



Overview

“Employee Separation” would fully automate the employee separation process covering online resignation, NDC clearance, disciplinary actions, HR-separation, and Full and final settlement. This will help an organization to track the separation process and generate meaning reports through the system. The online reports can be analysed and necessary steps can be taken to reduce the attrition rate of the organization. This will help all concerned departments to maintain and use separation data 24X7 online thus reducing the effort, time and paperwork involved in maintain the separation data.

Benefits

- Reducing the SLA for NDC process.
- Save effort and time as compared to maintaining the offline records on paper.
- Brings Transparency in the separation process as information is available to authorized users 24X7 through online reporting.
- Built in Escalation matrix for timely closure of workflow.
- System generated email notifications to help users to take timely action.
- Web based interface helps access the system over the network using thin client like Microsoft internet explorer.
- HR can know and analyse reason wise attrition reports to keep check on attrition numbers in the organization.

Scope of Project

- Online Resignation interface for employee to submit his/her resignation
- Employee master, Department master, Separation reason sub-reason master, NDC check list item master, and NDC SPOC master data maintenance by the authorized user.
- Online acceptance and approval of resignation.
- Online NDC clearance by different departments.
- HR action on resignation.
- Capturing disciplinary issues with the employee.
- HR Termination action.
- Employee master data migration through excel upload utility.
- Feeding payable and receivable amount from payroll system manually.
- System generated notification emails to the concerned users at each work flow step.
- Escalation emails to concerned users for timely closure.
- Standard attrition and NDC report.

Features

- Secure Logon
- Tracking NDC process online
- Notification email at each workflow step to the concerned authorities.
- Online resignation process
- Online capturing of Disciplinary action
- Online Termination and Separation.
- Escalation emails to ensure timely closure of separation workflow
- Standard separation and NDC reports



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