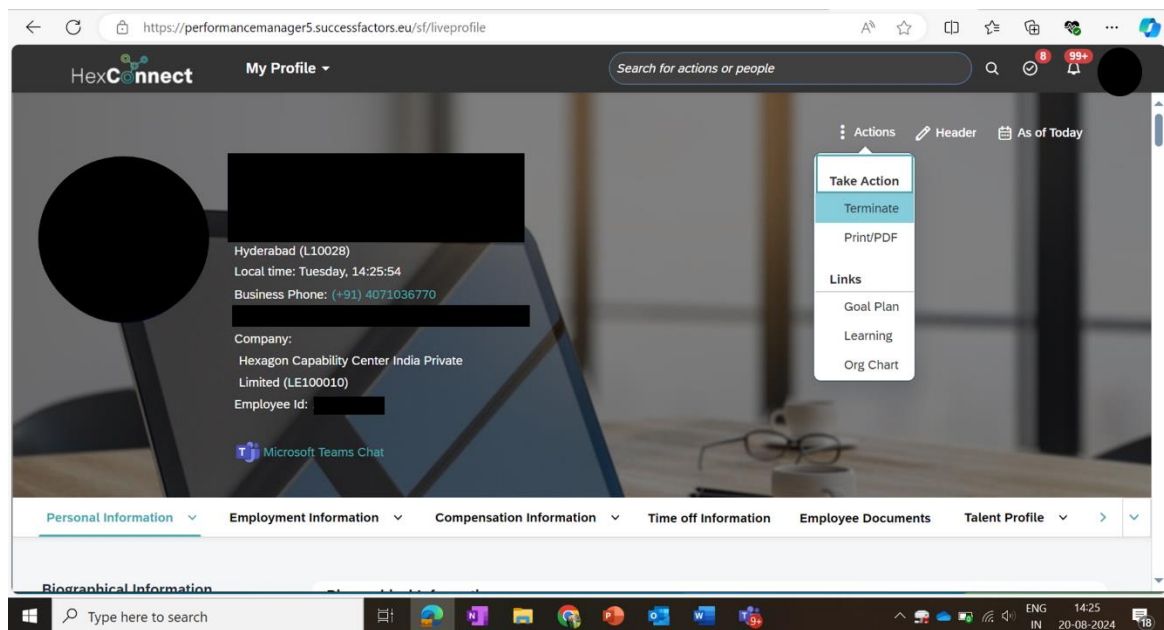


Exit Workflow (Process Document)

1. Resignation Initiation:

- Employee submits their resignation over email to their manager.
- In parallel, Employee also initiates the exit process on HexConnect (HxC) on the same day, by uploading the resignation email.

Path: HxC >> My Profile >> Actions >> Terminate >> Upload resignation email >> Save





2. Approval Workflow on HexConnect:

- **Manager approval:** Once employee has submitted the resignation, the workflow moves to manager for approval.
- **HRBP Approval:** Post Manager's approval, HRBP approves the resignation in HexConnect.

3. Exit No-Dues Clearance Initiation:

- Once the resignation is approved by the Manager & HRBP, the exit no-dues clearance checklist is auto initiated. Emails are triggered to the employee & shared services team for completion of their action on no dues.

4. No-dues action:

- **For employee:** Employee receives an email notification to complete the required prerequisites for the no-dues clearances –
 - Personal details
 - Selection of exit mode
 - Consent for alumni portal
- **For Shared Services Team (IT, Finance, Admin & HR):** All stakeholders provide the no-dues clearance updates for their respective sections in the tool.



5. Exit Checklist Status:

- Employee can view the exit no-dues clearance checklist status real time in Hexaview.

URL: <https://hcci.hexagon.com/ExitChecklistTest/Home/GenerateChecklistPageForResignedEmployee>

HEXAGON Exit Checklist

Employee Id : [REDACTED]
Employee name : [REDACTED]
Employee email : [REDACTED]

Relieving date : 19 July, 2024
Resignation date : 01 January, 1753
Contact number : [REDACTED]

Personal detail Mode of exit Exit checklist status

Search:

Exit checklist item	Status	Flag
Verification of AD account disabling and employee delisting from DL's	Pending	Flag
Administration rights disabled	Pending	Flag
Telephone extension deactivated	Pending	Flag
Software licenses revoked	Pending	Flag
Room / draw key collected	Pending	Flag
ID card collection	Pending	Flag