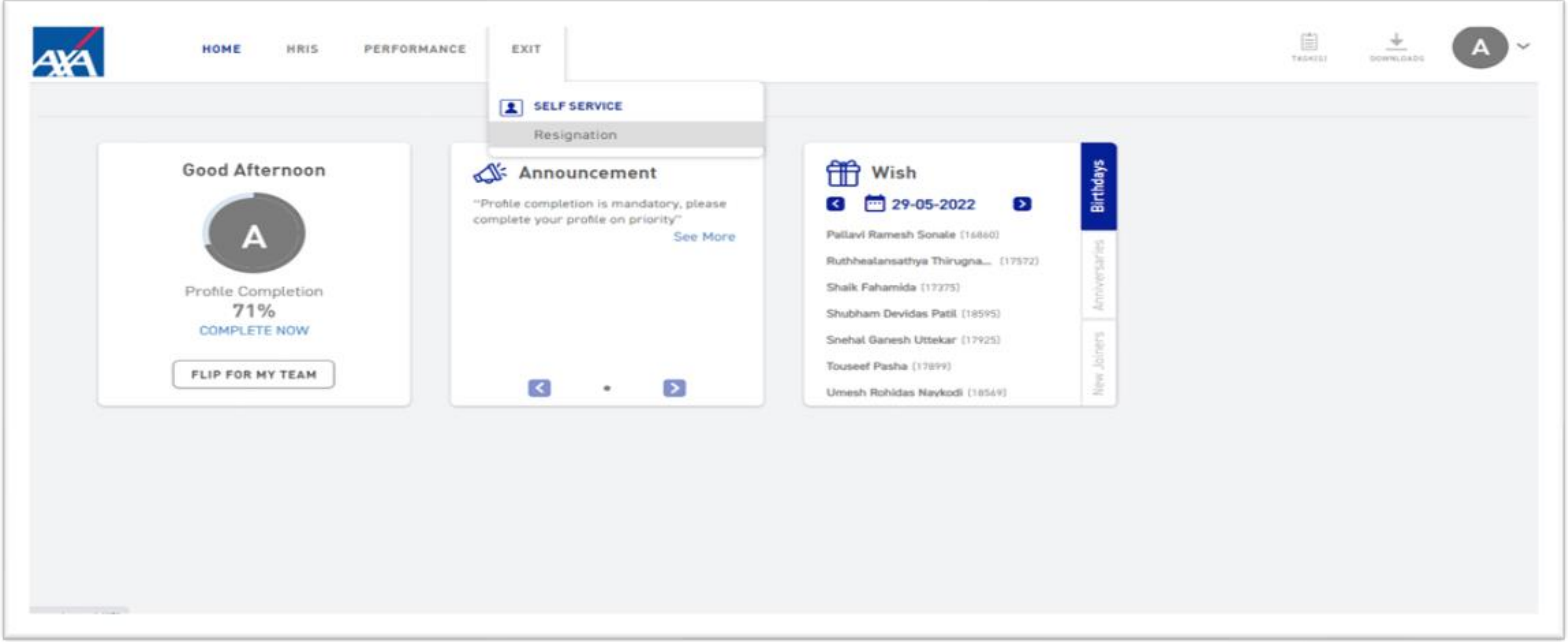
Employee User Manual for Exit Process

Step 1: Once the employee logs in successfully through his/her credentials the landing page will look like as shown in the screenshot below.


HOME
HRIS
PERFORMANCE
EXIT
SELF SERVICE
Resignation
DOWNLOADS
A
Good Afternoon
A
FLIP FOR MY TEAM
Announcement
See More
Wish
Birthdays
Anniversaries
New Joiners

Profile Completion
71%
COMPLETE NOW

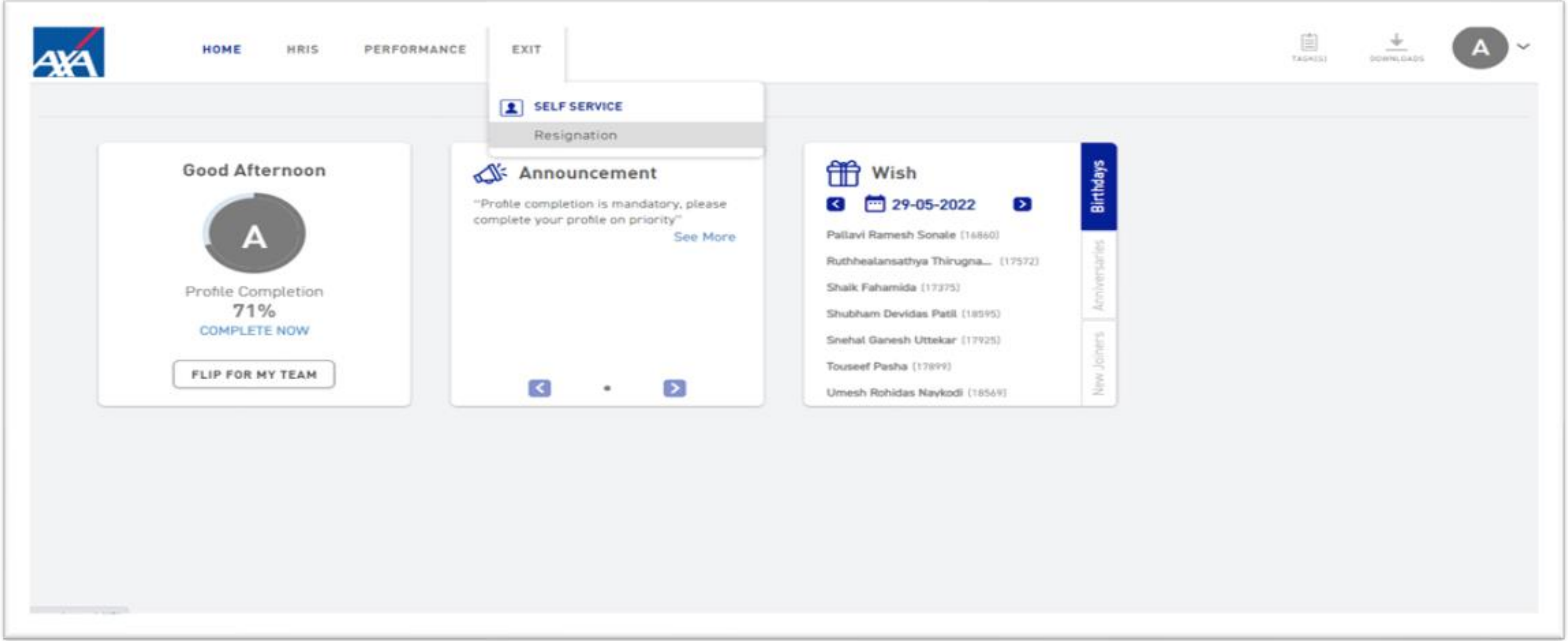
"Profile completion is mandatory, please complete your profile on priority"

29-05-2022

Pallavi Ramesh Sonale (16860)
Ruthhealansathya Thirugna... (17572)
Shaik Fahamida (17275)
Shubham Devidas Patil (18595)
Snehal Ganesh Uttekar (17925)
Touseef Pasha (17899)
Umesh Rohidas Navkodi (18569)

Step 2: Raise Resignation Request

a) Click on **Exit**.
b) Next click on Resignation. The employee will then land on the Employee Resignation page.


HOME
HRIS
PERFORMANCE
EXIT
TASK(S)
DOWNLOADS
A
SELF SERVICE
Resignation
Good Afternoon
A
Profile Completion
71%
COMPLETE NOW
FLIP FOR MY TEAM
Announcement
See More
Wish
29-05-2022
Birthdays
Anniversaries
New Joiners

"Profile completion is mandatory, please complete your profile on priority"

Pallavi Ramesh Sonale (16860)
Ruthhealansathya Thirugna... (17572)
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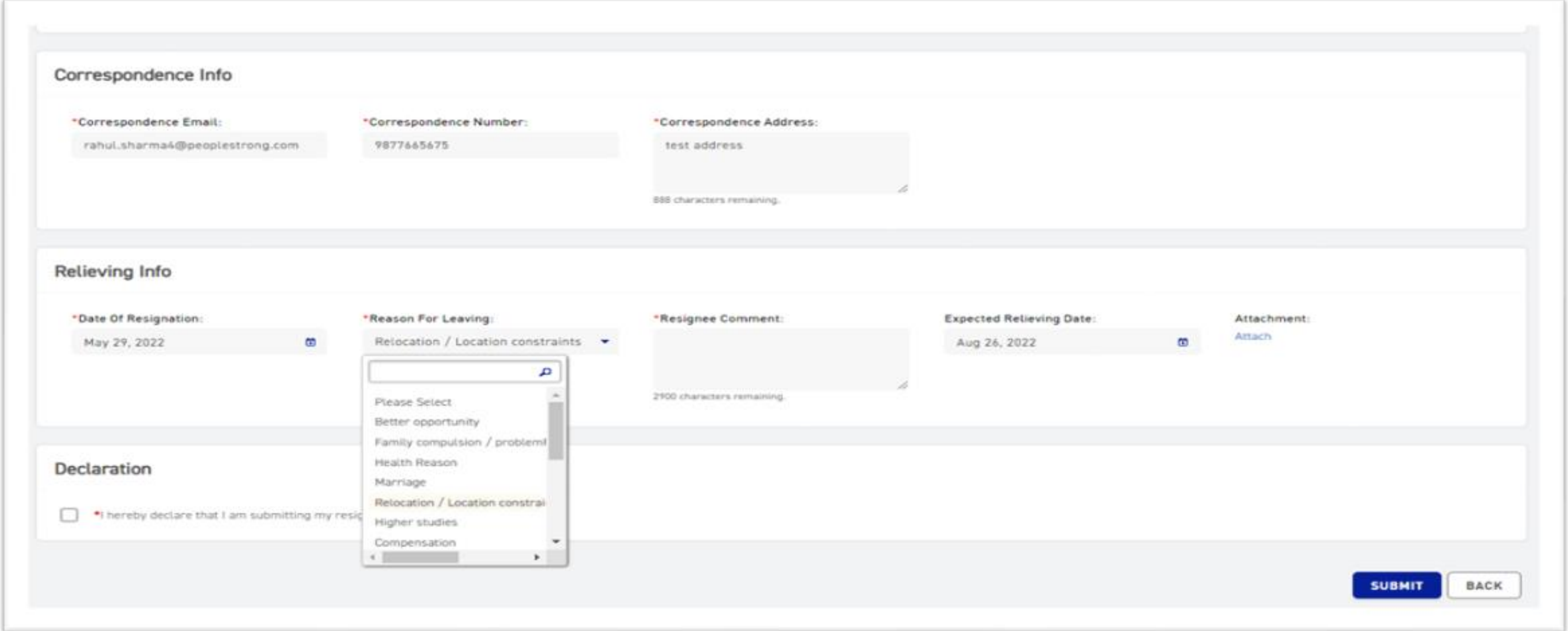
Shubham Devidas Patil (18595)
Snehal Ganesh Uttekar (17925)
Touseef Pasha (17899)
Umesh Rohidas Naykodi (18569)

Step 3: On employee resignation page fill all the mandatory fields to raise the resignation request.

a) Employee information is system generated

b) Correspondence information gets auto filled if address details is updated in HRIS. If not, please update details here manually.

c) In Reliving information section update ‘Reason for Leaving’, ‘Resignee Comments’, ‘Expected Relieving Date’ and attachment if required and click on the submit button for request submission. Actual Last Working Day would be the final approved relieving date.



Correspondence Info

*Correspondence Email: rahul.sharma4@peoplestrong.com

*Correspondence Number: 9877665675

*Correspondence Address: test address

888 characters remaining.

Relieving Info

*Date Of Resignation: May 29, 2022

*Reason For Leaving: Relocation / Location constraints

*Resignee Comment:

2900 characters remaining.

Expected Relieving Date: Aug 26, 2022

Attachment: Attach

Declaration

☐ *I hereby declare that I am submitting my resig

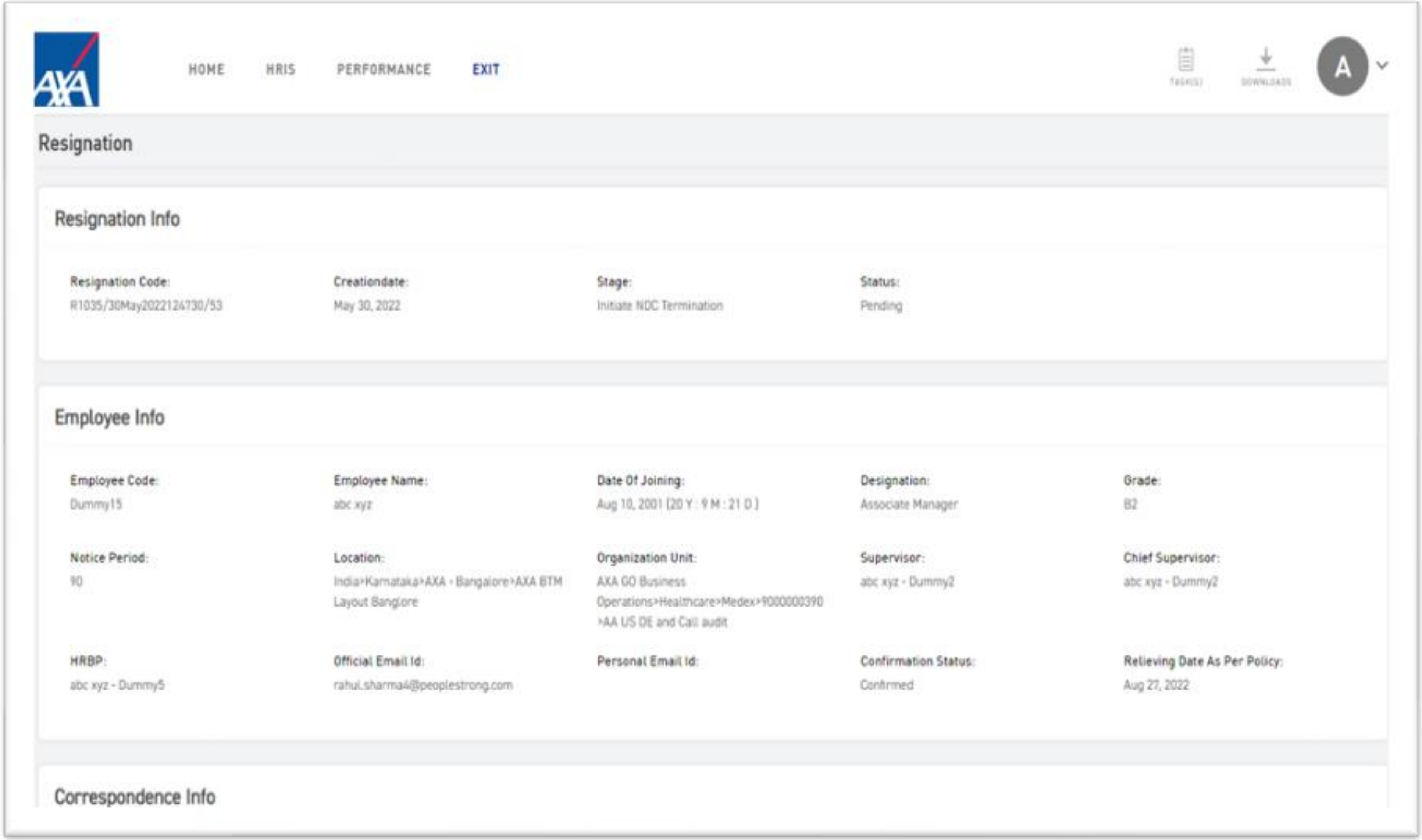
Please Select
Better opportunity
Family compulsion / probleml
Health Reason
Marriage
Relocation / Location constrai
Higher studies
Compensation
SUBMIT
BACK

Employee View for Resignation Status

a) Employee can also view the resignation status throughout the workflow.

b) Go to Navigation EXIT -> Resignation.

c) After initiating the resignation, employee can check at which stage his/her, resignation is pending on the real time basis.



Resignation

Resignation Info

Resignation Code: R1035/30May2022124730/53
Creationdate: May 30, 2022
Stage: Initiate NDC Termination
Status: Pending

Employee Info

Employee Code: Dummy15
Employee Name: abc xyz
Date Of Joining: Aug 10, 2001 (20 Y : 9 M : 21 D)
Designation: Associate Manager
Grade: B2
Notice Period: 90
Location: India>Karnataka>AXA - Bangalore>AXA BTM Layout Banglore
Organization Unit: AXA GO Business Operations>Healthcare>Medex>9000000390 >AA US DE and Call audit
Supervisor: abc xyz - Dummy2
Chief Supervisor: abc xyz - Dummy2
HRBP: abc xyz - Dummy5
Official Email Id: rahul.sharma4@peoplestrong.com
Personal Email Id:
Confirmation Status: Confirmed
Relieving Date As Per Policy: Aug 27, 2022

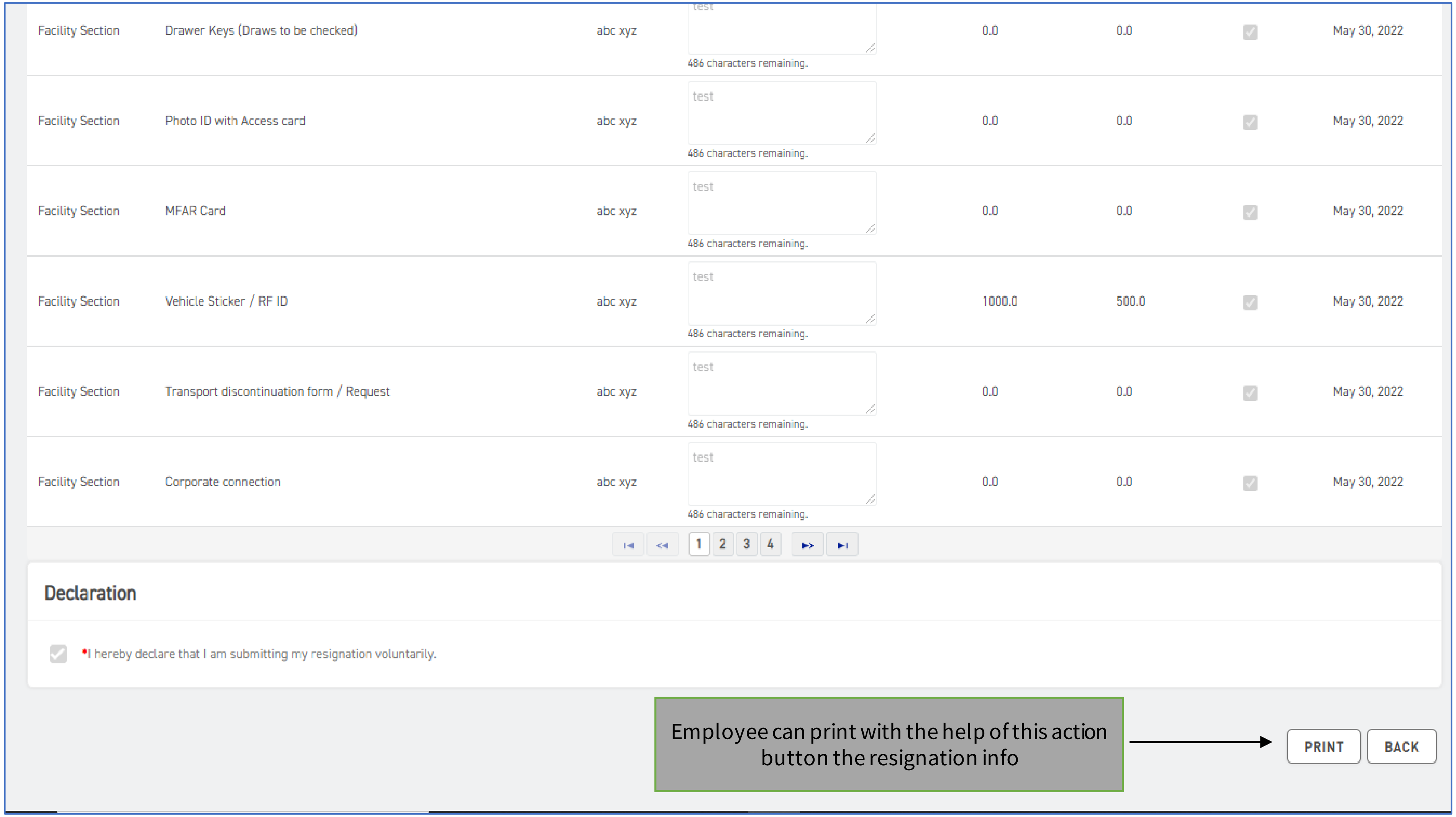
Correspondence Info

Employee can print resignation information at any stage during the workflow

a) Employee can print their resignation information at any stage of the workflow by following the steps after initiating the resignation.

b) EXIT -> Resignation -> Print

c) Employee can also see the NDC info for which checklist he/she is applicable for recovery or payable amount.



Facility Section	Drawer Keys (Draws to be checked)	abc xyz	test 486 characters remaining.	0.0	0.0	☑	May 30, 2022
Facility Section	Photo ID with Access card	abc xyz	test 486 characters remaining.	0.0	0.0	☑	May 30, 2022
Facility Section	MFAR Card	abc xyz	test 486 characters remaining.	0.0	0.0	☑	May 30, 2022
Facility Section	Vehicle Sticker / RF ID	abc xyz	test 486 characters remaining.	1000.0	500.0	☑	May 30, 2022
Facility Section	Transport discontinuation form / Request	abc xyz	test 486 characters remaining.	0.0	0.0	☑	May 30, 2022
Facility Section	Corporate connection	abc xyz	test 486 characters remaining.	0.0	0.0	☑	May 30, 2022

Declaration

☑ *I hereby declare that I am submitting my resignation voluntarily.

Employee can print with the help of this action button the resignation info

THANK YOU