

## Online Separation through ESS

The ESS separation module facilitates online processing of the separation related formalities.

### Objective

1. Provides speedy processing of the final settlements.
2. Displays real time updates of the processing levels to the employee.
3. Easy departmental clearance initiated through this system.
4. Employee records maintained in the database.

### Step wise processing in the Separation module

- 1. Employee initiates the resignation online.** The employee needs to enter the expected date requested relieving date which may get altered at the reporting manager after discussion based on business requirements. The employee needs to state the reason of exit. Here there are few questions that will help the organisation to understand whether there are any problem areas that can be addressed for the employees to be retained.

The screenshot shows a web-based 'Resignation Form' interface. At the top, there is a title 'Resignation Form' and a button labeled 'Resignation form'. Below this, there are two date input fields: 'Resignation Date' with the value '17-04-2014' and a calendar icon, and 'Requested Relieving Date' which is empty with a calendar icon. A callout box labeled 'Submission date' points to the 'Resignation Date' field, and another callout labeled 'Requested last day of working' points to the 'Requested Relieving Date' field. Below these is a large text area for 'Reason' with a callout box labeled 'Employee provides reason of'. Underneath is a question: 'Q. What can company do to retain you?' followed by three numbered input fields (1), (2), and (3). A callout box labeled 'This captures the employee's expectations from company, where the company may assist the employees to reverse their decision to quit.' points to these three input fields. At the bottom of the form, there are three buttons: 'edit', 'refresh', and 'back'.

**2. Approval by Reporting Manager:** The reporting manager needs to approve the resignation of the employee within 5 working days. The reporting manager enters the date of relieving and provides the acceptance. He views the reasons stated by the employee and calls upon the employee for discussion. The problems areas are understood and attempt is to be made by the reporting manager/HOD alongwith HR for retaining the employee. In case employee gets retained the resignation is rejected at this level.

Reporting\_Mgr    HOD

Resignation Details: **(Reporting Manager)**

Sno	EC	Name	Department	Resignation Date	Relieving Date	Resignation Reason	Employee Details	Status	Action
1	440	TANMAY THAKUR	ADMIN	17-04-2014	15-05-2014	New job in my h....	CLICK	PENDING	Select Select Approval Reject

< Previous | Next >    (Total 1 Records)

### RESIGNATION APPROVAL

EmpCode	440	Name	Mr. TANMAY THAKUR
Department	ADMIN	Action	Resignation Approval
Resignation	17-04-2014	Emp Relieving Date	15-05-2014
Reporting Relieving Date	15-05-2014		

OK . .

May 2014

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today    00 : 00

**3. Escalation to HOD level:** If no action is taken within 5 days by the reporting manager, then it gets escalated to the HOD for action. The HOD has to finalise the last working day and give his approval to the resignation.

Reporting\_Mgr    HOD

Resignation Details: **(HOD)**

Sno	EC	Name	Department	Resignation Date	Relieving Date	Resignation Reason	Employee Details	Separation Details	Reporting Mgr	HOD	Action
1	440	TANMAY THAKUR	ADMIN	17-04-2014	15-05-2014	New job in my h....	CLICK	CLICK	APPROVED	PENDING	Select Select Approval Reject

< Previous | Next >    (Total 1 Records)

### RESIGNATION APPROVAL

<b>EmpCode</b>	440	<b>Name</b>	Mr. TANMAY THAKUR
<b>Department</b>	ADMIN	<b>Approve</b>	Resignation Approval
<b>Resignation</b>	17-04-2014	<b>Emp Relieving Date</b>	15-05-2014
<b>Reporting Relieving Date</b>	15-05-2014		
<b>Reporting Remark</b>	Ok...		
<b>Hod Relieving Date</b>	15-05-2014		
<b>HOD Remark For Approval</b>	Ok...		

4. **Acceptance by HR:** HR accepts the resignation by once again confirming the relieving date and initiates the further processes of clearance and final settlement. The exit interview form is also released to the employee.

Pending Resignation												
Sno	EC	Name	Department	Resignation Date	Relieving Date	Reason	Employee Details	Resignation Details	REP	HOD	HR	Action
1	440	TANMAY THAKUR	ADMIN	2014-04-17	2014-05-15	New job in my h...	CLICK	CLICK	APPROVED	APPROVED	PENDING	Select Approval Reject

### RESIGNATION APPROVAL

<b>EmpCode</b>	440	<b>Name</b>	Mr. TANMAY THAKUR
<b>Department</b>	ADMIN	<b>Approve</b>	Resignation Approval
<b>Resignation</b>	17-04-2014	<b>Emp Relieving Date</b>	15-05-2014
<b>Reporting Relieving Date</b>	15-05-2014	<b>HOD Relieving Date</b>	15-05-2014
<b>Reporting Remark</b>	Ok...		
<b>HOD Remark</b>	Ok...		
<b>HR Relieving Date</b>	15-05-2014		
<b>HR Remark For Approval</b>	Ok...		

5. **Exit interview form to employee:** After HR accepts the resignation, the exit interview form link appears for the employee in the separation module for providing feedback during his exit.

The rest of the menu items get disabled in ESS.

**Resignation Form**    Resignation form    **Exit interview**    please fill exit interview form for further process.

Resignation Date : 17-04-2014    Requested Relieving Date : 15-05-2014

Reason : New job in my home town.

Q. What can company do to retain you?

(1) NA

(2) NA

(3) NA

edit    refresh    back

6. **Departmental clearances:** Acceptance of resignation by HR leads to initiation of departmental clearance concerning various departments like IT/Logistics/Admin /HR/Accounts and the employee's reporting manager. Each department has to provide NOC ( No objection certification) through the clearance modules.

EC : 440/ Name : Mr. TANMAY THAKUR

**DEPARTMENTAL NOC CLEARANCE FORM (LOGISTICS)**

Sn	Particular	Yes/No	Recovery Amount	Remark
<b>Department Clearance *</b>				
1	Handover Of Data Document etc	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	0	
2	Handover Of ID Card	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	0	
3	Complete Of Pending Task	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	0	
4	Handover Of Health Card	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	0	
<b>Parties Clearance</b>				
Sn	Name	Yes/No	Amount	Remark
1	Hari beej Bhandar	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	12500	date from 1 jan 2014
2	saket beej	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	15000	date from 15 jan 2014
<b>Any Other Remark</b>		All clearance ok...		

Ok/Confirm    refresh

- 7. Generation of F&F statement:** Once the departmental clearances are received by HR, the full & final statement is prepared by HR. HR submits the F&F statement to employee for review through the link provided.
- 8. Providing consent to the F&F statement by Employee:** The employee reviews the form and provides consent over the working of F&F settlement to facilitate provision of proper statement. Based on this agreement then the final statement is mailed to the employee for processing the settlement.
- 9. Settlement of dues:** Based on the final statement issued, the settlement of dues shall be affected. Any recovery from the employee will lead to deduction from the balanced amount or payment by the employee if the amount of recovery exceeds the balance amount as per F&F statement. Any payment to the employee will be credited in the salary account as per records.
- 10. Issuance of documents:** HR issues the relieving certificate and the experience certificate to the employee.