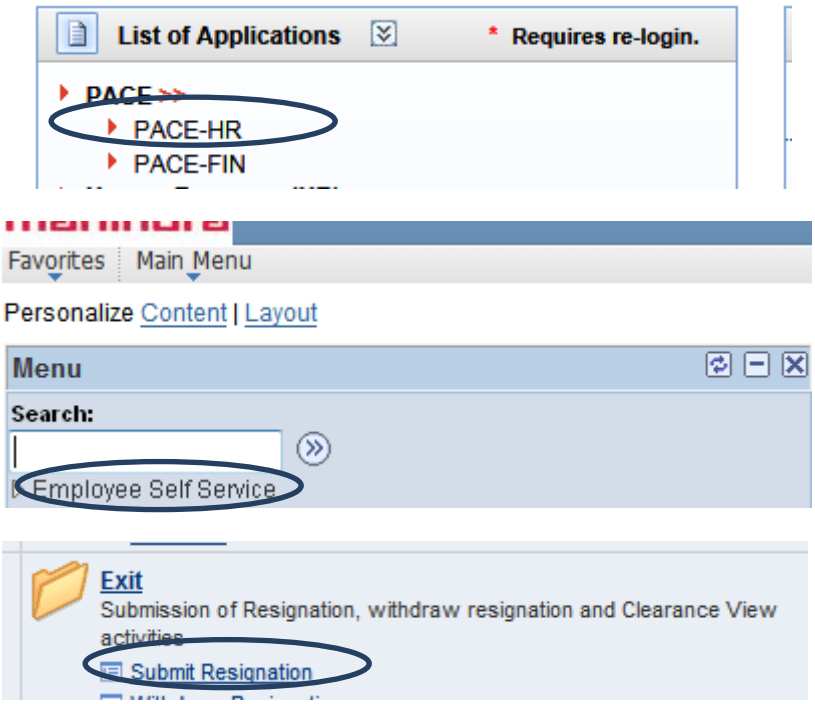
EXIT PROCESS FLOW

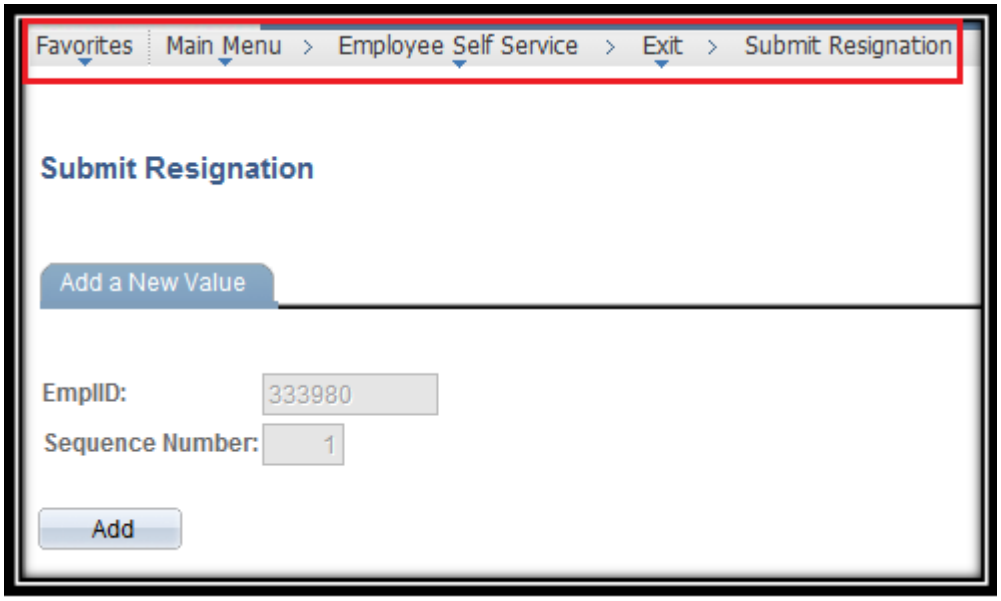
https://easy.techmahindra.com/EasyHome.aspx



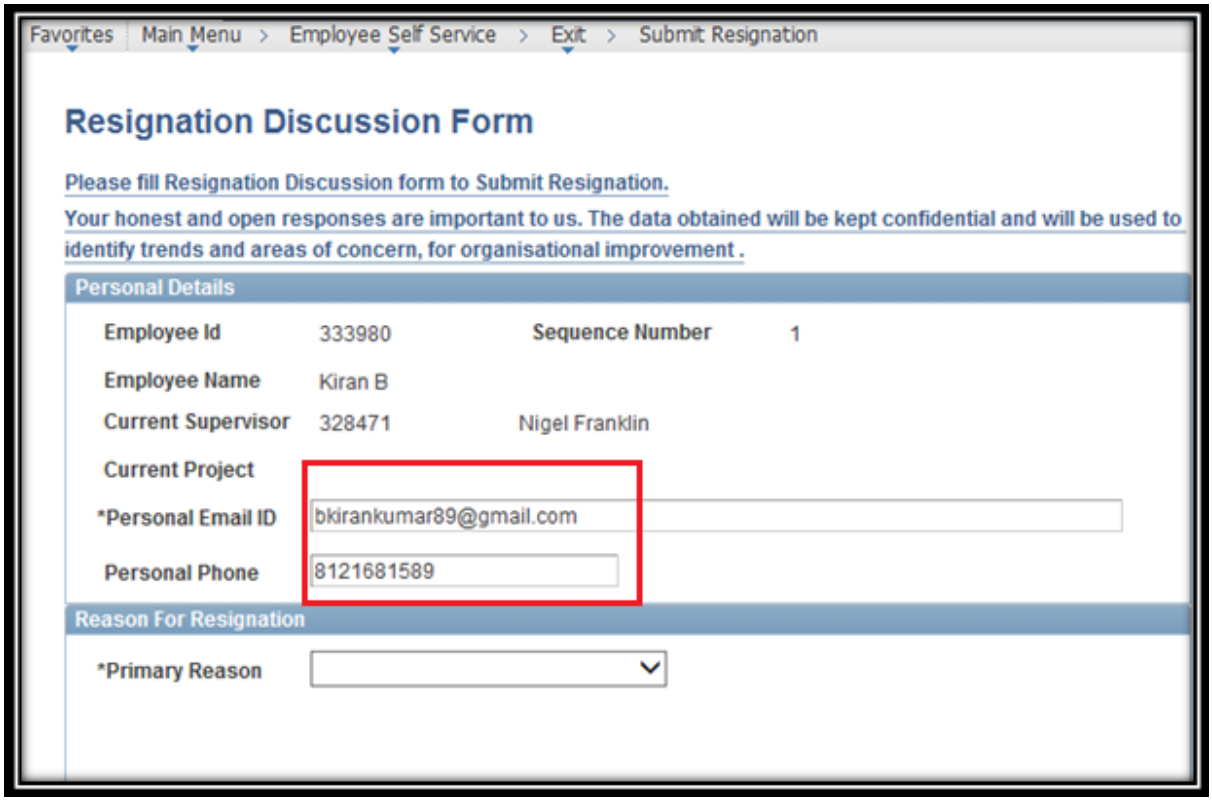
1. **EXIT INITIATION:**

Associate triggers resignation on PS(H)

A. Path for associate to trigger Resignation:



B. **Resignation Discussion Form would need to be filled by the associate**.


Favorites
Main Menu > Employee Self Service > Exit > Submit Resignation
Resignation Discussion Form
Please fill Resignation Discussion form to Submit Resignation.
Your honest and open responses are important to us. The data obtained will be kept confidential and will be used to identify trends and areas of concern, for organisational improvement .
Personal Details
Employee Id
333980
Sequence Number
1
Employee Name
Kiran B
Current Supervisor
328471
Nigel Franklin
Current Project
*Personal Email ID
bkirankumar89@gmail.com
Personal Phone
8121681589
Reason For Resignation
*Primary Reason

Work related and Career Aspirations

Please tell us which amongst the following reasons prompted you to look for another opportunity. You may select multiple contributing factors.

*Feeling of restriction in current job/underutilization.

*Discomfort with current expectations and scope of job.

*Not enough learning opportunities.

*Not enough scope for experimentation.

*Current role not aligned to capabilities/skills/technology.

*Lack of a planned approach to work.

*Lack of requisite resources to help perform effectively.

*Lack of recognition.

*Lack of growth in current role.

*Denial of promotion/role change.

Compensation

*Salary not on par with counterparts in competitor firms.

*Increment percentage and timelines.

Organizational culture

*Behavior and attitudes exhibited by majority of the people at work.

*Behavior and attitude of supervisor.

*Policies, Processes, organizational decisions not creating a well-managed, consistent, and fair workplace.

*Work culture impacting personal life.

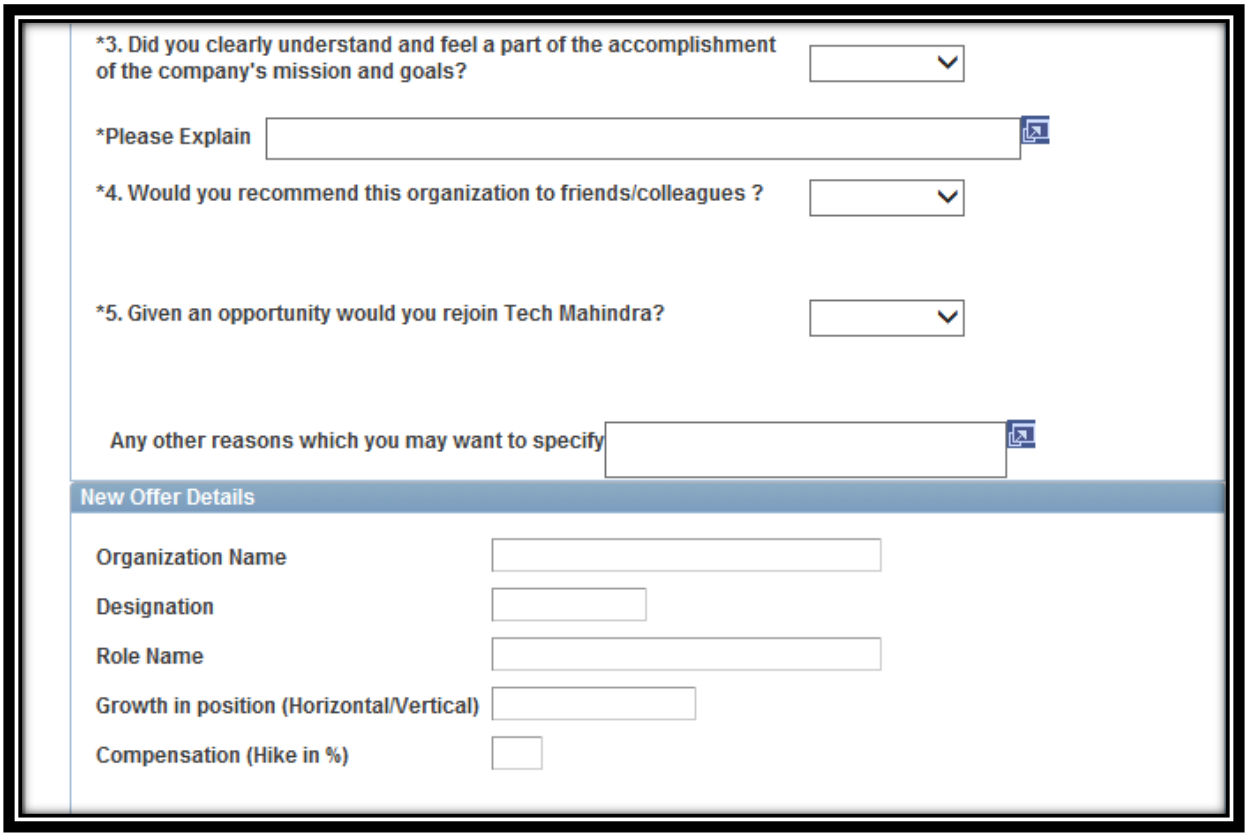
*1. Has TECH MAHINDRA helped you in your personal and professional development?

*Please explain

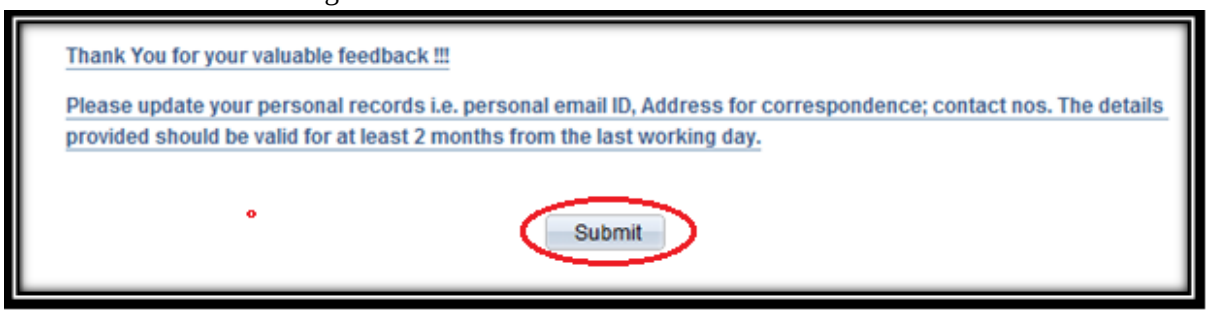
*2. What according to you are the top three positives and negatives of the organization?

*Positive

*Negative



C. Associate Submits the Resignation

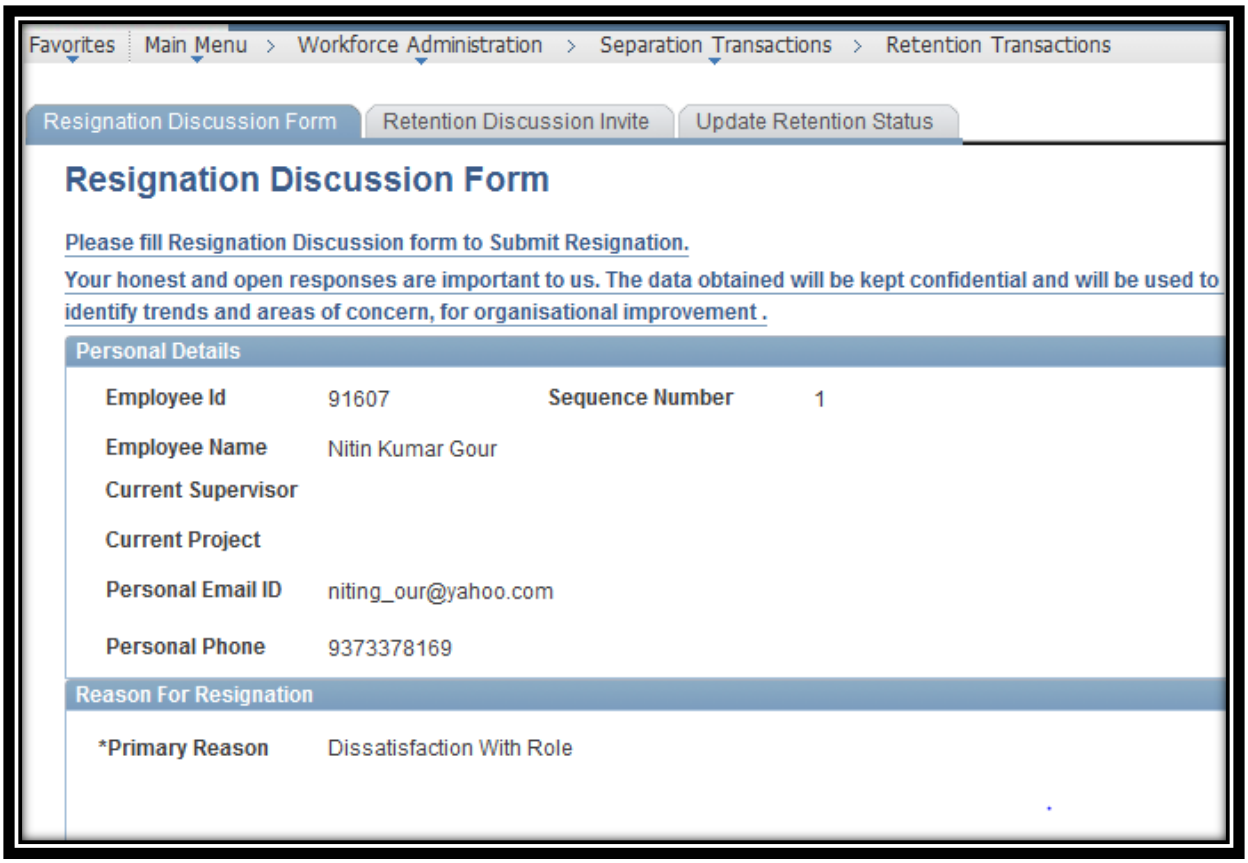


***Note:** The Exit request is forwarded to HR as per the mapping on the database. Auto mailer is sent to the HR and RM as notification.*

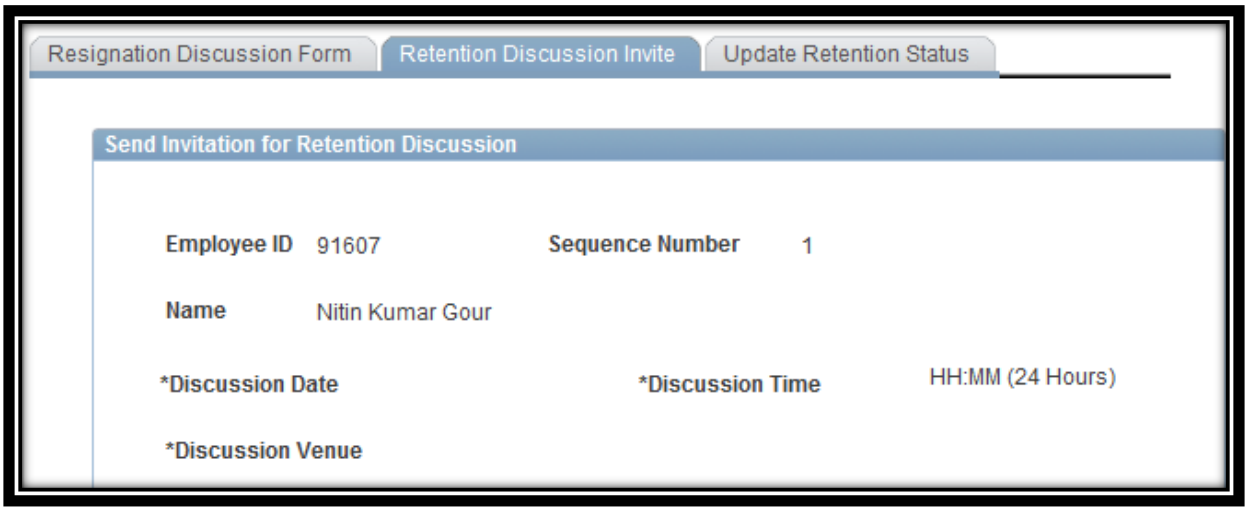
2. EXIT APPROVAL:

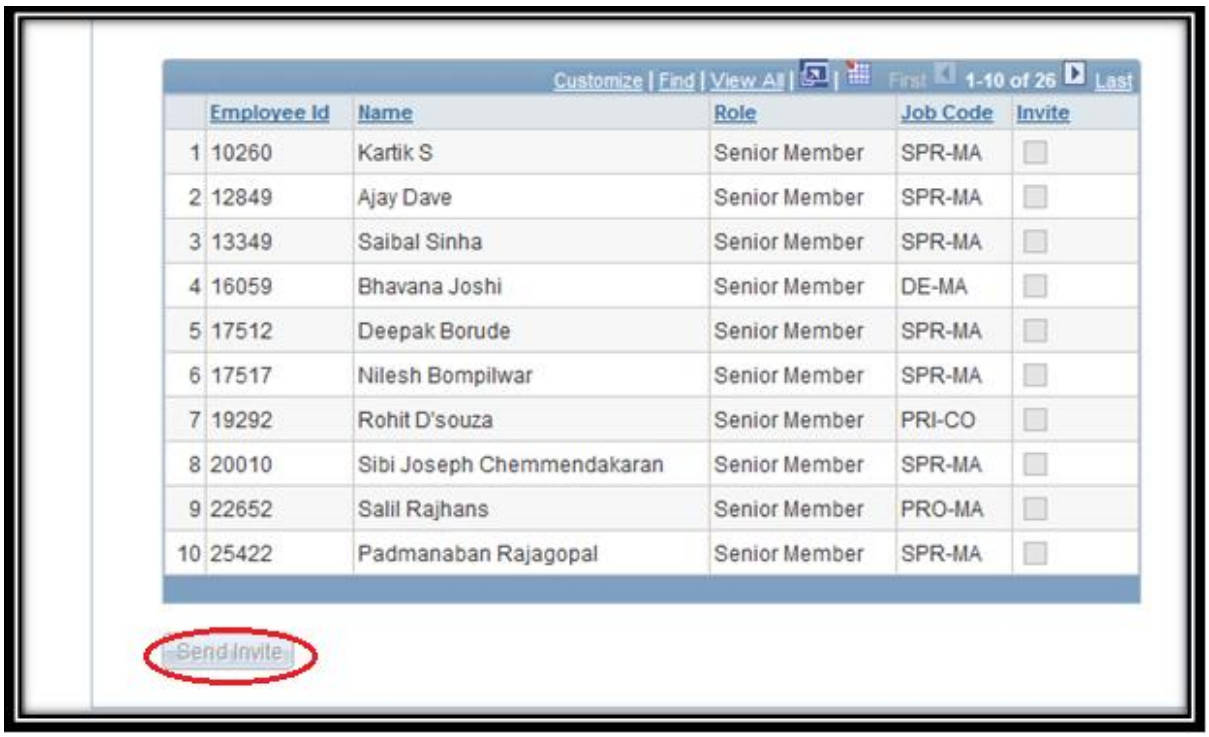
Manager and HR to jointly review retention post which HR updates the retention status on the tool

A. HR checks the retention discussion form submitted by the associate on the tool:



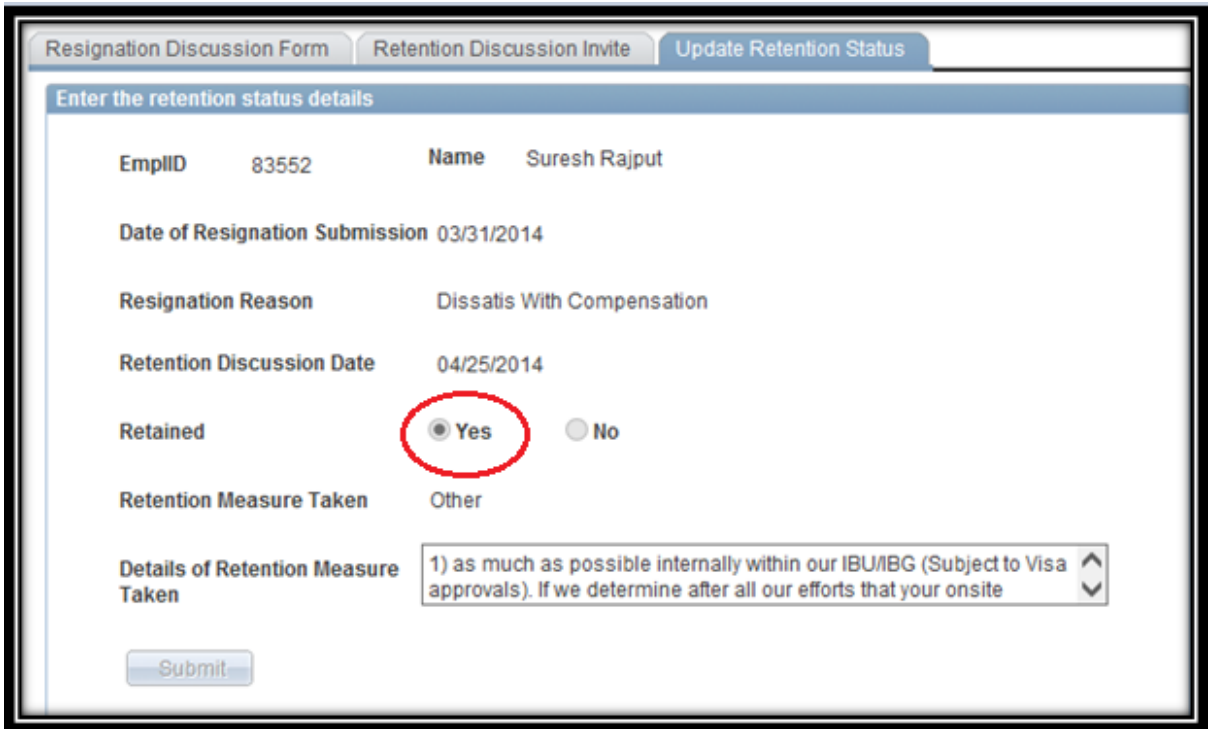
B. RM/HR informs the retention committee & retention is jointly pursued. Also decides whether to retain the associate or Not with an invite sent to senior members.



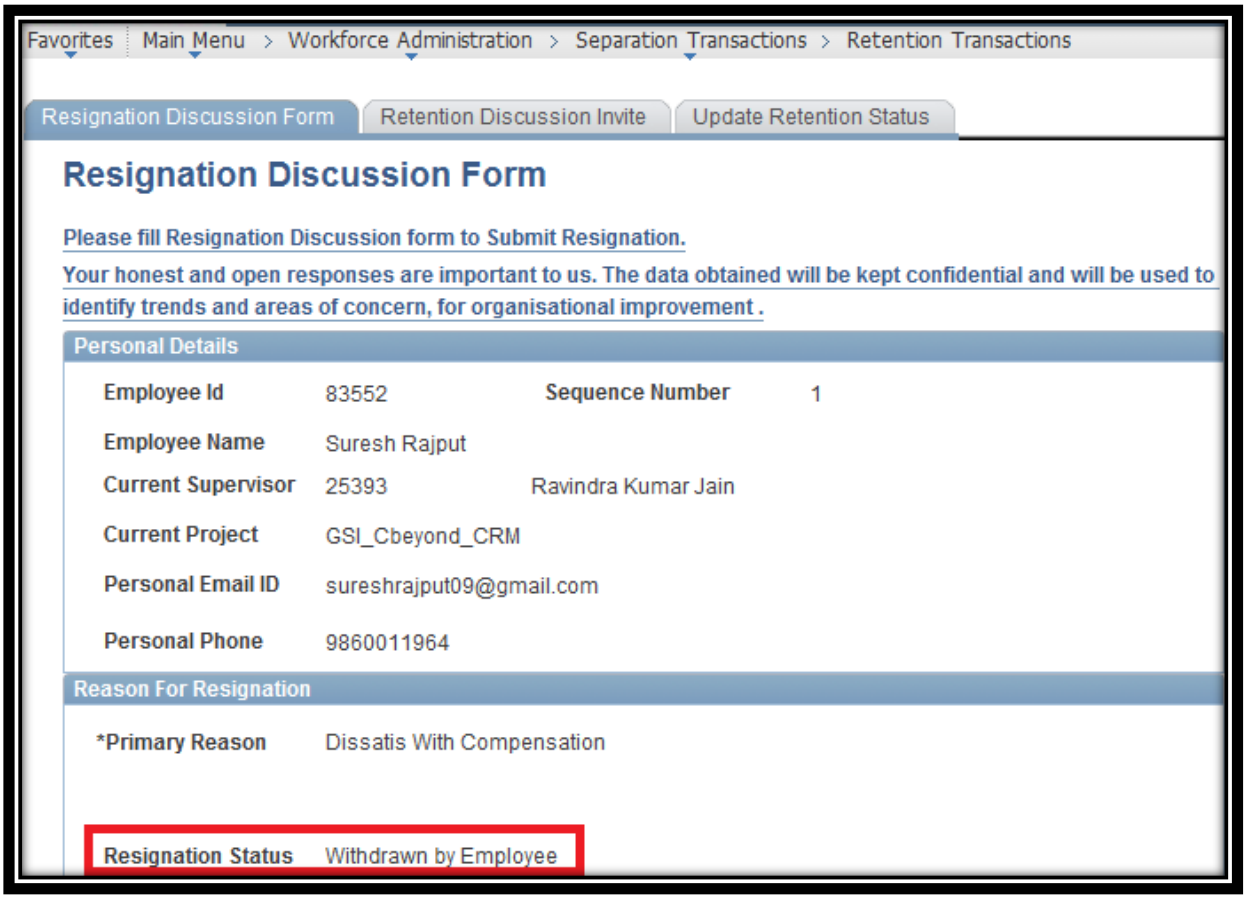


C. Post discussion of the committee, HR updates the retention status based on the decision.

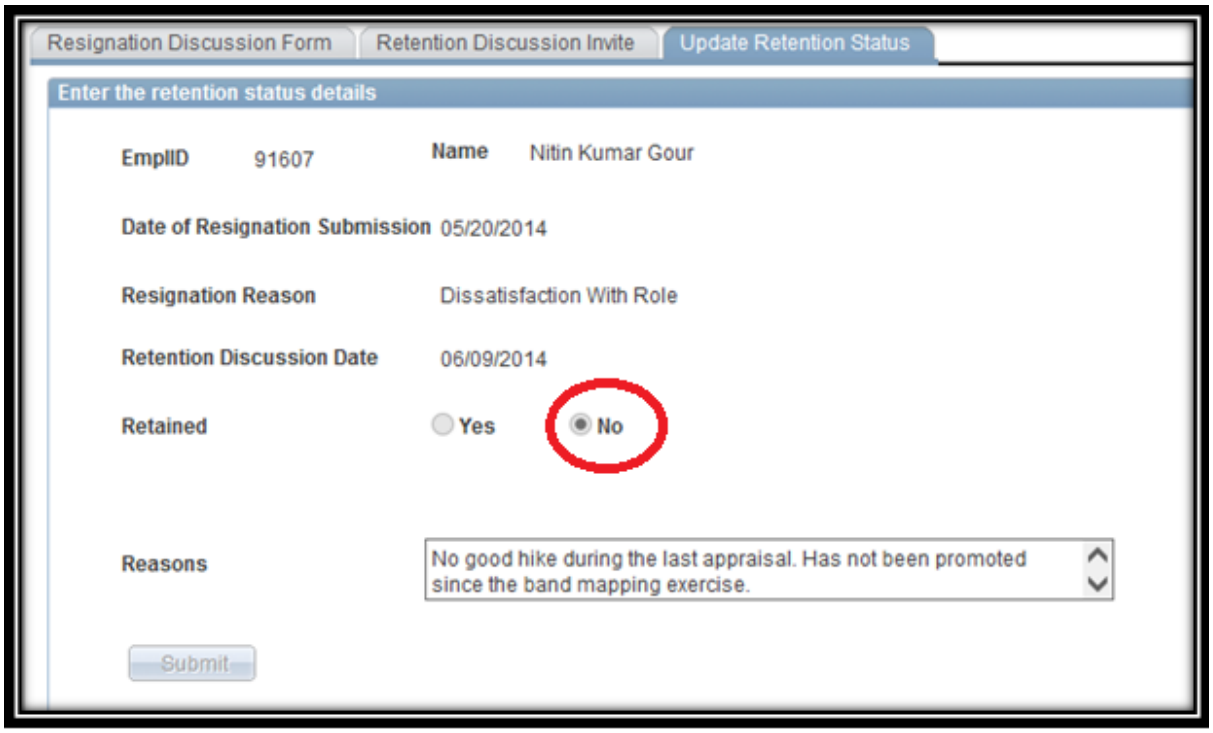
i) ***IF "YES'' (Retained) is Selected and Submitted, Exit request is directed to associate to withdraw his/her Resignation on the tool.***



Associate Withdraws the Resignation on the tool via the below path and the Exit Status remarks will be updated as Withdrawn by Employee on PS9:

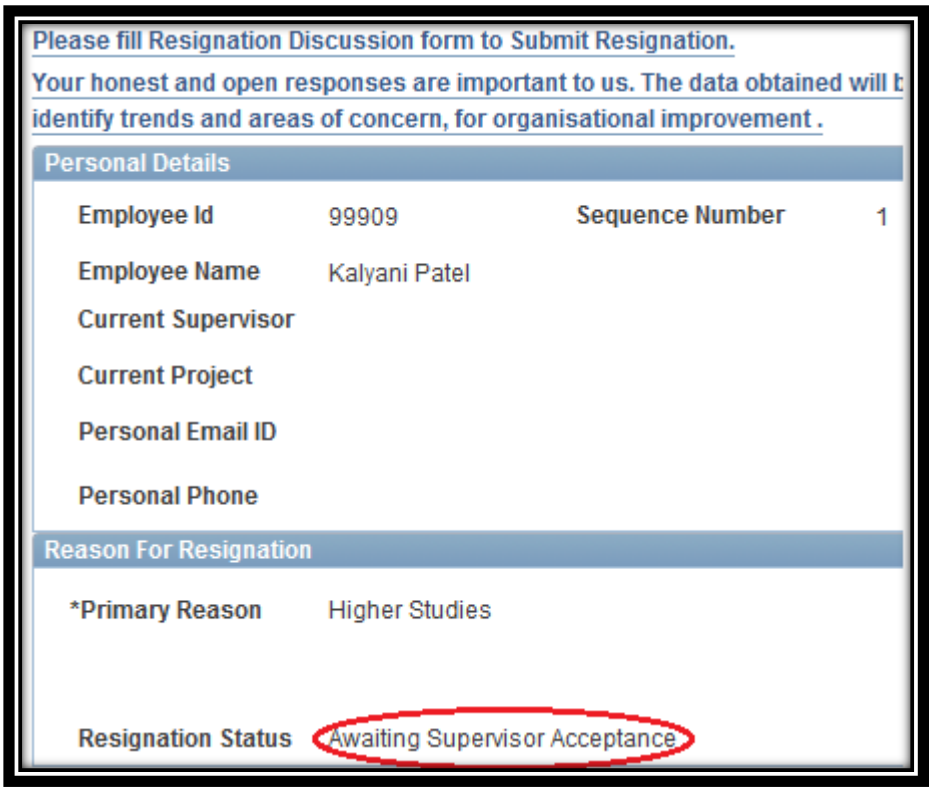


ii) IF ''NO'' (Not Retained) is Selected and Submitted Exit request is directed to associates RM for Further proceedings.

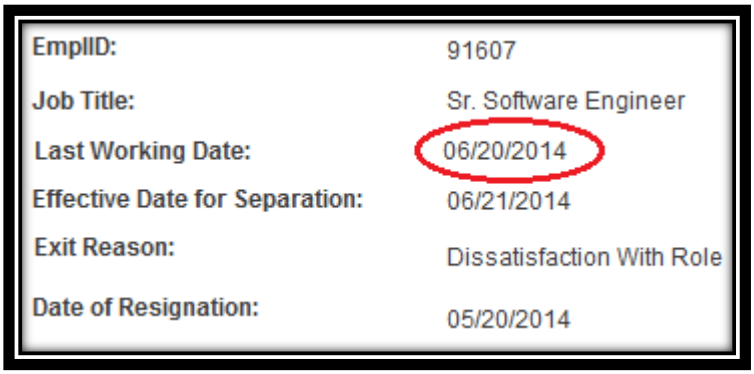


The exit Request is now visible on the Reporting manager's Login to finalise the Last working day (***"Awaiting Supervisor Acceptance"***).

A. Exit request pending with RM for approval with LWD post updation of Retention status by HR.



B. RM Approves the Exit Request finalizing the LWD and coordinates with HR, IBU HEAD & IBG HEAD for necessary Notice period shortfall approvals if any.

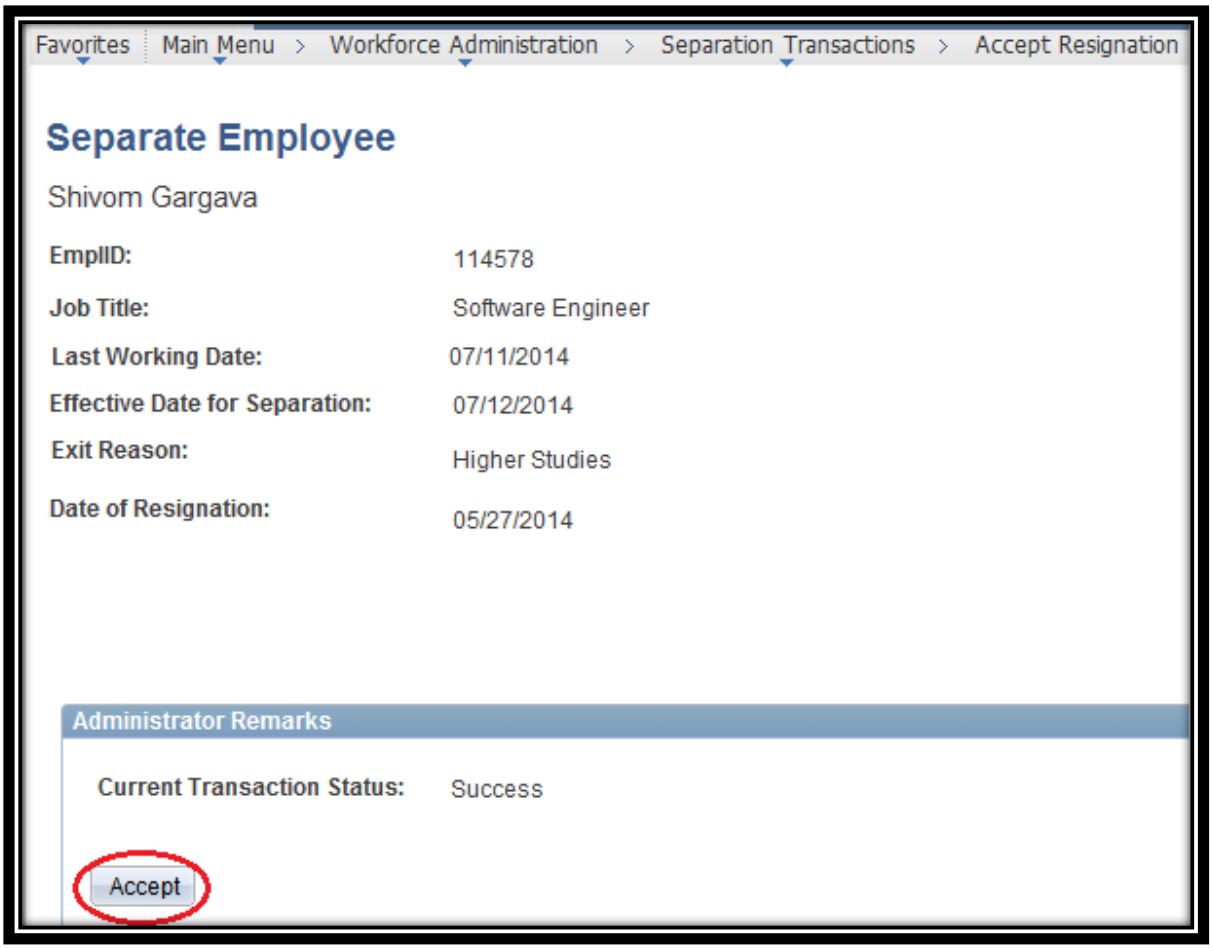


Note: RM will not be able to input a backdated entry or the current date. RM can only input a future date as the Last working day as per the system design. Hence RM has to approve the Exit request at least 10 days prior to actual LWD to avoid any delays.

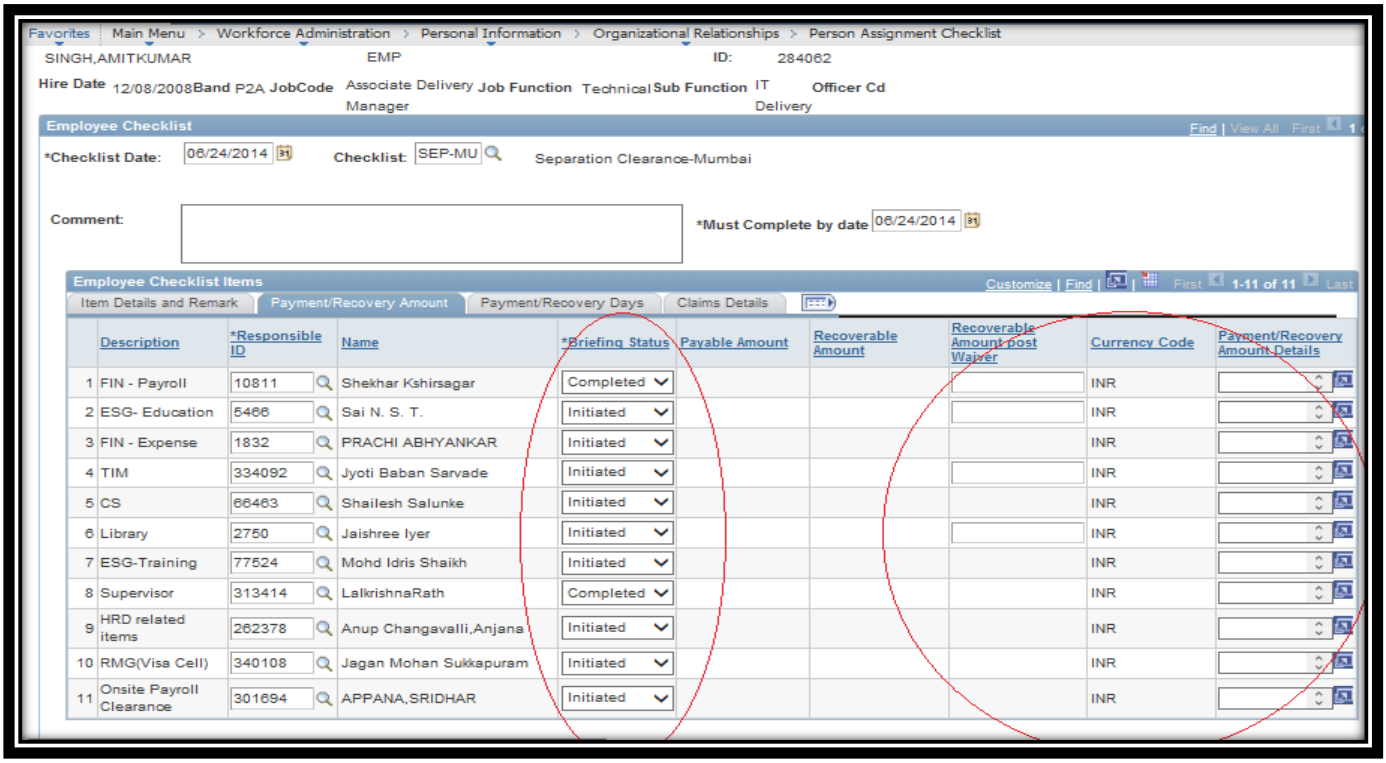
3. EXIT CLEARANCE INITIATION:

Post RM finalizing the LWD the exit request comes under the Associate Services Exit Team to accept the resignation of the associate. Based on the associate current location an Exit clearance checklist will be initiated to the stake holders for respective clearances on the system (***"Awaiting HR Acceptance")***.

A. Accepting Resignation in tool by AS- Exit team.

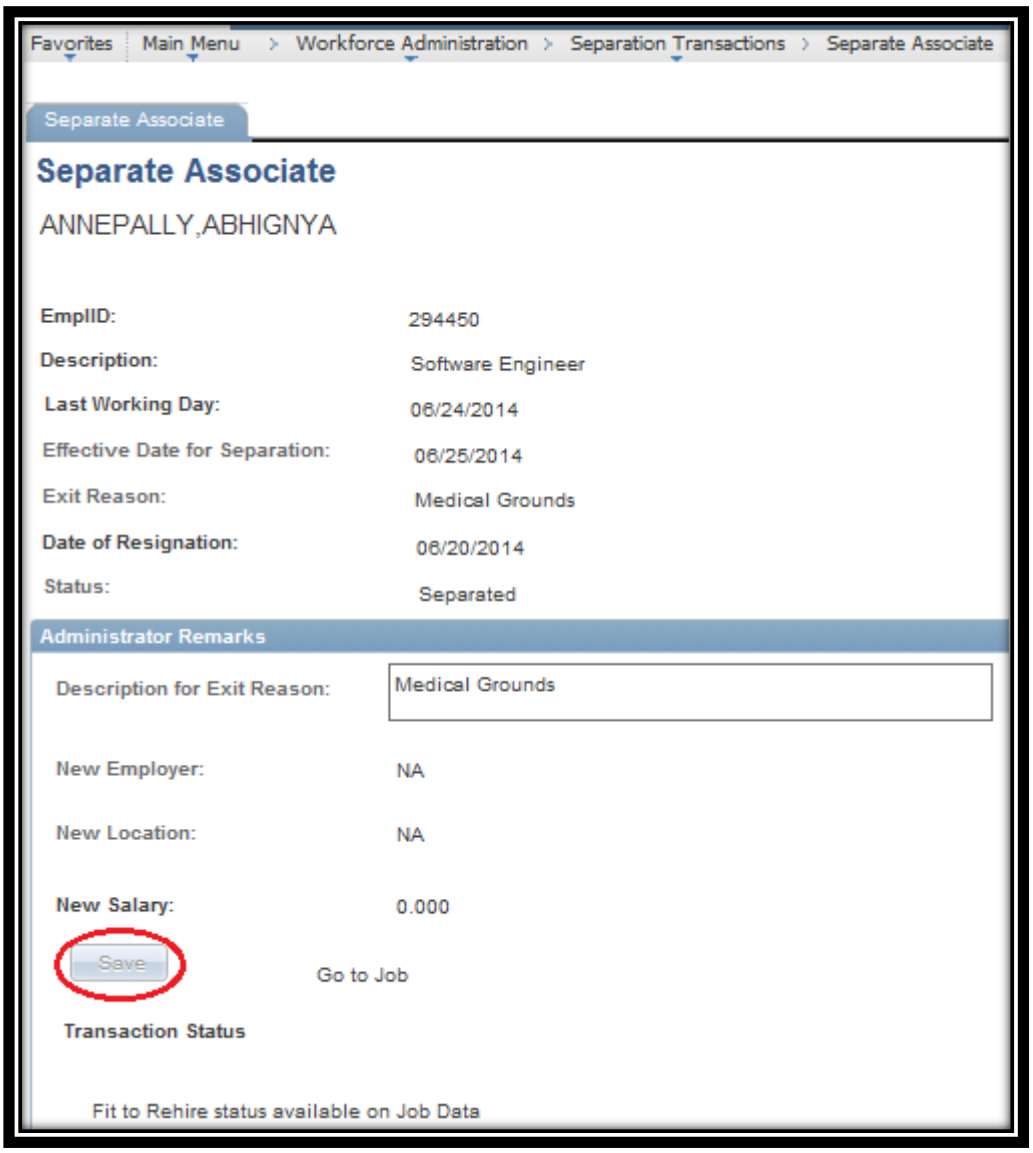


A. Auto Initiation of the Exit Clearance Checklist based on Current location of associate.



***Note:** Each Role player from the Checklist will have a stipulated SLA to provide the clearance with necessary inputs on or before Last working day of the associate. As per the process this checklist will be initiated (Accepting the Resignation) 10 days prior to LWD post RM finalizing the LWD in system. Associate needs to follow up with each stake holder for quick clearances before LWD and clear or Submit everything from his/her end.*

4. SEPARATION OF THE ASSOCIATE:

Post Accepting the Resignation & initiation of Checklist the exit Request will be under the AS – Exit Team for Separation of the associate on the system (***"Accepted By HR"***).

A. Separation of the Associate is done on the LWD as per the process from the Separate associate screen.