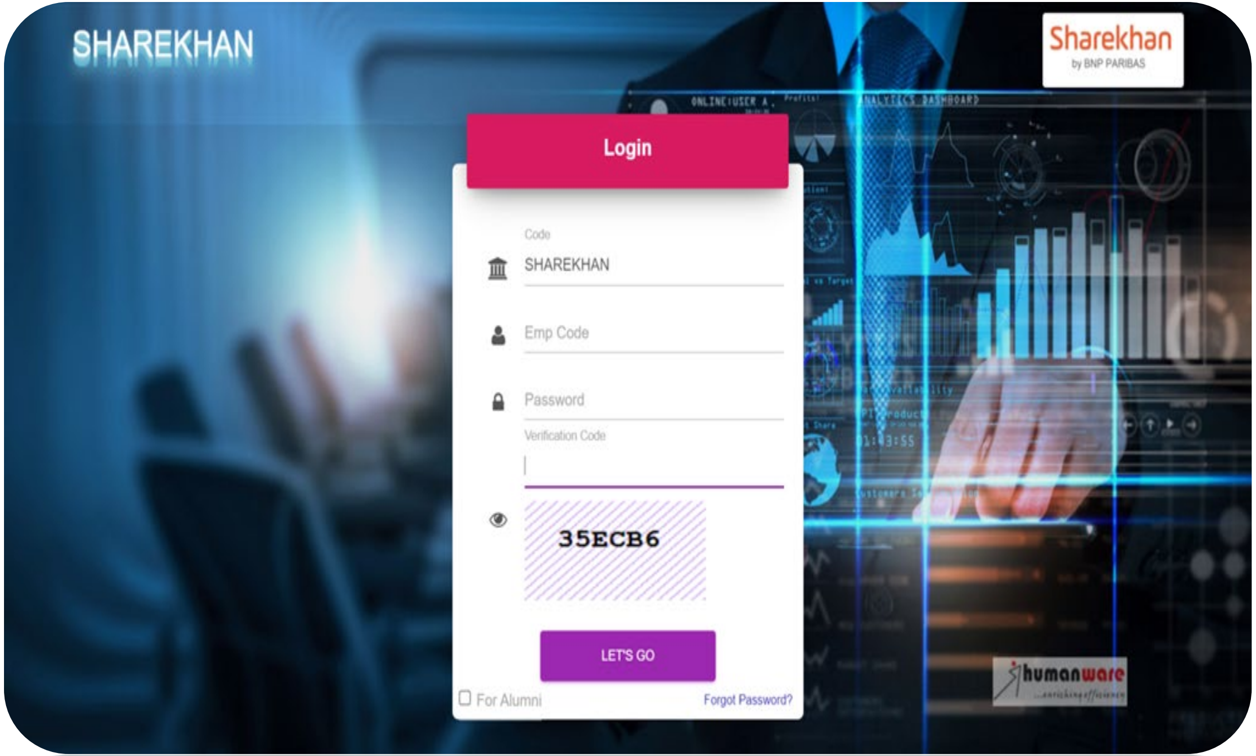
ShareKonnect

Employee Separation Module Manual

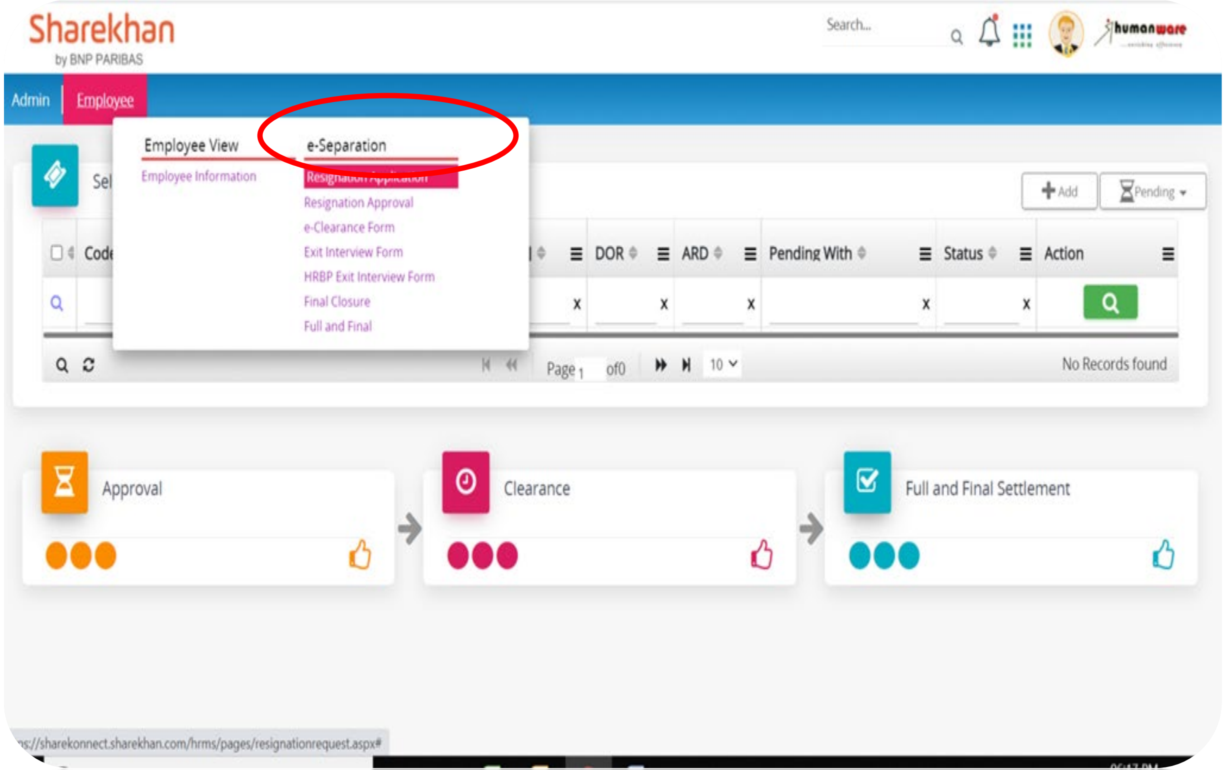
Login page



➢ Log in to the ShareKonnect portal using your log-in credentials.

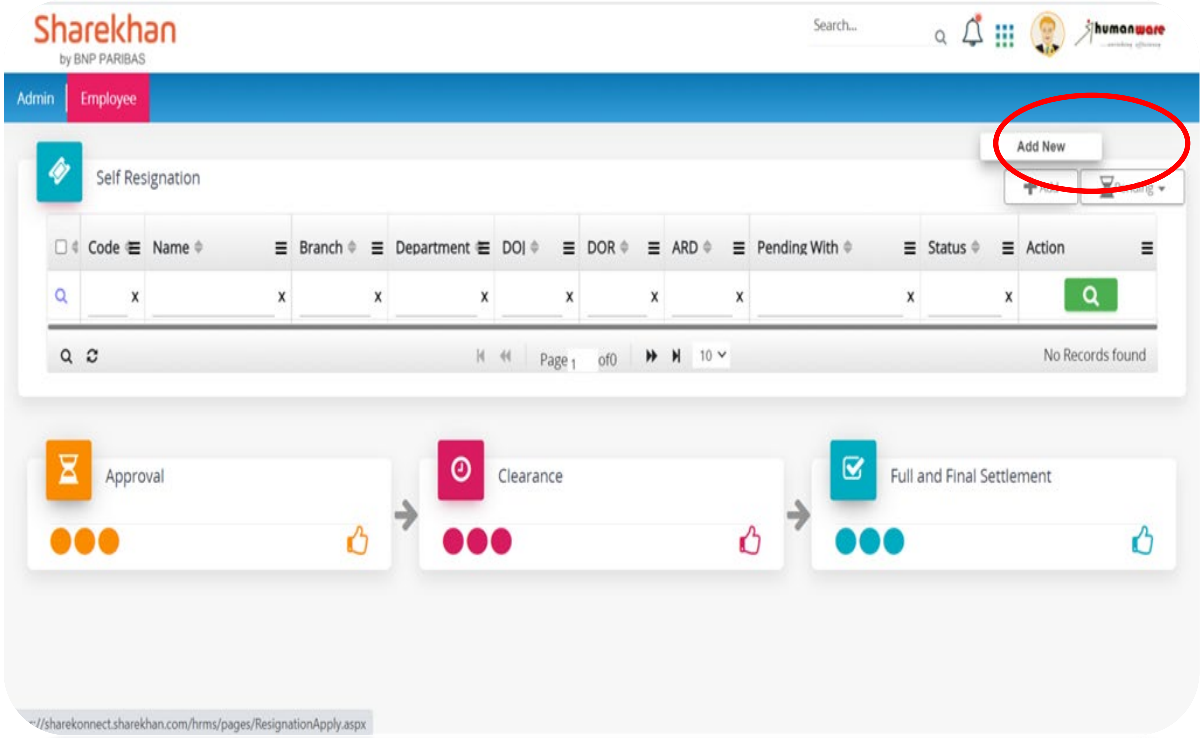
For the employee resigning

Resignation application



- An employee who wishes to resign from his position can now do so online by logging into ShareKonnect, clicking on the Employee menu and selecting the option "Resignation Application" under the e-Separation dropdown menu.

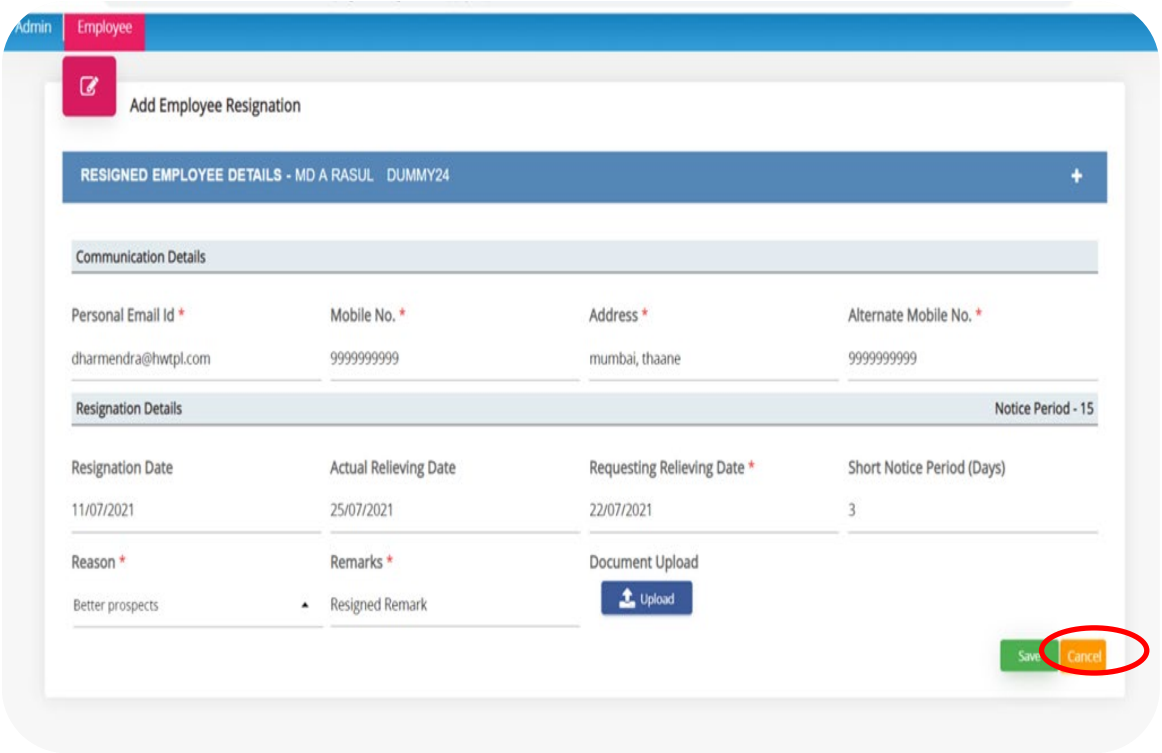
Resignation application



- After entering "Resignation Application", click on "Add New" button.

Note: *It is always advisable that an employee should have a conversation with his/her manager and convey his/her decision to quit before starting the separation process on ShareKonnect. This will help the manager to take are of the employee's concerns, if possible, and retain him/her.*

Resignation application



- Once the employee clicks "Add New" option, the "**Add Employee Resignation**" tab will open and display all the employee details.
- Edit "Communication Details", in case the details need to be corrected.
- Under "Resignation Details", the system will select the actual last working date as per the notice period clause but the employee can change the date after consulting his/her immediate supervisor.
- The employee may select the reason for resignation by clicking the dropdown menu under "**Reason**".
- The employee can then write remarks, upload the resignation letter (or e-mail) and click on the "**Save**" button.

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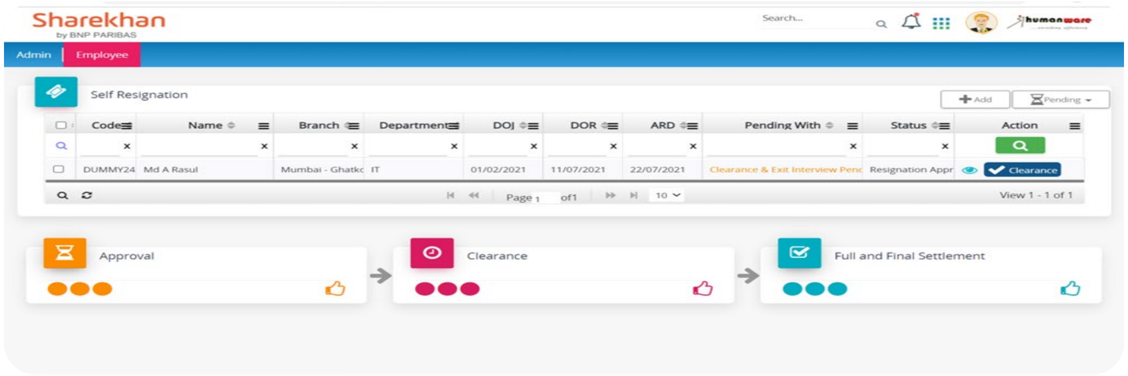
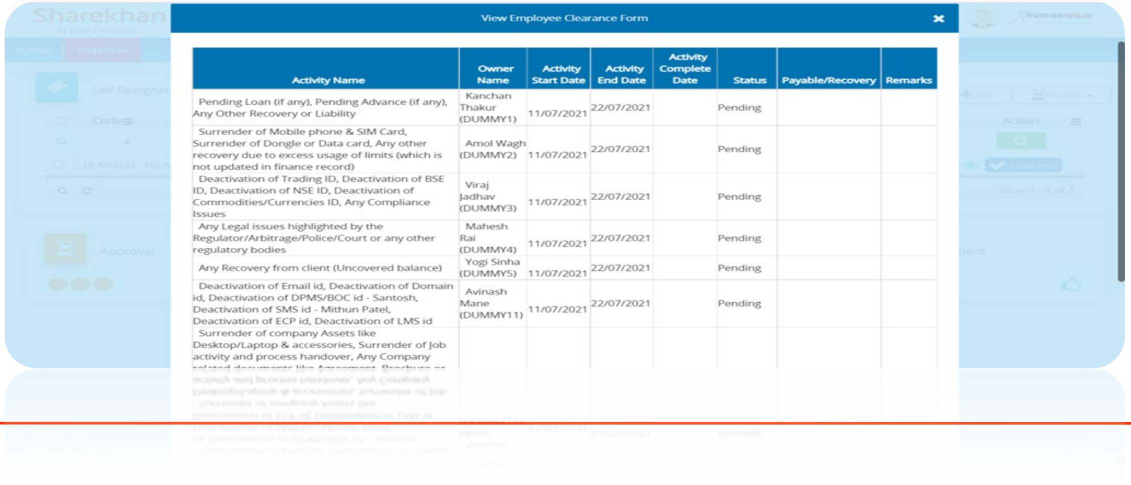
Resignation status



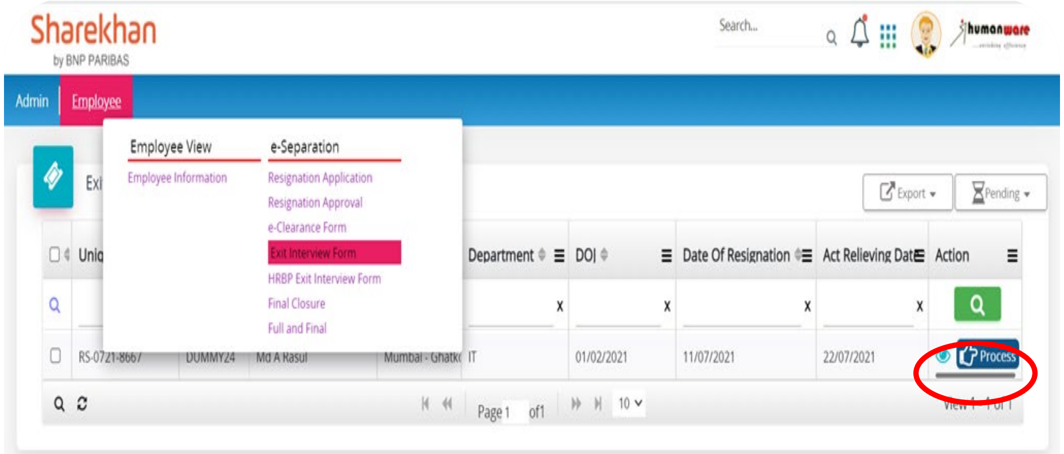

View Employee Clearance Form

Activity Name	Owner Name	Activity Start Date	Activity End Date	Activity Complete Date	Status	Payable/Recovery	Remarks
Pending Loan (if any), Pending Advance (if any), Any Other Recovery or Liability	Kanchan Thakur (DUMMY1)	11/07/2021	22/07/2021		Pending		
Surrender of Mobile phone & SIM Card, Surrender of Dongle or Data card, Any other recovery due to excess usage of limits (which is not updated in finance record)	Amol Wagh (DUMMY2)	11/07/2021	22/07/2021		Pending		
Deactivation of Trading ID, Deactivation of BSE ID, Deactivation of NSE ID, Deactivation of Commodities/Currencies ID, Any Compliance Issues	Viraj Jadhav (DUMMY3)	11/07/2021	22/07/2021		Pending		
Any Legal issues highlighted by the Regulator/Arbitrage/Police/Court or any other regulatory bodies	Mahesh Rai (DUMMY4)	11/07/2021	22/07/2021		Pending		
Any Recovery from client (Uncovered balance)	Yogi Sinha (DUMMY5)	11/07/2021	22/07/2021		Pending		
Deactivation of Email id, Deactivation of Domain id, Deactivation of DPMS/BOC id - Santosh, Deactivation of SMS id - Mithun Patel, Deactivation of ECP id, Deactivation of LMS id	Avinash Mane (DUMMY11)	11/07/2021	22/07/2021		Pending		
Surrender of company Assets like Desktop/Laptop & accessories, Surrender of Job activity and process handover, Any Company related documents like Agreement, Brochure or							

- After the manager approves the resignation, the employee can view the status of the resignation online.
- By clicking the "Clearance" button, he/she can view the clearance status from the concerned departments.

Note: *It's the resigning employee's responsibility to get clearances from all departments before the last actual working date. In case of any difficulty, the employee can approach his/her supervisor/manager and, if needed, escalate the matter to the HRBP assigned to his/her department. Please note that the handover process will not be considered complete till all clearances are received on ShareKonnect from all the respective stakeholders. Accordingly, the full & final settlement and relieving letter will go on hold till the said activity is completed.*

Exit interview

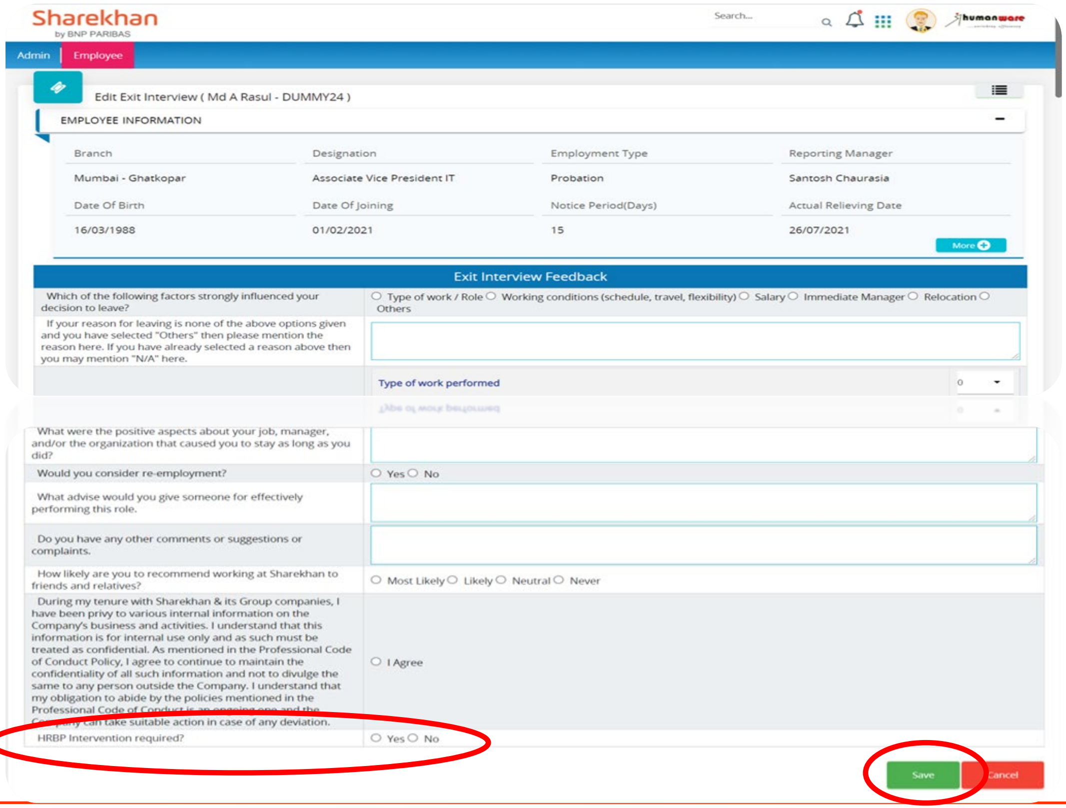


- After the approval of the resignation, it is compulsory for the resigned employee to complete the "Exit Interview Form" which is available in the e-Separation tab.
- To access the "Exit Interview Form" the employee needs to click the "Process" button.

Note: *It is compulsory for each employee to complete the Exit Interview Form and submit it before the last date of actual release. Please note that the employee's full & final settlement and relieving letter will not be released/issued without the completion of exit interview and all clearances are received in the ShareKonnect.*

The Exit Interview Form is confidential and can be accessed only by the Human Resources team.

Exit interview

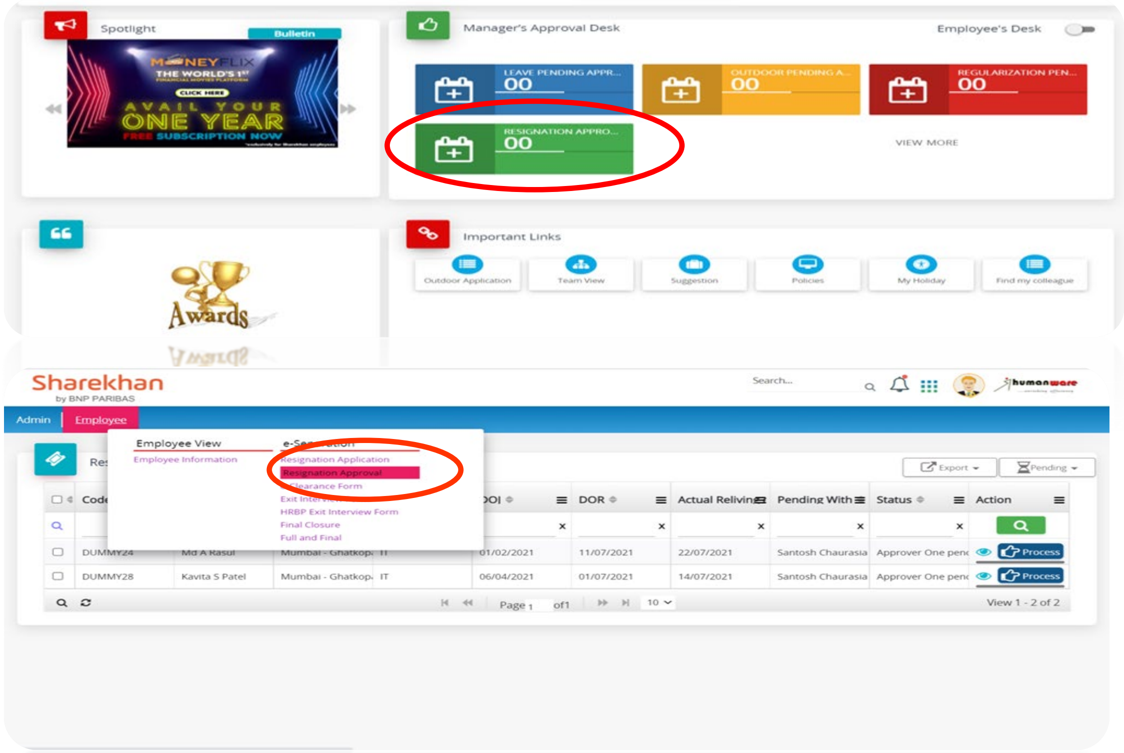


- Next, the employee needs to answer the questions mentioned in the "Exit Interview Form".
- If any employee wants to discuss or highlight any issues/concerns, then he/she can choose the "Yes" option against the "**HRBP intervention required**" question.
- After answering all questions in the form, the employee must click on the "Save" button.

Note: *Post-selection of "Yes" against the option of "HRBP intervention required", the concerned HRBP will get in touch with the employee over a conference call to understand the issues/concerns and will convey it to the right forum to be addressed appropriately.*

For the line manager of the employee resigning

Resignation approval in manager login page

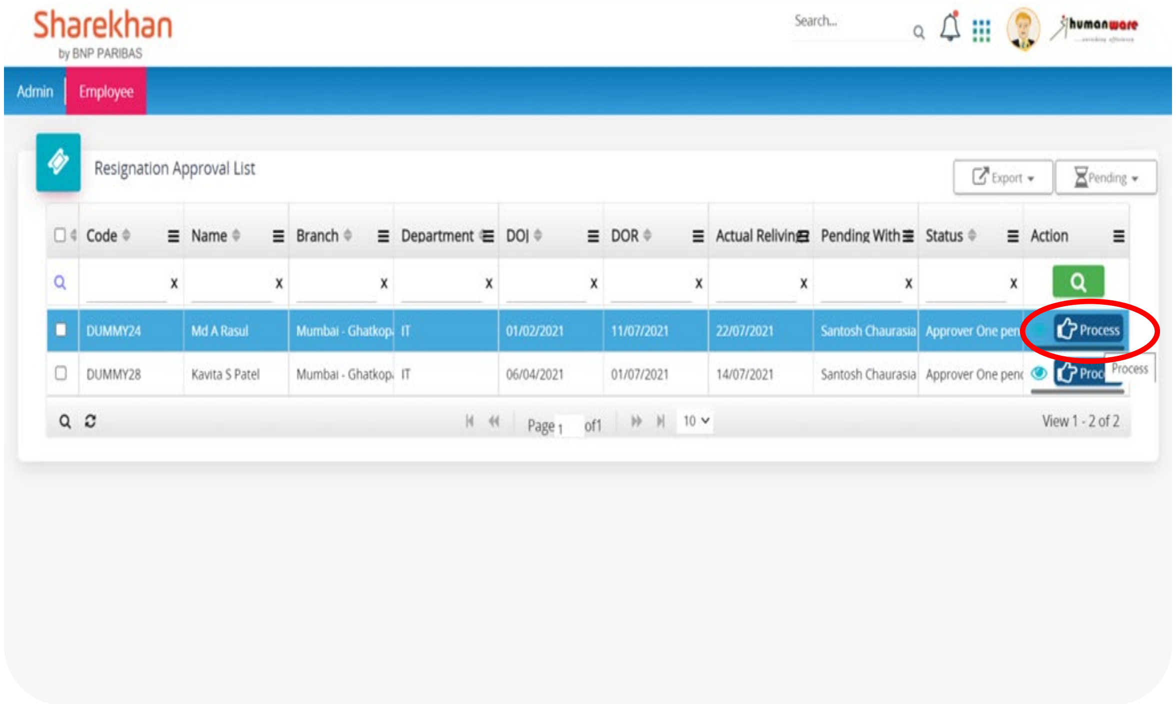


- The manager can view the resignation notification on the dashboard.
- The manager can access the approval page by clicking on the notification or following below path:

Employee – e-Separation – Resignation Approval

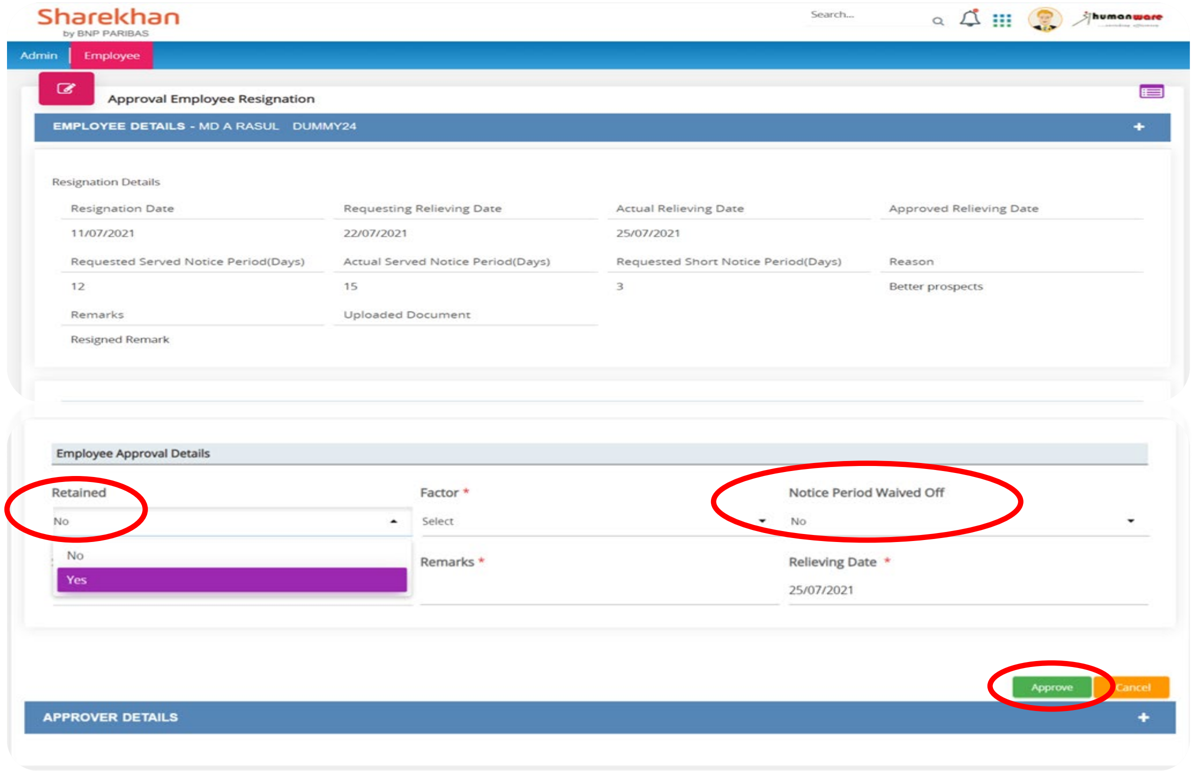
Note: *The manager should have a conversation with the exiting employee before accepting the resignation. This will give the manager an opportunity to understand the concerns and retain the employee, if required and possible.*

Resignation approval



- ➢ Click on the "Process" button to access the resignation approval page.

Resignation approval



- The manager can view the resignation details of the employee.
- Depending on the outcome of the conversation had with the exiting employee, the manager can decide to retain or let go of him/her.
- In Approval details, the manager can retain the employee by selecting **"Yes"** from the "Retain" dropdown menu. Once the employee is retained, his/her resignation will automatically get revoked in the system.
- To approve a resignation, a manager has to select the **"No"** option in the "Retained" dropdown menu.
- Post-discussion with the employee, the manager can select the correct factor/reason for resignation.
- The manager can waive the notice period by selecting "Yes" from the dropdown menu under "Notice Period Waiver Off". Similarly, the manager can choose recovery by selecting "No".

  Please note that notice period waiver is an exception. Hence, the approval of the Cluster Head or Department Head is needed over e-mail, which will be uploaded by the Payroll team in the HRIS system while processing the full & Final settlement.
- Click on the "**Approve**" button to approve the resignation.

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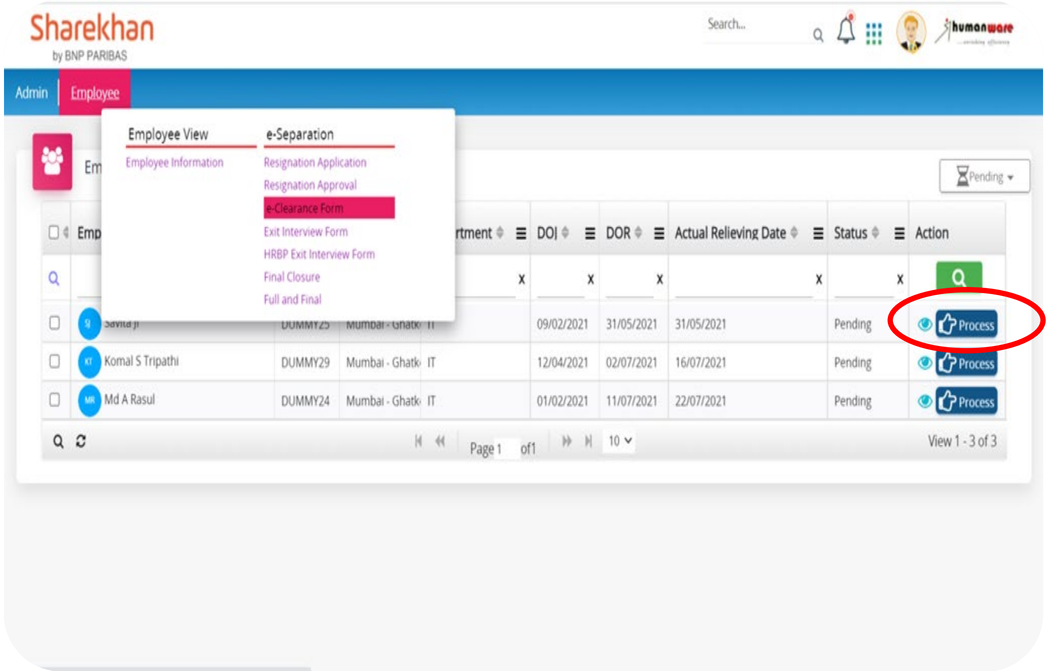
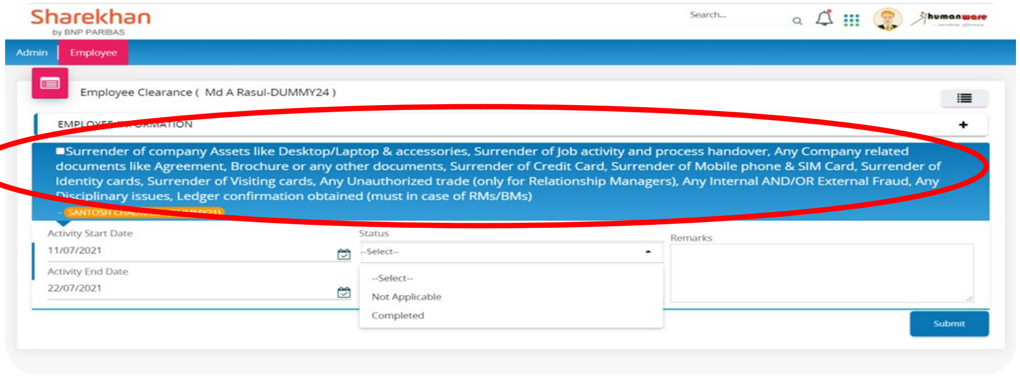
e-Clearance

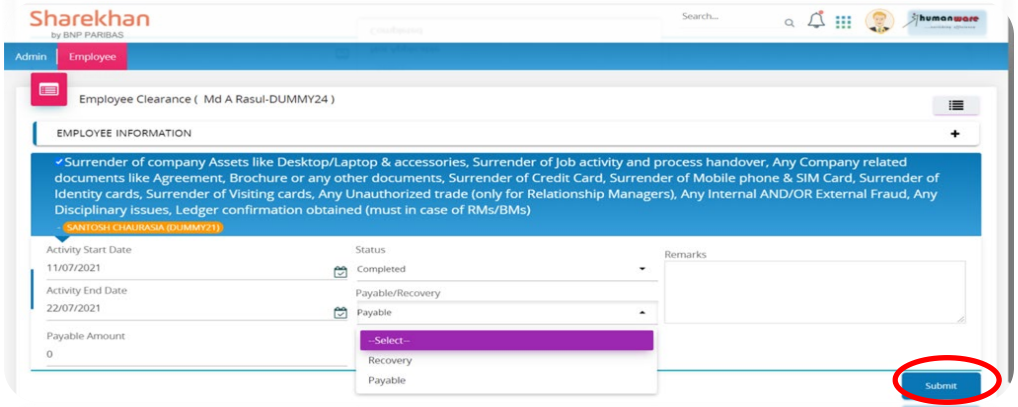


- ➢ After approving a resignation, a manager needs to complete the "e-clearance Form" for the resigned employee. Here is the path to follow:
- ➢ Employee – e-Clearance Form – Process button

Note: *The manager can complete the e-clearance Form only after proper handover of tasks has taken place, all documents have been received from the employee and the manager has acknowledged the same over e-mail specifying the detailed handover list.*

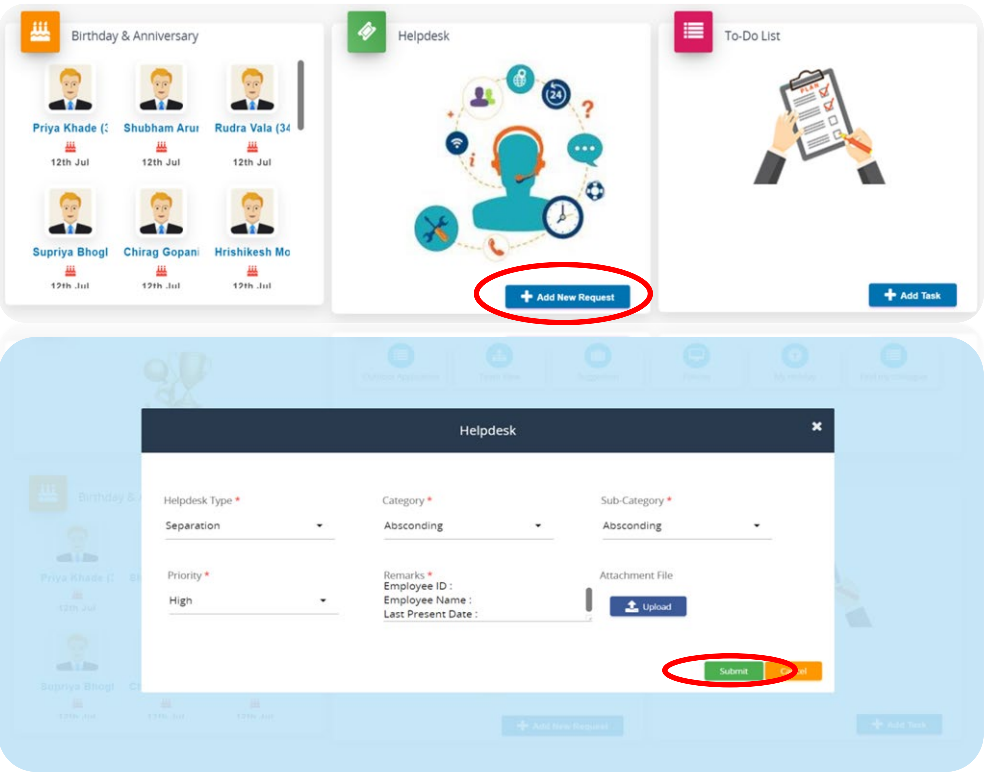
e-Clearance





- The manager has to complete the “e-clearance Form” mentioned in blue tab and provide the status of “Not Applicable or Completed” and write remarks, if any.
- If the manager selects the status as “Completed”, then he/she has the option to provide the payable or recovery amount, if any.
- If there is no payable or recovery amount involved and the employee has completed all the required activities, then the manager can give clearance by clicking on the “Submit” button.

Unauthorised absence intimation



- ➢ The manager can inform the system of an absconding case or unauthorised absenteeism of an employee by raising a ticket through Helpdesk.
- ➢ The manager can log in to ShareKonnect and access the “Helpdesk” tab to raise an absconding request.
- ➢ A ticket can be raised by clicking on the “**Add New Request**”.
- ➢ In “Helpdesk”, the manager needs to select the dropdown menu as mentioned to raise a ticket.
- ➢ In “Remarks”, the manager must clearly mention the employee’s ID, name and last present date as per ShareKonnect.
- ➢ The manager has an option to upload related documents (eg e-mail communications), if any, and click on the “Submit” button.
- ➢ Once the Helpdesk request is updated in ShareKonnect, the Payroll team will initiate the absconding process against the employee.
- ➢ In the meanwhile, if the employee resumes duty with an explanation, the manager should intimate the Payroll team at payroll@sharekhan.com.

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