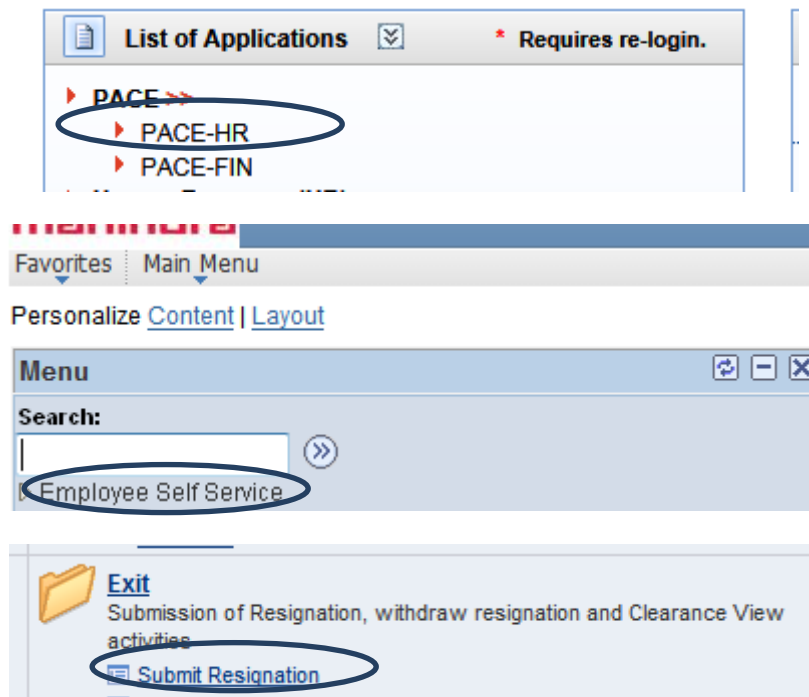


EXIT PROCESS FLOW

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



1. EXIT INITIATION:

Associate triggers resignation on PS(H)

A. Path for associate to trigger Resignation:

The screenshot shows the 'Submit Resignation' form. The navigation path 'Favorites > Main Menu > Employee Self Service > Exit > Submit Resignation' is highlighted with a red box. The form contains the following fields:

- Add a New Value** (button)
- EmpID:** 333980
- Sequence Number:** 1
- Add** (button)

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

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. | <input type="checkbox"/> |
| *Discomfort with current expectations and scope of job. | <input type="checkbox"/> |
| *Not enough learning opportunities. | <input type="checkbox"/> |
| *Not enough scope for experimentation. | <input type="checkbox"/> |
| *Current role not aligned to capabilities/skills/technology. | <input type="checkbox"/> |
| *Lack of a planned approach to work. | <input type="checkbox"/> |
| *Lack of requisite resources to help perform effectively. | <input type="checkbox"/> |
| *Lack of recognition. | <input type="checkbox"/> |
| *Lack of growth in current role. | <input type="checkbox"/> |
| *Denial of promotion/role change. | <input type="checkbox"/> |

Compensation

- | | |
|---|--------------------------|
| *Salary not on par with counterparts in competitor firms. | <input type="checkbox"/> |
| *Increment percentage and timelines. | <input type="checkbox"/> |

Organizational culture

- | | |
|---|--------------------------|
| *Behavior and attitudes exhibited by majority of the people at work. | <input type="checkbox"/> |
| *Behavior and attitude of supervisor. | <input type="checkbox"/> |
| *Policies, Processes, organizational decisions not creating a well-managed, consistent, and fair workplace. | <input type="checkbox"/> |
| *Work culture impacting personal life. | <input type="checkbox"/> |
| *1. Has TECH MAHINDRA helped you in your personal and professional development? | <input type="checkbox"/> |

*Please explain

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

- | | | | |
|-----------|----------------------|----------------------|----------------------|
| *Positive | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| *Negative | <input type="text"/> | <input type="text"/> | <input type="text"/> |

*3. Did you clearly understand and feel a part of the accomplishment of the company's mission and goals?

*Please Explain

*4. Would you recommend this organization to friends/colleagues ?

*5. Given an opportunity would you rejoin Tech Mahindra?

Any other reasons which you may want to specify

New Offer Details

Organization Name	<input type="text"/>
Designation	<input type="text"/>
Role Name	<input type="text"/>
Growth in position (Horizontal/Vertical)	<input type="text"/>
Compensation (Hike in %)	<input type="text"/>

C. Associate Submits the Resignation

Thank You for your valuable feedback !!!

Please update your personal records i.e. personal email ID, Address for correspondence; contact nos. The details provided should be valid for at least 2 months from the last working day.

***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:

[Favorites](#) | [Main Menu](#) > [Workforce Administration](#) > [Separation Transactions](#) > [Retention Transactions](#)

[Resignation Discussion Form](#) | [Retention Discussion Invite](#) | [Update Retention Status](#)

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	91607	Sequence Number	1
Employee Name	Nitin Kumar Gour		
Current Supervisor			
Current Project			
Personal Email ID	niting_our@yahoo.com		
Personal Phone	9373378169		

Reason For Resignation	
*Primary Reason	Dissatisfaction With Role

- 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.

[Resignation Discussion Form](#) | [Retention Discussion Invite](#) | [Update Retention Status](#)

Send Invitation for Retention Discussion

Employee ID	91607	Sequence Number	1
Name	Nitin Kumar Gour		
*Discussion Date		*Discussion Time	HH:MM (24 Hours)
*Discussion Venue			

Customize Find View All First 1-10 of 26 Last				
Employee Id	Name	Role	Job Code	Invite
1 10260	Kartik S	Senior Member	SPR-MA	<input type="checkbox"/>
2 12849	Ajay Dave	Senior Member	SPR-MA	<input type="checkbox"/>
3 13349	Saibal Sinha	Senior Member	SPR-MA	<input type="checkbox"/>
4 16059	Bhavana Joshi	Senior Member	DE-MA	<input type="checkbox"/>
5 17512	Deepak Borude	Senior Member	SPR-MA	<input type="checkbox"/>
6 17517	Nilesh Bompilwar	Senior Member	SPR-MA	<input type="checkbox"/>
7 19292	Rohit D'souza	Senior Member	PRI-CO	<input type="checkbox"/>
8 20010	Sibi Joseph Chemmendakaran	Senior Member	SPR-MA	<input type="checkbox"/>
9 22652	Salil Rajhans	Senior Member	PRO-MA	<input type="checkbox"/>
10 25422	Padmanaban Rajagopal	Senior Member	SPR-MA	<input type="checkbox"/>

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.***

Resignation Discussion Form
Retention Discussion Invite
Update Retention Status

Enter the retention status details

EmplID83552
NameSuresh Rajput

Date of Resignation Submission03/31/2014

Resignation ReasonDissatis With Compensation

Retention Discussion Date04/25/2014

Retained
☒ Yes
☐ No

Retention Measure TakenOther

Details of Retention Measure Taken
1) as much as possible internally within our IBU/IBG (Subject to Visa approvals). If we determine after all our efforts that your onsite

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:

Navigation Path: Favorites > Main Menu > Employee Self Service > Exit > Withdraw Resignation

Withdraw Resignation


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

EmpID:

Sequence Number:

[Basic Search](#)  [Save Search Criteria](#)

Navigation Path: Favorites > Main Menu > Workforce Administration > Separation Transactions > Retention Transactions

Resignation Discussion Form | Retention Discussion Invite | Update Retention Status

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	83552
Sequence Number	1
Employee Name	Suresh Rajput
Current Supervisor	25393 Ravindra Kumar Jain
Current Project	GSI_Cbeyond_CRM
Personal Email ID	sureshrajput09@gmail.com
Personal Phone	9860011964

Reason For Resignation	
*Primary Reason	Dissatis With Compensation

Resignation Status Withdrawn by Employee

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

Resignation Discussion Form Retention Discussion Invite **Update Retention Status**

Enter the retention status details

EmplID	91607	Name	Nitin Kumar Gour
Date of Resignation Submission	05/20/2014		
Resignation Reason	Dissatisfaction With Role		
Retention Discussion Date	06/09/2014		
Retained	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Reasons	No good hike during the last appraisal. Has not been promoted since the band mapping exercise.		

Submit

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.*

Please fill Resignation Discussion form to Submit Resignation.
Your honest and open responses are important to us. The data obtained will help identify trends and areas of concern, for organisational improvement.

Personal Details

Employee Id	99909	Sequence Number	1
Employee Name	Kalyani Patel		
Current Supervisor			
Current Project			
Personal Email ID			
Personal Phone			

Reason For Resignation

*Primary Reason	Higher Studies
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Resignation Status **Awaiting Supervisor Acceptance**

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.

EmplID:	91607
Job Title:	Sr. Software Engineer
Last Working Date:	06/20/2014
Effective Date for Separation:	06/21/2014
Exit Reason:	Dissatisfaction With Role
Date of Resignation:	05/20/2014

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.

[Favorites](#) > [Main Menu](#) > [Workforce Administration](#) > [Separation Transactions](#) > [Accept Resignation](#)

Separate Employee

Shivom Gargava

EmplID: 114578
Job Title: Software Engineer
Last Working Date: 07/11/2014
Effective Date for Separation: 07/12/2014
Exit Reason: Higher Studies
Date of Resignation: 05/27/2014

Administrator Remarks

Current Transaction Status: Success

Accept

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

[Favorites](#) > [Main Menu](#) > [Workforce Administration](#) > [Personal Information](#) > [Organizational Relationships](#) > [Person Assignment Checklist](#)

SINGH,AMITKUMAR EMP ID: 284062
 Hire Date 12/08/2008 Band P2A JobCode Associate Delivery Job Function Technical Sub Function IT Officer Cd
 Manager Delivery

Employee Checklist Find | View All | First | 1

*Checklist Date: 06/24/2014 Checklist: SEP-MU Separation Clearance-Mumbai

Comment: *Must Complete by date 06/24/2014

Employee Checklist Items Customize | Find | First | 1-11 of 11 | Last

Description	*Responsible ID	Name	*Briefing Status	Payable Amount	Recoverable Amount	Recoverable Amount post Waiver	Currency Code	Payment/Recovery Amount Details
1 FIN - Payroll	10811	Shekhar Kshirsagar	Completed				INR	
2 ESG- Education	5486	Sai N. S. T.	Initiated				INR	
3 FIN - Expense	1832	PRACHI ABHYANKAR	Initiated				INR	
4 TIM	334092	Jyoti Baban Sarvade	Initiated				INR	
5 CS	66463	Shailesh Salunke	Initiated				INR	
6 Library	2750	Jaishree Iyer	Initiated				INR	
7 ESG-Training	77524	Mohd Idris Shaikh	Initiated				INR	
8 Supervisor	313414	Lal KrishnaRath	Completed				INR	
9 HRD related items	262378	Anup Changavalli, Anjana	Initiated				INR	
10 RMG(Visa Cell)	340108	Jagan Mohan Sukkapuram	Initiated				INR	
11 Onsite Payroll Clearance	301694	APPANA,SRIDHAR	Initiated				INR	

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.

Favorites | Main Menu > Workforce Administration > Separation Transactions > Separate Associate

Separate Associate

Separate Associate

ANNEPALLY, ABHIGNYA

EmpID: 294450
Description: Software Engineer
Last Working Day: 06/24/2014
Effective Date for Separation: 06/25/2014
Exit Reason: Medical Grounds
Date of Resignation: 06/20/2014
Status: Separated

Administrator Remarks

Description for Exit Reason: Medical Grounds

New Employer: NA
New Location: NA
New Salary: 0.000

Save Go to Job

Transaction Status

Fit to Rehire status available on Job Data