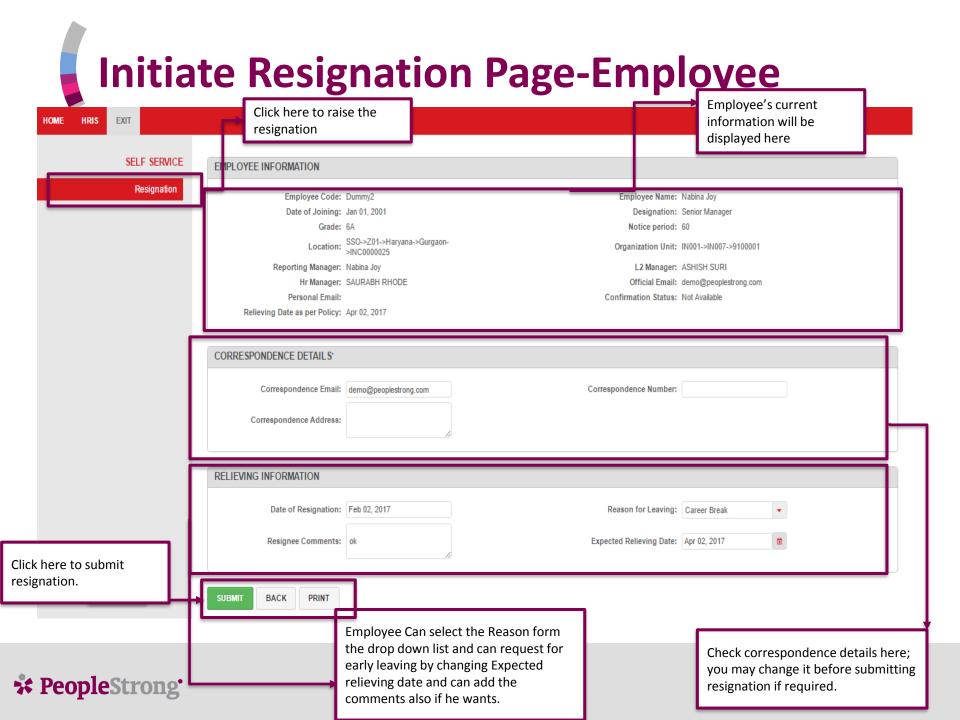
Exit Module



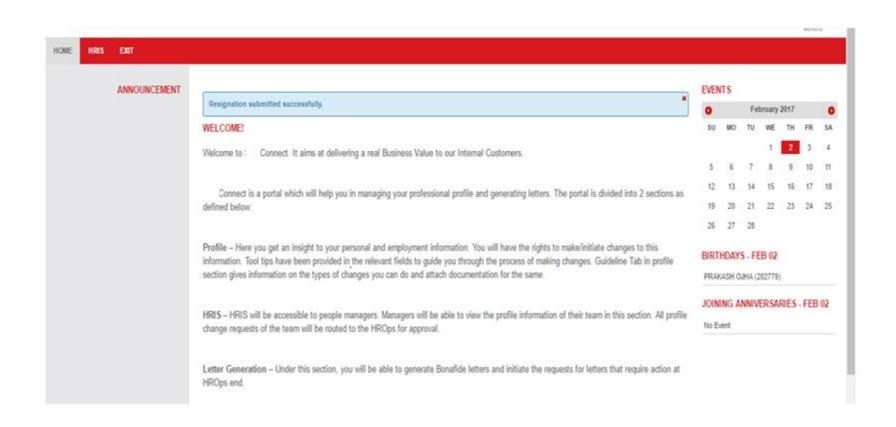
Guide –EXIT

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





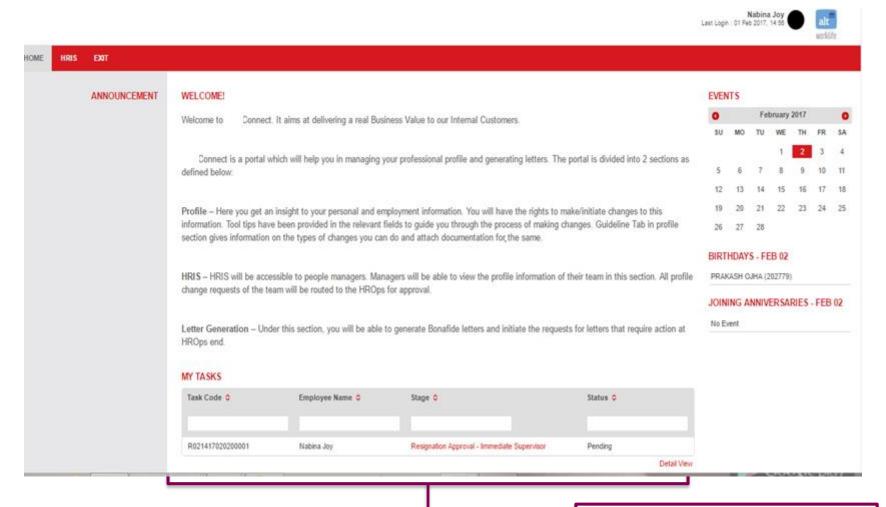
Status Screen Post Submission of Resignation







Resignation Approval- L1 Manager





Resignation approval action will appear to L1 manager on homepage



L1 Manager Approval Action Page

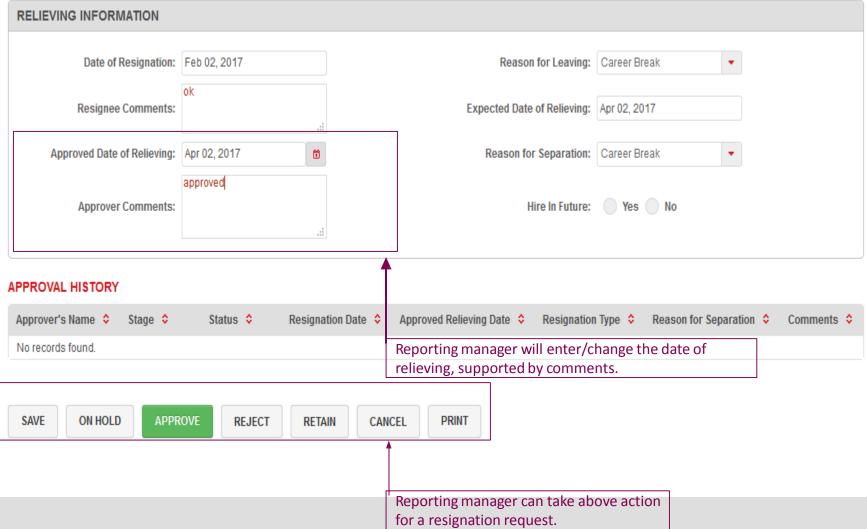
ANNOUNCEMENT	RESIGNATION INFORMATION				
	Resignation Code:	R021417020200001	Creation Date:	Feb 02, 2017	
	Stage:	Resignation Approval - Immediate Supervisor	Status:	Pending	
	EMPLOYEE INFORMATION				
	Employee Code:	Dummy2	Employee Name:	Nabina Joy	
	Date Of Joining:	Jan 01, 2001	Designation:	Senior 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





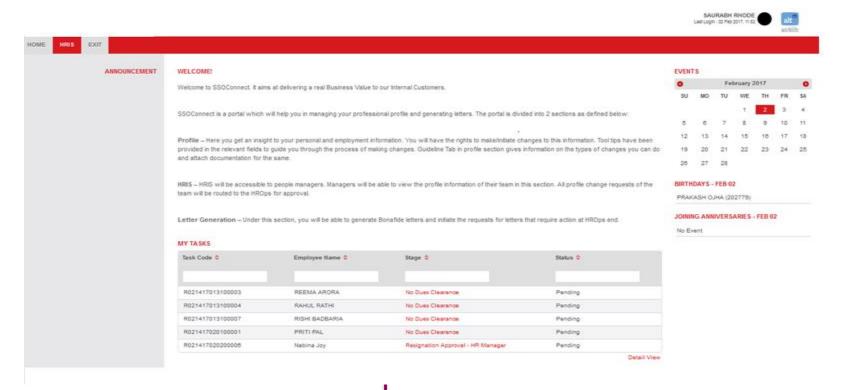
L1 Manager Approval Action Page – Contd..







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





Resignation approval action will appear to Business head only if there notice period shortfall or wave off is required.

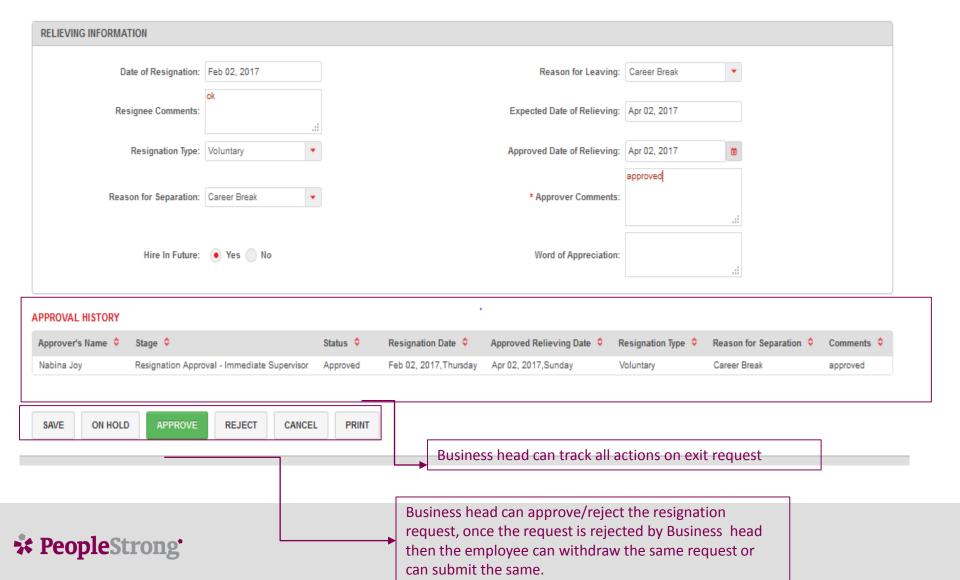


Business Head Approval Action Page

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

RESIGNATION INFORMATION			
Resignation Code: R0214170202	00008	Creation Date:	Feb 02, 2017
Stage: Resignation A	pproval - HR Manager	Status:	Pending
EMPLOYEE INFORMATION			
Employee Code: Dummy2		Employee Name:	·
Date Of Joining: Jan 01, 2001		Designation:	Senior Manager
Grade: 8A		Notice Period:	60
Location: SSO->Z01->Hs	aryana->Gurgaon->INC0000025	Organization Unit:	IN001->IN007->9100001
L1 Manager: Nabina Joy		HR Manager:	SAURABH RHODE
Official Email Id: demo@people	strong.com	Personal Email ID:	
Confirmation Status: Not Available		Relieving Date as Per Policy:	Apr 02, 2017
CORRESPONDENCE DETAIL			
Correspondence Email: demo@peple	strong.com	Correspondence Address:	
	This section will displ	ay the employee's Information	***







HR Manager to Initiate NDC

WELCOME!

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

Connect is a portal which will help you in managing your professional profile and generating letters. The portal is divided into 2 sections as defined below:

Profile – Here you get an insight to your personal and employment information. You will have the rights to make/initiate changes to this information. Tool tips have been provided in the relevant fields to guide you through the process of making changes. Guideline Tab in profile section gives information on the types of changes you can do and attach documentation for the same.

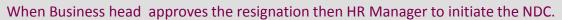
HRIS — HRIS will be accessible to people managers. Managers will be able to view the profile information of their team in this section. All profile change requests of the team will be routed to the HROps for approval.

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.

MY TASKS

Task Code 🗘	Employee Name 🌣	Stage 🔍	Status 🗢
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







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: R021417020200008

Stage: Initiate No Dues Clearance

Creation Date: Feb 02, 2017

Status: Relieving Letter generated successfully

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

¥

This section will display the employee's Information





Initiate NDC Approval Page -2 This section give info about employee relieving.

RELIEVING INFORMA	TION							
Date of Resignation: Feb 02, 2017				Re	ason for Leaving:	Career Break		
	ok							
Res	signee Comments:		Expected Date of Relieving:		Apr 02, 2017			
		.::						
	Resignation Type: Voluntary	•		Approved	Date of Relieving:	Apr 02, 2017		
Reas	on for Separation: Career Brea	ak 🔻		Арр	rover Comments:			
						.:		
	Hire In Future: Yes	No		Wor	d of Appreciation:			
	ine in ruture.	110		****	а от прртестацоп.	.::		
I have checked with	my line manager:				CRIF Form: A	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	PRINT	has give		see the Approval hi what are reasons, a		no		



No Dues Clearance

 System will parallely 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.



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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.

MY TASKS

Task Code 💠	Employee Name 💠	Stage 💠	Status 🗘
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

Stage: No Dues Clearance Status Pending

EMPLOYEE INFORMATION

Employee Code: Dummy2

Date of Joining: Jan 01, 2001

Grade: 6A

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

HR Manager: SAURABH RHODE

Official Email ID: demo@peoplestrong.com

Personal Email:

Correspondence Number:

Relieving Date as Per Policy: Apr 02, 2017

Employee Name: Nabina Joy

Creation Date: Feb 02, 2017

Designation: Senior Manager

Notice Period: 60

Organization Unit: IN001->IN007->9100001

Date of Resignation: Feb 02, 2017

Approved Relieving Date: Apr 02, 2017

Correspondence Email: demo@peplestrong.com

Correspondence Address:

Confirmation Status: Not Available

This section will display the employee's Information



No Dues Clearance

Department	Item	Approver	Remarks	Attach Document	Status	Clearance Date
NDC HR	Termination Effective on PeopleSoft	SAURABH RHODE	NA	Attach	•	Feb 02, 2017
NDC HR	Any loss of pay / any deductions	SAURABH RHODE	NA	Attach	•	Feb 02, 2017
NDC HR	PF Withdrawal / PF Transfer	SAURABH RHODE	done	Attach	•	Feb 02, 2017
NDC HR	Check on Gratuity Entitlement, nomination form needs to be filled	SAURABH RHODE	done	Attach	•	Feb 02, 2017
NDC HR	DD for recoverable from / payable to employee – special situations	SAURABH RHODE	done	Attach	•	Feb 02, 2017
NDC HR	Inactivation of employee / Deletion from payroll master	SAURABH RHODE	done	Attach	•	Feb 02, 2017
NDC HR	Issue of Resignation acceptance letter (mark copy to corresponding departments for action / information)	SAURABH RHODE *	done	Attach	•	Feb 02, 2017
NDC HR	Exit interview	SAURABH RHODE	done	Attach	•	Feb 02, 2017
NDC HR	Investment proof submitted to BartonTrust before payroll out off date of that month	SAURABH RHODE	done	Attach	•	Feb 02, 2017
NDC HR	ON Line Library Clearance	SAURABH RHODE	done	Attach	✓	Feb 02, 2017
		\	Here resp	ective stakeholder has to	write the	e remarks /or car

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!

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

SSOConnect is a portal which will help you in managing your professional profile and generating letters. The portal is divided into 2 sections as defined below:

Profile – Here you get an insight to your personal and employment information. You will have the rights to make/initiate changes to this information. Tool tips have been provided in the relevant fields to guide you through the process of making changes. Guideline Tab in profile section gives information on the types of changes you can do and attach documentation for the same.

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.

MY TASKS

Task Code 💠	Employee Name 💠	Stage 💠	Status 💠
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	

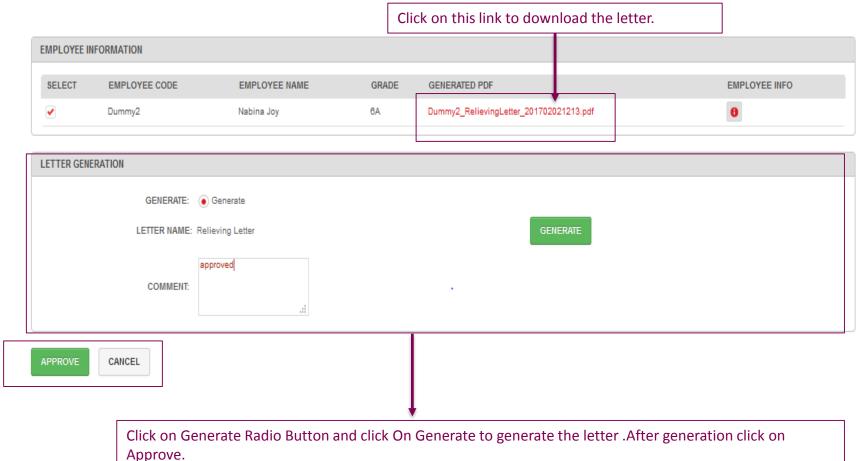
Detail View

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



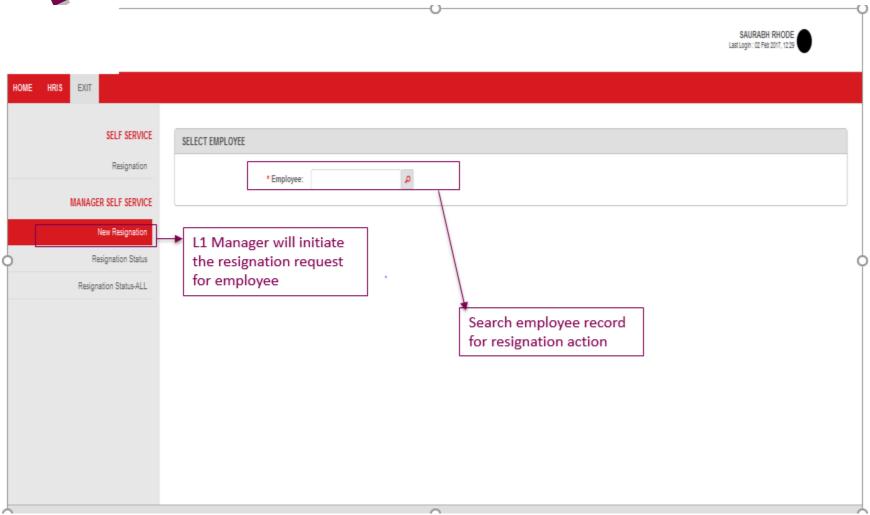


Relieving Letter – Generation Page





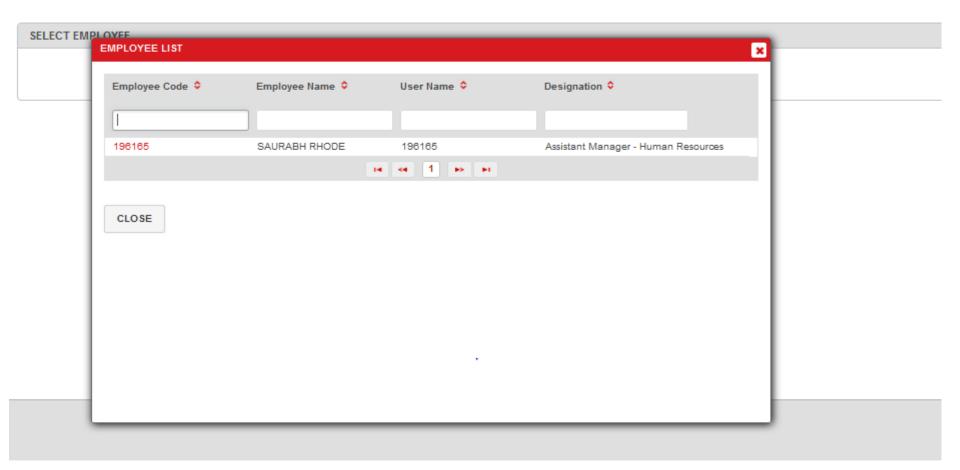
Involuntary/Voluntary Resignation –L1/HR Manager







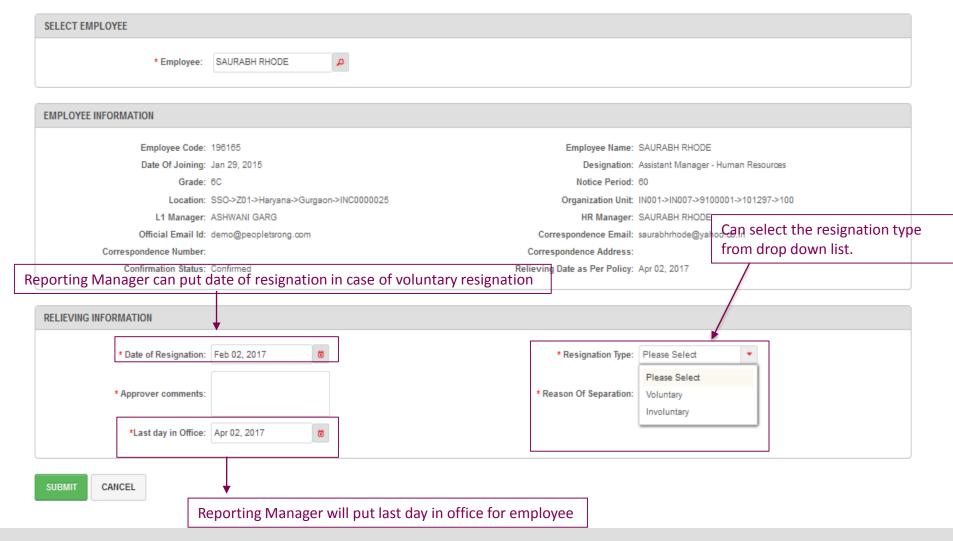
Select the employee from the list







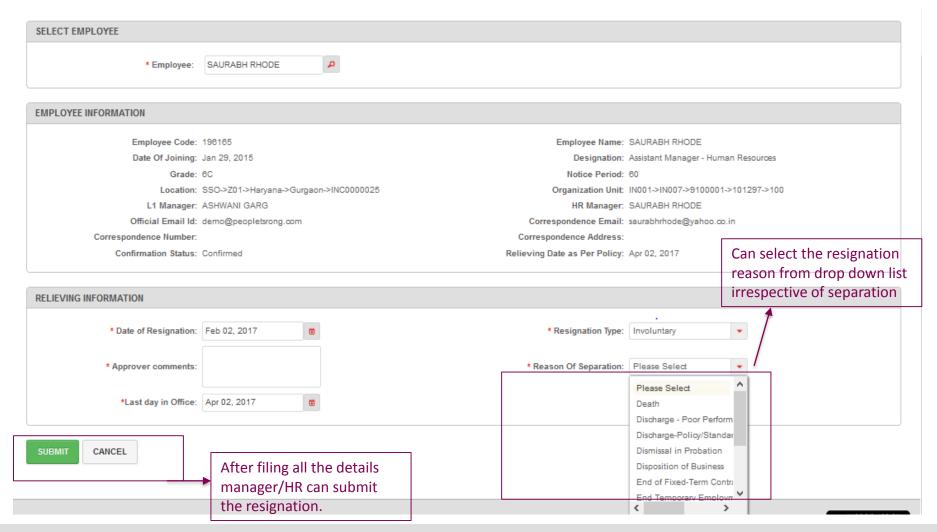
Involuntary/Voluntary Resignation -L1/HR Manager







Involuntary Resignation –L1/HR Manager





After submission the workflow will follow.

#SimplifyWorklife

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