

**ERP - PROJECT**

**SUGAMYA**

**END USER DOCUMENT**

**FOR**

**HUMAN CAPITAL MANAGEMENT**

**PERSONNEL ADMINISTRATION**

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## 1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

### 1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	15.02.2018	Vinay	First ISSUE

### 1.2 DISTRIBUTION

Date	Name	Purpose

## 1. PROCESS NAME AND DESCRIPTION

ESS Loan request process for employees.

### 1.1. OVERVIEW

E-Separation facilitates organization to process end to end separation process online on ESS/MSS. Process enables each participant of the process to actively record their inputs on portal and complete the process with minimum manual or unorganized communication. E-separation process can be describing in the following steps.

1. Separation request – Employee or HR team can raise separation request
2. Counselling process – HR person can assign counsellor to the separation request so get employee counsel as and when required.
3. Exit interview – System sends Exit interview form to the employee separation inbox. Employee can fill this interactive PDF file and submit form to the HR person.
4. Approval process – Separation request will have five approval levels as per UJVN policy i.e. Reporting manager, HOD, ED HR, Director HR and MD according to the Post applicable.
5. Before 7 days of the final relieving date, system triggers dues clearances tasks to the corresponding task owners. Task owners will have to clear tasks pending at their end with proper status and recovery amount if there is any.
6. On the separation date i.e. final actual relieving date, system will update all the dues clearances recovery amounts to the payroll additional infotype master data.
7. Also on the separation date system will create batch separation action session to let user choose and run separation action. This will make employment status to withdrawn.
8. Also on the separation date system will fill the separation inbox with the separation letters i.e. relieving and service experience letter. Employee would require taking print out and take signature from the GM HR as per UJVN policy.



## 2. PROCEDURAL STEPS

### 2.1. EMPLOYEE E-SEPARATION REQUEST

Employee raise ESS loan request.

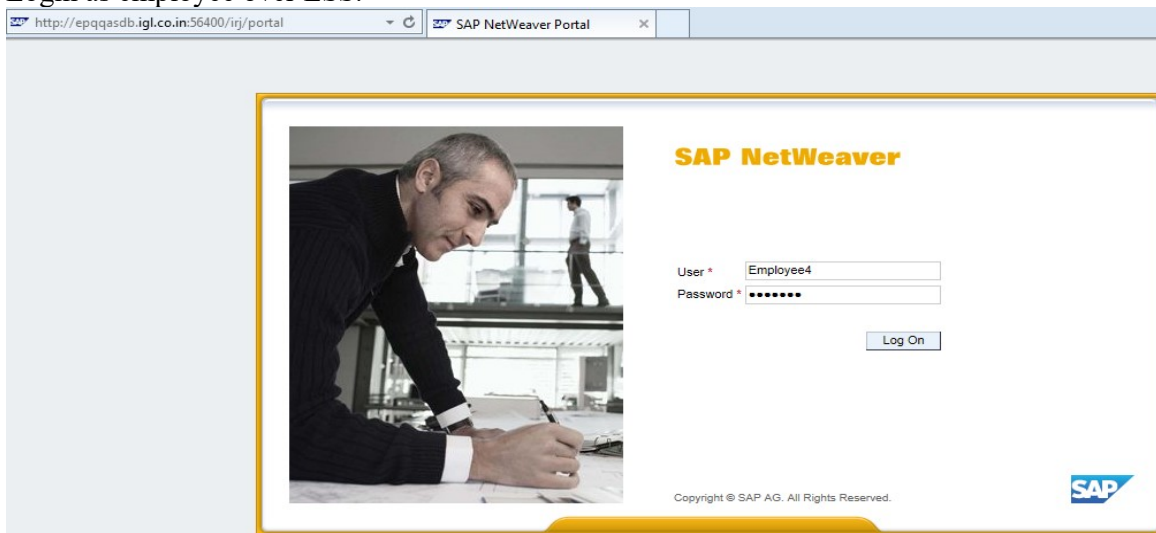
#### 2.1.1. MENU PATH AND TRANSACTION NUMBER

ESS LINK: [HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL](http://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL)

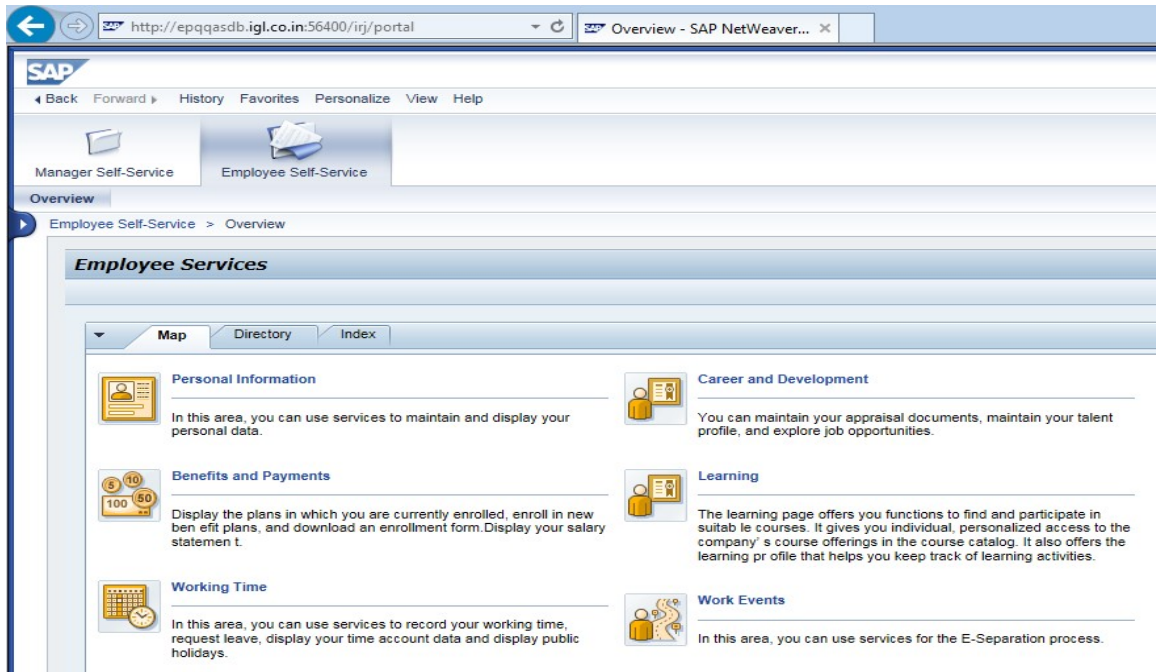
#### 2.1.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(**Note:** In the below table, in column “R/O/C”: “**R**” = Required, “**O**” = Optional, “**C**” = Conditional)

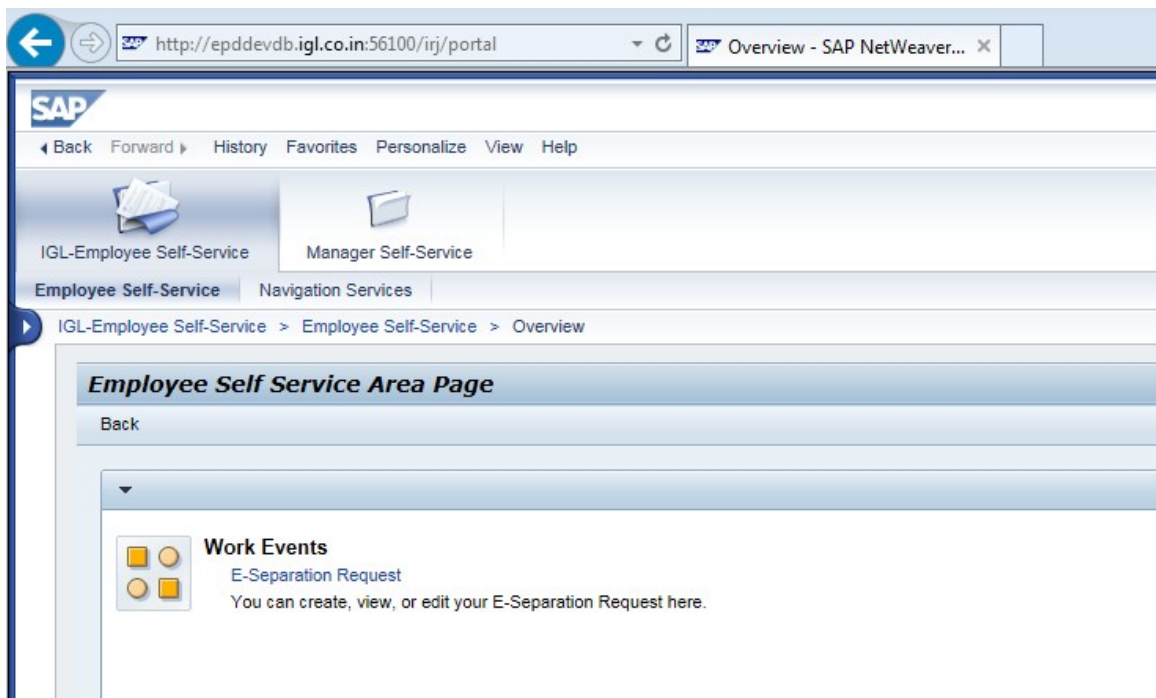
Login as employee over ESS:



Go to Benefits and Payments section:

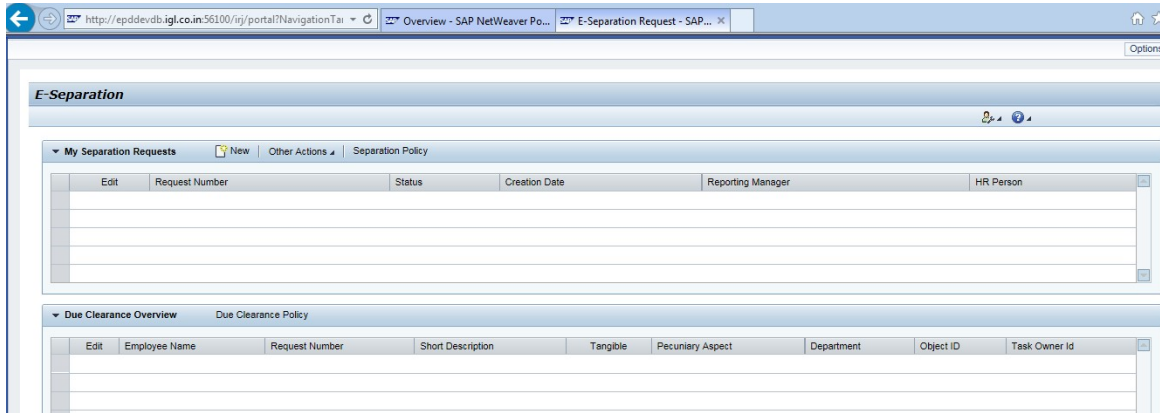


Go to work events area:

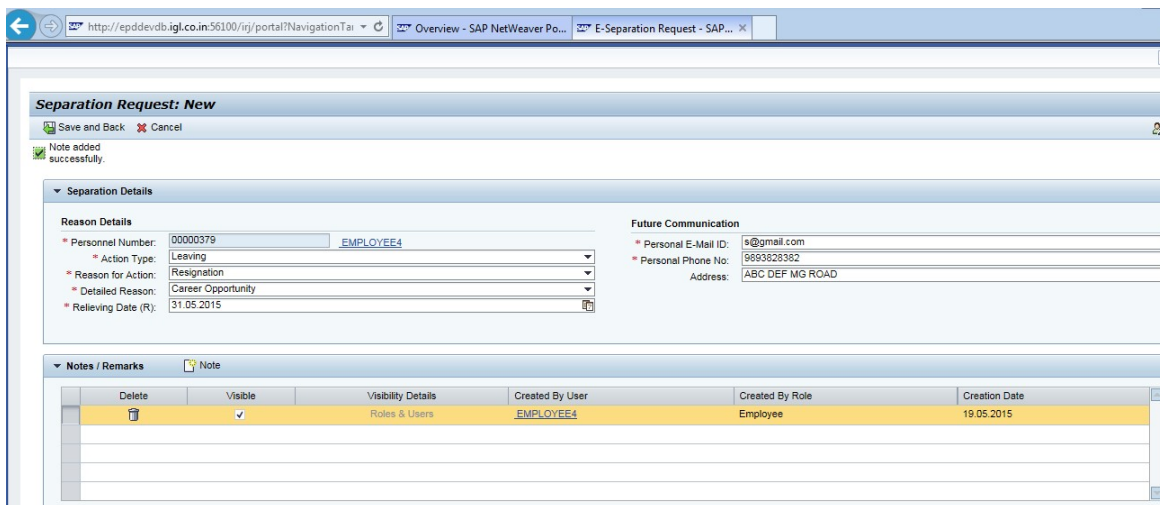


Click on the E Separation request service inside work events Area,

E-Separation overview screen –



Click on the Create button to create new E-Separation request,

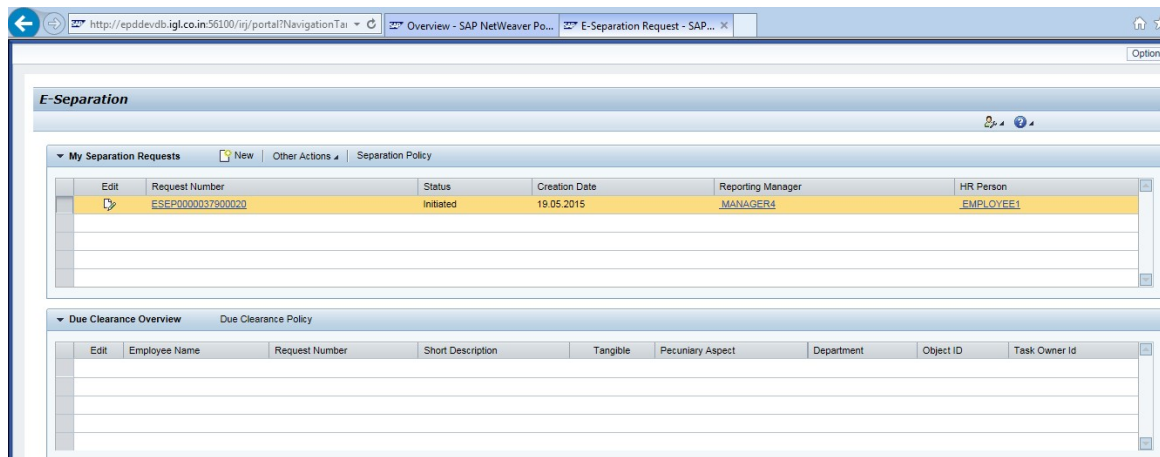


Delete	Visible	Visibility Details	Created By User	Created By Role	Creation Date
	<input checked="" type="checkbox"/>	Roles & Users	EMPLOYEE4	Employee	19.05.2015

Complete the separation details required on the screen and submit request with the ‘Save and Exit’ button on the application toolbar.

Employee can also write in detail language if required in the notepad provided in the second window ‘Note/Remarks’ by clicking on ‘Note button’.

Once submitted and refresh and system provides unique Separation request number and displays request in the overview window.

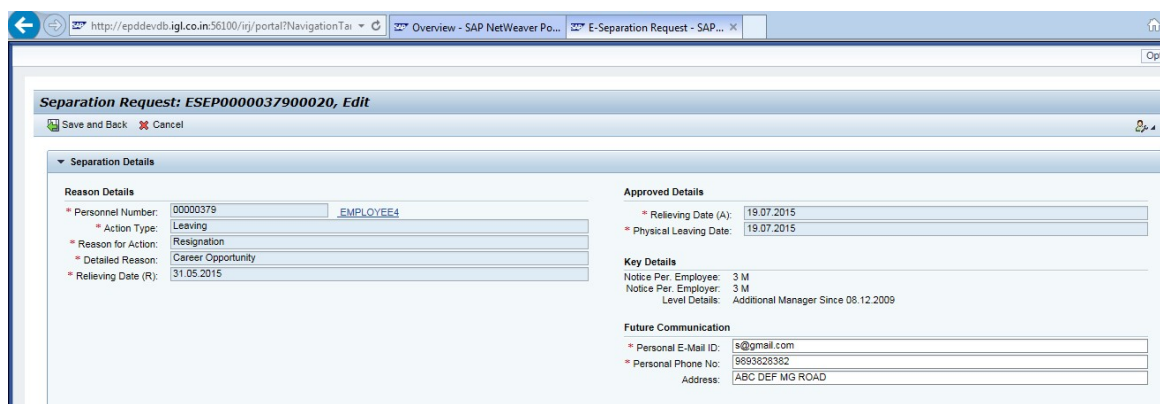


The screenshot shows the 'E-Separation' interface. Under 'My Separation Requests', there is a table with the following data:

Edit	Request Number	Status	Creation Date	Reporting Manager	HR Person
	ESEP0000037900020	Initiated	19.05.2015	MANAGER4	EMPLOYEE1

Below this table is a 'Due Clearance Overview' section with a table that is currently empty.

Employee can go and display the request. System has added few more field on the request screen inside as per business logic.



The screenshot shows the 'Separation Request: ESEP0000037900020, Edit' screen. It contains several sections:

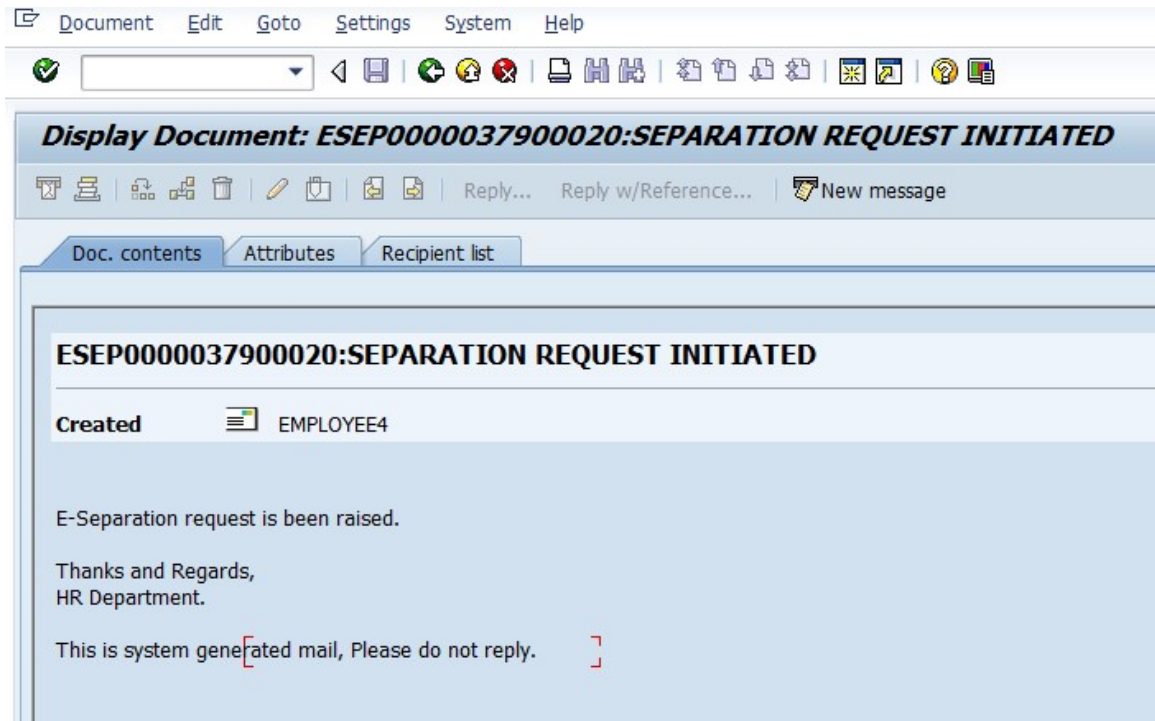
- Reason Details:**
  - \* Personnel Number: 00000379 EMPLOYEE4
  - \* Action Type: Leaving
  - \* Reason for Action: Resignation
  - \* Detailed Reason: Career Opportunity
  - \* Relieving Date (R): 31.05.2015
- Approved Details:**
  - \* Relieving Date (A): 19.07.2015
  - \* Physical Leaving Date: 19.07.2015
- Key Details:**
  - Notice Per. Employee: 3 M
  - Notice Per. Employer: 3 M
  - Level Details: Additional Manager Since 08.12.2009
- Future Communication:**
  - \* Personal E-Mail ID: s@gmail.com
  - \* Personal Phone No: 9693628362
  - Address: ABC DEF MG ROAD

Notice period for employee: Defaulted from the employee infotype 0016 – contract elements  
 Notice period for employer: Defaulted from the employee infotype 0016 – contract elements  
 Level details: Defaulted from the employee infotype 0000 – Last change in the employee subgroup i.e. designation.  
 All three field above would be always non-editable to all the participants of the process.

Relieving Date: Defaulted as the notice period end date from the 'Notice period for employee' shown above.  
 Relieving date is the actual last calendar date of the employee in the organization.  
 Physical Date: Defaulted as the notice period end date from the 'Notice period for employee' shown above.  
 Physical date is the actual last date of the employee when employee would be physically present in the organization. This would be more relevant when last date as per notice date falls on the weekday or public holiday.

Relieving and physical dates are editable to only HR Person Role of the process.

System will send the Separation request initiation mail notification to employee, Reporting manager, and HR Person of the employee. Mail notification will be as show here,  
 Check SOST transaction for mail notification,



Field Name	Description	R/O/C	User Action and Values	Comments

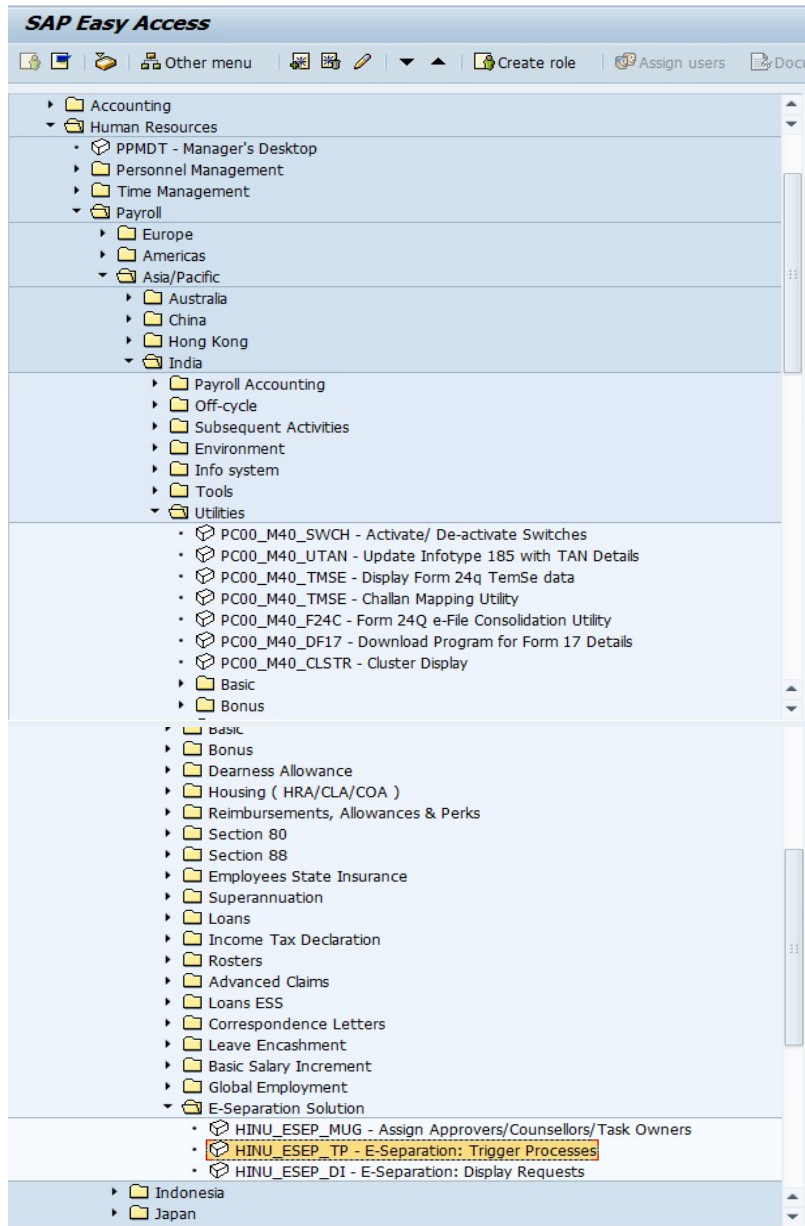
## 2.2. TRIGGER NEXT PHASE – APPROVAL PROCESS

Process requires to run trigger program to process e-separation request from, 'Initiated' to 'in-process' phase.

### 2.2.1. MENU PATH AND TRANSACTION NUMBER

**Human Resources → Payroll → Asia → India → Utilities → E-Separation Solution - HINU\_ESEP\_TP - E-Separation: Trigger Processes**

**Transaction code: HINU\_ESEP\_TP - E-Separation: Trigger Processes**



## 2.2.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(**Note:** In the below table, in column “R/O/C”: “R” = Required, “O” = Optional, “C” = Conditional)

Program Edit Goto System Help

Infotype Update Report for E-Separation

Further selections

Period

☐ Today
 ☐ Current month
 ☐ Current year
 ☐ Up to today
 ☐ From today
 ☒ Other period

Period  To

Selection

Personnel Number    
 Employment status    
 Company Code    
 Personnel area    
 Personnel subarea    
 Payroll area

Report Execution Mode

☒ Process & Update Mode (No User Interaction)  
☐ Process & Update Mode (User Interaction)  
☐ View Erroneous Records & Process

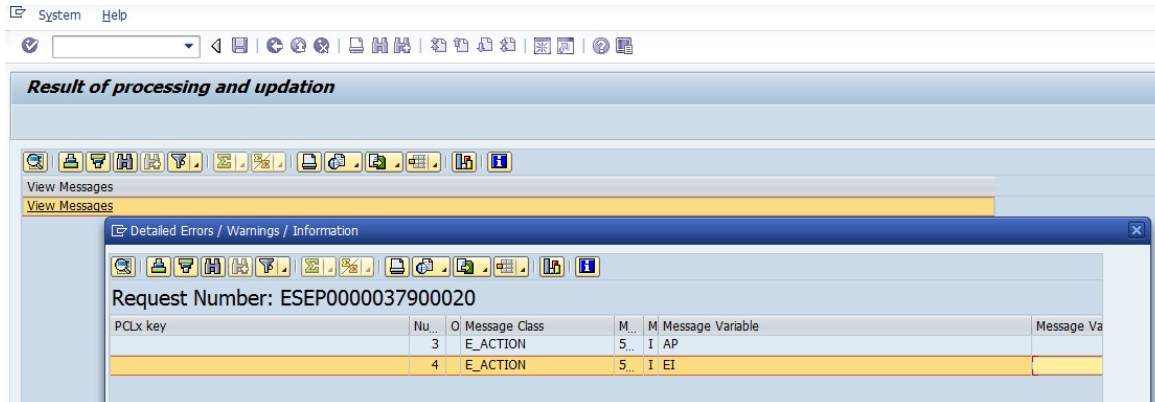
Request & Solution Type Filter

Solution Type    
 Request Number

Field Name	Description	R/O/C	User Action and Values	Comments

Execute and Run program couple of times to let system trigger E-Separation process to the next stage i.e. Approval process.



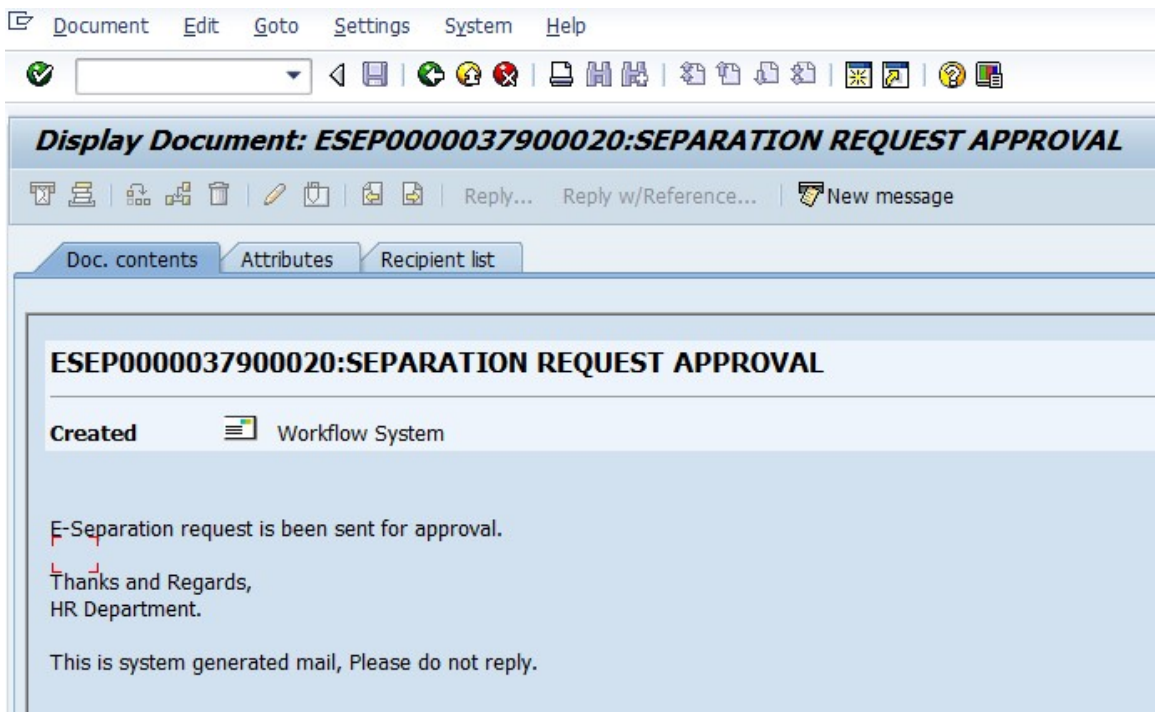


Output of the Trigger program above shows two process stages have been triggered here.

1. Approval process
2. Exit interview

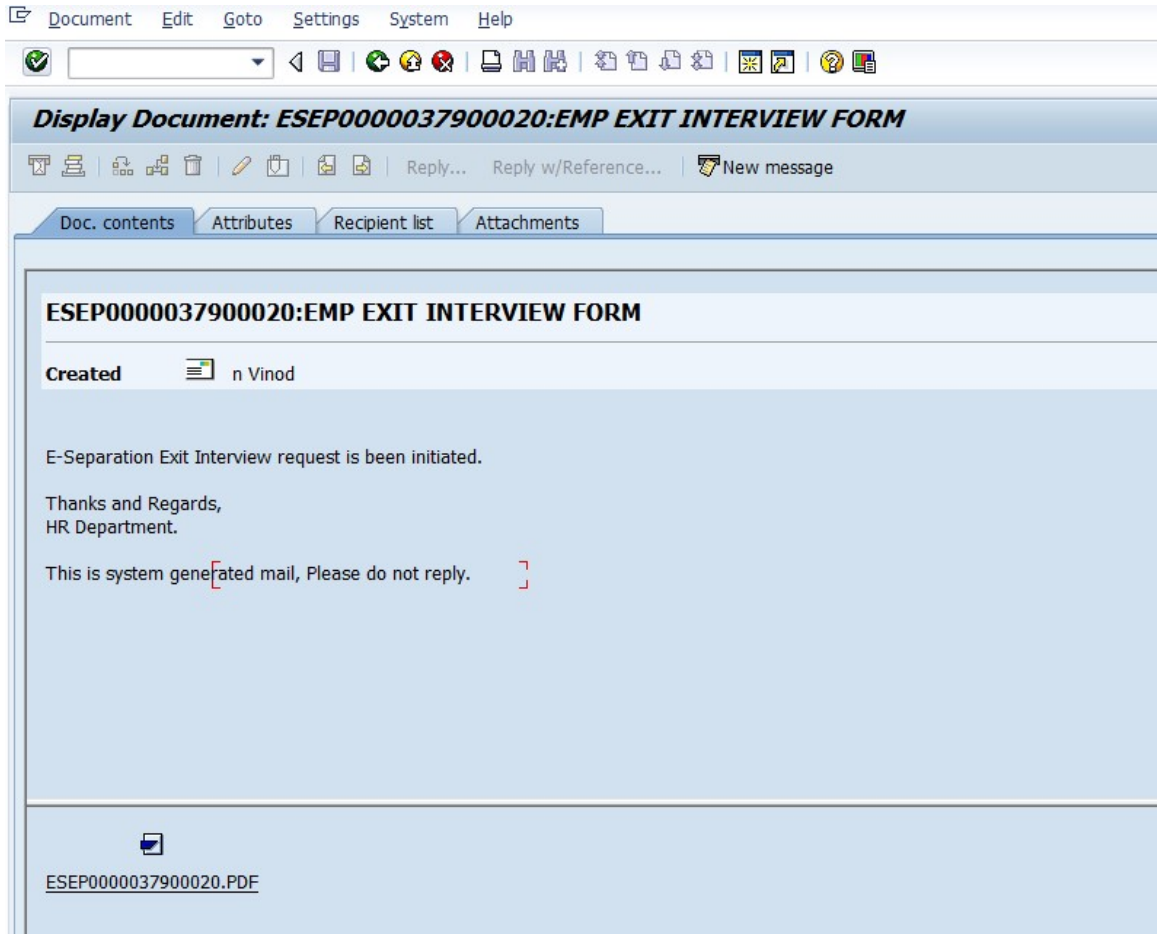
With the Approval process trigger system will send mail to first approver informing separation approval required. Mail intimation would be as follows,

Check SOST for mail,

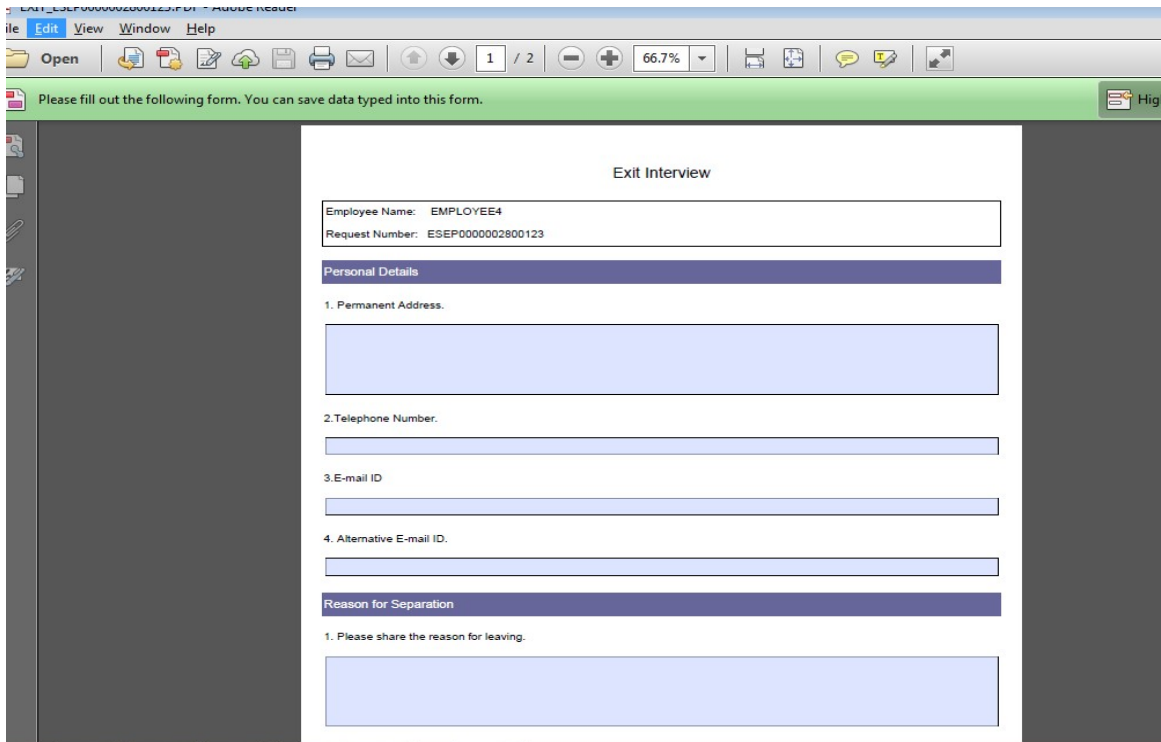


Also employee will receive email notification along with the 'EXIT INTERVIEW' Adobe interactive form as shown below.





Employee can download Exit interview PDF form from the mail. Open interactive PDF exist interview file.



Exit Interview

Employee Name: EMPLOYEE4  
Request Number: ESEP0000002800123

**Personal Details**

1. Permanent Address.

2. Telephone Number.

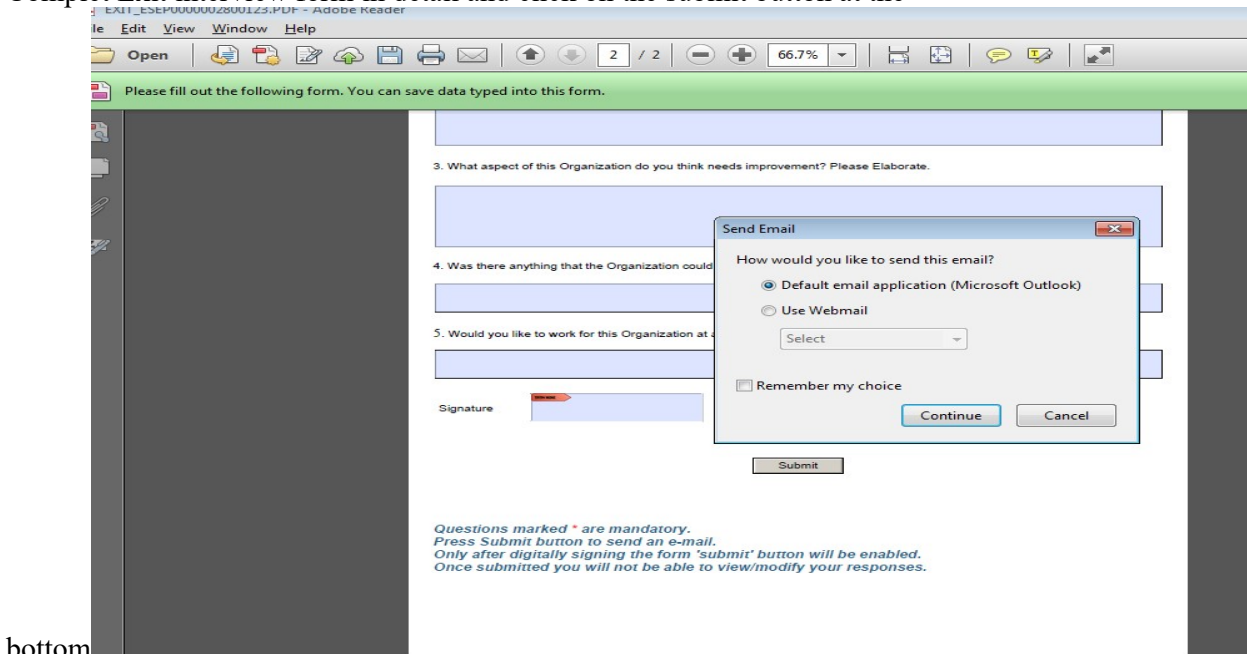
3. E-mail ID

4. Alternative E-mail ID.

**Reason for Separation**

1. Please share the reason for leaving.

Compleat Exit interview form in detail and click on the submit button at the



3. What aspect of this Organization do you think needs improvement? Please Elaborate.

4. Was there anything that the Organization could

5. Would you like to work for this Organization at

Signature

**Send Email**

How would you like to send this email?

☒ Default email application (Microsoft Outlook)

☐ Use Webmail

Select

☐ Remember my choice

Continue Cancel

Submit

Questions marked \* are mandatory.  
Press Submit button to send an e-mail.  
Only after digitally signing the form 'submit' button will be enabled.  
Once submitted you will not be able to view/modify your responses.

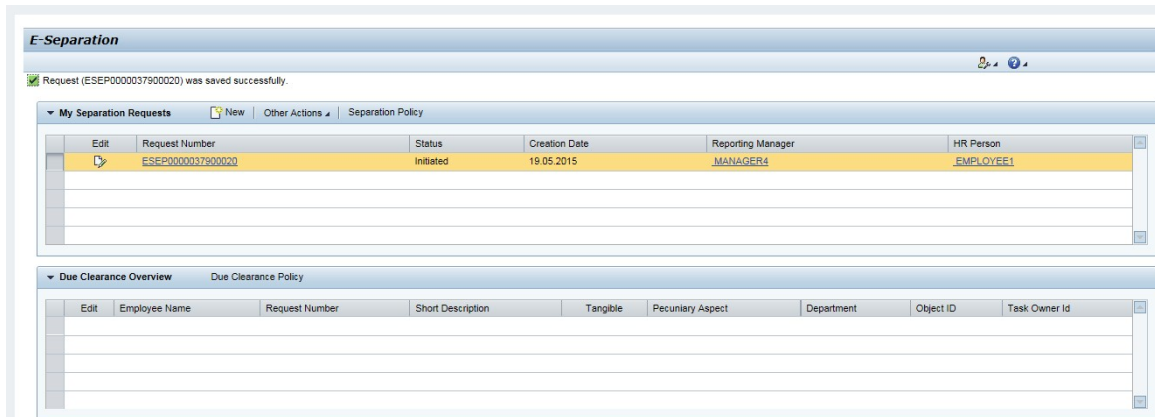
bottom

System will prompt default email application in the system as a pop up with the Exit interview completed form as attachment in the email.

Send email to the promoted address only and that will complete the exit interview process at the employee end.

Authorized person from the HR End will only have access to the email inbox used for collecting separation exit interview.

During any point of time employee, Reporting manager or HR Person will always be able to track the separation request from their separation service on the ESS or MSS as follows,



**E-Separation**

Request (ESEP0000037900020) was saved successfully.

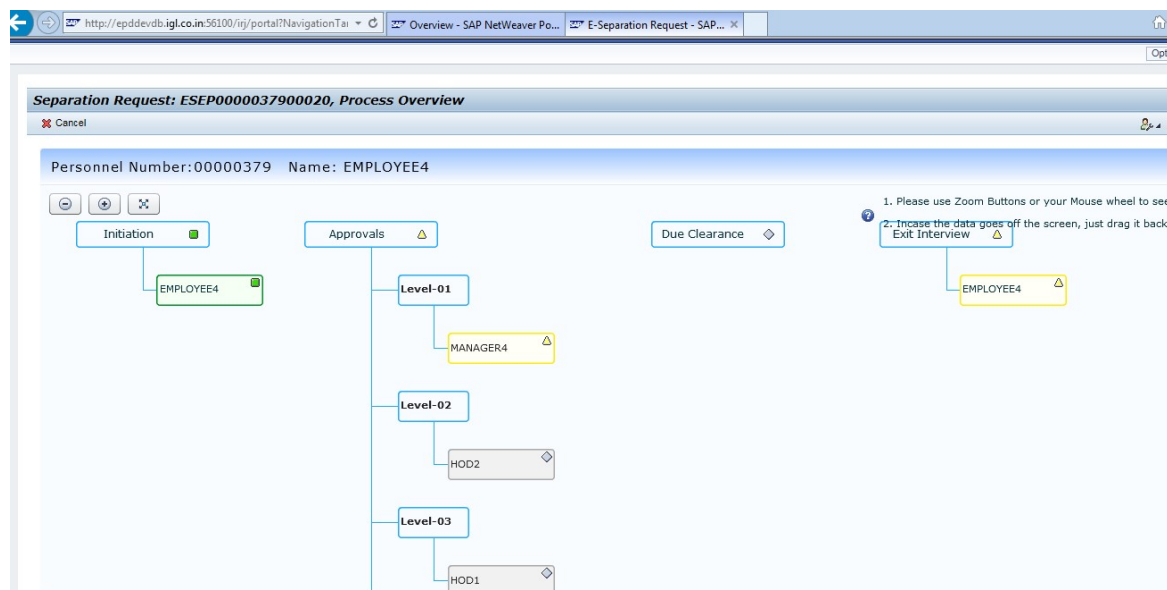
**My Separation Requests** | New | Other Actions | Separation Policy

Edit	Request Number	Status	Creation Date	Reporting Manager	HR Person
	ESEP0000037900020	Initiated	19.05.2015	MANAGER4	EMPLOYEE1

**Due Clearance Overview** | Due Clearance Policy

Edit	Employee Name	Request Number	Short Description	Tangible	Pecuniary Aspect	Department	Object ID	Task Owner Id
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Select the request and go to the other action – process overview option. Sytem will prompt Flex process flow as follows,



Users can always track yello boxex as pending processes whereas green for the completed steps.

### 2.3. MSS APPROVAL PROCESS

E-Separation approval process has five levels as follows, all approvers will receive email notification as earlier approver approves request. Approve can approve or forward separation request to some other user id.

1. Reporting Manager – A002 Relation in the organization hierarchy

- |                            |   |   |
|----------------------------|---|---|
| 2. Department HOD          | – | A012 relation in the organization hierarchy |
| 3. GM HR Department        | – | UJVNL GM HR position number                 |
| 4. UJVNL Director HR       | – | UJVNL DC Position                           |
| 5. UJVNL Managing Director | – | UJVNL MD Position                           |

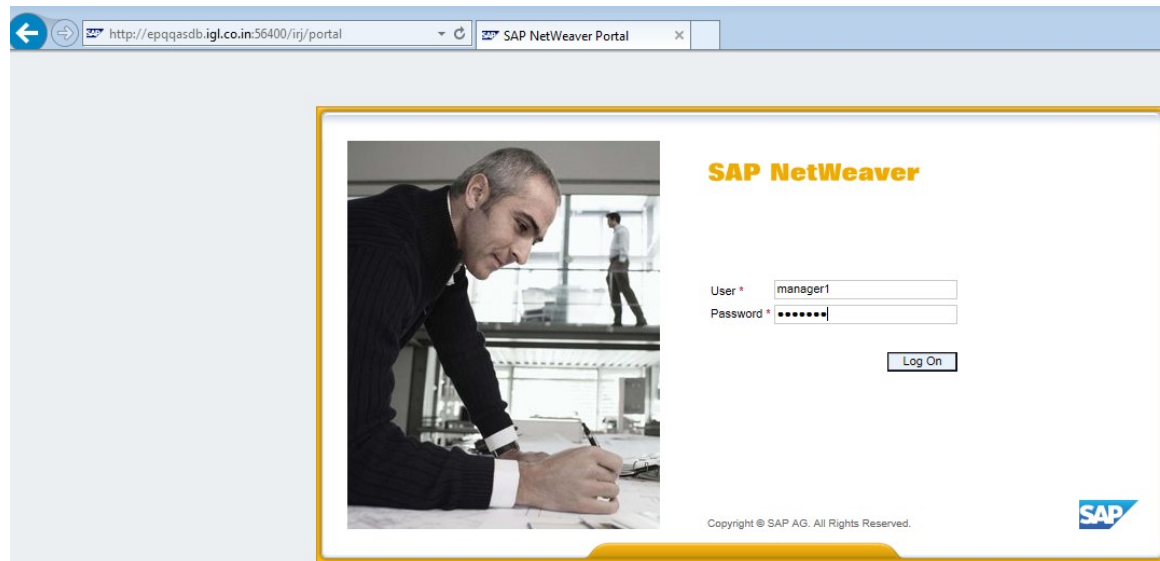
### 2.3.1. MENU PATH AND TRANSACTION NUMBER

MSS LINK: [HTTP://EPQQASDB.UJVNL.CO.IN:56400/IRJ/PORTAL](http://EPQQASDB.UJVNL.CO.IN:56400/IRJ/PORTAL)

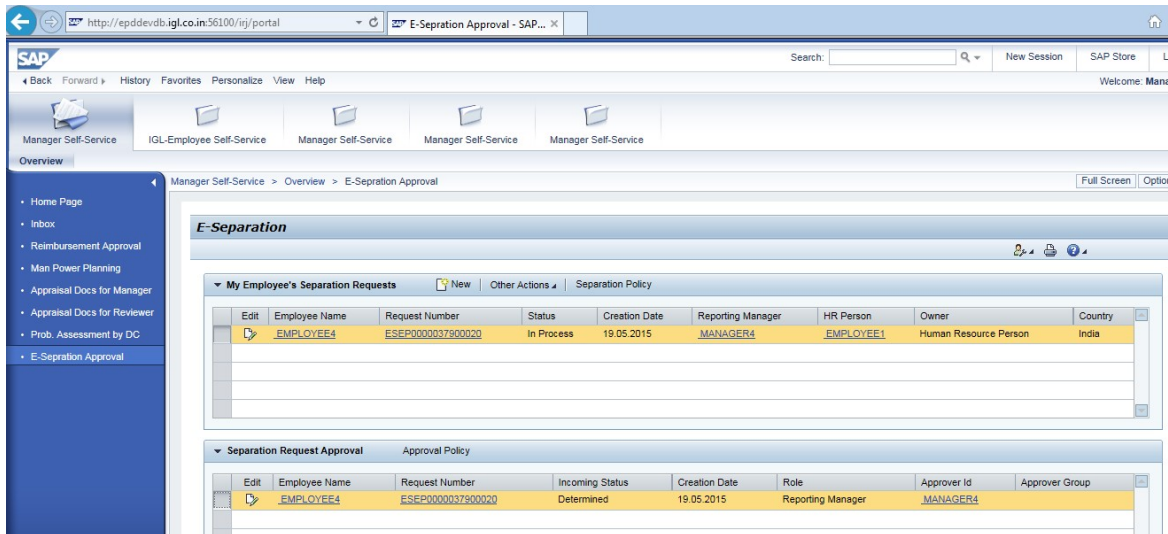
### 2.3.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(**Note:** In the below table, in column “R/O/C”: “R” = Required, “O” = Optional, “C” = Conditional)

Login as Reporting Manager over MSS:



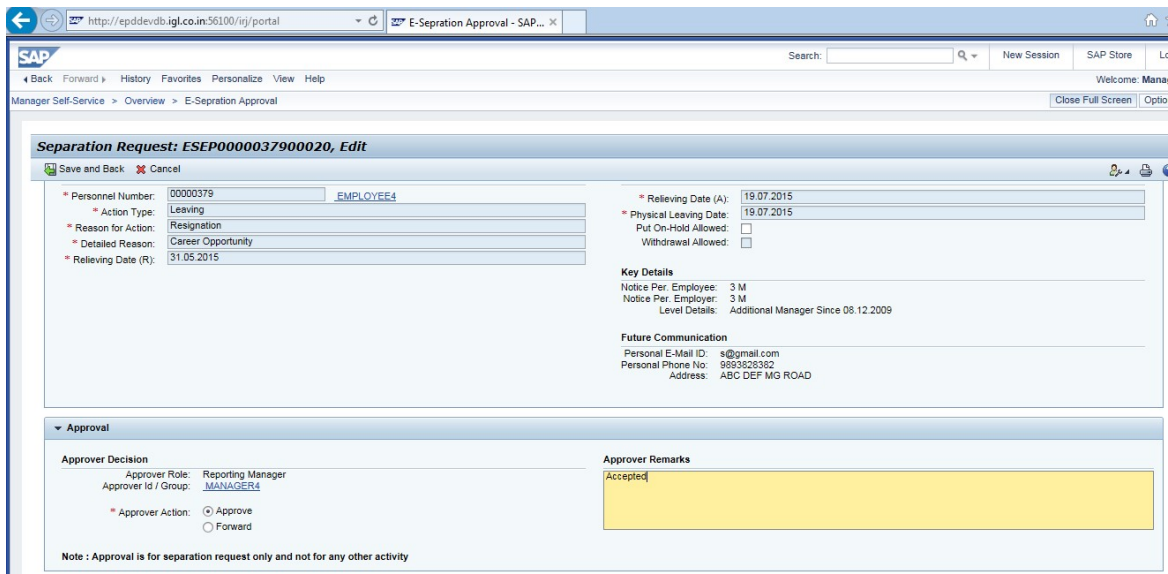
Go to MSS – E-Separation approval service on the left panel



The screenshot shows the SAP E-Separation Approval - Overview screen. The left sidebar contains a navigation menu with options like Home Page, Inbox, Reimbursement Approval, Man Power Planning, Appraisal Docs for Manager, Appraisal Docs for Reviewer, Prob. Assessment by DC, and E-Separation Approval (selected). The main content area displays 'E-Separation' with a table titled 'My Employee's Separation Requests'. The table has columns for Employee Name, Request Number, Status, Creation Date, Reporting Manager, HR Person, Owner, and Country. One request is visible for EMPLOYEE4 with Request Number ESEP0000037900020, Status In Process, and Creation Date 19.05.2015. Below the table is a 'Separation Request Approval' section with an 'Approval Policy' table showing details for the same request, including Incoming Status (Determined), Creation Date (19.05.2015), Role (Reporting Manager), Approver Id (MANAGER4), and Approver Group.

Choose the request in the Separation request approval window.

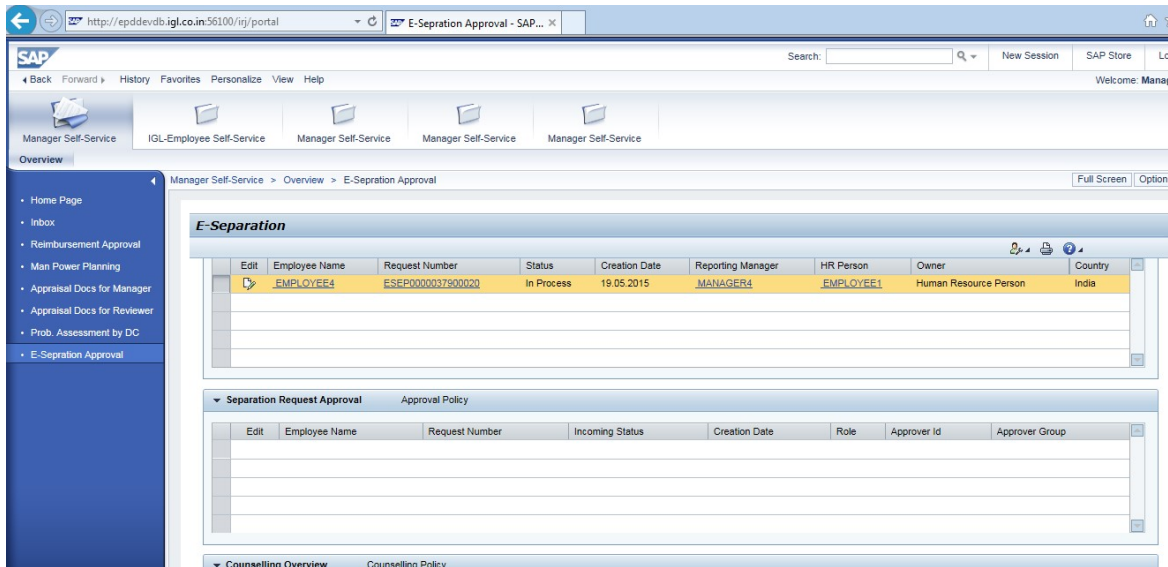
Edit the request,



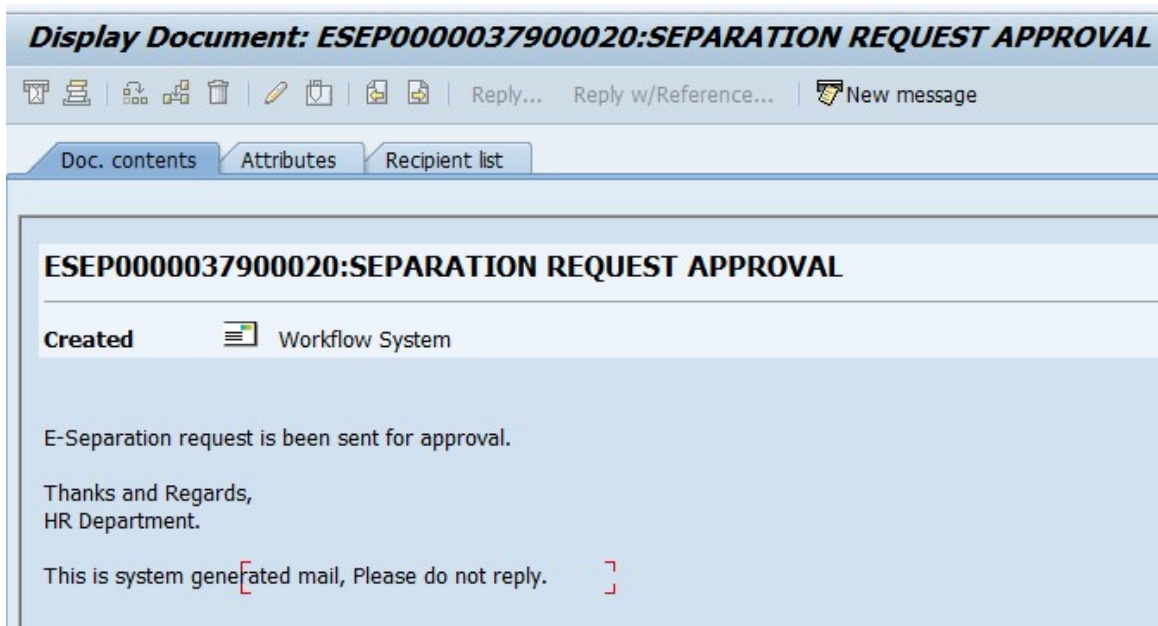
The screenshot shows the SAP E-Separation Approval - Edit screen for request ESEP0000037900020. The top section contains fields for Personnel Number (00000379), Action Type (Leaving), Reason for Action (Resignation), Detailed Reason (Career Opportunity), and Relieving Date (31.05.2015). The right section contains fields for Relieving Date (A) (19.07.2015), Physical Leaving Date (19.07.2015), Put On-Hold Allowed (checkbox), and Withdrawal Allowed (checkbox). Below these are 'Key Details' (Notice Per Employee: 3 M, Level Details: Additional Manager Since 08.12.2009) and 'Future Communication' (Personal E-Mail ID: s@gmail.com, Personal Phone No: 9893828382, Address: ABC DEF MG ROAD). The bottom section is titled 'Approval' and contains an 'Approver Decision' table with columns for Approver Role, Approver Id / Group, and Approver Action. The Approver Role is Reporting Manager, Approver Id / Group is MANAGER4, and Approver Action is Approve. To the right of the table is a text area for 'Approver Remarks' containing the word 'Accepted'. A note at the bottom states: 'Note : Approval is for separation request only and not for any other activity'.

Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

Refresh screen to clear the approver inbox.



Separation request approval window is clear. System will send next approver email notification for approval.  
Check SOST for the mail notification as follows,

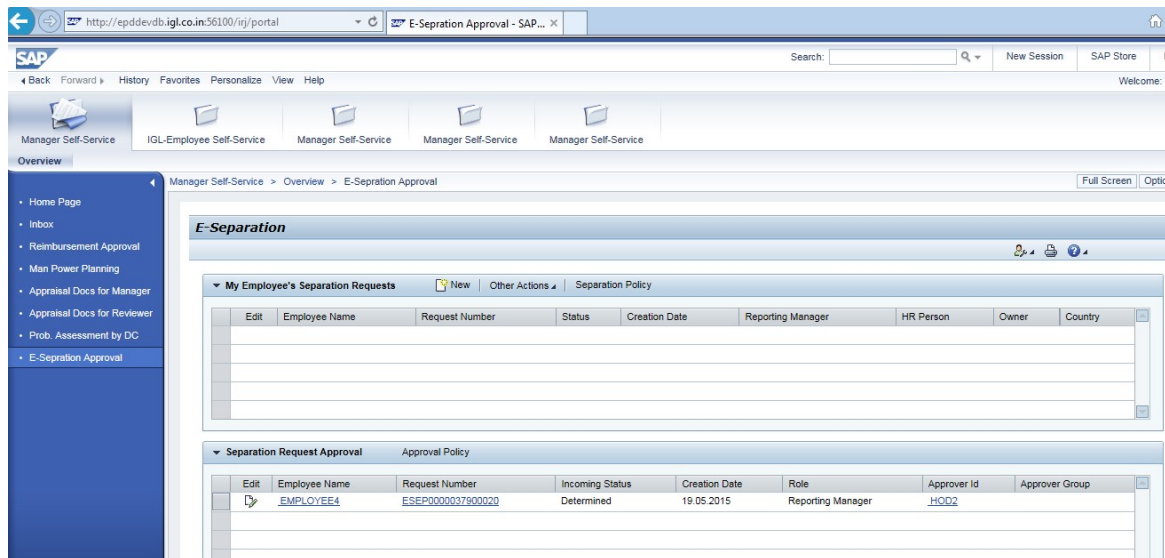


System will keep on triggering each level of approval as earlier level gets approved.

Similar to the level one approval, we can login to all remaining four level approvers in MSS separation request approval service and approve the request.

## Level 2 - HOD Approval:

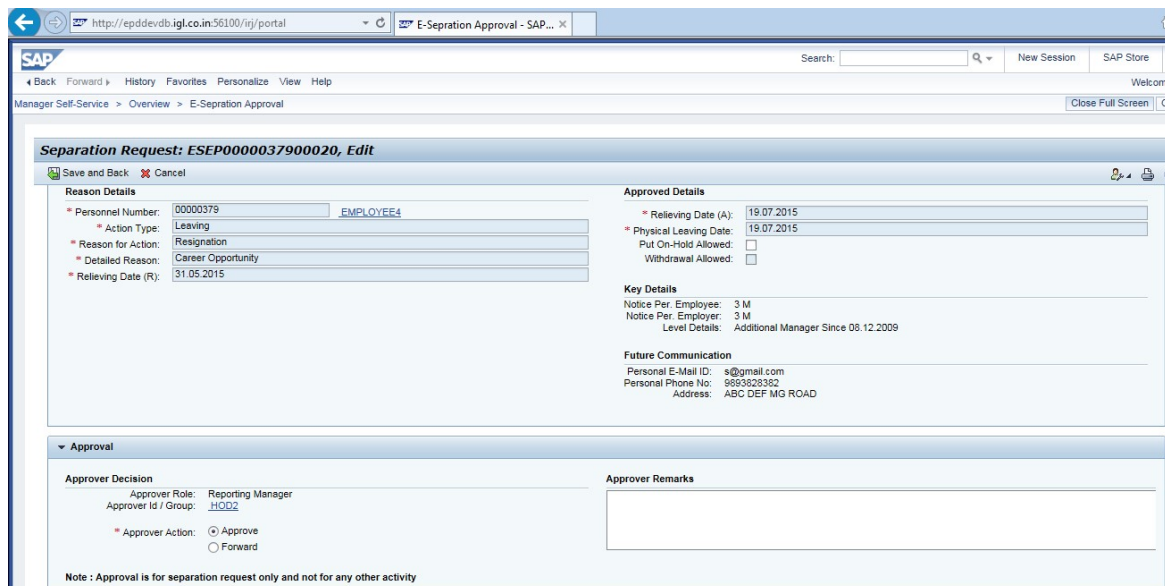
Go to MSS – E-Separation approval service on the left panel



The screenshot shows the SAP E-Separation Approval window. The left sidebar contains a navigation menu with options like Home Page, Inbox, Reimbursement Approval, Man Power Planning, Appraisal Docs for Manager, Appraisal Docs for Reviewer, Prob. Assessment by DC, and E-Separation Approval. The main content area displays a table titled 'My Employee's Separation Requests' with columns: Edit, Employee Name, Request Number, Status, Creation Date, Reporting Manager, HR Person, Owner, and Country. Below this table is a section for 'Separation Request Approval' with a table showing details for a specific request (Employee Name: EMPLOYEE4, Request Number: ESEP0000037900020, Status: Determined, Creation Date: 19.05.2015, Role: Reporting Manager, Approver Id: HOD2, Approver Group: HOD2).

Choose the request in the Separation request approval window.

Edit the request,

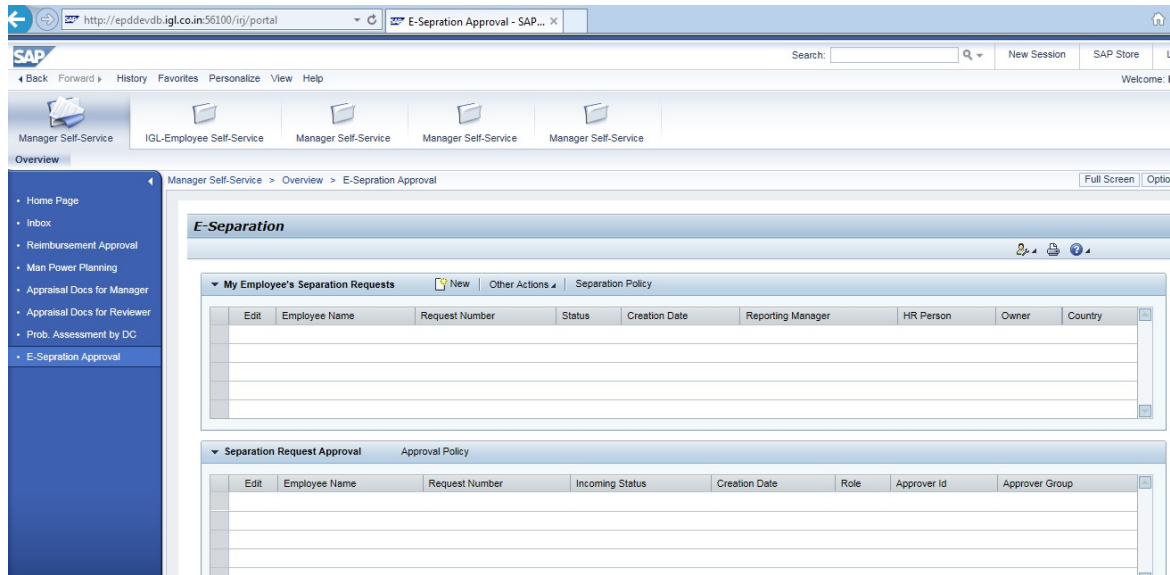


The screenshot shows the SAP E-Separation Approval window in 'Edit' mode for request ESEP0000037900020. The form is divided into several sections: Reason Details (Personnel Number: 00000379, Action Type: Leaving, Reason for Action: Resignation, Detailed Reason: Career Opportunity, Relieving Date (R): 31.05.2015), Approved Details (Relieving Date (A): 19.07.2015, Physical Leaving Date: 19.07.2015, Put On-Hold Allowed: [ ], Withdrawal Allowed: [ ]), Key Details (Notice Per. Employee: 3 M, Notice Per. Employer: 3 M, Level Details: Additional Manager Since 08.12.2009), Future Communication (Personnel E-Mail ID: s@gmail.com, Personnel Phone No: 9893829352, Address: ABC DEF MG ROAD), and Approval (Approver Role: Reporting Manager, Approver Id / Group: HOD2, Approver Action: [X] Approve, [ ] Forward). A note at the bottom states: 'Note : Approval is for separation request only and not for any other activity'.

Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

Refresh screen to clear the approver inbox.

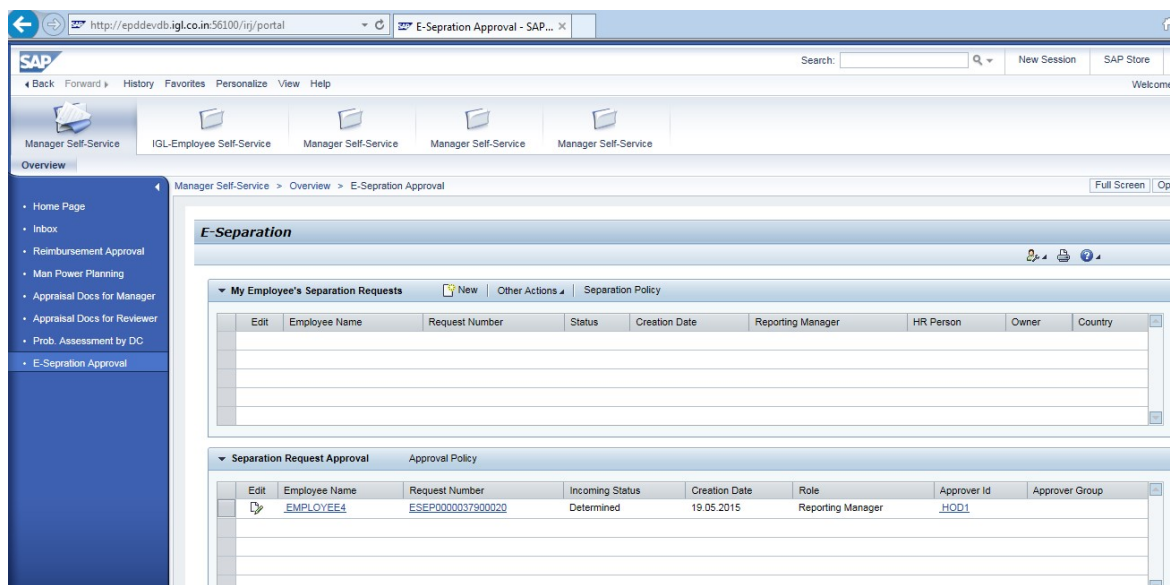




Separation request approval window is clear. System will send next approver email notification for approval.

### Level 3 – GM HR Approval

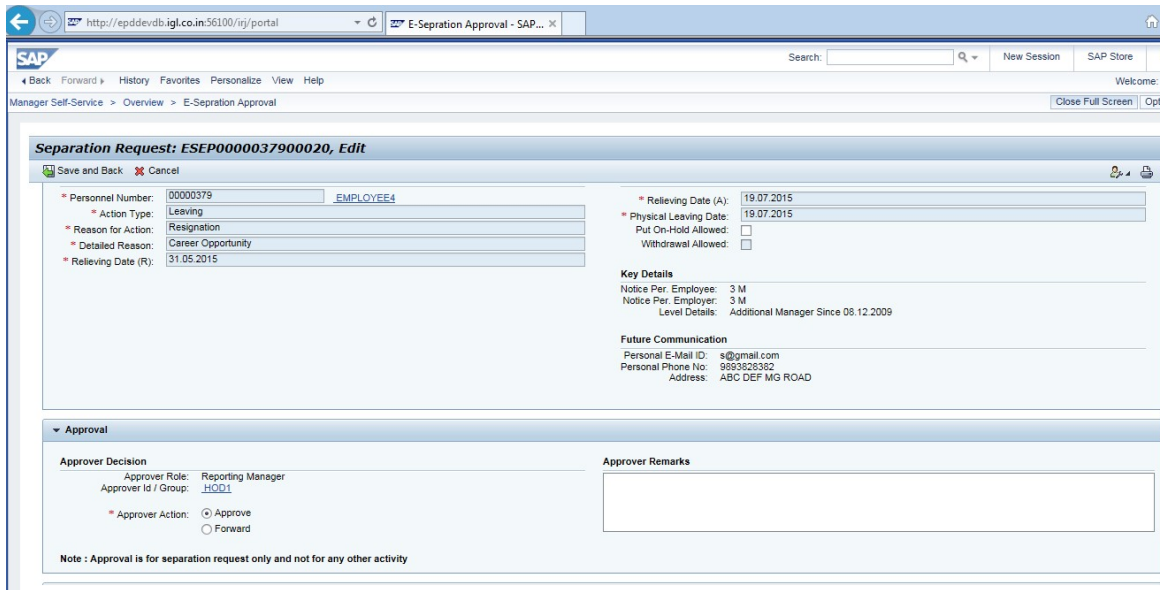
Go to MSS – E-Separation approval service on the left panel



Choose the request in the Separation request approval window.

Edit the request,





**Separation Request: ESEP0000037900020, Edit**

Save and Back Cancel

Personnel Number: 00000379 EMPLOYEE4

Action Type: Leaving

Reason for Action: Resignation

Detailed Reason: Career Opportunity

Relieving Date (R): 31.05.2015

Relieving Date (A): 19.07.2015

Physical Leaving Date: 19.07.2015

Put On Hold Allowed: ☐

Withdrawal Allowed: ☐

**Key Details**

Notice Per. Employee: 3 M

Notice Per. Employer: 3 M

Level Details: Additional Manager Since 08.12.2009

**Future Communication**

Personal E-Mail ID: s@gmail.com

Personal Phone No: 9893828382

Address: ABC DEF MG ROAD

**Approval**

**Approver Decision**

Approver Role: Reporting Manager

Approver Id / Group: HOD1

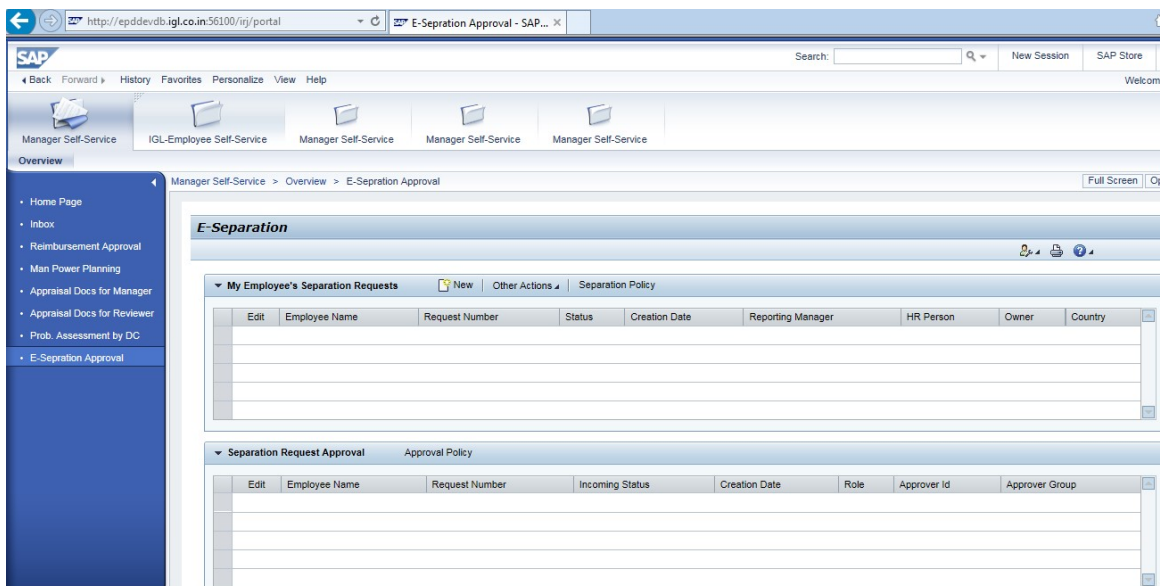
Approver Action: ☒ Approve ☐ Forward

**Approver Remarks**

Note : Approval is for separation request only and not for any other activity

Choose approve option, write in detail Remarks if any and click on the ‘Save and exit’ button to approve request.

Refresh screen to clear the approver inbox.



**E-Separation**

My Employee's Separation Requests New Other Actions Separation Policy

Edit	Employee Name	Request Number	Status	Creation Date	Reporting Manager	HR Person	Owner	Country

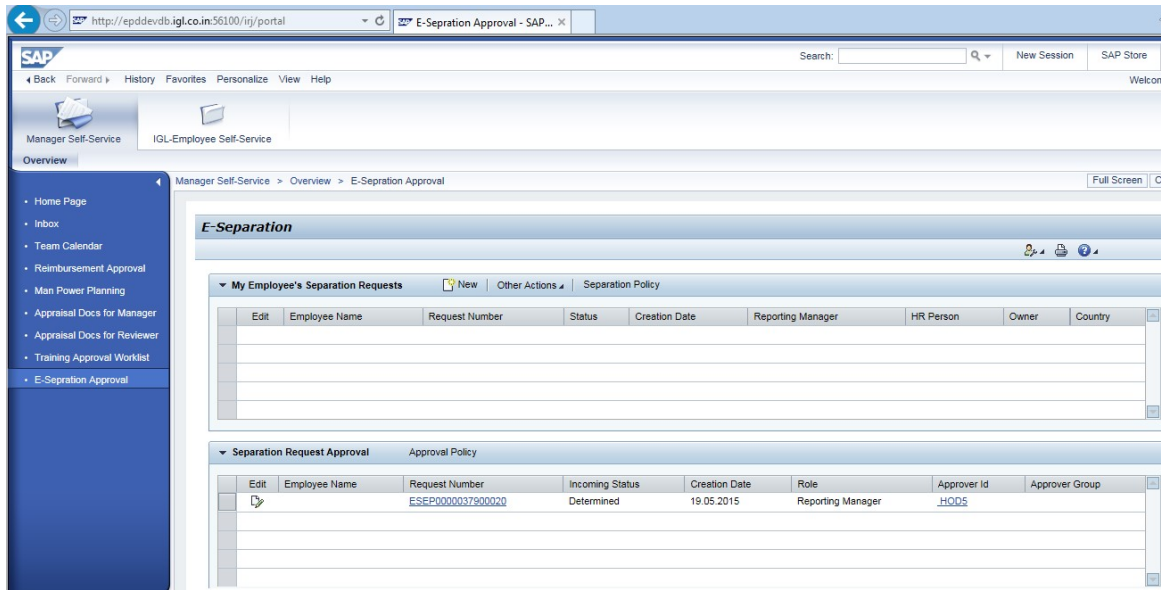
**Separation Request Approval** Approval Policy

Edit	Employee Name	Request Number	Incoming Status	Creation Date	Role	Approver Id	Approver Group

Separation request approval window is clear. System will send next approver email notification for approval.

## Level 4 – Director HR Approval

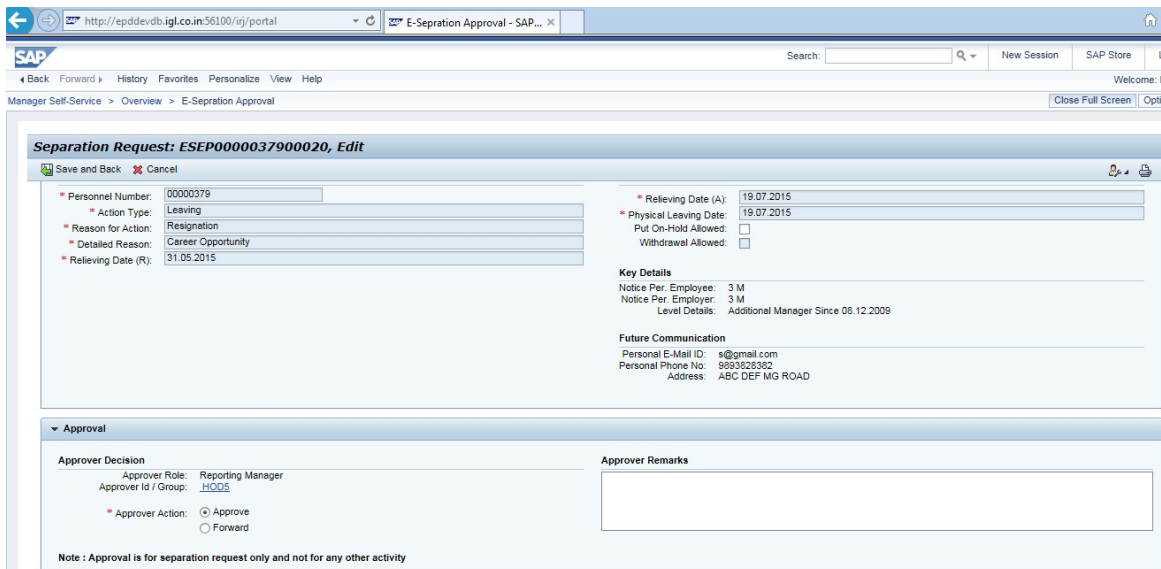
Go to MSS – E-Separation approval service on the left panel



The screenshot shows the SAP E-Separation Approval - Overview screen. The left sidebar contains a navigation menu with options like Home Page, Inbox, Team Calendar, Reimbursement Approval, Man Power Planning, Appraisal Docs for Manager, Appraisal Docs for Reviewer, Training Approval Worklist, and E-Separation Approval. The main content area displays the 'E-Separation' section with a table titled 'My Employee's Separation Requests'. The table has columns for Edit, Employee Name, Request Number, Status, Creation Date, Reporting Manager, HR Person, Owner, and Country. Below this table is a section for 'Separation Request Approval' with a table showing details for a specific request (Request Number: ESEP0000037900020, Status: Determined, Creation Date: 19.05.2015, Role: Reporting Manager, Approver Id: HOD5).

Choose the request in the Separation request approval window.

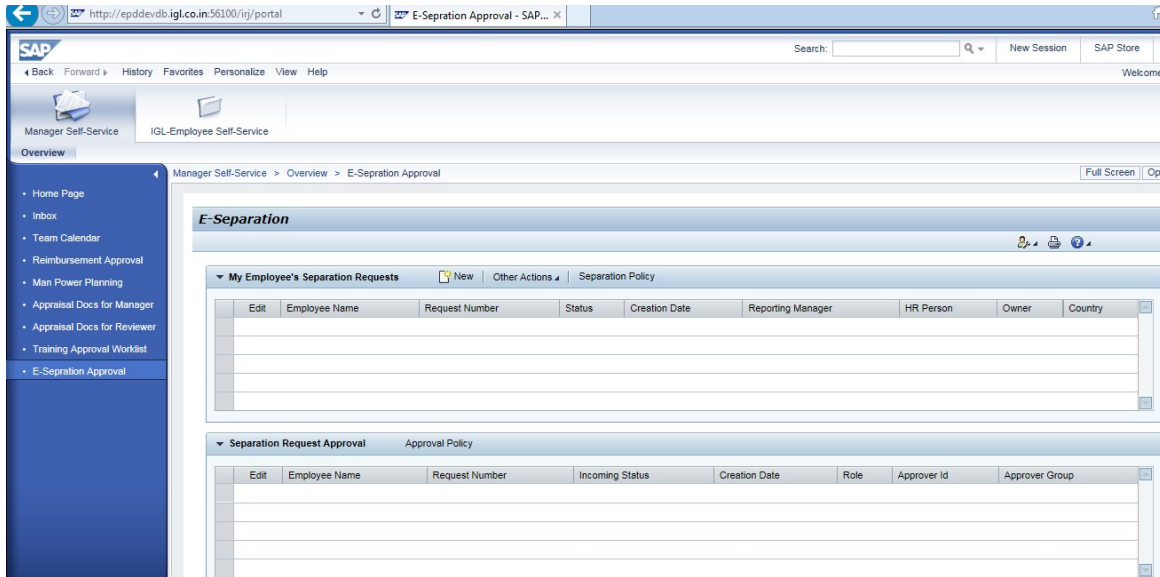
Edit the request,



The screenshot shows the SAP E-Separation Approval - Edit screen for request ESEP0000037900020. The form includes fields for Personnel Number (00000379), Action Type (Leaving), Reason for Action (Resignation), Detailed Reason (Career Opportunity), and Relieving Date (R) (31.05.2015). It also has fields for Relieving Date (A) (19.07.2015), Physical Leaving Date (19.07.2015), Put On-Hold Allowed, and Withdrawal Allowed. Key Details include Notice Per. Employee (3 M), Notice Per. Employer (3 M), and Level Details (Additional Manager Since 08.12.2009). Future Communication details include Personal E-Mail ID, Personal Phone No, and Address. The bottom section is for 'Approval' with fields for Approver Decision (Approver Role: Reporting Manager, Approver Id / Group: HOD5), Approver Action (Approve/Forward), and Approver Remarks.

Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

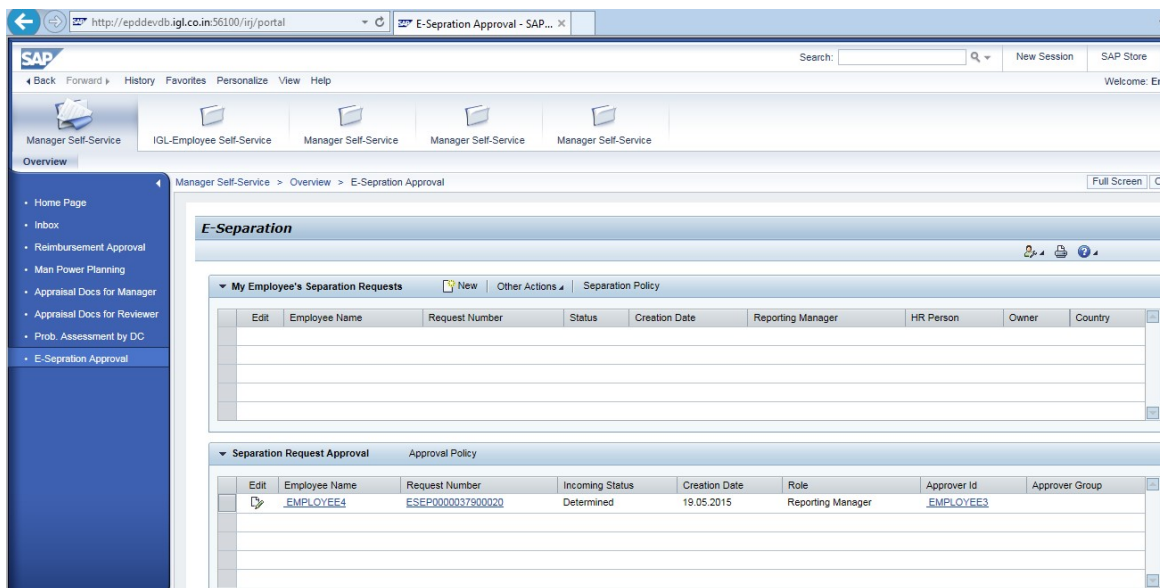
Refresh screen to clear the approver inbox.



Separation request approval window is clear. System will send next approver email notification for approval.

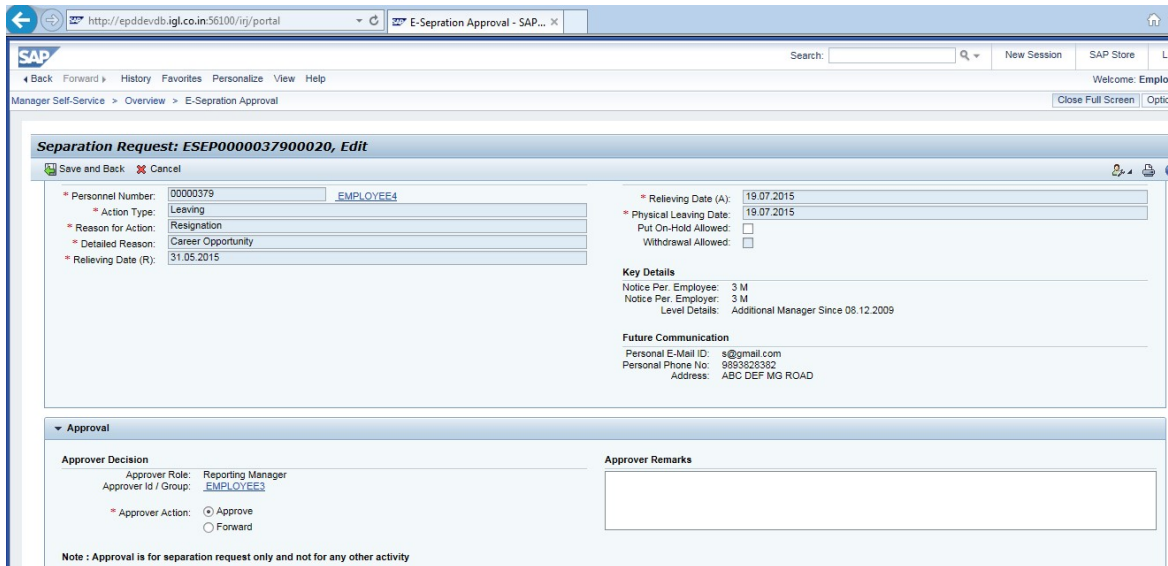
## Level 5 Managing Director Approval

Go to MSS – E-Separation approval service on the left panel



Choose the request in the Separation request approval window.

Edit the request,



**Separation Request: ESEP0000037900020, Edit**

Save and Back Cancel

Personnel Number: 00000379 EMPLOYEE4

Action Type: Leaving

Reason for Action: Resignation

Detailed Reason: Career Opportunity

Relieving Date (R): 31.05.2015

Relieving Date (A): 19.07.2015

Physical Leaving Date: 19.07.2015

Put On-Hold Allowed: ☐

Withdrawal Allowed: ☐

**Key Details**

Notice Per. Employee: 3 M

Notice Per. Employer: 3 M

Level Details: Additional Manager Since 08.12.2009

**Future Communication**

Personal E-Mail ID: s@gmail.com

Personal Phone No: 9993828382

Address: ABC DEF MG ROAD

**Approval**

**Approver Decision**

Approver Role: Reporting Manager

Approver Id / Group: EMPLOYEE3

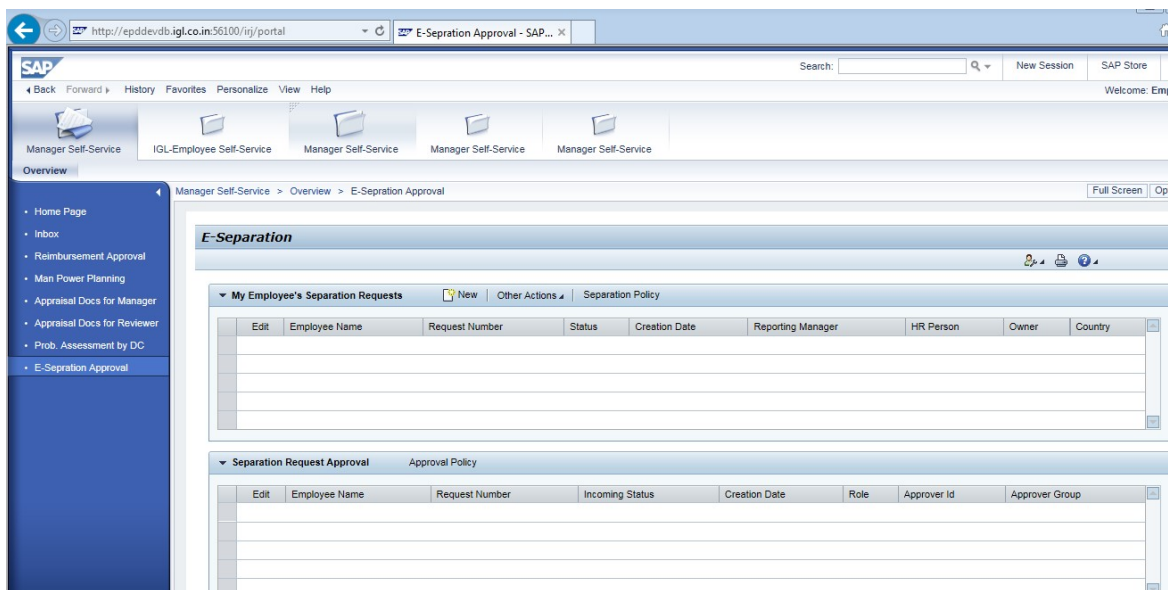
Approver Action: ☒ Approve ☐ Forward

**Approver Remarks**

Note: Approval is for separation request only and not for any other activity

Choose approve option, write in detail Remarks if any and click on the ‘Save and exit’ button to approve request.

Refresh screen to clear the approver inbox.



**E-Separation**

My Employee's Separation Requests New Other Actions Separation Policy

Edit	Employee Name	Request Number	Status	Creation Date	Reporting Manager	HR Person	Owner	Country

**Separation Request Approval** Approval Policy

Edit	Employee Name	Request Number	Incoming Status	Creation Date	Role	Approver Id	Approver Group

Separation request approval window is clear.

Thus, all the approval levels are clear. Stage trigger program will trigger next stage i.e. ‘Dues clearance’ before 7 days of the physical relieving date only.

## 2.4. COUNSELLING PROCESS

HR Person can assign any employee from the UJVN as a counsellor to the employee. Counsellor will be notified with the email. Counsellor has to held discussion with the employee and try to counsel employee on the separation decision taken by the employee.

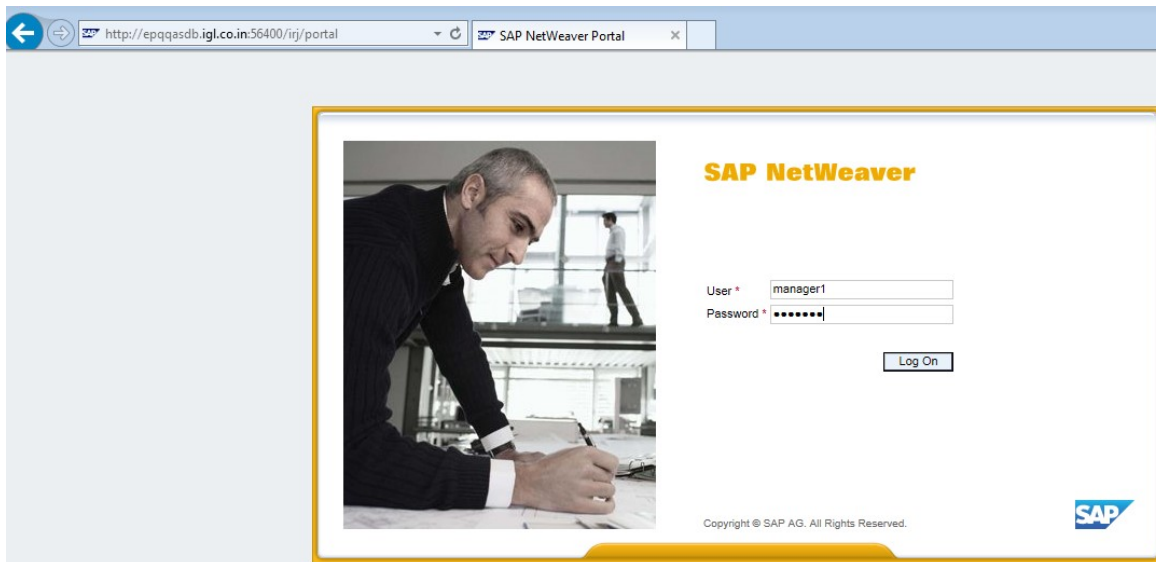
Counsellor will be update the details of the counsellor and submit details back to HR Person.

Counsellor process can be initiated by the HR Person n number of times and can be done in parallel or before approval process.

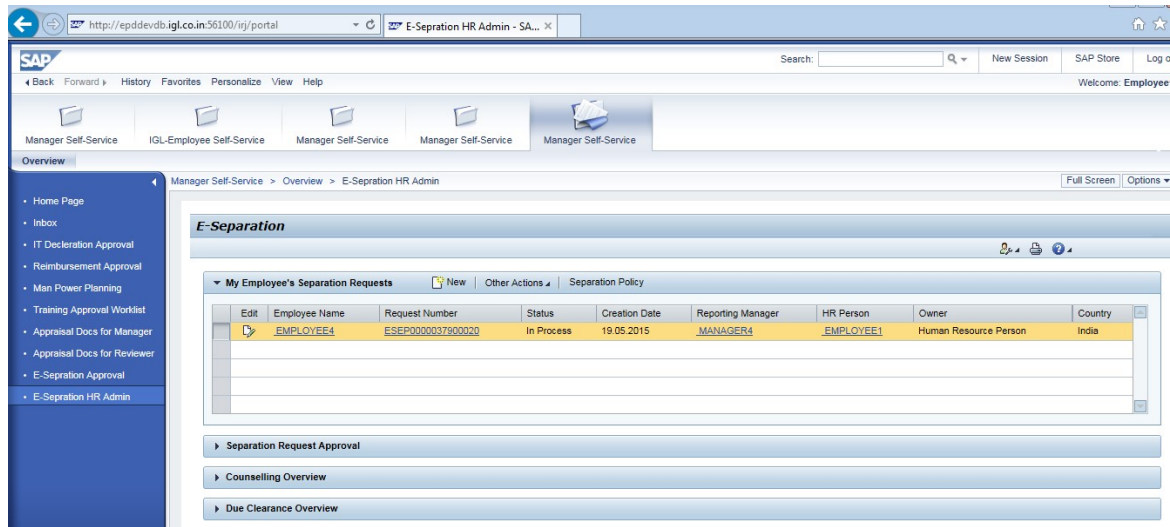
### 2.4.1. MSS COUNSELLING INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

**(Note:** In the below table, in column “R/O/C”: “R” = Required, “O” = Optional, “C” = Conditional)

Login as HR Person over MSS:

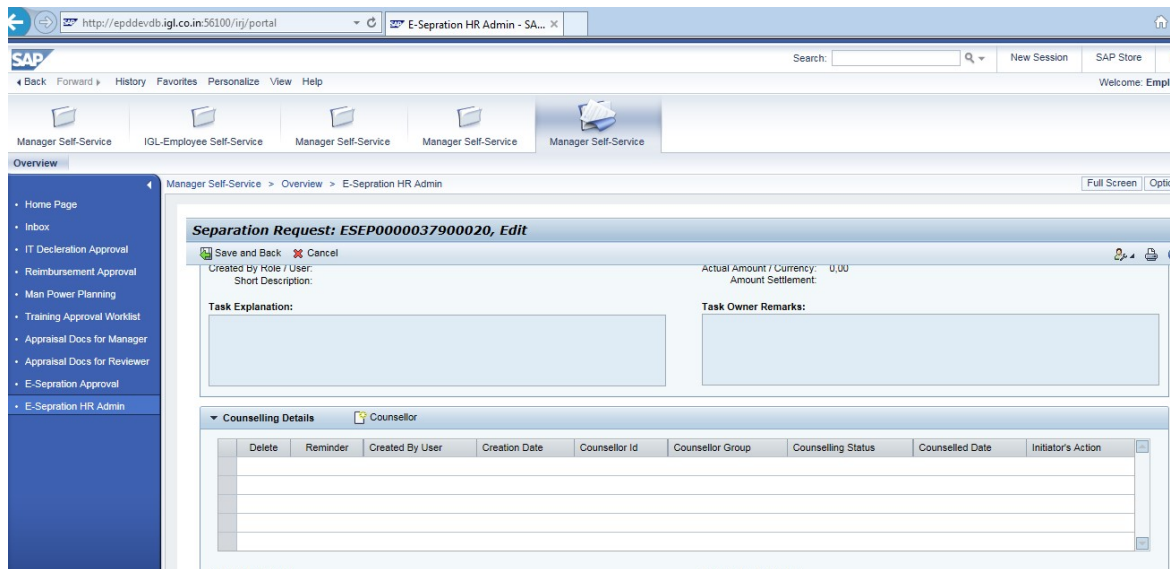


Go to MSS – **E-Separation HR Admin** service on the left panel



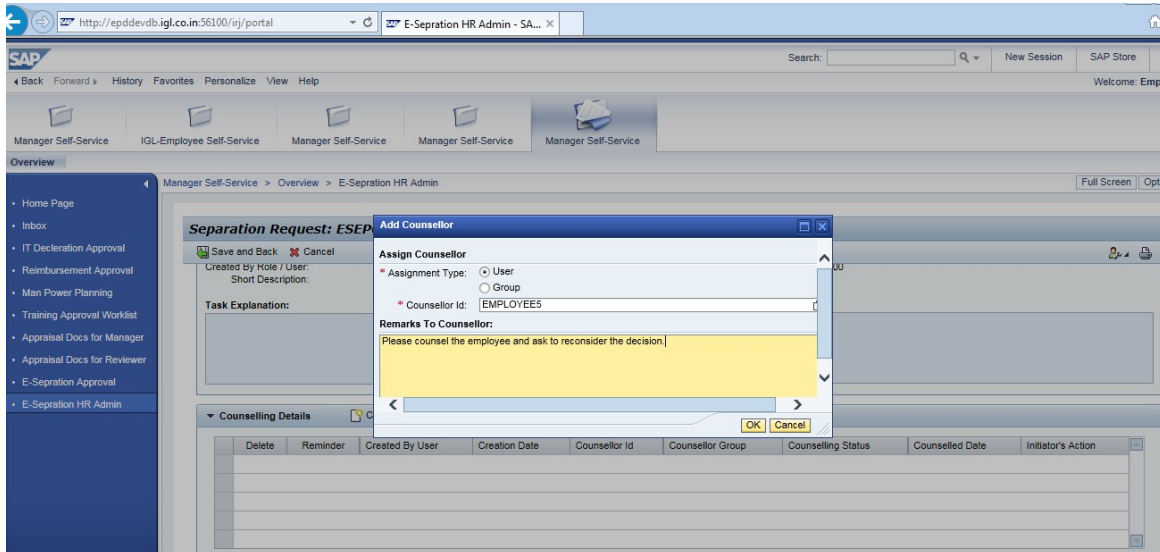
Edit request in the 'My employee's Separation requests' window.

Go to the counselling Details window inside request,



Click on the Counsellor Button in the toolbar,

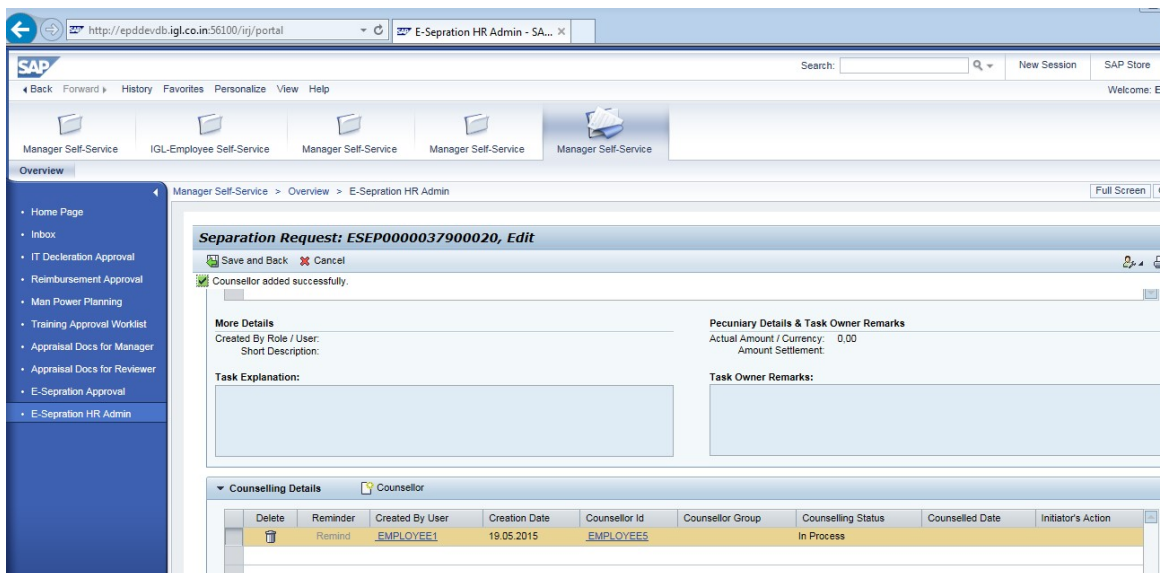




The screenshot shows the SAP E-Separation HR Admin interface. A dialog box titled 'Add Counsellor' is open, allowing the user to assign a counsellor to a separation request. The dialog includes fields for 'Assignment Type' (User or Group), 'Counsellor Id' (EMPLOYEEES), and a 'Remarks To Counsellor' field with the text 'Please counsel the employee and ask to reconsider the decision.' The background shows the 'Separation Request: ESEP' form with a 'Counselling Details' table.

Delete	Reminder	Created By User	Creation Date	Counsellor Id	Counsellor Group	Counselling Status	Counselled Date	Initiator's Action

Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.



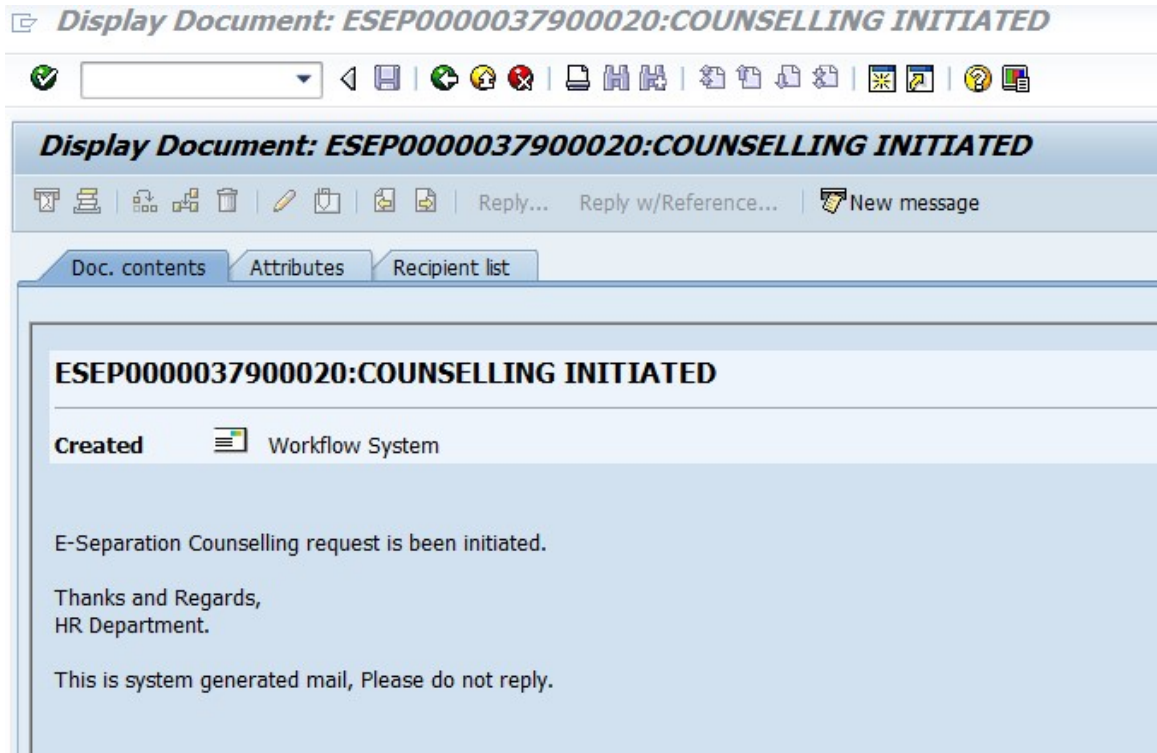
The screenshot shows the SAP E-Separation HR Admin interface with the 'Separation Request: ESEP0000037900020, Edit' form. The form displays 'More Details' and 'Pecuniary Details & Task Owner Remarks'. A message 'Counsellor added successfully.' is shown. The 'Counselling Details' table at the bottom shows the assigned counsellor.

Delete	Reminder	Created By User	Creation Date	Counsellor Id	Counsellor Group	Counselling Status	Counselled Date	Initiator's Action
	Remind	EMPLOYEE1	19.05.2015	EMPLOYEEES		In Process		

Save and Back the request.

Counsellor should receive the mail notification to counsel the employee.

Check SOST for email notification.



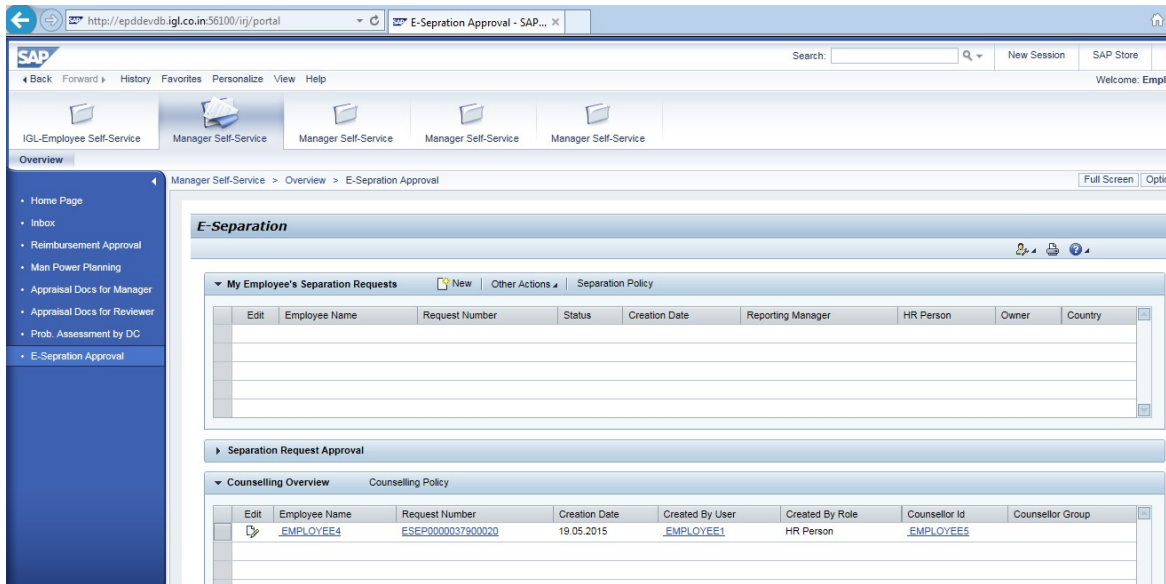
#### 2.4.2. MSS COUNSELLOR PROCESS

Counsellor needs to contact employee and take appointment for the counselling. Once counselling is done with the employee, counsellor needs to record the result in the separation request of the employee.

Login to counsellor MSS,

Go to separation approval service in the left panel.





The screenshot shows the SAP E-Separation Approval - Overview screen. The left sidebar contains a navigation menu with options like Home Page, Inbox, Reimbursement Approval, Man Power Planning, Appraisal Docs for Manager, Appraisal Docs for Reviewer, Prob. Assessment by DC, and E-Separation Approval. The main content area displays the 'E-Separation' section with a table for 'My Employee's Separation Requests'. The table has columns for Edit, Employee Name, Request Number, Status, Creation Date, Reporting Manager, HR Person, Owner, and Country. Below this, there is a 'Separation Request Approval' section and a 'Counselling Overview' section with a table for counselling details.

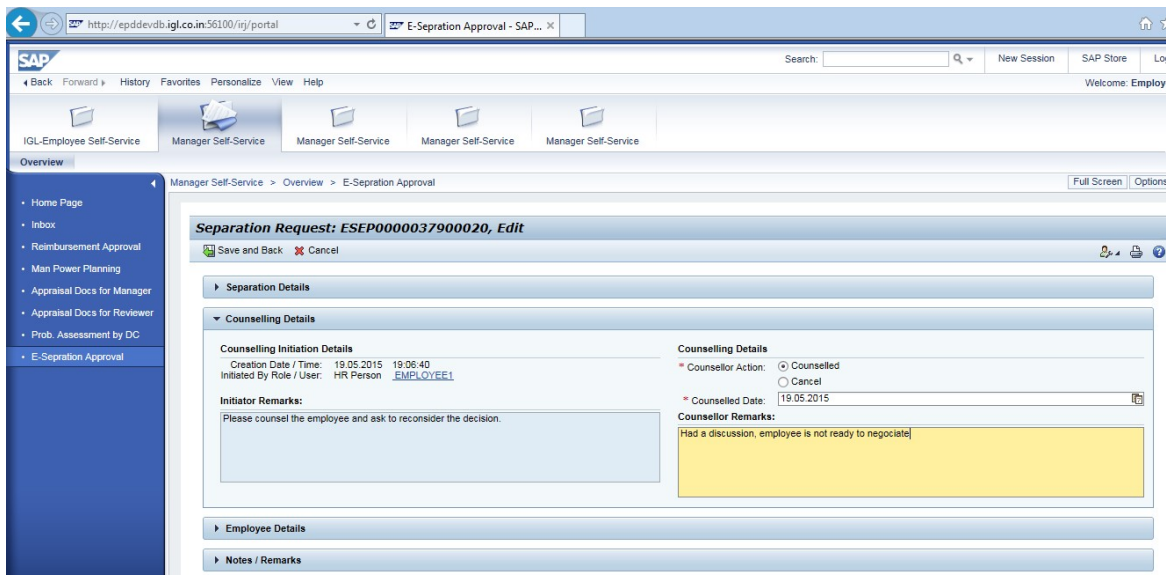
Edit	Employee Name	Request Number	Status	Creation Date	Reporting Manager	HR Person	Owner	Country
	EMPLOYEE4	ESEP0000037900020		19.05.2015		EMPLOYEE1		

Edit	Employee Name	Request Number	Creation Date	Created By User	Created By Role	Counsellor Id	Counsellor Group
	EMPLOYEE4	ESEP0000037900020	19.05.2015	EMPLOYEE1	HR Person	EMPLOYEE5	

Go to counselling window in the service. Fine pending counselor request.

Edit request and fill the details of the counselling.

Select counselling done or cancel radio button and fill the details of the counselling discussion done along with the counselling date with the employee.



The screenshot shows the SAP E-Separation Approval - Edit screen for request ESEP0000037900020. The left sidebar is the same as the previous screen. The main content area displays the 'Separation Request: ESEP0000037900020, Edit' section. It includes a 'Save and Back' button and a 'Cancel' button. Below this, there are sections for 'Separation Details', 'Counselling Details', 'Employee Details', and 'Notes / Remarks'. The 'Counselling Details' section includes fields for 'Counselling Initiation Details' (Creation Date / Time, Initiated By Role / User), 'Counselling Action' (Counselled, Cancel), 'Counselling Date', and 'Counsellor Remarks'.

Counselling Initiation Details	Counselling Details
Creation Date / Time: 19.05.2015 19:06:40	Counselling Action: <input checked="" type="radio"/> Counselled <input type="radio"/> Cancel
Initiated By Role / User: HR Person EMPLOYEE1	Counselling Date: 19.05.2015
Initiator Remarks: Please counsel the employee and ask to reconsider the decision.	Counsellor Remarks: Had a discussion, employee is not ready to negotiate

Save and exit the request.

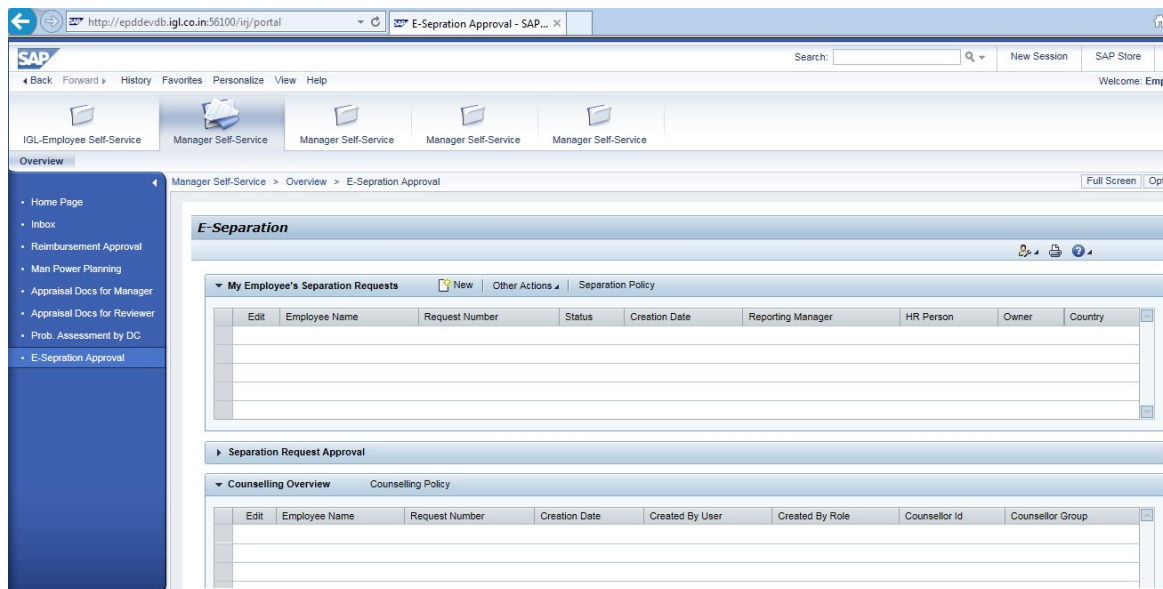
System will send Email notification to the HR Person notifying counselling is done.

HR Person needs to login MSS HR Person separation request again. Edit the request and go to the counselling window. Edit counselling request.

Read counselling details feed by the counsellor. HR Person need to decide whether counselling done is successful or not with the Details feed by the counsellor in the counselling request.

Write remarks of the counselling process done and choose drop down option at the end of counselling request line as counselling is successful or unsuccessful.

Save and exit the request. Refresh window to clear counselling request window.



The screenshot shows the SAP E-Separation Approval interface. The browser address bar displays 'http://epddevdb.igl.co.in:56100/ij/portal'. The SAP logo is visible in the top left corner. The main navigation bar includes 'Back', 'Forward', 'History', 'Favorites', 'Personalize', 'View', and 'Help'. The 'Search' field is on the right. Below the navigation bar, there are several 'Manager Self-Service' links. The left sidebar contains a list of menu items: 'Home Page', 'Inbox', 'Reimbursement Approval', 'Man Power Planning', 'Appraisal Docs for Manager', 'Appraisal Docs for Reviewer', 'Prob. Assessment by DC', and 'E-Separation Approval'. The main content area is titled 'E-Separation' and contains two sections: 'My Employee's Separation Requests' and 'Separation Request Approval'. The 'My Employee's Separation Requests' section has a table with columns: 'Edit', 'Employee Name', 'Request Number', 'Status', 'Creation Date', 'Reporting Manager', 'HR Person', 'Owner', and 'Country'. The 'Separation Request Approval' section has a table with columns: 'Edit', 'Employee Name', 'Request Number', 'Creation Date', 'Created By User', 'Created By Role', 'Counsellor Id', and 'Counsellor Group'.

If counselling is successful HR Person can discuss in person with the employee and initiate separation request withdrawal. Once withdrawal process complete, separation request status will turn to the withdrawn and process is close.

If counselling process is unsuccessful then HR Person can initiate n number of more counselling request and arrange further counselling to the employee or stop the counselling process and continue with the process of separation.

With the counseling done by the counsellor, HR Person will receive email notification that counselling process is been completed.



## 2.5. TRIGGER NEXT PHASE – DUES CLEARANCE PROCESS

Process requires to run trigger program to process e-separation request dues clearances stage. System is configured to trigger dues clearance stage 7 days before physical separation date.

As per UJVN policy, Employee separating from the organization needs to take clearance for the 12 items/Tasks as follows with their owner i.e. Task owners.

SR. NO.	Department/Task/Item	Task Owner
1	TOOLS	REPORTING MANAGER
2	FILES/FOLDERS	REPORTING MANAGER
3	ADVANCE/LOANS	FI EXECUTIVE
4	ASSETS/WHITE GOODS	FI EXECUTIVE
5	SAP ID	IT EXECUTIVE
6	ESS ID	IT EXECUTIVE
7	DOMAIN ID	IT EXECUTIVE
8	LAPTOP	IT EXECUTIVE
9	DESKTOP	IT EXECUTIVE
10	DATA CARD ETC.	IT EXECUTIVE
11	TRAINING BOND	TRAINING ADMN.
12	OTHER ACCESSORIES	HR DEPARTMENT

System will create Workflow task for each of the above clearance item and create pending task/item at the separation approval application against task owner. Task owners needs to open respective task at their end and complete the task by putting status and remark if required.

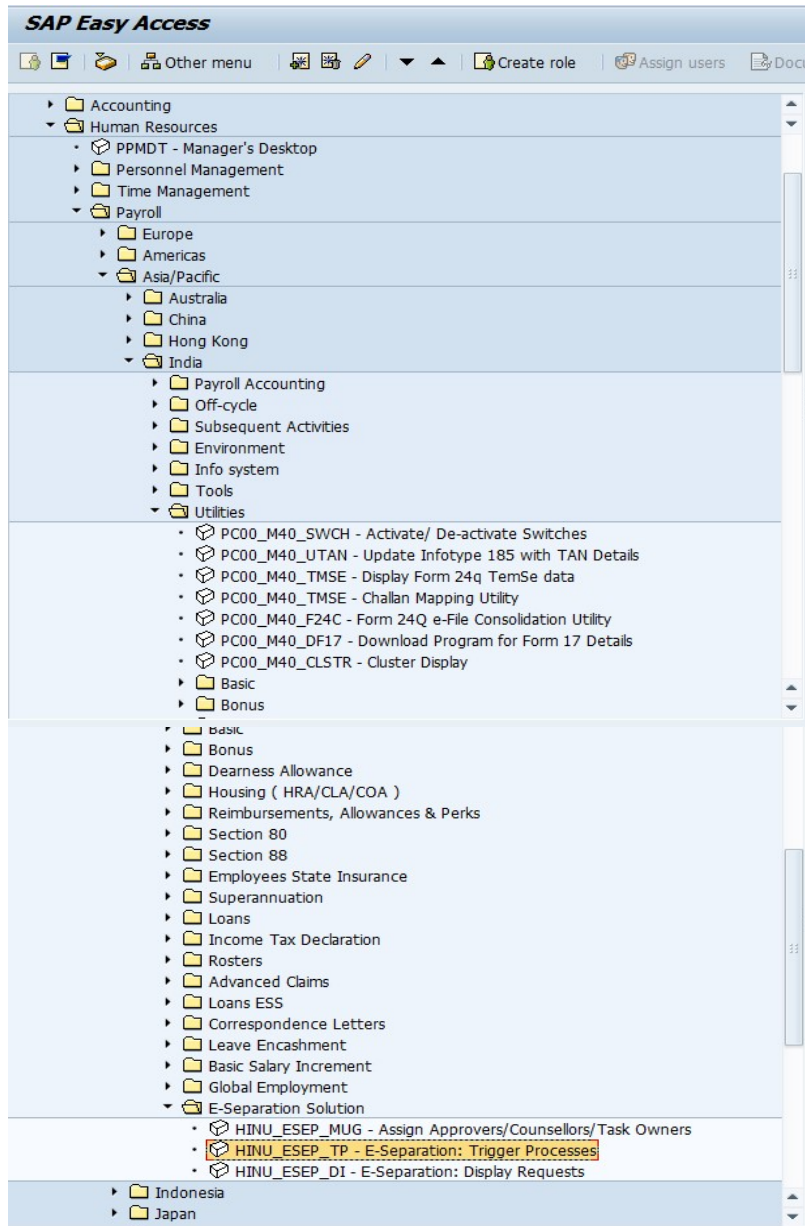
Also, some of this task are Finable for which if required, task owners can put the recovery amount and close the task. This amount will be updated to the payroll master data to the 0015 additional deductions infotype. Payroll run will take care of recovery from the employee.

Tasks would be assign to the user ids in the configuration which required to be maintain as per latest data always.

#### **2.5.1. MENU PATH AND TRANSACTION NUMBER**

**Human Resources → Payroll → Asia → India → Utilities → E-Separation Solution - HINU\_ESEP\_TP - E-Separation: Trigger Processes**

**Transaction code: HINU\_ESEP\_TP - E-Separation: Trigger Processes**



## 2.5.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

**(Note:** In the below table, in column “R/O/C”: “R” = Required, “O” = Optional, “C” = Conditional)

Program Edit Goto System Help

Infotype Update Report for E-Separation

Further selections

Period

☐ Today
 ☐ Current month
 ☐ Current year
 ☐ Up to today
 ☐ From today
 ☒ Other period

Period  To

Selection

Personnel Number    
 Employment status    
 Company Code    
 Personnel area    
 Personnel subarea    
 Payroll area

Report Execution Mode

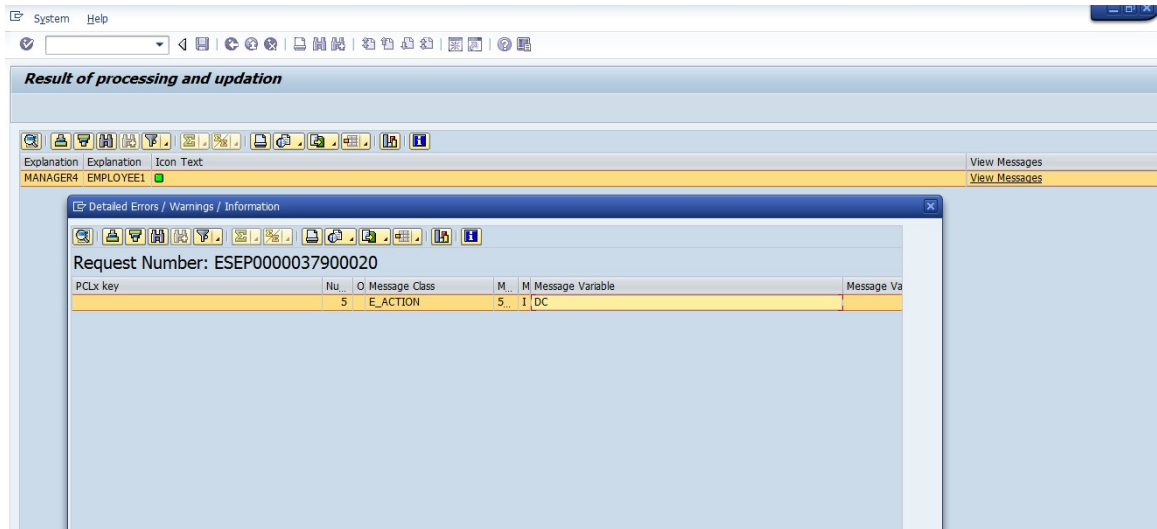
☒ Process & Update Mode (No User Interaction)  
☐ Process & Update Mode (User Interaction)  
☐ View Erroneous Records & Process

Request & Solution Type Filter

Solution Type    
 Request Number

Field Name	Description	R/O/C	User Action and Values	Comments

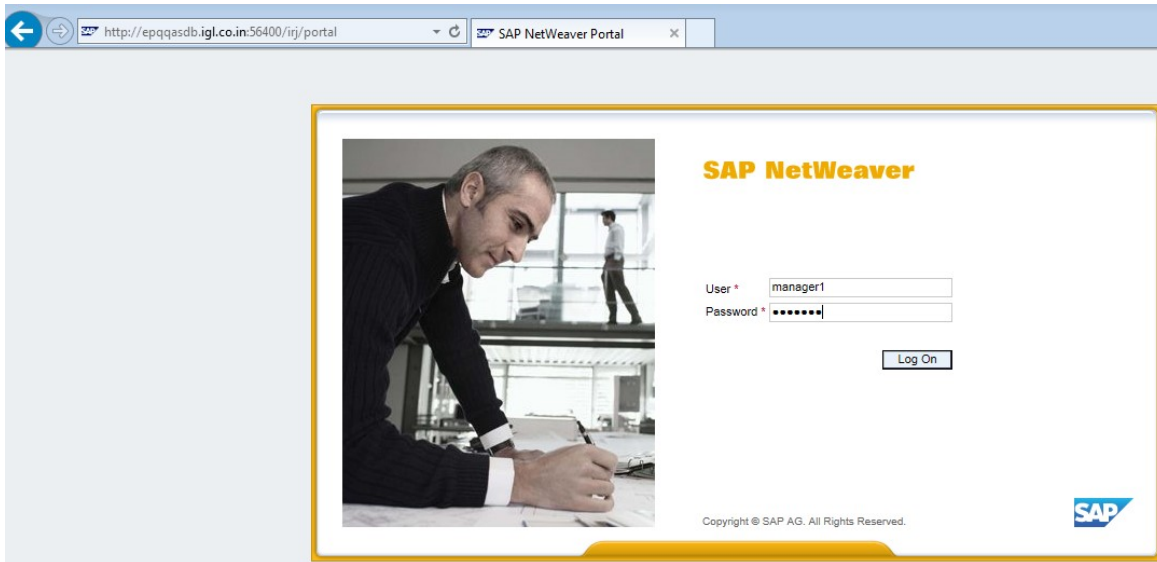
Execute and Run program couple of times to let system trigger E-Separation process to the next stage i.e. Dues Clearance.



Output of the Trigger program above shows Dues Clearance stage is been triggered here.

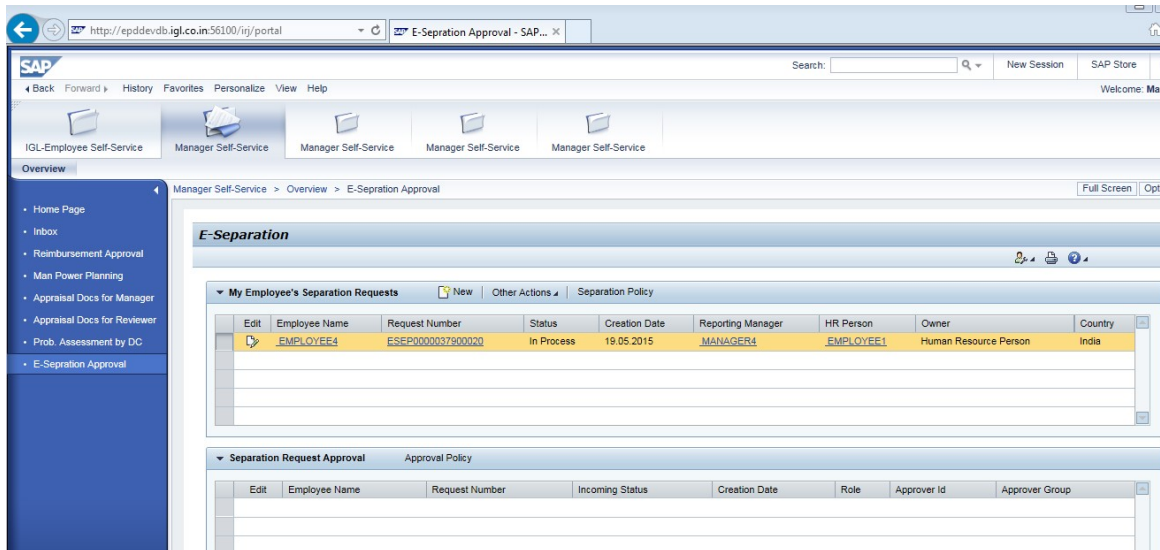
### 2.5.3. MSS TASK CLEARANCE INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW (Note: In the below table, in column “R/O/C”: “R” = Required, “O” = Optional, “C” = Conditional)

Login as Reporting Manager over MSS: Reporting manager has two dues clearance task pending at his/her end.



Go to MSS – **E-Separation Approval** service on the left panel

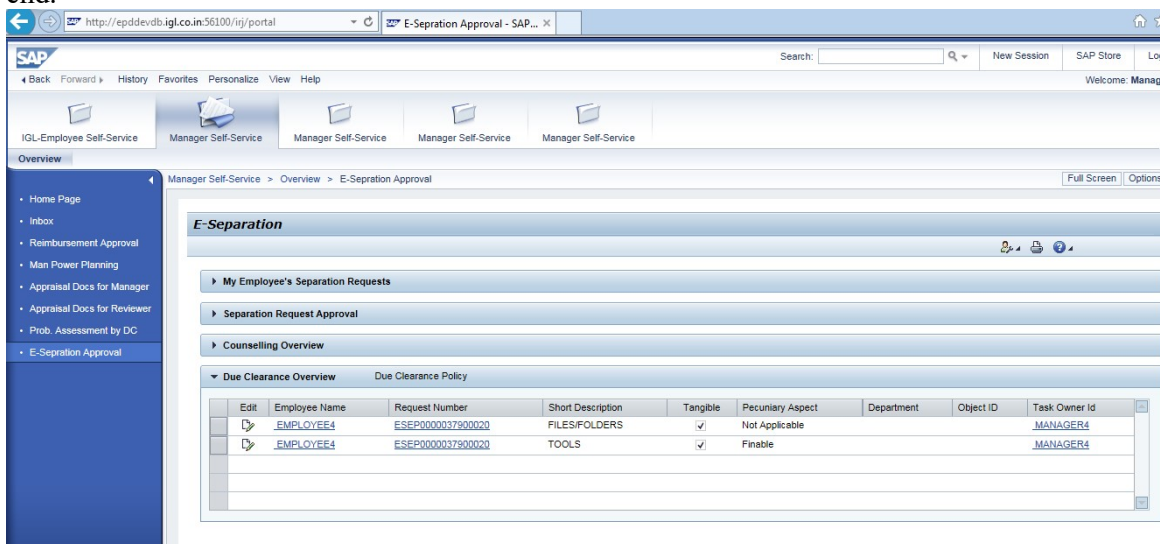




The screenshot shows the SAP E-Separation Approval interface. The left sidebar contains a navigation menu with options like Home Page, Inbox, Reimbursement Approval, Man Power Planning, Appraisal Docs for Manager, Appraisal Docs for Reviewer, Prob. Assessment by DC, and E-Separation Approval. The main content area displays the 'E-Separation' section with a table titled 'My Employee's Separation Requests'. The table has columns for Edit, Employee Name, Request Number, Status, Creation Date, Reporting Manager, HR Person, Owner, and Country. The data row shows: EMPLOYEE4, ESEP0000037900020, In Process, 19.05.2015, MANAGER4, EMPLOYEE1, Human Resource Person, India.

Edit	Employee Name	Request Number	Status	Creation Date	Reporting Manager	HR Person	Owner	Country
	EMPLOYEE4	ESEP0000037900020	In Process	19.05.2015	MANAGER4	EMPLOYEE1	Human Resource Person	India

Go to the Tasks/Dues Clearance window in the service. There are two pending tasks at the reporting manager end.



The screenshot shows the SAP E-Separation Approval interface. The left sidebar is the same as the previous screenshot. The main content area displays the 'E-Separation' section with a table titled 'Due Clearance Overview'. The table has columns for Edit, Employee Name, Request Number, Short Description, Tangible, Pecuniary Aspect, Department, Object ID, and Task Owner Id. The data rows show: EMPLOYEE4, ESEP0000037900020, FILES/FOLDERS, ☒, Not Applicable, MANAGER4; and EMPLOYEE4, ESEP0000037900020, TOOLS, ☒, Finable, MANAGER4.

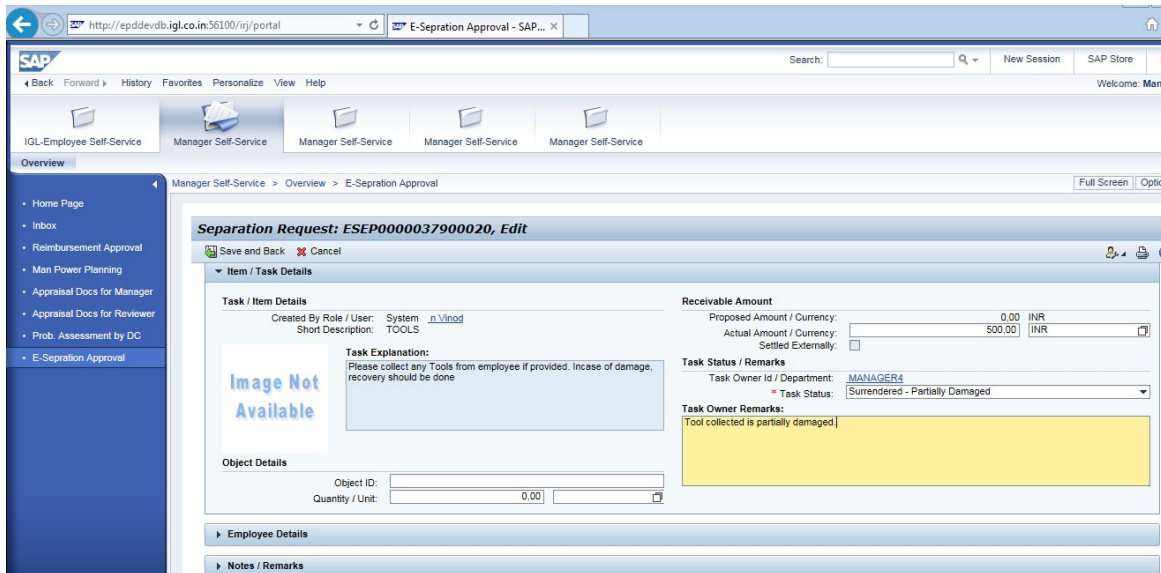
Edit	Employee Name	Request Number	Short Description	Tangible	Pecuniary Aspect	Department	Object ID	Task Owner Id
	EMPLOYEE4	ESEP0000037900020	FILES/FOLDERS	<input checked="" type="checkbox"/>	Not Applicable			MANAGER4
	EMPLOYEE4	ESEP0000037900020	TOOLS	<input checked="" type="checkbox"/>	Finable			MANAGER4

Edit the task line item to open the task item.

Choose the status of the tasks to close the pending task from the drop down. Also if tasks provides option to put recovery amount then user can put amount if recovery is required to be done. Recovery amount field is optional. User needs to choose the status, put details remarks and click on the save and back button in the toolbar.

Tools Task pending against reporting manager means to collect mechanical or any other tools given to the employee for work. It's reporting manager duty to collect them from the employee before separation and complete the dues clearance pending Tools task.





**Separation Request: ESEP0000037900020, Edit**

Save and Back Cancel

**Item / Task Details**

Task / Item Details  
Created By Role / User: System n.Vinod  
Short Description: TOOLS

Task Explanation:  
Please collect any Tools from employee if provided. Incase of damage, recovery should be done

Image Not Available

Object Details  
Object ID:   
Quantity / Unit:  0.00

**Receivable Amount**  
Proposed Amount / Currency: 0.00 INR  
Actual Amount / Currency: 500.00 INR  
Settled Externally: ☐

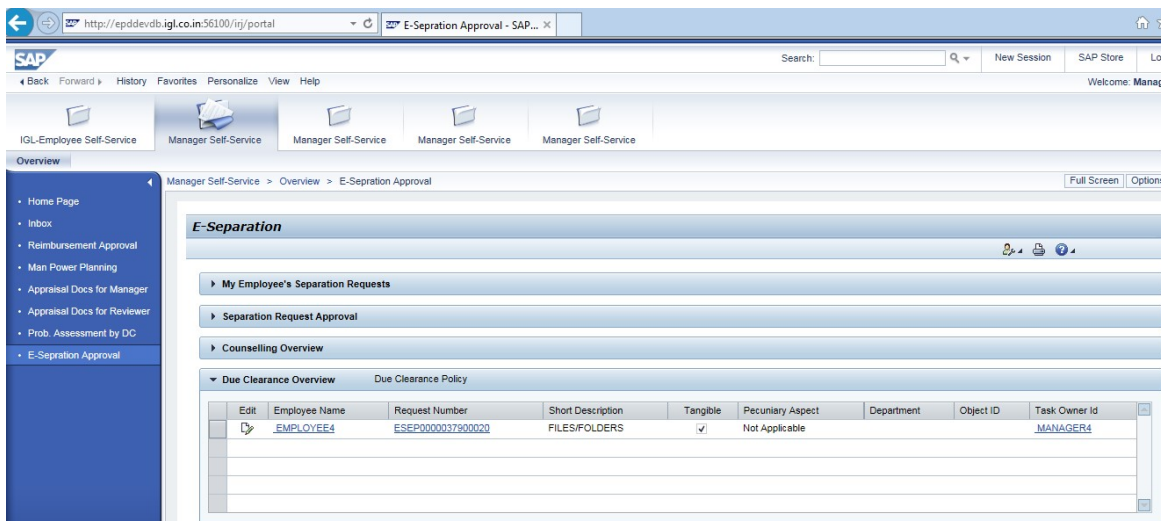
**Task Status / Remarks**  
Task Owner Id / Department: MANAGER4  
Task Status: Surrendered - Partially Damaged

**Task Owner Remarks:**  
Tool collected is partially damaged

**Employee Details**

**Notes / Remarks**

Refresh dues clearance window to clear the dues clearance pending tasks.



**E-Separation**

My Employee's Separation Requests

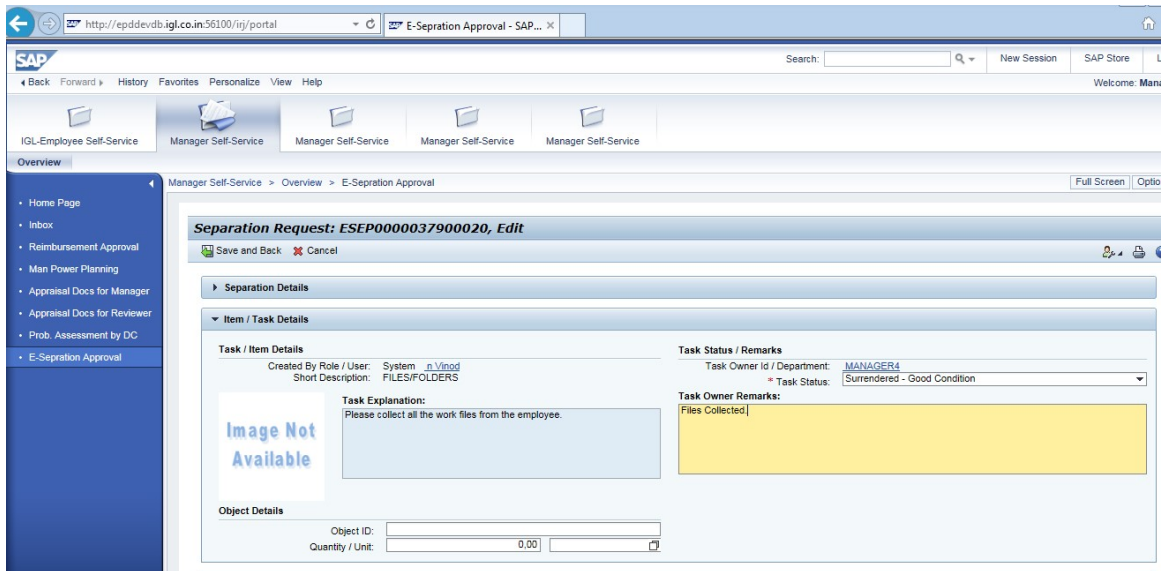
Separation Request Approval

Counselling Overview

**Due Clearance Overview** Due Clearance Policy

Edit	Employee Name	Request Number	Short Description	Tangible	Pecuniary Aspect	Department	Object ID	Task Owner Id
	EMPLOYEE4	ESEP0000037900020	FILES/FOLDERS	<input checked="" type="checkbox"/>	Not Applicable			MANAGER4

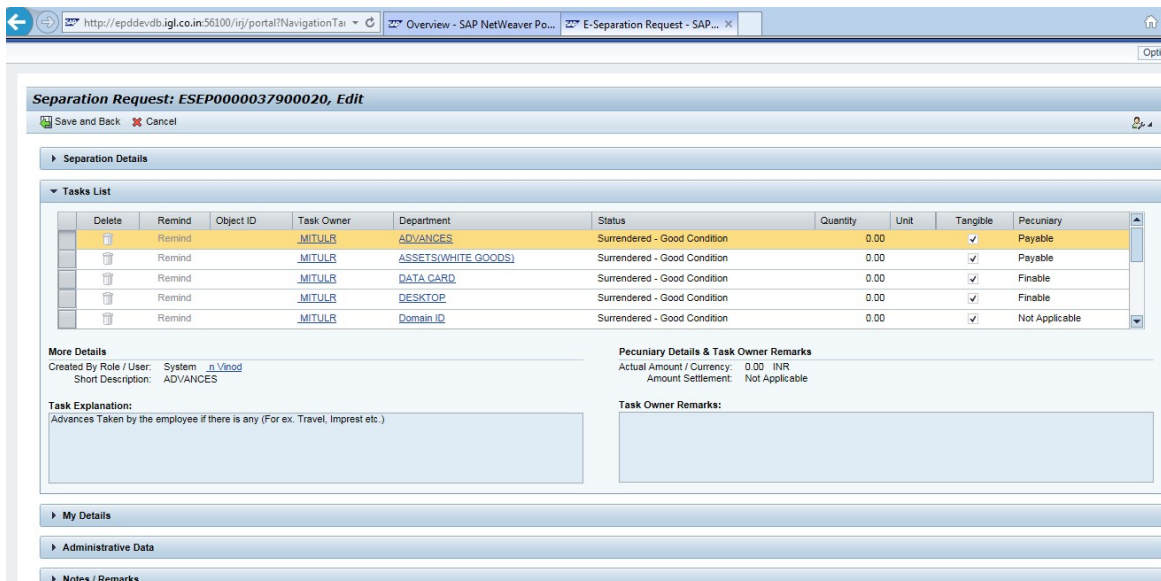
Similarly Reporting manager will be clearing second pending Task which is to collected filed/folders to be collected from the employee as follows.



Reporting manager needs to clear two pending tasks for separation request.

Also all other dues clearance task owners needs to close pending tasks at their end and note the results.

Employee or HR Person can always keep track of the dues clearance tasks and their progress with the details in the separation request. Go to the separation application as shown earlier and edit the separation request, go to the dues clearance i.e. Tasks list window as shown below to view and track details of the task.



Delete	Remind	Object ID	Task Owner	Department	Status	Quantity	Unit	Tangible	Pecuniary
		MITULR	ADVANCES	Surrendered - Good Condition	0.00			<input checked="" type="checkbox"/>	Payable
		MITULR	ASSETS(WHITE GOODS)	Surrendered - Good Condition	0.00			<input checked="" type="checkbox"/>	Payable
		MITULR	DATA CARD	Surrendered - Good Condition	0.00			<input checked="" type="checkbox"/>	Finable
		MITULR	DESKTOP	Surrendered - Good Condition	0.00			<input checked="" type="checkbox"/>	Finable
		MITULR	Domain ID	Surrendered - Good Condition	0.00			<input checked="" type="checkbox"/>	Not Applicable

## 2.6. TRIGGER NEXT PHASE – SEPARATION PROCESS

Process requires to run trigger program to process e-separation request separation stage. System is configured to trigger separation stage only on the physical separation date of the separation request. Dues clearance stage 7 days before physical separation date.

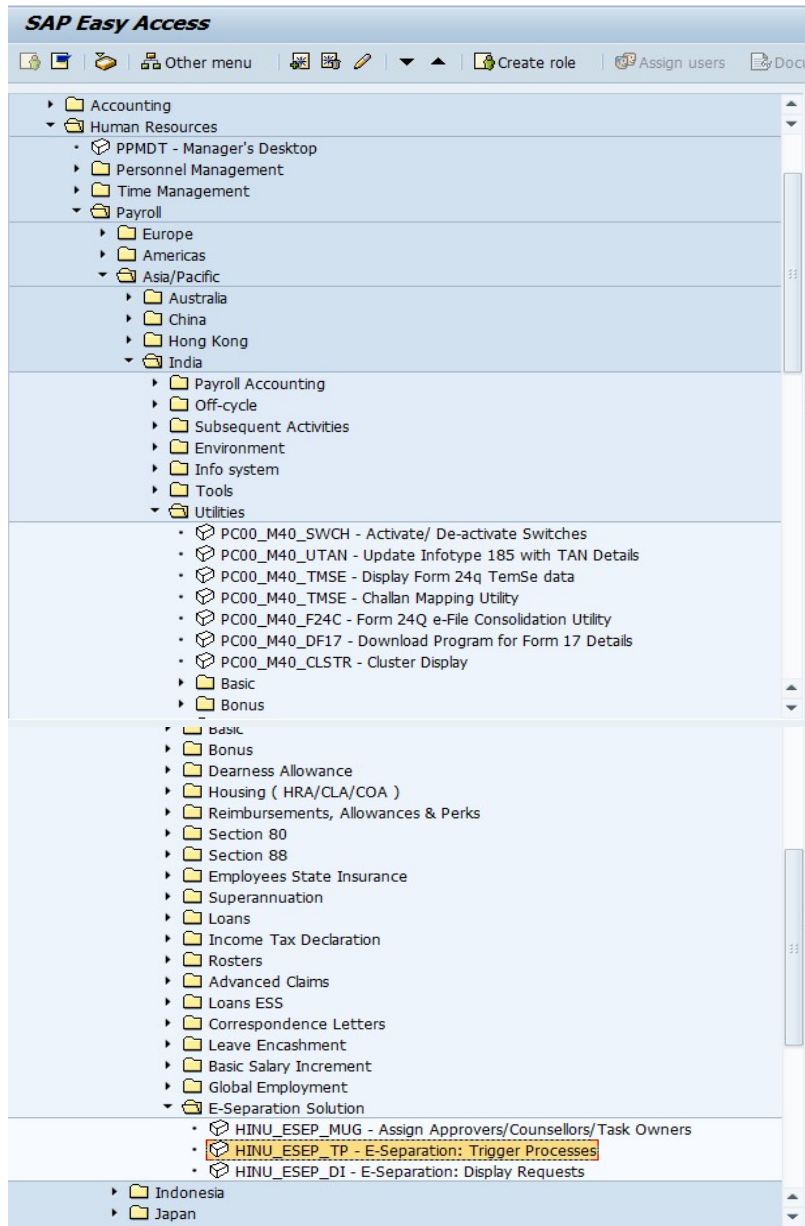
Also with the separation action, system updates all the recoverable collected from the separation process to the payroll master data to process with the separation payroll run.

Also with the separation action, system updates Experience and Relieving Letter in the separation request's attachment window. Employee, HR Person, and Reporting manager can check and download this letters from the separation request service on the ESS/MSS.

#### **2.6.1. MENU PATH AND TRANSACTION NUMBER**

**Human Resources → Payroll → Asia → India → Utilities → E-Separation Solution - HINU\_ESEP\_TP - E-Separation: Trigger Processes**

**Transaction code: HINU\_ESEP\_TP - E-Separation: Trigger Processes**



## 2.6.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

**(Note:** In the below table, in column “R/O/C”: “R” = Required, “O” = Optional, “C” = Conditional)

Program Edit Goto System Help

Infotype Update Report for E-Separation

Further selections

Period

☐ Today
 ☐ Current month
 ☐ Current year
 ☐ Up to today
 ☐ From today
 ☒ Other period

Period  To

Selection

Personnel Number    
 Employment status    
 Company Code    
 Personnel area    
 Personnel subarea    
 Payroll area

Report Execution Mode

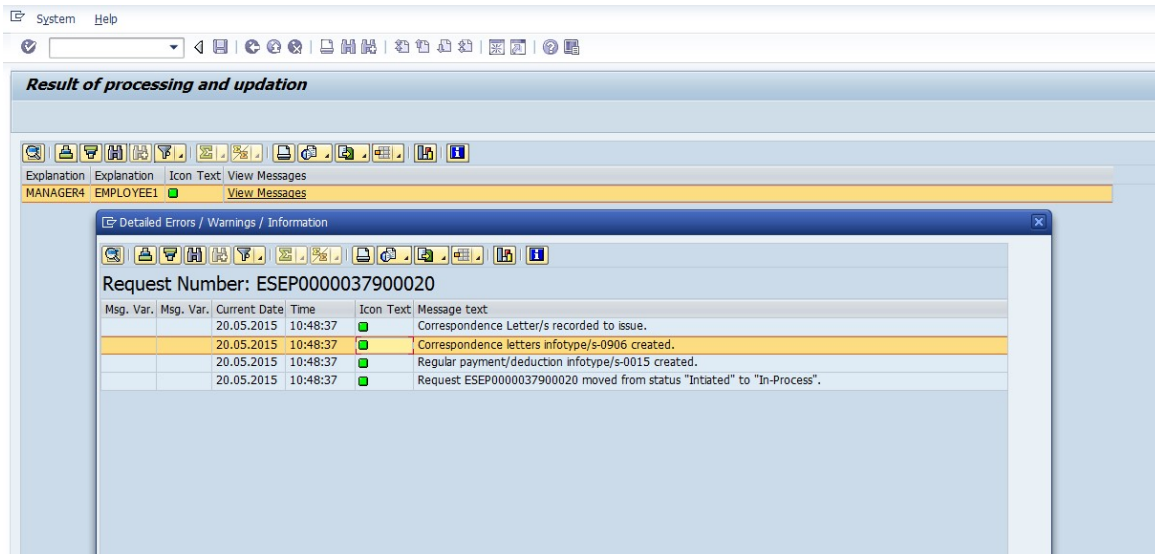
☒ Process & Update Mode (No User Interaction)  
☐ Process & Update Mode (User Interaction)  
☐ View Erroneous Records & Process

Request & Solution Type Filter

Solution Type    
 Request Number

Field Name	Description	R/O/C	User Action and Values	Comments

Execute and Run program couple of times to let system trigger E-Separation process to the next stage i.e. Dues Clearance.



Output of the Trigger program above shows separation stage is been triggered here. Output log shows, system has generated two separation letters and updated Payroll master data with dues clearance recoverables.

### 2.6.3. SEPARATION ACTION - MENU PATH AND TRANSACTION NUMBER

**Transaction code: SM35 Batch session**

**Transaction code: PA30 HR Master data**

System updates separation action to be run by the administrator as batch session. Check SM35 Batch session created by the system. Select session and run separation action in the foreground. Delimit employee data as required and change employment status to the withdrawn.



Session Edit Goto Utilities System Help

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria  
Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.	3	✓	Screens	D..	Ql
E-SEPARATION		VINODN	20.05.2015	10:48:37	HINUEATP		VINODN	2	0	0	5	15	
E-SEPARATION	✓	VINODN	15.05.2015	17:28:32	HINUEATP		VINODN	2	0	2	5	15	
ZMR_ENTRY	✗	PANKAJW	15.05.2015	14:49:06	/SAPDMC/SAP...		PANKAJW	22	5	14	88	15	
ZMR_ENTRY	✗	PANKAJW	15.05.2015	14:47:23	/SAPDMC/SAP...		PANKAJW	22	22	0	88	15	
E-SEPARATION	✓	VINODN	15.05.2015	14:35:23	HINUEATP		VINODN	2	0	2	5	15	
RPTQTA00		KSHITIJM	11.05.2015	10:58:59	RPTQTA00		KSHITIJM	0	0	0	0	15	
E-SEPARATION	✓	VINODN	09.05.2015	22:21:54	HINUEATP		VINODN	2	0	2	5	15	
RPTQTA00		KSHITIJM	08.05.2015	13:16:22	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	13:15:52	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	13:06:21	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	12:14:30	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	12:13:42	RPTQTA00		KSHITIJM	0	0	0	0	15	
E-SEPARATION	✗	VINODN	01.05.2015	18:58:01	HINUEATP		VINODN	2	1	1	5	15	
ANCHAL191309		ANCHALJ	28.04.2015	19:13:11	SAPMHPS0		ANCHALJ	1	0	0	2	15	
RPTQTA00		KSHITIJM	24.04.2015	12:56:18	RPTQTA00		KSHITIJM	0	0	0	0	15	

Session Edit Goto Utilities System Help

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria  
Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.	3	✓	Screens	D..	Ql
E-SEPARATION		VINODN	20.05.2015	10:48:37	HINUEATP		VINODN	2	0	0	5	15	
E-SEPARATION	✓	VINODN	15.05.2015	17:28:32	HINUEATP		VINODN	2	0	2	5	15	
ZMR_ENTRY	✗	PANKAJW	15.05.2015	14:49:06	/SAPDMC/SAP...		PANKAJW	22	5	14	88	15	
ZMR_ENTRY	✗	PANKAJW	15.05.2015	14:47:23	/SAPDMC/SAP...		PANKAJW	22	22	0	88	15	
E-SEPARATION	✓	VINODN	15.05.2015	14:35:23	HINUEATP		VINODN	2	0	2	5	15	
RPTQTA00		KSHITIJM	11.05.2015	10:58:59	RPTQTA00		KSHITIJM	0	0	0	0	15	
E-SEPARATION	✓	VINODN	09.05.2015	22:21:54	HINUEATP		VINODN	2	0	2	5	15	
RPTQTA00		KSHITIJM	08.05.2015	13:16:22	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	13:15:52	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	13:06:21	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	12:14:30	RPTQTA00		KSHITIJM	0	0	0	0	15	
RPTQTA00		KSHITIJM	08.05.2015	12:13:42	RPTQTA00		KSHITIJM	0	0	0	0	15	
E-SEPARATION	✗	VINODN	01.05.2015	18:58:01	HINUEATP		VINODN	2	1	1	5	15	
ANCHAL191309		ANCHALJ	28.04.2015	19:13:11	SAPMHPS0		ANCHALJ	1	0	0	2	15	
RPTQTA00		KSHITIJM	24.04.2015	12:56:18	RPTQTA00		KSHITIJM	0	0	0	0	15	

Process Session E-SEPARATION

Processing Mode

☒ Process/foreground  
☐ Display errors only  
☐ Background

Target host

Additional Functions

☐ Extended log  
☐ Expert mode  
☒ Dynpro standard size  
☐ Cancel if Log Error Occurs  
☐ Simulate Background Mode

Process



HR master data Edit Goto Extras Utilities Settings System Help

=INS

**Maintain HR Master Data**

Personnel no. 00000379

Basic Personal Data E... Other menu

Period

From To

☐ Today
 ☐ Curr. week
 ☐ All
 ☐ Current month
 ☐ From curr.date
 ☐ Last week
 ☐ To Current Date
 ☐ Last month
 ☐ Current Period
 ☐ Current Year

Choose

Direct selection

Infotype 0000 STy

Further restrictions

Object ID ☐ Lock ind. ☐ IT record no. ☐ Full key ☐

Maintain HR Master Data

OK Code

INS

Run action similar way currently UJVNL is performing leaving action during separation process.

Infotype Edit Goto Extras System Help

Copy Actions

Execute info group Change info group

Pers.No. 379

Pers.No. 379 Name Sanjeev Kumar Doharey

Pers.area 1000 IGL - Delhi Region Cost Ctr 3010 PNG O&M

EE subgrp 17 Additional Manager WS rule GEN General Work Schedule

Start 21.05.2015 to 31.12.9999

Personnel action

Action Type Leaving

Reason for Action NO Resignation

Status

Customer-specific

Employment Withdrawn

Organizational assignment

Position 50000432 Additional Manager PNG O&

Personnel area 1000 IGL - Delhi Region

Employee group 2 L 2 Grade Employees

Employee subgroup 17 Additional Manager

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
01.01.2012	16	Change in pay	02	Pay Scale Increase

Continue running leaving action and delimit required infotypes. Infotypes will come in the sequence as configured to come with the separation/leaving action.

#### 2.6.4. CHECK UPDATED PAYROLL DATA - MENU PATH AND TRANSACTION NUMBER

##### Transaction code: PA30 HR Master data

System updates recoverables collected in the dues clearance process over MSS from the various departments to the payroll master data.

As shown above, during dues clearance process from the reporting manager, we had 5000 rs recoverable against Tools/Accessories to be return to the department.

Check PA30 – infotype 0015 – additional deductions is been updated with the recovery amount from dues clearance by the trigger program.

Infotype Edit Goto Extras System Help

Display Additional Payments

Pers.No. 879 Name Sanjeev Kumar Doharey

Pers.area 1000 IGL - Delhi Region Cost Ctr 3010 PNG O&M

EE subgrp 17 Additional Manager WS rule GEN General Work Schedule

Chgd 20.05.2015 VINODN

Additional Payments

Wage Type 2200 Other Deductions

Amount A 500.00 INR

Number/unit 0.00

Date of origin 20.05.2015

Default Date 00

Assignment Number ESEP0000037900020

Reason for Change

Hit list

Personnel numb...	Name
00000323	Amandeep Singh
00000324	Sunny Chand
00000325	Ritesh Dhyani
00000326	Abhinav Sahay
00000328	Praveen Kumar F
00000330	Rajesh Agrawal
00000332	Sridhar Vitta
00000333	Sudhanshu Sharn
00000334	Meenakshi Sharn
00000335	Balbir Singh
00000336	Amit Nangia
00000337	Vikas Bansal
00000343	Subhashis Bhatta

## 2.6.5. CORRESPONDENCE LETTERS - MENU PATH AND TRANSACTION NUMBER

### Transaction code: PA30 HR Master data

System updates infotype 0906 with the letter data which enables correspondance letters to process in the Employee, HR Person and Reporting manager separation request attachment inbox.

Go to PA30 – infotype 0906 – Corrospodance letters

Infotype Edit Goto Extras System Help

Display Correspondence Letters

Pers.No. 379 Name Sanjeev Kumar Doharey

Pers.area 1000 IGL - Delhi Region Cost Ctr 3010 PNG O&M

EE subgrp 17 Additional Manager WS rule GEN General Work Schedule

Start 20.05.2015 To 20.05.2015 Chngd 20.05.2015 VINODN

Administration Information

Authorized Signatory 0 For Authorized Signatory 0

Correspondance Through 0 Reference Number ESE0000037900020

CC Recipient 1 0 CC Recipient 2 0

CC Recipient 3 0 Report To 0

Proposed New Org Data

Personal Area 0 Personal Sub Area 0

Org Unit 00000000 Current Org Unit 50000058

Position 0 Effective Date 0

Proposed New Personnel Action

Action Type Leaving

Reason NO

Other Details

Cheque Date 0 Cheque Amount 0.00

Country 0 Bank Key 0

Status Of Correspondance Letter

Hit list

Personnel numb...	Name
00000323	Amandeep Singh
00000324	Sunny Chand
00000325	Ritesh Dhyani
00000326	Abhinav Sahay
00000328	Praveen Kumar F
00000330	Rajesh Agrawal
00000332	Sridhar Vitta
00000333	Sudhanshu Shari
00000334	Meenakshi Sharn
00000335	Balbir Singh
00000336	Amit Nangia
00000337	Vikas Bansal
00000343	Subhashis Bhatta

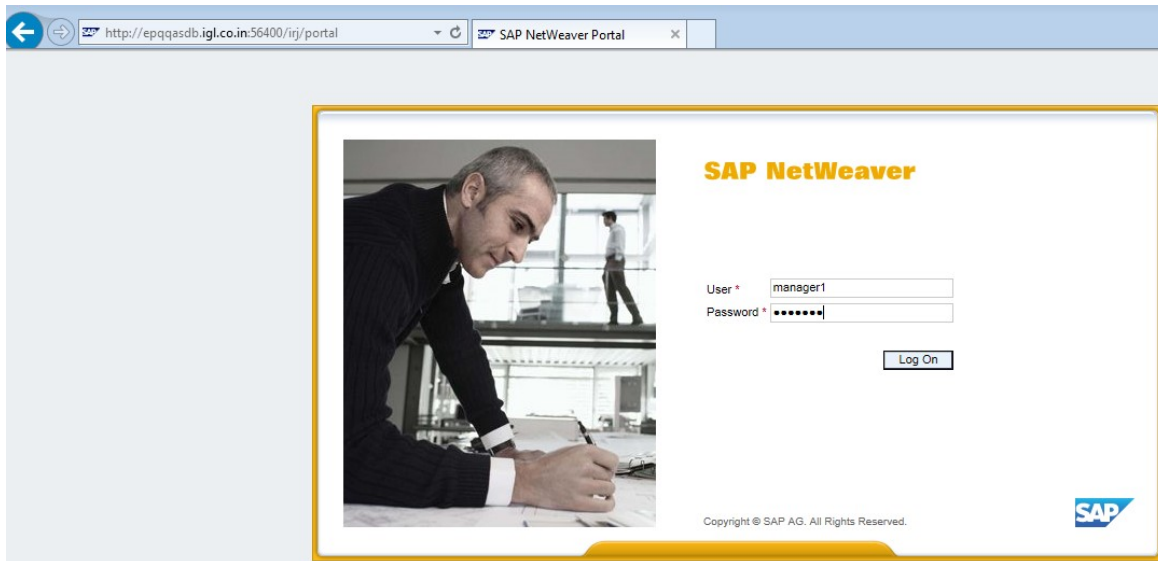
## 2.6.6. MENU PATH AND TRANSACTION NUMBER

MSS LINK: [HTTP://EPQQASDB.UJVN.CO.IN:56400/IRJ/PORTAL](http://EPQQASDB.UJVN.CO.IN:56400/IRJ/PORTAL)

## 2.6.7. CORRESPONDENCE LETTERS INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

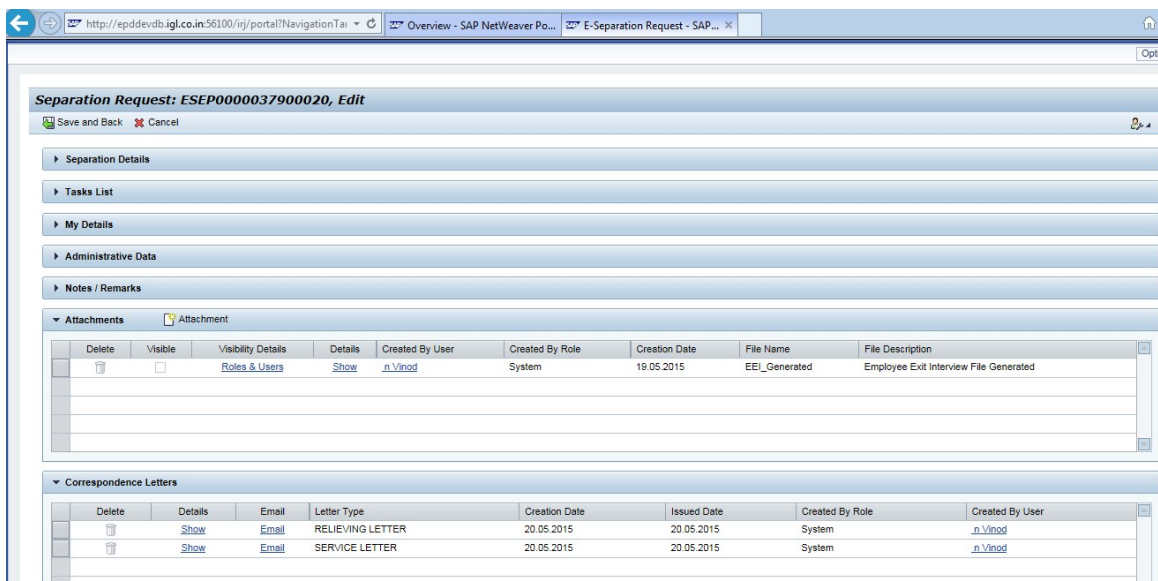
(**Note:** In the below table, in column “R/O/C”: “R” = Required, “O” = Optional, “C” = Conditional)

Login as employee or HR Person over ESS/MSS:



Go to E-Separation service,

Edit request and go to correspondence letters window of the request inside.



System has created two letters i.e. Relieving and Experience here as attachment which can be downloaded.

Further user needs to take print of this letters and take signature of the authority person (GM HR) of the UJVNL.

This will be completing E-Separation process of the employee.