**E-Separation**

Step –1: Employee will submit online resignation with minimum two levels of hierarchy.

Step –2: Immediate Reporting Manager can approve or disapprove his resignation.

- If Approved: FIRS gets generated automatically for Employee & mail will be sent to concerned stakeholders.

- If Disapproved: Employee remains active.

Step –3: The respective HR Manager will accept resignation in the SAP system.

Step -4: After resignation acceptance, an auto-generated password will be sent to the ex-Employee's personal email id to upload clearance details.

Step -5: When the ex-Employee submits all his clearance details, the stakeholders will be notified of the same, i.e. the process of e-clearance will start for the Employee.

Step -6: The Reporting Manager will approve the clearance request and give his comments on information submitted by ex-Employee.

Step 6 – A: After two days of submission, if the request is still pending at Reporting Manager, a reminder will be sent with intimation to the respective HR. Two reminders will be sent.

Step 6 – B: Incase the Reporting Manger does not take action after reminders, and then this shall be transferred to next level. If not approved within 2 days then HR will discuss with upward Hierarchy & BU Head to get this approved.

Step -7 Validation of Information submitted by ex-Employee is validated by respective departments (IT, Sales Admin, Admin)

Step- 8: After validation of Business HR, the request will be forwarded to Accounts department.

Step-9: Accounts department will prepare F&F statement if applicable & mail will be sent to the employee on his personal email id.

Note:

1. The above process is applicable for all separation cases.

2. Request can be revoked by immediate reporting Manager in case of Employee withdrawing the resignation.

3. In case, ex-Employee fails to submit the clearance data within specified time limit (15 days) the auto-generated password gets deactivated.

4. Step 6, 6-A, 6-B are applicable only for field employees.