation Cost(Finance), LTA, Telephone Recovery, Deduction Others, Kit Allowance Cost Recovery, and Total.
- Mobility Dues:** A note stating "No records found for Mobility Dues (F)".
- Recovery Due To Days (G):** Details for Leave Encashment days, Salary Payable (days), Notice Pay days From Employee, Notice Pay days To Employee, and First Pay days.
- Supervisor Dues (H):** Details for Project Related Material Returned and Total.
- Comments:** A text area for comments.
- Buttons:** Save, Send Email, Reset, Back.

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 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.

The screenshot shows the Capgemini Consulting Technology Solutions logo at the top left. The top navigation bar includes links for Welcome, Resignation Policy, SLA Document, Contact List, Holiday List, Support, FAQ, Process Chart, and Log out. Below the navigation is a sub-menu for the 'EXIT CLEARANCE MANAGEMENT SYSTEM' with tabs for Home, Resignation Process, Resignation Approval Process, Dues Clearance Process, and Absconding Process (which is highlighted). A blue button labeled 'Initiate Absconding Process' is visible. On the left, there's a table titled 'CLEARANCE NAME' with two rows: 'Supervisor Approval' (Pending Count: 0, Cleared: Not Available) and 'Supervisor Clearance' (Pending Count: 0, Cleared: Log Details). The main content area contains descriptive text about the system's purpose and a list of processes it facilitates. At the bottom, there are links for further help and technical support.

CLEARANCE NAME	PENDING COUNT	CLEARED
Supervisor Approval	0	Not Available
Supervisor Clearance	0	Log Details

The Exit Clearance Management System is an online system that helps facilitate associated entities with automated web based process for handling resignations, long term transfers and termination 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 - Employee Resignation/Employee Termination /Contractors Release /Trainee Release/Long Term Transfers
- Application for Resignation (applicable only for Employee Resignation type of separation)
- Contact People Partners for all early release and resignation initiations from backend
- Approval of Resignation by Supervisor (applicable only for Employee Resignation type of separation) Generate Exit Clearance Form
- Filing 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 People Partners
- Issue of Experience and Relieving Letter on last working date will be 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 [IS GBU Service desk portal](#) (Employee Management > Exit Clearance Management System - ECMS)