1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 029 | | | | | | |
| **Use Case Name** | Associate Exit - Abscond | | | | | | |
| **Purpose/Goal** | Capture associate abscond details | | | | | | |
| **Description** | Application captures the associate exit information when associate absconded. | | | | | | |
| **Actors** | * Reporting Manager * Team Lead * HRA * HRM / HR Head * Admin Manager * IT Manager * Finance Manager * Training Department Head | | | | | | |
| **User** | * Reporting Manager, Team Lead, Department Head, HRA, HRM / HR Head | | | | | | |
| **Priority** | High | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Karunasagar Jain | | | **Date** | | | 04/01/2023 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

1. **TRIGGERS, PRE-CONDITIONS AND POST-CONDITIONS**

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| **Triggers** | When an associate absconds from the organization. |
| **Pre-Conditions** | * Associate should have an account in application * An associate absent to office by X working days without intimation to the Reporting manger or Team Lead. * Reporting manager/Team Lead informs to Program Manager and HR Manager about absence of the associate without intimation along with proof copy. * HR Manager will follow up the associate. * Team Lead/Reporting Manager logged into the application * The process ‘Abscond’ initiated by Team Lead/Reporting Manager |
| **Post- Conditions** | * Associate credentials will be deactivated to not access the organization resources * Particular associate should be blacklisted i.e., he/she should not consider for rehiring in future * Associate status should be updated with ‘Absconded’, and account will be deactivated in HRMS * Organization resources(email, system, etc.) should not be accessed by the associate |

1. **NORMAL FLOW**

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| User | System | Alternate flow |
| 1. Team Lead/Reporting Manager login into application and click on “Abscond Associate” sub-menu from “Associate Exit” menu. | * System should display with below input fields: * Dropdown box with all Associates who are reporting to him/her * Absent From * Absent To * Remarks * Submit and Cancel buttons * Team Lead/Reporting Manager inputs abscond details and clicks on Submit button with proper remarks then Application should send Email notification **To** HR Distribution List & **Copy To** HRM, Program Manager and Team Lead. * This step must insert a new record in AssociateAbscond table with values in the following fields: * AssociateAbscondId * AssociateId * AbsentFromDate * AbsentToDate * IsAbscond (false) * TLId * RemarksByTL * IsActive (true) * StatusId (MarkForAbscond) |  |
| 1. HRA login into application and click on “Abscond Associate” sub-menu from “Associate Exit” menu. | * System should display the list of submitted Abscond records by TLs. * On clicking a record, it must display the below fields: * Employee Name * Absent From * Absent To * Remarks by TL * Remarks (input) * Submit and Cancel buttons * HRA enters the remarks and clicks Submit button. This triggers an email notification **To** HRM & **Copy To** HR Distribution List, Program Manager and Team Lead. * This step must update the record in AssociateAbscond table in the following fields * HRAId * RemarksByHRA * IsAbscond (false) * StatusId (AbscondAcknowledged) |  |
| 1. HRM login into application and click on “Exit Actions” sub-menu from “Associate Exit” menu. | * System should display the list of submitted Abscond records by HRA in the “Associate Abscond Actions” table. * On clicking a record, it must display the below fields: * Employee Name * Absent From * Absent To * Remarks by TL * Remarks by HRA * Remarks (input) * Is Abscond (check box) * Approve and Cancel buttons   HRM checks ‘Is Abscond’ check box, inputs his remarks and clicks Approve button.   * Application should send an Email notification **To** HRA and Team Lead & **Copy To** HR Distribution List, Program Manager and HRM. * This should trigger an email notification to complete the assigned activities **To** Departments distribution lists and TAG DL & **Copy To** HRM and HRA.   Below are the service departments that needs to get notified.   * IT * Admin * Finance * HR * Training * This step must update the record in AssociateAbscond table in the following fields * HRMId * RemarksByHRM * IsAbscond (true) * StatusId (AbscondConfirmed) * This step also inserts records in AssociateExitActivity table for each of the departments (IT, Admin, Finance, HR and Training) with the following fields filled up: * AssociateExitActivityId * AssociateExitId (null) * AssociateAbscondId * DepartmentId * StatusId (DepartmentActivityInProgress) * IsActive (true)   HRM unchecks ‘Is Abscond’ check box, inputs his remarks and clicks Approve button.   * Application should send an Email notification **To** HRA and Team Lead & **Copy To** HR Distribution List, Program Manager and HRM. * This step must update the record in AssociateAbscond table in the following fields * HRMId * RemarksByHRM * IsAbscond (false) * StatusId (AbscondDisproved) |  |
| 1. Admin Manager login into application and click on “Exit-Actions” sub-menu from “Associate Exit” menu. | * System should display all pending Associate Exit Actions with Admin Manager * Select relevant “Associate Exit” record that shows “Approve Checklist” button. * System should display the detail page of the selected Associate with below fields as read-only:   + Associate Id   + Associate Name   + Designation   + Program Manager   + Project   + Department   + Date of Joining   + Date of Exit * System should display the following Activities related to “Handover of Assets” as check boxes and input fields: * Associate ID card * Comments * Desk/cabin keys * Comments * Library books * Comments * Others * Comments * Stationery Items * Comments * System should display the following Activities related to “Removal of Access, Privilege, Benefit” as check boxes and input fields: * Deactivation of office entry access card and biometric attendance entry * Comments * Others * Comments * System should display a “Remarks” input for Admin Manager to put his remarks. * Admin Manager selects the check boxes, gives the comments, inputs the remarks and clicks Submit button, then system sends notification **To** HRM & **Copy To** Program Manager |  |
| 1. IT Manager login into application and click on “Exit-Actions” sub-menu from “Associate Exit” menu. | * System should display all pending Associate Exit Actions with IT Manager * Select relevant “Associate Exit” record that shows “Approve Checklist” button. * System should display the detail page of the selected Associate with below fields as read-only: * Associate Id * Associate Name * Designation * Program Manager * Project * Department * Date of Joining * Date of Exit * System should display the following Activities related to “Handover of Assets” as check boxes and input fields: * Backup of system, Data and email * Comments * Client Hardware Assets * Comments * Client Software Assets * Comments * Data card * Comments * Desktop/Laptop * Comments * Headphones * Comments * Mobile phone * Comments * Other devices (Tablet PC, iPhone, IPad...) * Comments * Others * Comments * Removal of client VPN and any other access * Comments * System should display the following Activities related to “Removal of Access, Privilege, Benefit” as check boxes and input fields: * Deactivate Jira and Removal of Bit Bucket / TFS * Comments * Deactivation and Removal of active directory user credential * Comments * Others * Comments * Removal of Conferencing account access * Comments * Removal of Email access * Comments * Removal of Internet Access * Comments * System should display a “Remarks” input for IT Manager to put his remarks. * IT Manager selects the check boxes, gives the comments, inputs the remarks and clicks Submit, then system send notification **To** HRM & **Copy To** Program Manager. |  |
| 1. Finance Manager login into application and click on “Exit-Actions” sub-menu from “Associate Exit” menu. | * System should display all pending Associate Exit Actions with Finance Manager * Select relevant “Associate Exit” record that shows “Approve Checklist” button. * System should display the detail page of the selected Associate with below fields as read-only: * Associate Id * Associate Name * Designation * Program Manager * Project * Department * Date of Joining * Date of Exit * System should display the following Activities related to “Amount to be recovered from Associate” as check boxes and input fields: * Income Tax * Comments * Others * Comments * Travel Advance * Comments * System should display the following Activities related to “Income Tax Compliance” as check boxes and input fields: * Others * Comments * Submission of Income tax declaration documents for tax exemption * Comments * Submission of SGBP proof documents for tax exemption * Comments * System should display a “Remarks” input for Finance Manager to put his remarks. * Finance Manager selects the check boxes, gives the comments, inputs the remarks and clicks Submit, then system send notification **To** HRM & **Copy To** Program Manager. |  |
| 1. Training Department Head login into application and click on “Exit-Actions” sub-menu from “Associate Exit” menu. | * System should display all pending Associate Exit Actions with Training Department Head * Select relevant “Associate Exit” record that shows “Approve Checklist” button. * System should display the detail page of the selected Associate with below fields as read-only: * Associate Id * Associate Name * Designation * Program Manager * Project * Department * Date of Joining * Date of Exit * System should display the following Activities related to “Handover of Assets” as check boxes and input fields: * Others * Comments * Training Kits * Comments * System should display the following Activities related to “Removal of Access, Privilege, Benefit” as check boxes and input fields: * Access to training websites * Comments * Others * Comments * System should display a “Remarks” input for Training Department Head to put his remarks. * Training Department Head selects the check boxes, gives the comments, inputs the remarks and clicks Submit, then system send notification **To** HRM & **Copy To** Program Manager. |  |
| 1. HRM login into application and click on “Exit-Actions” sub-menu from “Associate Exit” menu. | * System should display all pending Associate Exit Actions with HRM in the HRM Checklist dashboard * Select relevant “Associate Exit” record that shows “Approve Checklist” button. * System should display the detail page of the selected Associate with below fields as read-only: * Associate Id * Associate Name * Designation * Program Manager * Project * Department * Date of Joining * Date of Exit * System should display the following Activities related to “Amount to be recovered from Associate” as check boxes and input fields: * Excess Salary Paid * Comments * Joining Bonus * Comments * Notice Period Buyout Amount * Comments * Others * Comments * Relocation Expenses * Comments * Salary Advance * Comments * System should display the following Activities related to “Handover of Assets” as check boxes and input fields: * Accident Insurance * Comments * Deactivation/Removal of access to Greytip * Comments * Group gratuity * Comments * Meal card/Multi wallet card * Comments * Medical insurance * Comments * Provident fund * Comments * System should display a “Remarks” input for HRM to put his remarks. * HRM selects the check boxes, gives the comments, inputs the remarks and clicks Submit, then system send notification **To** HRM & **Copy To** Program Manager. |  |
| 1. When all the Exit Actions from all the departments are completed, HRM clicks on “Exit-Actions” sub-menu from “Associate Exit” menu. | * System should display the list of Abscond records that needs to be cleared by HRM in the “Associate Abscond Actions” table with “Abscond Clearance” button. * Select relevant “Associate Abscond” record that shows “Abscond Clearance” button. * HRM updates his remarks and clicks “Deactivate” button. * The system must update the record in AssociateAbscond table in the following fields * RemarksByHRM * IsActive (false) * StatusId (Absconded) * Update the respective Employee record in the following fields * IsActive (false) * StatusId (Blacklisted) * UserId (null) * Also update the respective User record in the following field * IsActive (false) * This must also remove all the roles for the Associate. * Application should send an Email notification **To** HRA and Team Lead & **Copy To** HR Distribution List, Program Manager and HRM. |  |

Below is the new table to hold the Abscond information:

Table Name: AssociateAbscond

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| **Field** | **Data type** |
| AssociateAbscondId | integer Primary key |
| AssociateId | integer |
| AbsentFromDate | timestamp with time zone |
| AbsentToDate | timestamp with time zone |
| IsAbscond | boolean |
| StatusId | Integer |
| TLId | integer |
| RemarksByTL | character varying(256) |
| HRAId | Integer |
| RemarksByHRA | character varying(256) |
| HRMId | integer |
| RemarksByHRM | character varying(256) |
| IsActive | boolean |
| CreatedBy | character varying(100) |
| CreatedDate | timestamp with time zone |
| ModifiedBy | character varying(100) |
| ModifiedDate | timestamp with time zone |

1. **ALTERNATIVE FLOW**

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| NA |

1. **EXCEPTIONS**

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| NA |

1. **BUSINESS RULES**

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| * X number of days should be configurable as a business rule * All department’s checklist should be database master table configurable * Status list should be database master table configurable. |

1. **SPECIAL REQUIREMENTS**

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| NA |

1. **ASSUMPTIONS**

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| * Each department NOC Checklist will be from master table * Status dropdown box will be from master table |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * Associate credentials will be deactivated to not access the organization resources * Particular Associate should be blacklisted i.e., he/she should not consider for rehiring in future * Associate status should be updated to “Absconded” that means Not eligible for rehire |