1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 028 | | | | | | |
| **Use Case Name** | Associate Post Exit. | | | | | | |
| **Purpose/Goal** | Captures associate exit clearance details. | | | | | | |
| **Description** | After associate exit, his/her details related to the organization can be terminated. | | | | | | |
| **Actors** | * Associate * IT * Admin * Finance * HRM / HR Head | | | | | | |
| **User** | * Associate, IT, Admin, Finance, HRM/HR Head | | | | | | |
| **Priority** | High | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Sailaja Chelluri | | | **Date** | | | 11/04/2017 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

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

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| **Triggers** | Associate after leaving the organization. |
| **Pre-Conditions** | * User logged in to Associate Portal. |
| **Post- Conditions** | * Associate status has to updated with ‘Resigned’ and account will be deactivated in HRMS * Organization resources(email, system, etc.) will not be accessed by the associate * Associate feedback (i.e. exit interview session) details should get recorded in application which should be visible only to HR Manager and HR head. |

1. **POST EXIT FLOW**

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| User | System | Alternate flow |
| 1. IT Department logins into Associate Portal and go to “Pending Request” | * System should displays all “Resigned” (Approved) details with the status “Pending for exit” to the IT Department * Click on particular Associate Resigned details. * System should displays the details of the selected Associate with below fields as read-only:   + Associate Id   + Name   + Date of Join   + Designation   + Project/Department   + Release Date (will be calculated based on notice period) * IT Department has to deactivate mail Id, network. * Remarks * IT clicks on Submit, Status should be updated as “Exit Completed ” |  |
| 1. Admin Department logins into Associate Portal and go to “Pending Request | * System should displays all “Resigned” (Approved) with the status “Pending for exit” Admin Department * Click on particular Associate Resigned details. * System should displays the details of the selected Associate with below fields as read-only:   + Associate Id   + Name   + Date of Join   + Designation   + Project/Department   + Release Date (will be calculated based on notice period) * Admin Department has to deactivate biometric. * Remarks * Admin clicks on Submit, Status should be updated as “Exit Completed ” |  |
| 1. Finance Department logins into Associate Portal and go to “Pending Request” | * System should displays all “Resigned”(Approved) with the status “Pending for exit” to the Finance Department * Click on particular Associate resignation details. * System should displays the details of the selected Associate as mention along with checklist   + Associate Id   + Name   + Date of Join   + Designation   + Project/Department   + Release Date (will be calculated based on notice period) * Finance Department has to process final settlement documents. * **Remarks** * Finance Department clicks on Submit, Status should be updated as “Exit Completed ” |  |
| 1. HRM logins into Associate Portal and go to “Pending Request” | * System should displays all Resigned (Approved) details with HR department * Click on particular Associate record * System should displays the details of the selected Associate with below fields as read-only:   + Associate Id   + Name   + Date of Join   + Designation   + Project/Department   + Release Date (will be calculated based on notice period) * HR Department has to give clearance: * **Remarks** * HR Department clicks on Submit, Status should be updated as “Exit Completed ” |  |

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. |

1. **SPECIAL REQUIREMENTS**

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| NA |

1. **ASSUMPTIONS**

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| * 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 status has to updated with ‘Resigned’ and account will be deactivated in HRMS * Organization resources(email, system, etc.) will not be accessed by the associate |