

## User Guide for Separation Workflow in Darwin Box

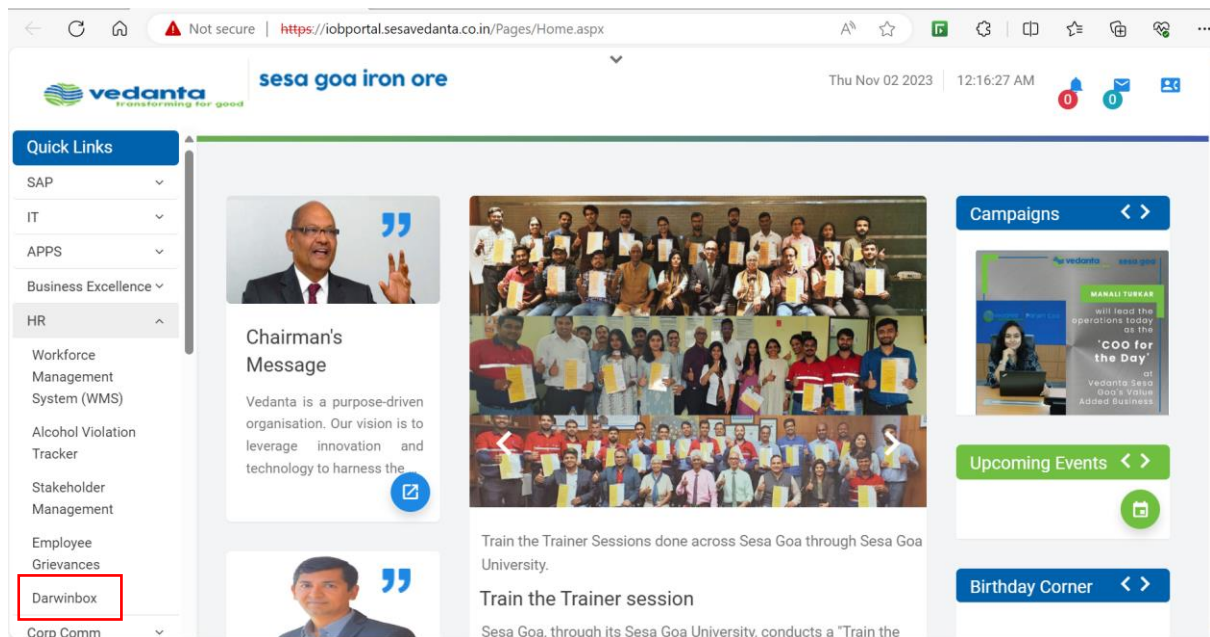
***Below are the steps for initiating separation in Darwin Box.***

### **Step 1:**

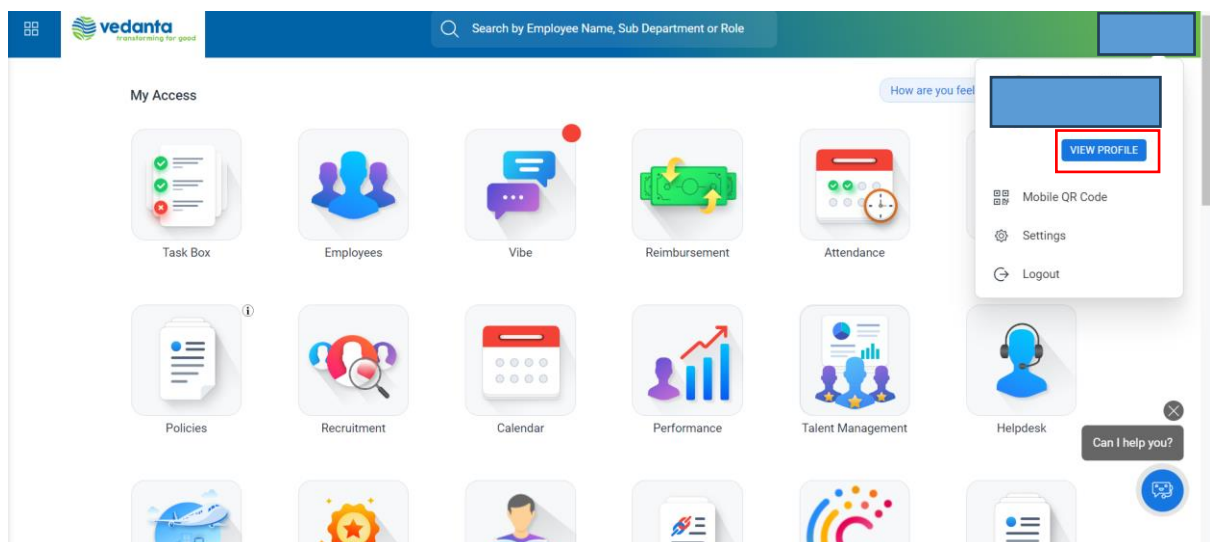
**Link:** <https://vhr.darwinbox.in/ms/vibe/home/posts/all>

Or

Go to Intranet portal on your home page, click on **Quick Links > HR > Darwinbox**.



### **Step 2:** Click on the view Profile tab.



### Step 3: Click on the Flows tab > Separation > Initiate Separation

The screenshot shows the Vedanta HR system interface. On the left, a sidebar menu lists 'Profile', 'Flows', and 'Separation' (highlighted with a red box). The main area displays the 'Separation' flow with an illustration of people at a desk. A button labeled 'INITIATE SEPARATION' is highlighted with a red box. A search bar at the top reads 'Search by Employee Name, Role or Sub Department'. A chatbot icon with the text 'Can I help you?' is visible in the bottom right corner.

### Step 4: Fill in the requested last day(the recovery days will be auto populated) and submit.

Note: The date of resignation will be auto populated and non-editable and will be considered for notice period.

The screenshot shows the 'Separation' form in the Vedanta HR system. The form includes fields for 'Date Of Resignation\*' (02-11-2023), 'Last Date As Per Notice Period (2 Month(s))' (01-01-2024), 'Requested Last Day\*' (highlighted with a red box), and 'Recovery Days\*' (with a calendar icon). At the bottom, there are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT' (highlighted with a red box). A chatbot icon with the text 'Can I help you?' is visible in the bottom right corner.

### Approval Flow:

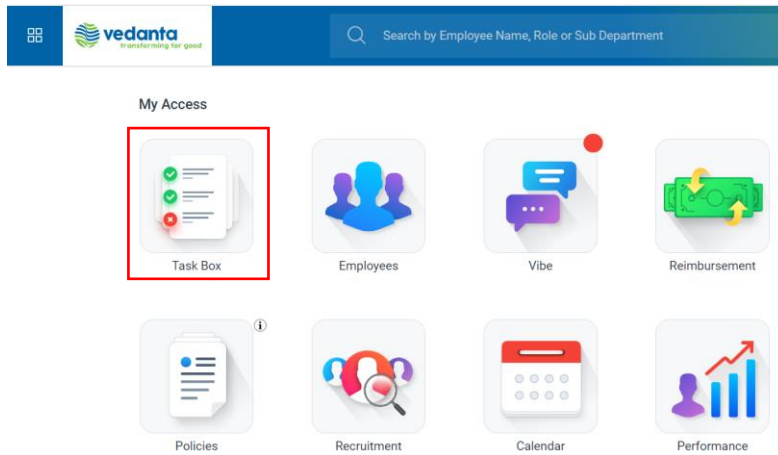
Approval Matrix	M3 & Above	1	L1 Manager
		2	Unit Head
		3	Unit HR Head
		4	Payroll Admin
	M4 & Below	1	L1 Manager
		2	HOD
		3	Unit HR Head
		4	Payroll Admin

### Process for No dues:

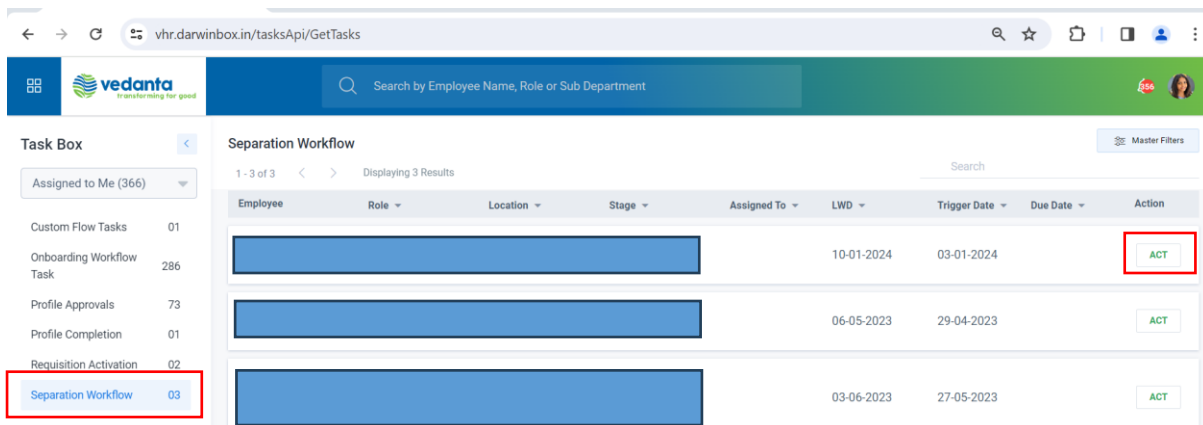
The respective departments SPOC will receive trigger mail for NDC.

### Approver:

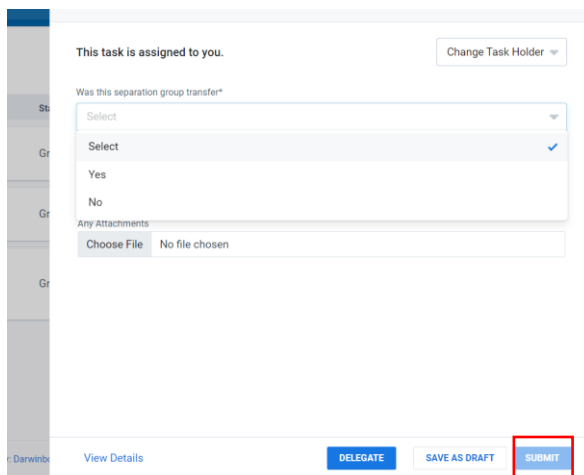
Click on Task Box



Go to Separation Workflow => click on ACT



The approver can clear the no dues task assigned to him/her and click on submit.



Initiator:

Employee/ HR can view the all the NDC from all the respective departments .

Go to Flows => Separation and click on the “View Workflow” tab.

ON NOTICE

Profile

Flows

Flow Requests

Onboarding

Confirmation

Training

Separation

Search by Employee Name, Role or Sub Department

VIEW WORKFLOW

Separation

Summary

Date of Resignation  
06-01-2024

Recovery Days  
26

Requested last working day  
10-01-2024

Reason for Separation  
Further studies

Proposed last working day  
10-01-2024

Proposed recovery days (days)  
26

Final last working day  
10-01-2024

Final Recovery days(days)  
26

Final separation category  
Voluntary

Final Reason for Separation  
Further studies

Do Not Rehire  
NO

EDIT SUMMARY

Can I help you?

A new tab will open showcasing list of no due to be completed from respective departments.

TASK	OPERATION	CONFIGURED TRIGGER DATE	ACTUAL TRIGGER DATE	OWNER	ASSIGNED TO	STATUS	COMPLETED BY	DOCUMENTS	RETRIGGER
Exit Interview		03-01-2024	10-01-2024			Inprogress			
Exit Interviewer		03-01-2024	10-01-2024	Exit Interviewer (No Exit Interviewer)	Exit Interviewer (No Exit Interviewer)	Inprogress			
NDC Administration Department		03-01-2024	10-01-2024	Role:- IOB No Dues- Administration Dept	Role:- IOB No Dues- Administration Dept	Inprogress			
NDC Legal Department		03-01-2024	10-01-2024	Role:- IOB No Dues- Legal Dept		Inprogress			
NDC IT Department		03-01-2024	10-01-2024	Role:- IOB No Dues- IT Dept	Role:- IOB No Dues- IT Dept	Inprogress			
NDC Human Resource Department		03-01-2024	10-01-2024	Role:- Payroll Admin		Inprogress			
NDC Security Department		03-01-2024	10-01-2024	Role:- IOB No Dues- Security Dept	Role:- IOB No Dues- Security Dept	Inprogress			
				IOB (Self Admin Dept)	IOB (Self Admin Dept)				

THANK YOU