



Exit Module



## Guide –EXIT

- Initiate the exit request in system
- Approval/ Reject exit request
- NDC clearances
- Involuntary resignations



# Initiate Resignation Page-Employee

HOME HRIS EXIT

SELF SERVICE

Resignation

Click here to raise the resignation

Employee's current information will be displayed here

## EMPLOYEE INFORMATION

Employee Code: Dummy2	Employee Name: Nabina Joy
Date of Joining: Jan 01, 2001	Designation: Senior Manager
Grade: 6A	Notice period: 60
Location: SSO->Z01->Haryana->Gurgaon->INC0000025	Organization Unit: IN001->IN007->9100001
Reporting Manager: Nabina Joy	L2 Manager: ASHISH SURI
Hr Manager: SAURABH RHODE	Official Email: demo@peoplestrong.com
Personal Email:	Confirmation Status: Not Available
Relieving Date as per Policy: Apr 02, 2017	

## CORRESPONDENCE DETAILS

Correspondence Email: demo@peoplestrong.com	Correspondence Number: <input type="text"/>
Correspondence Address: <input type="text"/>	

## RELIEVING INFORMATION

Date of Resignation: Feb 02, 2017	Reason for Leaving: Career Break
Resignee Comments: ok	Expected Relieving Date: Apr 02, 2017

Click here to submit resignation.

SUBMIT BACK PRINT

Employee Can select the Reason form the drop down list and can request for early leaving by changing Expected relieving date and can add the comments also if he wants.

Check correspondence details here; you may change it before submitting resignation if required.

PeopleStrong



# Status Screen Post Submission of Resignation

[HOME](#) [HRIS](#) [EXIT](#)

**ANNOUNCEMENT**

Resignation submitted successfully.

**WELCOME!**

Welcome to : Connect. It aims at delivering a real Business Value to our Internal Customers.

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**HRIS** – HRIS will be accessible to people managers. Managers will be able to view the profile information of their team in this section. All profile change requests of the team will be routed to the HROps for approval.

**Letter Generation** – Under this section, you will be able to generate Bonafide letters and initiate the requests for letters that require action at HROps end.

**EVENTS**

**February 2017**

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**BIRTHDAYS - FEB 02**

PRAKASH OJHA (202779)

**JOINING ANNIVERSARIES - FEB 02**

No Event



# Resignation Approval- L1 Manager

HOME

HRIS

EXIT

ANNOUNCEMENT

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MY TASKS

Task Code	Employee Name	Stage	Status
R021417020200001	Nabina Joy	Resignation Approval - Immediate Supervisor	Pending

Detail View

Nabina Joy

Last Login : 01 Feb 2017, 14:56

alt

world

EVENTS

February 2017

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				


BIRTHDAYS - FEB 02

PRAKASH OJHA (202779)

JOINING ANNIVERSARIES - FEB 02

No Event

Resignation approval action will appear to L1 manager on homepage

 PeopleStrong



# L1 Manager Approval Action Page

HOME


HRIS

EXIT

ANNOUNCEMENT

Nabina Joy

Last Login : 01 Feb 2017, 14:56

  
worklife

RESIGNATION INFORMATION

Resignation Code: R021417020200001

Creation Date: Feb 02, 2017

Stage: Resignation Approval - Immediate Supervisor

Status: Pending

EMPLOYEE INFORMATION

Employee Code: Dummy2

Employee Name: Nabina Joy

Date Of Joining: Jan 01, 2001

Designation: Senior Manager

Grade: 6A

Notice Period: 60

Location: SSO->Z01->Haryana->Gurgaon->INC0000025

Organization Unit: IN001->IN007->9100001

L1 Manager: Nabina Joy

L2 Manager: ASHISH SURI

HR Manager: SAURABH RHODE

Official Email Id: demo@peoplestrong.com

Personal Email ID:

Confirmation Status: Not Available

Relieving Date as Per Policy: Apr 02, 2017

CORRESPONDENCE DETAIL

Correspondence Email: demo@peoplestrong.com

Correspondence No:

Correspondence Address:



This section will display the employee's Information



# L1 Manager Approval Action Page – Contd..

## RELIEVING INFORMATION

Date of Resignation: Feb 02, 2017

Reason for Leaving: Career Break

Resignee Comments:

ok

Expected Date of Relieving: Apr 02, 2017

Approved Date of Relieving: Apr 02, 2017

Reason for Separation: Career Break

Approver Comments:

approved

Hire In Future: ☐ Yes ☐ No

## APPROVAL HISTORY

Approver's Name	Stage	Status	Resignation Date	Approved Relieving Date	Resignation Type	Reason for Separation	Comments
No records found.							

Reporting manager will enter/change the date of relieving, supported by comments.

SAVE

ON HOLD

APPROVE

REJECT

RETAIN

CANCEL

PRINT

Reporting manager can take above action for a resignation request.



# Resignation Approval by Business head (Only in case of shortfall/ wave off of notice period)

HOMEHRISEXIT

ANNOUNCEMENT

**WELCOME!**

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**Letter Generation** – Under this section, you will be able to generate Bonafide letters and initiate the requests for letters that require action at HROps end.

**MY TASKS**

Task Code	Employee Name	Stage	Status
R021417013100003	REEMA ARORA	No Dues Clearance	Pending
R021417013100004	RAHUL RATHI	No Dues Clearance	Pending
R021417013100007	RISHI BADGARIA	No Dues Clearance	Pending
R021417020100001	PRITI PAL	No Dues Clearance	Pending
R021417020200006	Nabina Joy	Resignation Approval - HR Manager	Pending

[Detail View](#)

**EVENTS**

February 2017

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**BIRTHDAYS - FEB 02**

PRAKASH OJHA (202779)

**JOINING ANNIVERSARIES - FEB 02**

No Event





# Business Head Approval Action Page

This section tells at which stage the resignation is .  
And what is the status of the resignation

## RESIGNATION INFORMATION

Resignation Code: R021417020200006  
Stage: Resignation Approval - HR Manager

Creation Date: Feb 02, 2017  
Status: Pending

## EMPLOYEE INFORMATION

Employee Code: Dummy2  
Date Of Joining: Jan 01, 2001  
Grade: 6A  
Location: SSO->Z01->Haryana->Gurgaon->INC0000025  
L1 Manager: Nabina Joy  
Official Email Id: demo@peoplestrong.com  
Confirmation Status: Not Available

Employee Name: Nabina Joy  
Designation: Senior Manager  
Notice Period: 60  
Organization Unit: IN001->IN007->9100001  
HR Manager: SAURABH RHODE  
Personal Email ID:  
Relieving Date as Per Policy: Apr 02, 2017

## CORRESPONDENCE DETAIL

Correspondence Email: demo@peplestrong.com

Correspondence Address:

This section will display the employee's Information



# Business Head Approval Action Page – Contd..

## RELIEVING INFORMATION

Date of Resignation: Feb 02, 2017

Reason for Leaving: Career Break

Resignee Comments:

ok

Expected Date of Relieving: Apr 02, 2017

Resignation Type: Voluntary

Approved Date of Relieving: Apr 02, 2017

Reason for Separation: Career Break

\* Approver Comments:

approved

Hire In Future: ☒ Yes ☐ No

Word of Appreciation:

## APPROVAL HISTORY

Approver's Name	Stage	Status	Resignation Date	Approved Relieving Date	Resignation Type	Reason for Separation	Comments
Nabina Joy	Resignation Approval - Immediate Supervisor	Approved	Feb 02, 2017, Thursday	Apr 02, 2017, Sunday	Voluntary	Career Break	approved

SAVE

ON HOLD

APPROVE

REJECT

CANCEL

PRINT

Business head can track all actions on exit request

Business head can approve/reject the resignation request, once the request is rejected by Business head then the employee can withdraw the same request or can submit the same.



# HR Manager to Initiate NDC

## WELCOME!

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## MY TASKS

Task Code 	Employee Name 	Stage 	Status 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
R021417013100005	KUNDAN Singh NEGI	Initiate No Dues Clearance	Pending
LR170131000013196	HEENA BHASIN	Relieving Letter	
LR170202000013261	Nabina Joy	Initiate No Dues Clearance	Relieving Letter generated successfully

[Detail View](#)



When Business head approves the resignation then HR Manager to initiate the NDC.



# Initiate NDC Approval Page-Contd..

This section tells at which stage the resignation is .  
And what is the status of the resignation

## RESIGNATION INFORMATION

Resignation Code: R021417020200006

Creation Date: Feb 02, 2017

Stage: Initiate No Dues Clearance

Status: Relieving Letter generated successfully

## EMPLOYEE INFORMATION

Employee Code: Dummy2

Employee Name: Nabina Joy

Date Of Joining: Jan 01, 2001

Designation: Senior Manager

Grade: 6A

Notice Period: 60

Location: SSO->Z01->Haryana->Gurgaon->INC0000025

Organization Unit: IN001->IN007->9100001

L1 Manager: Nabina Joy

HR Manager: SAURABH RHODE

Official Email Id: demo@peoplestrong.com

Personal Email ID:

Confirmation Status: Not Available

Relieving Date as Per Policy: Apr 02, 2017

## CORRESPONDENCE DETAIL

Correspondence Email:



This section will display the employee's Information



# Initiate NDC Approval Page -2

This section give info about employee relieving.

## RELIEVING INFORMATION

Date of Resignation: Feb 02, 2017

Reason for Leaving: Career Break

Resignee Comments:

ok

Expected Date of Relieving: Apr 02, 2017

Resignation Type: Voluntary

Approved Date of Relieving: Apr 02, 2017

Reason for Separation: Career Break

Approver Comments:

Hire In Future: ☒ Yes ☐ No

Word of Appreciation:

I have checked with my line manager: ☐

CRIF Form: Attach

## APPROVAL HISTORY

Approver's Name	Stage	Status	Resignation Date	Approved Relieving Date	Resignation Type	Reason for Separation	Comments	CRIF Form
SAURABH RHODE	Resignation Approval - HR Manager	Approved	Feb 02, 2017, Thursday	Apr 02, 2017, Sunday	Voluntary	Career Break	approved	
Nabina Joy	Resignation Approval - Immediate Supervisor	Approved	Feb 02, 2017, Thursday	Apr 02, 2017, Sunday	Voluntary	Career Break	approved	

SUBMIT

CANCEL

PRINT

Here NDC initiator can see the Approval history ,i.e. who has given approval and what are reasons, approved relieving date etc.



## No Dues Clearance

- System will parallelly send the request to all of the NDC Spoc and the same screen will be visible to all of the Spoc's with their NDC items.



# No Dues Clearance

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## MY TASKS

Task Code 	Employee Name 	Stage 	Status 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
R021417013100003	REEMA ARORA	No Dues Clearance	Pending
R021417013100004	RAHUL RATHI	No Dues Clearance	Pending
R021417013100007	RISHI BADBARIA	No Dues Clearance	Pending
R021417020100001	PRITI PAL	No Dues Clearance	Pending
R021417020200006	Nabina Joy	No Dues Clearance	Pending

[Detail View](#)

Each stakeholder will get a notification after NDC Stage is complete by each stakeholder.



# Initiate NDC Approval Page-Contd..

This section tells at which stage the resignation is .  
And what is the status of the resignation

## RESIGNATION INFORMATION

Resignation Code: R021417020200006

Creation Date: Feb 02, 2017

Stage: No Dues Clearance

Status: Pending

## EMPLOYEE INFORMATION

Employee Code: Dummy2

Employee Name: Nabina Joy

Date of Joining: Jan 01, 2001

Designation: Senior Manager

Grade: 6A

Notice Period: 60

Location: SSO->Z01->Haryana->Gurgaon->INC0000025

Organization Unit: IN001->IN007->9100001

HR Manager: SAURABH RHODE

Date of Resignation: Feb 02, 2017

Official Email ID: demo@peoplestrong.com

Approved Relieving Date: Apr 02, 2017

Personal Email:

Correspondence Email: demo@peplestrong.com

Correspondence Number:

Correspondence Address:

Relieving Date as Per Policy: Apr 02, 2017

Confirmation Status: Not Available



This section will display the employee's Information





# No Dues Clearance

## CLEARANCE STATUS

Department	Item	Approver	Remarks	Attach Document	Status	Clearance Date
NDC HR	Termination Effective on PeopleSoft	SAURABH RHODE	NA	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	Any loss of pay / any deductions	SAURABH RHODE	NA	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	PF Withdrawal / PF Transfer	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	Check on Gratuity Entitlement, nomination form needs to be filled	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	DD for recoverable from / payable to employee – special situations	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	Inactivation of employee / Deletion from payroll master	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	Issue of Resignation acceptance letter (mark copy to corresponding departments for action / information)	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	Exit interview	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	Investment proof submitted to BartonTrust before payroll cut off date of that month	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017
NDC HR	ON Line Library Clearance	SAURABH RHODE	done	Attach	<input checked="" type="checkbox"/>	Feb 02, 2017



Here respective stakeholder has to write the remarks /or can attach the document, after writing the remarks click on status check box and then click on submit.

**Note:** once the NDC spoc has checked the check box he can not modify the remarks, to modify the remarks he need to uncheck the status check box.



## No Dues Clearance

- Once all stake holders associated with NDC have approved their tasks against the resigned employee.
- Final approval will be done by Finance before relieving letter generation.



# Relieving Letter Approving Home Screen

## WELCOME!

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## MY TASKS

Task Code 	Employee Name 	Stage 	Status 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
R021417013100003	REEMA ARORA	No Dues Clearance	Pending
R021417013100004	RAHUL RATHI	No Dues Clearance	Pending
R021417013100007	RISHI BADBARIA	No Dues Clearance	Pending
R021417020100001	PRITI PAL	No Dues Clearance	Pending
LR170202000013260	Nabina Joy	Relieving Letter	

[Detail View](#)

HR Manager will get the task here to generate the relieving Letter.



# Relieving Letter –Generation Page

Click on this link to download the letter.

EMPLOYEE INFORMATION					
SELECT	EMPLOYEE CODE	EMPLOYEE NAME	GRADE	GENERATED PDF	EMPLOYEE INFO
<input checked="" type="checkbox"/>	Dummy2	Nabina Joy	6A	<a href="#">Dummy2_RelievingLetter_201702021213.pdf</a>	

**LETTER GENERATION**

GENERATE: ☒ Generate

LETTER NAME: Relieving Letter

COMMENT:

Click on Generate Radio Button and click On Generate to generate the letter .After generation click on Approve.



# Involuntary/Voluntary Resignation –L1/HR Manager

SAURABH RHODE  
Last Login: 02 Feb 2017, 12:25

HOME HRIS EXIT

## SELF SERVICE

Resignation

## MANAGER SELF SERVICE

New Resignation

Resignation Status

Resignation Status-ALL

### SELECT EMPLOYEE

\*Employee:



L1 Manager will initiate  
the resignation request  
for employee

Search employee record  
for resignation action



## Select the employee from the list

SELECT EMPLOYEE

EMPLOYEE LIST

Employee Code	Employee Name	User Name	Designation
196165	SAURABH RHODE	196165	Assistant Manager - Human Resources

1

CLOSE



# Involuntary/Voluntary Resignation –L1/HR Manager

**SELECT EMPLOYEE**

\* Employee: SAURABH RHODE

**EMPLOYEE INFORMATION**

Employee Code: 198185	Employee Name: SAURABH RHODE
Date Of Joining: Jan 29, 2015	Designation: Assistant Manager - Human Resources
Grade: 8C	Notice Period: 60
Location: SSO->Z01->Haryana->Gurgaon->INC0000025	Organization Unit: IN001->IN007->9100001->101297->100
L1 Manager: ASHWANI GARG	HR Manager: SAURABH RHODE
Official Email Id: demo@peoplestrong.com	Correspondence Email: saurabhrhode@yahoo.co.in
Correspondence Number:	Correspondence Address:
Confirmation Status: Confirmed	Relieving Date as Per Policy: Apr 02, 2017

Reporting Manager can put date of resignation in case of voluntary resignation

Can select the resignation type from drop down list.

**RELIEVING INFORMATION**

\* Date of Resignation: Feb 02, 2017

\* Approver comments:

\* Last day in Office: Apr 02, 2017

\* Resignation Type: Please Select

- Please Select
- Voluntary
- Involuntary

\* Reason Of Separation:

SUBMIT CANCEL

Reporting Manager will put last day in office for employee



# Involuntary Resignation –L1/HR Manager

## SELECT EMPLOYEE

\* Employee: SAURABH RHODE

## EMPLOYEE INFORMATION

Employee Code: 198165	Employee Name: SAURABH RHODE
Date Of Joining: Jan 29, 2015	Designation: Assistant Manager - Human Resources
Grade: 8C	Notice Period: 60
Location: SSO->Z01->Haryana->Gurgaon->INC0000025	Organization Unit: IN001->IN007->9100001->101297->100
L1 Manager: ASHWANI GARG	HR Manager: SAURABH RHODE
Official Email Id: demo@peoplestrong.com	Correspondence Email: saurabh Rhode@yahoo.co.in
Correspondence Number:	Correspondence Address:
Confirmation Status: Confirmed	Relieving Date as Per Policy: Apr 02, 2017

Can select the resignation reason from drop down list irrespective of separation

## RELIEVING INFORMATION

\* Date of Resignation: Feb 02, 2017

\* Approver comments:

\* Last day in Office: Apr 02, 2017

\* Resignation Type: Involuntary

\* Reason Of Separation: Please Select

Please Select

- Death
- Discharge - Poor Perform
- Discharge-Policy/Standar
- Dismissal in Probation
- Disposition of Business
- End of Fixed-Term Contr
- End Temporary Employm

SUBMIT

CANCEL

After filing all the details manager/HR can submit the resignation.

After submission the workflow will follow.





# #SimplifyWorklife

## Corporate Office

A 10 Infocity, Sector 34, Gurgaon, Haryana - 122001

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