1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 030 | | | | | | |
| **Use Case Name** | Associate Exit - Termination | | | | | | |
| **Purpose/Goal** | To capture associate terminate process details. | | | | | | |
| **Description** | Application portal captures associate termination information when particular associate gets terminated. | | | | | | |
| **Actors** | * HRM / HR Head * Department Head * HR * Admin * IT * Finance | | | | | | |
| **User** | * Program Manager, Reporting Manager, Department Head, HRM, HR Head | | | | | | |
| **Priority** | High | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Santosh Adidawarpu | | | **Date** | | | 29/03/2017 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** | Bhavani Chintamadaka | | | **Date** | | | 18/04/2017 |

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

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| **Triggers** | When Associate gets termination from the organization |
| **Pre-Conditions** | * Associate must have an account in application * HR Manager initiates the termination process |
| **Post- Conditions** | * Relevant documents regarding termination would be uploaded on portal. * A notification would be sent to the Department Head, Reporting Manager, Program Manager. * Associate would be informed about his/her termination. * Associate status would be updated as ‘Terminated’ and account will be deactivated in HRMS. * Associate credentials would be deactivated. Organization resources (email, system, etc.) would not be allowed to access by the associate. * Particular associate would be blacklisted i.e. he/she will not considered for rehiring in future |

1. **NORMAL FLOW**

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| User | System | Alternate flow |
| 1. HRM clicks on “Associate Termination” sub-menu from “Associate Exit” menu. | * System displays the below input fields: * Dropdown box with all Associates * Dropdown box for “Cause Category” * Last Working Date * Cause Details text-area box * Submit and Cancel buttons * HRM inputs Cause details and clicks on Submit button, then application notifies to Department Head and HR Head | * HR Manager inputs mandatory fields and clicks on Save As Draft |
| 1. IT department head logins into the application and navigates to “Pending Requests” | * System displays all the pending “Associate Termination” details for IT Department * Clicks on particular Associate Termination details. * System displays the details page of the selected Associate with below fields as read-only:   1. Associate Id   2. Name   3. Date of Join   4. Designation   5. Project/Department   6. Reporting Manager   7. Release Date * IT Department has to give clearance: * **No Dues** * **Remarks** * **Dues** * **Remarks** * After clearances, IT Department issues the NOC, then application notifies to HRM/ HR Head and Status will be updated as “Completed”. |  |
| 1. Admin department head logins into the application and navigates to “Pending Requests” | * System displays all pending “Associate Termination" details for Admin * Clicks on particular Associate Termination details. * System displays the details page of the selected Associate with below fields as read-only:   1. Associate Id   2. Name   3. Date of Join   4. Designation   5. Project/Department   6. Reporting Manager   7. Release Date * Admin Department has to give clearance on the below checklist: * **No Dues** * **Remarks** * **Dues** * **Remarks** * After clearances, Admin Department issues NOC then application notifies to HRM/ HR Head and Status will be updated as “Completed” |  |
| 1. Finance department head logins into the application and goes to “Pending Requests” | * System displays all pending “Associate Termination” details for Finance department * Clicks on particular Associate Termination details. * System displays the details page of the selected Associate with below fields as read-only:   1. Associate Id   2. Name   3. Date of Join   4. Designation   5. Project/Department   6. Reporting Manager   7. Release Date * Finance Department has to give clearance on the below checklist: * **No Dues** * **Remarks** * **Dues** * **Remarks** * After clearances, Finance department issues the NOC, then it notifies to HRM/ HR Head and Status will be updated as “Completed” |  |
| 1. Once HR Manager receives the inputs from all the service departments, then he/she logins into the application and initiates the “Termination Request”. | * System displays all pending “Associate Termination” details for HR department * Clicks on particular Associate Termination details. * System displays the details page of the selected Associate with below fields as read-only:   + Associate Id   + Name   + Date of Join   + Designation   + Project/Department   + Reporting Manager   + Release Date * HRM will upload evidences into the application and evidences include the following:   + Date of incident   + Investigation Report   + If the cause is related to criminal issues FIR must be recorded. * Status * Remarks * HRM triggers the termination, then it notifies to Program Manager, Department Head and HR Head about associate termination confirmation. |  |
| 1. Department head logins into the application and goes to “Pending Requests” | * System displays all the pending “Associate Termination” details for Department Head * Clicks on a particular Associate Termination details. * System displays the details 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 also displays the below information: * Date of incident * Investigation Report * Status * Remarks * Department Head approves the termination, it notifies HR Manager. |  |
| 1. HR Manager logins into the portal and navigates to the notifications | * System displays “Associate Termination” details, which were approved by Department Head. * Clicks on particular Associate Termination details. * System displays all the details of the selected Associate as read-only * HR Manager uploads the Final Termination letter * Updates Associate status to “Terminated/ Not eligible for rehire” * Closes the request. |  |

1. **ALTERNATIVE FLOW**

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| NA |

1. **EXCEPTIONS**

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| NA |

1. **BUSINESS RULES**

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| * Status list should be database master table configurable. * Reasons 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 * Reasons for Termination 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 would be deactivated and not allowed to access the organization resources * Particular associate would be blacklisted i.e. he/she will not considered for rehiring in future * Associate status would be updated to “Terminated” that means Not eligible for rehire * Relevant document i.e. Termination letter must get uploaded on Portal |