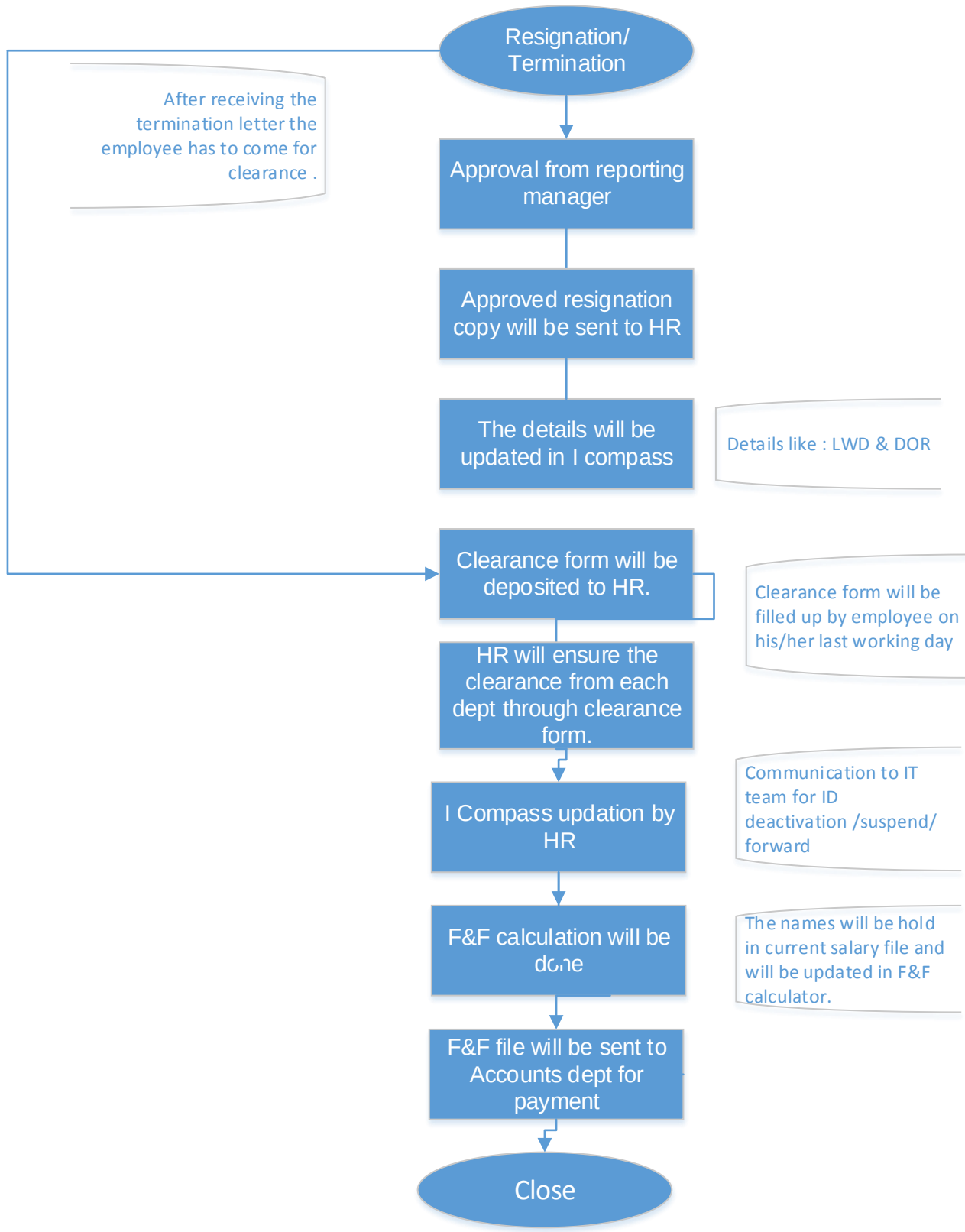
Resignation/ Termination
After receiving the termination letter the employee has to come for clearance .
Approval from reporting manager
Approved resignation copy will be sent to HR
The details will be updated in I compass
Details like : LWD & DOR
Clearance form will be deposited to HR.
Clearance form will be filled up by employee on his/her last working day
HR will ensure the clearance from each dept through clearance form.
I Compass updation by HR
Communication to IT team for ID deactivation /suspend/ forward
F&F calculation will be done
The names will be hold in current salary file and will be updated in F&F calculator.
F&F file will be sent to Accounts dept for payment
Close