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 * Program Manager * HRM / HR Head * Admin * IT * Finance | | | | | | |
| **User** | * Reporting Manager, Program Manager, Department Head, HRM, HR Head | | | | | | |
| **Priority** | High | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Santosh Adidawarpu | | | **Date** | | | 28/03/2017 |
| **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 HR Manager. * Reporting manager 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. * Program Manager/Department head logged into the application * The process ‘Abscond’ initiated by program manager/department head |
| **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. Program 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 is reporting to him/her * Cause details text-area box * Period of absence(From date and To date) * Evidences * Submit and Cancel buttons * Program Manager Inputs abscond details and clicks on Submit button with proper Remarks then Application should notify to the HR Manager, Department head and HR Head and Associate. | * User inputs mandatory fields and click on Save as Draft. |
| 1. HRM login into application and click on “Abscond Associate” sub-menu from “Associate Exit” menu. | * HRM should raise a request to know the pending assets for service departments, Once HRM raises the request then Application should notify to the rest of the service departments * IT * Admin * Finance * Department Head * Program manager |  |
| 1. Admin Login into application and go to “Pending Requests” | * System should display all pending “Associate Abscond" details with Admin * Select relevant “Associate Abscond details”. * System should displays the detail page of the selected Associate with below fields as read-only:   + - Associate Id     - Name     - Date of Join     - Designation     - Project/Department     - Reporting Manager     - Release Date * System should displays the selected Associate details as read only in addition with below Dues input fields: * **No Dues** * Remarks * **Dues** * Remarks * Admin inputs the remarks and clicks Submit, then system send notification HRM/ HR Head |  |
| 1. IT department login into application and go to “Pending Requests” | * System should displays all pending “Abscond Associate” details with IT department * Select relevant “Associate Abscond details”. * System should displays the detail page of the selected Associate with below fields as read-only:   + - Associate Id     - Name     - Date of Join     - Designation     - Project/Department     - Reporting Manager     - Release Date * System should displays the selected Associate details as read only in addition with below Dues input fields: * **No Dues** * Remarks * **Dues** * Remarks * IT Department inputs the remarks and clicks Submit, then system send notification HRM/ HR Head |  |
| 1. Finance department logins into application and go to “Pending Requests” | * System should displays all pending “Abscond Associate” details with Finance department * Select relevant “Associate Abscond details". * System should displays the detail page of the selected Associate with below fields as read-only:   + - Associate Id     - Name     - Date of Join     - Designation     - Project/Department     - Reporting Manager     - Release Date * System should displays the selected Associate details as read only in addition with Dues input fields: * **No Dues** * Remarks * **Dues** * Remarks * Finance Department inputs the remarks and clicks Submit, then system send notification HRM/ HR Head |  |
| 1. HRM login into application and go to “Pending Requests” | * System should displays all pending with HR department “Abscond Associate” details * Select relevant “Associate Abscond details”. * System should displays the detail page of the selected Associate with below fields as read-only:   + - Associate Id     - Name     - Date of Join     - Designation     - Project/Department     - Reporting Manager     - Release Date (this input field should not be a read-only) * System should displays the selected Associate details as read only in addition with below Dues input fields: * **No Dues** * Remarks * **Dues** * Remarks * HRM/ HR Head can be able to see the updates from other service departments as read only mode with below fields: * Name * Department * NOC Status * Date * Remarks * HRM will upload evidences into the application and complete the associate absconding process. * System notifies to Program Manager, Department Head, HR Head about associate absconding confirmation. * Organization will not issue service experience letter to associate * Associate status updated to “Absconded” and Not eligible for rehire” * Close the request |  |

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 |