

Separation Module

Employee Guide



July, 2016

- Access Self-Service Portal
- Initiate Resignation
- Check Status of the Resignation Request
- Withdraw Resignation
- Re-Submit Resignation
- Employee Clearance
- FAQs

1

Login to Global Self Service page

- a) Go to <https://globalselfservice.uhg.com>, or you can access **HRDirect & Global Self Service** link from **Frontier Home Page**
- b) Enter your credentials on Single Sign On Page



UNITEDHEALTH GROUP® Enterprise Single Sign On

HRdirect Portal and Global Self Service Access

UnitedHealth Group eSSO

Enterprise SSO provides UnitedHealth Group employees and contractors with the ability to access a number of applications using your MS ID and password. This is the ID and Password you use to log onto UnitedHealth Group's network.

Sharing this ID and password potentially allows access to all of the eSSO applications you are entitled to use and is strictly prohibited.

If you need help with your MS ID and/or Password please contact the [United Support Center](#)

Sign into Enterprise SSO

Enter your MS ID then click Login

MS ID:

Clear Login

Click here to update your [Single Sign-On Account Settings](#).

2

Reach APAC HR Operations & Payroll Home Page

- a) Select **Main Menu > Self Service > APAC HR Operations & Payroll > Home Page**

UNITEDHEALTH GROUP

Favorites Main Menu

Approval

You have

As of June 1, you will no longer be able to process Awards via Global Self Service. Recognition should be processed in the Bravo! site at <http://www.recognition.uhg.com>.

Pending approval details

Type	Count
Absence Requests	1

Self Service

Manager Self Service

Home

Time Reporting

Career and Development

Personal Information

MAP

LearnSource Quick Links

APAC HR Operations & Payroll

Quick Links

Self Evaluation

Self Evaluation

Employee Input

Leave Management

Exit Management

Payroll Self Service

Home Page

3

Go to "Separation" Menu on APAC HR Operations & Payroll Home Page & Click on "Manage Separation" link

Flexi Salary

Tax

Retirals

Helpdesk

Absence Management System

Separation

Manage Separation

Employee Clearance

Reports

My Information

Logout

Home

Employee Profile

Employee Name

Employee Code

Designation - Team Mem-Claims Ops (CE)

Manager - VAVRA,VANTRINA LOUIS (000617712)

April 2016 & May 2016-

1. Pay Slip & Tax Slip : Pay Slip & Tax Slip for the month of April 2016 has been uploaded. Prior period Slips are not available on this portal. For Slips pertaining to period till March 2016, please refer to the old payroll self service portal - URL - www.minervahrms.com/uhg

3.YTD Pay Sheet: YTD Pay Sheet - uploaded. Historical pay details are not maintained on this portal.

Alerts

Leave Request Pending : 0

Leave Cancellation Request Pending : 0

Flexi Salary Declaration Status : Not Submitted

Tax Declaration Status: Not Submitted

PAN Status: Not updated in HR Records. Contact HRdirect

Flexi Salary Claims Status for June 2016 : Not Submitted

Birthdays for today -- (Jun 30, 2016)

Employee Name

TOM FUTURE

Click on Manage Separation

Initiate Resignation

4

Resignation Request Form will open. Complete the form and submit.

The screenshot shows the 'Initiate Resignation' form within a web application. The left sidebar contains navigation links: Flexi Salary, Tax, Retirals, Helpdesk, Absence Management System, Separation, and Manage Separation (highlighted with an orange circle). The main content area shows the 'Initiate Resignation' form with the following fields and callouts:

- Date of Resignation:** 30/06/2016. Callout: "Date of resignation will be current date".
- Date of Leaving*:** 27/09/2016. Callout: "System will auto select DOL basis notice period requirement. However, you may change it".
- Reason for Separation*:** Please Select. Callout: "Choose a valid reason for separation".
- Notice Period Days*:** 90. Callout: "Notice period will be system calculated as per policy".
- Short Notice Period Day:** 0. Callout: "Short notice period will be auto calculated when last working date will be selected".
- Personal Email ID*:** (Empty field).
- Contact Number*:** (Empty field).
- Remarks:** (Empty text area).
- Buttons:** Submit (highlighted with an orange circle) and Cancel.
- Footer:** No records Found.

Notes:

1. You will not be able to submit resignation request yourself if "Date of Leaving" is less than Three business days from "Date of Resignation". In this case you should request your manager to initiate separation on your behalf.
2. Do not forget to update your personal email ID & phone number on the resignation form as we will need these details to contact you once your final pay is processed and documents are ready for collection.
3. After submission of the "Resignation Request" for approval, an email notification will be sent to the manager of the employee to action the request. Employee will be notified through email of any action taken by the manager.

5

Go to “Manage Separation” link to view status of the resignation request you have submitted.

Once you submit the “Resignation Request”, you will see the summary of your request at the bottom of the page including the status. To view more details, click on any of the content on reference ID to see the details submitted or you can download a document “PDF” to keep it along.

Flexi Salary

Tax

Retirals

Helpdesk

Absence Management System

Separation

Manage Separation

Employee Clearance

Home > Separation > Manage Separation

Initiate Resignation

Date of Resignation	<input type="text"/>	Notice Period Days*	<input type="text"/>
Date of Leaving*	<input type="text"/>	Short Notice Period Day	<input type="text"/>
Reason for Separation*	<div>Please Select</div>	Personal Email ID*	<input type="text"/>
Contact Number*	<input type="text"/>	Remarks	<input type="text"/>

Reference ID	Date of Resignation	Date of Leaving	Notice Period Days	Served Notice Days	Short Notice Period Days	Status	Reason for Separation
<div>435</div>	30-Jun-2016	21-Sep-2016	90	84	6	Pending for Approval	Change of Industry

Download

Important notes

You can download the resignation submitted,. It will be a PDF document

You can view the status of your resignation request in this space

Withdraw Resignation

6

Employee can withdraw the resignation on the Self-Service portal, only if his/her manager has not yet actioned the resignation request. Once the resignation request is actioned by the manager, employee should contact his/her manager for withdrawal of resignation.

Step 1: Open the submitted resignation request by clicking on “Reference ID”

Step 2: Click on “Withdraw Resignation”. You will receive a confirmation message stating your resignation request has been deleted. Also a notification email will be sent to your manager.

The screenshot displays the Self-Service portal interface. On the left sidebar, the 'Manage Separation' option is highlighted with an orange circle. The main content area shows the 'Initiate Resignation' form with the following fields:

Initiate Resignation							
Date of Resignation	30/06/2016			Notice Period Days*	90		
Date of Leaving*	21/09/2016			Short Notice Period Day	6		
Reason for Separation*	Change of Industry			Personal Email ID*	xyz@gmail.com		
Contact Number*	4444444444			Remarks	Resignation		

Below the form are two buttons: 'Cancel' and 'Withdraw Resignation'. A callout points to the 'Withdraw Resignation' button with the text: "Click on 'Withdraw Resignation'".

Below the buttons is a table of resignation requests:

Reference ID	Date of Resignation	Date of Leaving	Notice Period Days	Served Notice Days	Short Notice Period Days	Status	Reason for Separation
435	30-Jun-2016	21-Sep-2016	90	84	6	Pending for Approval	Change of Industry

A callout points to the '435' in the Reference ID column with the text: "Click here to open the Resignation Form".

Below the table is a 'Download' button with a download icon.

A callout points to the 'Pending for Approval' status with the text: "You can withdraw resignation only if status is appearing as 'Pending for Approval'. If your resignation request is approved, contact your manager for withdrawal."

- 7
- In case your manager has not accepted your resignation request, you will see the status as “Send Back”. You will have TWO options:
- Resubmit** – If you do not wish to withdraw your resignation or do not agree with the Date of Leaving (DOL) suggested by the manager, you can resubmit the resignation with /without changing the DOL. Click on “Resubmit” button on the page as shown below.
 - Withdraw Resignation** – Your manager had a discussion with you and you agreed to withdraw resignation, click on “Withdraw Resignation” button on the page as shown below.

Flexi Salary

Tax

Retirals

Helpdesk

Absence Management System

Separation

Manage Separation

Employee Clearance

Home > Separation > Manage Separation

Initiate Resignation

Date of Resignation	30/06/2016	Notice Period Days*	90
Date of Leaving*	21/09/2016	Short Notice Period Day	6
Reason for Separation*	Change of Industry	Personal Email ID*	xyz@gmail.com
Contact Number*	4444444444	Remarks	Resignation

Resubmit

Cancel

Withdraw Resignation

Reference ID	Date of Resignation	Date of Leaving	Notice Period Days	Served Notice Days	Short Notice Period Days	Status	Reason for Separation
435	30-Jun-2016	21-Sep-2016	90	84	6	Send Back	Change of Industry

Download

7

- 1. After your resignation request is approved, you need to do Employee Exit Clearance.
- 2. Click on “Employee Clearance” link under “Separation” link to open the Exit Clearance Page.
- 3. Address for communication, Phone Number & Personal Email ID should be mandatorily provided.
- 4. If you are eligible for payment of Gratuity, provide “Gratuity Declaration Form” to avail tax exemption (*You can check your eligibility for Gratuity payment under “Retiral” section*).
- 5. Upload ‘Leave Encashment Declaration Form’ to avail tax exemption on payment of leave salary.
- 6. Complete necessary steps for Flexi Salary Claim submission & Income Tax Proof Submission on this page.

Retirals

Helpdesk

Absence Management System

Separation

Manage Separation

Employee Clearance

Reports

My Information

Logout

Employee Name		Date of Resignation	30 Jun 2016
Entity name	UnitedHealthcare Parekh TPA Private Limited	Date of Leaving	23 Sep 2016

Fill Personal Detail for further communication

Address Line 1*	123 STREET
Address Line 2	APT 123
Address Line 3	APT ABC
Pincode*	560075
Telephone*	4444444444
Personal Email*	xyz@gmail.com

Forms	Received from previous Employer	Declaration Forms	Upload Document (upto 2 MB) PDF AND XPS Formats supported.
Gratuity*	Select	Template	Browse...
Leave Encashment*	Select	Template	Browse...

Proofs Submission	Received from previous Employer	Declaration Forms	Upload Document (upto 10 MB) ZIP Format supported.
Investment	Select	Template	Browse...
Submit Flexi Claim Bills	Select	Click Here To Submit Flexi Bills	

☐ I hereby declare that all the above mentioned proofs are authentic to the best of my knowledge and if any information is false, I shall be liable for any legal action against it.

Submit

Cancel

Enter Current mailing address. So as we can send you F&F doc's

Enter Phone Number and valid email ID

Download the template and upload signed copy of Gratuity Declaration Form

Download the template & upload signed copy of Leave Encashment Declaration Form

You can submit your Flexi Salary Claims on the ESS portal itself under the section "Flexi Salary"

Check on self-declaration Radio Button

Download the template and upload the signed copy of Form 12BB along with relevant proof documents to claim tax benefit for the investments you have paid for on/before your DOL

Q: What are the changes in Separation policy that are effected with this automation?

This automation is aimed to ease the process of separation. We have not made any change in the separation policy except the fact that the method of initiating separation has been changed.

- Employees will now initiate resignation in Global Self Service in place of sending resignation email to manager.
- Managers will now action the resignation request submitted by the employees against the current practice of managers updating termination information in Global Self Service for all their direct reports.

Q: Will automation help in timely closure of final pay?

Yes, this automation of the separation process will ensure timely closure of final pay.

- All process participants will have defined TAT to complete their part of the process.
- If required action is not done within defined TAT, system will auto complete that task after necessary reminders and escalation to next level in the hierarchy.

Q: Where should the employee submit his/her resignation?

Employee must submit his/her resignation in Global Self Service. Any form of verbal or text message communication will not be considered as formal resignation and as intent of separation.

Q: What should I do if I am facing technical difficulty with the Self Service Portal (e.g. unable to apply or withdraw resignation)?

Please reach out to HRDirect Payroll team for resolution of any technical issue you may face while transacting on the self service portal. Add A Case under the Helpdesk menu on the self service portal.

Q: I have submitted my resignation on the self service portal but my manager is yet to action my resignation request. Due to change of plan I want to withdraw resignation. How should I do it?

Since your manager is yet to action the resignation request, you can withdraw the resignation yourself on the self-service portal. Refer to slide number 7 to learn process of withdrawing resignation.

Q: My manager accepted my resignation, but due to change of plan I want to withdraw resignation. How should I do it?

Consult your manager and discuss your change of plan. After your manager agrees with your plan of withdrawing resignation, manager should reach out to HRDirect Payroll team to request for resignation withdrawal. Very soon a new feature will be added in the self service portal which will allow managers to withdraw the resignation on the self-service portal themselves.

Q: I am on medical leave and have decided to resign from my job. How do I initiate my separation?

Managers have been given access to initiate separation on self service portal on behalf of employees. You should discuss your plan with your manager and request to initiate separation on your behalf.

Q. Due to some personal reasons I am not in condition to serve 30 days notice period. My last working day is just 3 business days from today. I am not able to initiate my resignation request on the portal.

You will not be able to initiate your resignation in Global Self Service if your last working date is less than 3 business days from the date of resignation. In this case you should consult your manager and discuss your plan. If required, your manager can initiate your resignation in Global Self Service on your behalf.

Q. What happens if I want to change my last working day?

Any change in the last working day must be agreed with the line manager. The line manager should notify HRDirect Payroll team about change in last working day within 24 hours of the change decision. Very soon a new feature will be added in the self service portal which will allow managers to change last working day on the self-service portal themselves.

Thank you!

