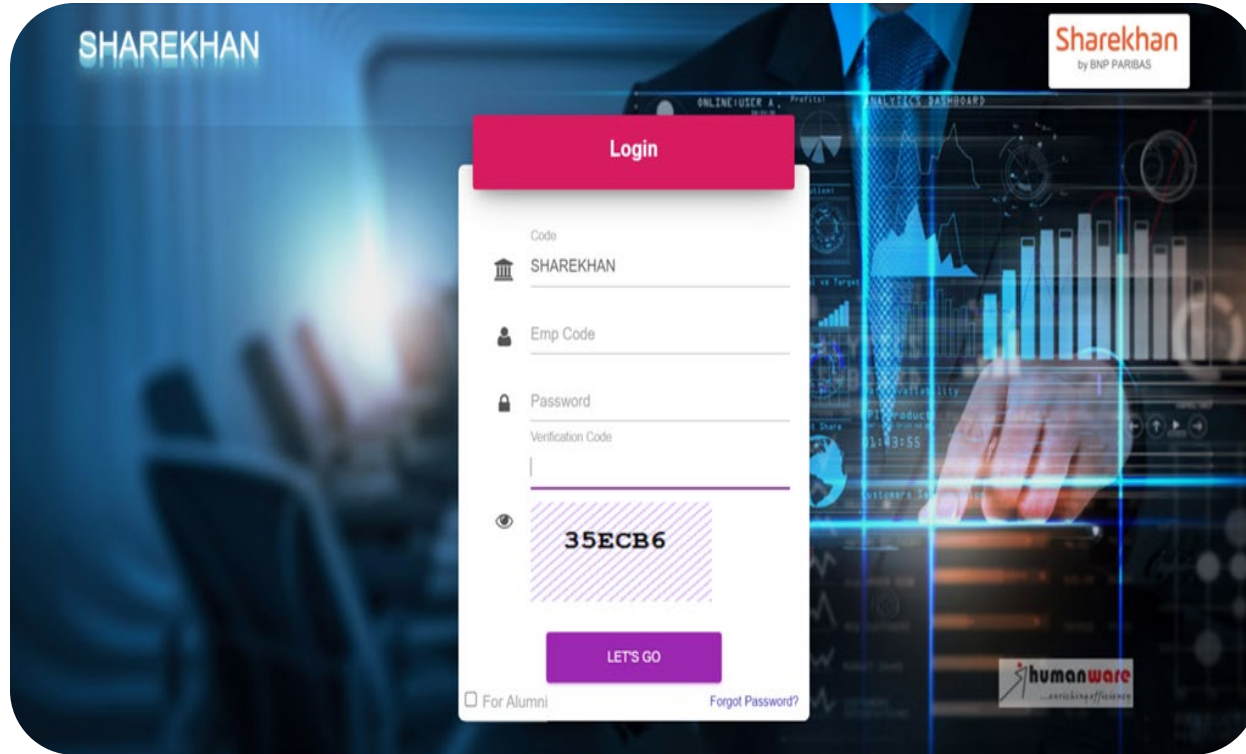


ShareKonnnect

Employee Separation Module Manual

Login page

A screenshot of the Sharekhan login page. The page has a dark blue background with a blurred image of a person in a suit. In the top left corner, the word "SHAREKHAN" is written in white. In the top right corner, there is a logo for "Sharekhan by BNP PARIBAS". The main login form is a white box with a pink header that says "Login". Inside the form, there are input fields for "Code" (with a bank icon and the text "SHAREKHAN"), "Emp Code" (with a person icon), "Password" (with a lock icon), and "Verification Code". Below the verification code field, there is a box displaying the code "35ECB6". At the bottom of the form, there is a pink button that says "LET'S GO". Below the button, there is a checkbox labeled "For Alumni" and a link that says "Forgot Password?". In the bottom right corner of the form, there is a logo for "humanware".

SHAREKHAN

Sharekhan
by BNP PARIBAS

ONLINE USER A. ...

Analytics Dashboard

Code
SHAREKHAN

Emp Code

Password

Verification Code

35ECB6

LET'S GO

☐ For Alumni [Forgot Password?](#)

humanware

- Log in to the ShareKonnnect portal using your log-in credentials.

For the employee resigning

Resignation application

The screenshot displays the Sharekhan HRMS interface. At the top, the 'Sharekhan by BNP PARIBAS' logo is visible on the left, and a search bar, notification bell, and user profile are on the right. Below the header, there are tabs for 'Admin' and 'Employee'. The 'Employee' tab is active, and a dropdown menu is open under 'Employee View', with 'e-Separation' highlighted. The dropdown menu includes options: 'Employee Information', 'Resignation Application', 'Resignation Approval', 'e-Clearance Form', 'Exit Interview Form', 'HRBP Exit Interview Form', 'Final Closure', and 'Full and Final'. Below the menu, a table with columns 'DOR', 'ARD', 'Pending With', 'Status', and 'Action' is shown. The table currently has no records. At the bottom, a workflow diagram illustrates the process: 'Approval' (orange icon) → 'Clearance' (pink icon) → 'Full and Final Settlement' (blue icon). Each step has a progress bar and a thumbs-up icon. The URL at the bottom is <https://sharekconnect.sharekhan.com/hrms/pages/resignationrequest.aspx#>.

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

Resignation application

The screenshot shows the 'Self Resignation' application in the Sharekhan HRMS system. The interface includes a search bar, a navigation menu with 'Admin' and 'Employee' tabs, and a table for managing resignation applications. The 'Add New' button is highlighted with a red circle. Below the table, there is a workflow diagram showing the stages: Approval, Clearance, and Full and Final Settlement.

Sharekhan
by BNP PARIBAS

Search...

Admin Employee

Self Resignation

Add New

Code	Name	Branch	Department	DOI	DOR	ARD	Pending With	Status	Action
x	x	x	x	x	x	x	x	x	

Page 1 of 0 10

No Records found

Approval

Clearance

Full and Final Settlement

sharekhan.com/hrms/pages/ResignationApply.aspx

- 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 ShareKonnnect. This will help the manager to take care of the employee’s concerns, if possible, and retain him/her.*

Resignation application

Admin Employee

Add Employee Resignation

RESIGNED EMPLOYEE DETAILS - MD A RASUL DUMMY24

Communication Details

Personal Email Id *	Mobile No. *	Address *	Alternate Mobile No. *
dharmendra@hwtpl.com	9999999999	mumbai, thaane	9999999999

Resignation Details

Resignation Date	Actual Relieving Date	Requesting Relieving Date *	Short Notice Period (Days)
11/07/2021	25/07/2021	22/07/2021	3

Reason *	Remarks *	Document Upload
Better prospects	Resigned Remark	

Save Cancel

- 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.

Resignation status

Sharekhan by BNP PARIBAS

Admin Employee

Self Resignation

Code	Name	Branch	Department	DOJ	DOR	ARD	Pending With	Status	Action
DUMMY24	Mid A Rasul	Mumbai - Ghatic	IT	01/02/2021	11/07/2021	22/07/2021	Clearance & Exit Interview Pending	Resignation Approved	Clearance

Approval → Clearance → Full and Final Settlement

- 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 ShareKonnnect from all the respective stakeholders. Accordingly, the full & final settlement and relieving letter will go on hold till the said activity is completed.

Sharekhan by BNP PARIBAS

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 - Nithun 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 document like Appointment, Brochure or research report, financial statements, bank statements, company ID card, etc.							

Exit interview

The screenshot displays the Sharekhan HR system interface. At the top, the 'Sharekhan by BNP PARIBAS' logo is visible. Below the header, there are tabs for 'Admin' and 'Employee'. A dropdown menu is open under the 'Employee' tab, showing options like 'Employee View', 'e-Separation', 'Resignation Application', 'Resignation Approval', 'e-Clearance Form', 'Exit Interview Form' (highlighted in pink), 'HRBP Exit Interview Form', 'Final Closure', and 'Full and Final'. The main area shows a table with columns: Department, DOJ, Date Of Resignation, Act Relieving Date, and Action. A row of data is visible: Department X, DOJ X, Date Of Resignation X, Act Relieving Date X. The 'Action' column for this row has a green 'Process' button, which is circled in red. The bottom of the screen shows 'Page 1 of 1' and a search bar.

- 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 ShareKonnnect.

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

Exit interview

Sharekhan
by BNP PARIBAS

Admin Employee

Edit Exit Interview (Md A Rasul - DUMMY24)

EMPLOYEE INFORMATION

Branch	Designation	Employment Type	Reporting Manager
Mumbai - Ghatkopar	Associate Vice President IT	Probation	Santosh Chaurasia
Date Of Birth	Date Of Joining	Notice Period(Days)	Actual Relieving Date
16/03/1988	01/02/2021	15	26/07/2021

More

Exit Interview Feedback

Which of the following factors strongly influenced your decision to leave?
If your reason for leaving is none of the above options given and you have selected "Others" then please mention the reason here. If you have already selected a reason above then you may mention "N/A" here.

☐ Type of work / Role ☐ Working conditions (schedule, travel, flexibility) ☐ Salary ☐ Immediate Manager ☐ Relocation ☐ Others

Type of work performed

What were the positive aspects about your job, manager, and/or the organization that caused you to stay as long as you did?

Would you consider re-employment?

☐ Yes ☐ No

What advice would you give someone for effectively performing this role.

Do you have any other comments or suggestions or complaints.

How likely are you to recommend working at Sharekhan to friends and relatives?

☐ Most Likely ☐ Likely ☐ Neutral ☐ Never

During my tenure with Sharekhan & its Group companies, I have been privy to various internal information on the Company's business and activities. I understand that this information is for internal use only and as such must be treated as confidential. As mentioned in the Professional Code of Conduct Policy, I agree to continue to maintain the confidentiality of all such information and not to divulge the same to any person outside the Company. I understand that my obligation to abide by the policies mentioned in the Professional Code of Conduct is non-transferable and the Company can take suitable action in case of any deviation.

HRBP Intervention required?

☐ Yes ☒ No

Save Cancel

- 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.

The screenshot displays the 'Manager's Approval Desk' interface. At the top, there's a 'Spotlight' section with a 'Bulletin' and a 'Money Lux' advertisement. Below this, the 'Manager's Approval Desk' section features several notification cards: 'LEAVE PENDING APPR...', 'OUTDOOR PENDING A...', 'REGULARIZATION PEN...', and 'RESIGNATION APPRO...'. The 'RESIGNATION APPRO...' card is highlighted with a red circle. To the right of these cards is a 'VIEW MORE' link. Below the notifications, there's an 'Important Links' section with buttons for 'Outdoor Application', 'Team View', 'Suggestion', 'Policies', 'My Holiday', and 'Find my colleague'. At the bottom, there's a 'Sharekhan by BNP PARIBAS' header with a search bar and a user profile. Below the header, there's a navigation bar with 'Admin' and 'Employee' tabs. The 'Employee' tab is active, showing a dropdown menu with options: 'Employee View', 'Employee Information', 'e-Separation', 'Resignation Application', 'Resignation Approval', 'Clearance Form', 'Exit Interview', 'HRBP Exit Interview Form', 'Final Closure', and 'Full and Final'. The 'Resignation Approval' option is highlighted with a red circle. Below the dropdown, there's a table with columns: 'Employee ID', 'Employee Name', 'Employee Location', 'Joining Date', 'Last Working Date', 'Actual Relieving Date', 'Pending With', 'Status', and 'Action'. The table contains two rows of data. The first row shows an employee named 'DUMMY24' with a joining date of '01/02/2021' and a last working date of '11/07/2021'. The second row shows an employee named 'DUMMY28' with a joining date of '06/04/2021' and a last working date of '01/07/2021'. Both rows have a status of 'Approver One pending' and an action button labeled 'Process'.

Resignation approval

Sharekhan
by BNP PARIBAS

Admin Employee

Resignation Approval List

Export Pending

<input type="checkbox"/>	Code	Name	Branch	Department	DOJ	DOR	Actual Reliving	Pending With	Status	Action
<input type="checkbox"/>	x	x	x	x	x	x	x	x	x	<input type="button" value="Process"/>
<input checked="" type="checkbox"/>	DUMMY24	Md A Rasul	Mumbai - Ghatkop	IT	01/02/2021	11/07/2021	22/07/2021	Santosh Chaurasia	Approver One pen	<input checked="" type="button" value="Process"/>
<input type="checkbox"/>	DUMMY28	Kavita S Patel	Mumbai - Ghatkop	IT	06/04/2021	01/07/2021	14/07/2021	Santosh Chaurasia	Approver One pen	<input type="button" value="Process"/>

Page 1 of 1 10 View 1 - 2 of 2

- Click on the “Process” button to access the resignation approval page.

Resignation approval

Sharekhan
by BNP PARIBAS

Admin Employee

Approval Employee Resignation

EMPLOYEE DETAILS - MD A RASUL DUMMY24

Resignation Details			
Resignation Date	Requesting Relieving Date	Actual Relieving Date	Approved Relieving Date
11/07/2021	22/07/2021	25/07/2021	
Requested Served Notice Period(Days)	Actual Served Notice Period(Days)	Requested Short Notice Period(Days)	Reason
12	15	3	Better prospects
Remarks	Uploaded Document		
Resigned Remark			

Employee Approval Details

Retained: No (dropdown menu open, Yes selected)

Factor *: Notice Period Waived Off (dropdown menu open, No selected)

Remarks *: Relieving Date *: 25/07/2021

APPROVER DETAILS

Approve Cancel

- 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.

e-Clearance

The screenshot shows the Sharekhan by BNP PARIBAS interface. The top navigation bar includes 'Admin' and 'Employee' tabs. A dropdown menu for 'Employee View' is open, showing options like 'Employee Information', 'Resignation Application', 'Resignation Approval', 'e-Clearance Form' (highlighted in red), 'Exit Interview Form', 'HRBP Exit Interview Form', 'Final Closure', and 'Full and Final'. Below the menu is a table of employees with columns for Department, DOJ, DOR, Actual Relieving Date, Status, and Action. The table lists three employees: Komal S Tripathi, Md A Rasul, and another employee. The 'Status' column for all three is 'Pending'. The 'Action' column for each employee has a 'Process' button, which is circled in red. The bottom of the screen shows 'Page 1 of 1' and 'View 1 - 3 of 3'.

Department	DOJ	DOR	Actual Relieving Date	Status	Action
Mumbai - Ghatk	09/02/2021	31/05/2021	31/05/2021	Pending	Process
Mumbai - Ghatk	12/04/2021	02/07/2021	16/07/2021	Pending	Process
Mumbai - Ghatk	01/02/2021	11/07/2021	22/07/2021	Pending	Process

- 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

Sharekhan
by BNP PARIBAS

Admin | Employee

Employee Clearance (Md A Rasul-DUMMY24)

EMPLOYEE INFORMATION

✓ Surrender of company Assets like Desktop/Laptop & accessories, Surrender of Job activity and process handover, Any Company related documents like Agreement, Brochure or any other documents, Surrender of Credit Card, Surrender of Mobile phone & SIM Card, Surrender of Identity cards, Surrender of Visiting cards, Any Unauthorized trade (only for Relationship Managers), Any Internal AND/OR External Fraud, Any Disciplinary issues, Ledger confirmation obtained (must in case of RMs/BMs)

Activity Start Date: 11/07/2021

Activity End Date: 22/07/2021

Status: --Select--

Remarks:

Not Applicable
Completed

Submit

Sharekhan
by BNP PARIBAS

Admin | Employee

Employee Clearance (Md A Rasul-DUMMY24)

EMPLOYEE INFORMATION

✓ Surrender of company Assets like Desktop/Laptop & accessories, Surrender of Job activity and process handover, Any Company related documents like Agreement, Brochure or any other documents, Surrender of Credit Card, Surrender of Mobile phone & SIM Card, Surrender of Identity cards, Surrender of Visiting cards, Any Unauthorized trade (only for Relationship Managers), Any Internal AND/OR External Fraud, Any Disciplinary issues, Ledger confirmation obtained (must in case of RMs/BMs)

Activity Start Date: 11/07/2021

Activity End Date: 22/07/2021

Payable Amount: 0

Status: Completed

Payable/Recovery: Payable

Remarks:

--Select--
Recovery
Payable

Submit

- 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 screenshot displays the ShareKconnect dashboard with three main sections: 'Birthday & Anniversary', 'Helpdesk', and 'To-Do List'. The 'Helpdesk' section features a central icon of a person with a headset and a clock, surrounded by various status icons. Below this icon, the '+ Add New Request' button is highlighted with a red circle. The 'To-Do List' section shows a clipboard icon and an '+ Add Task' button. The 'Birthday & Anniversary' section lists employees and their birthdays.

Employee Name	Birthday
Priya Khade (C)	12th Jul
Shubham Arur	12th Jul
Rudra Vala (34)	12th Jul
Supriya Bhogi	12th Jul
Chirag Gopani	12th Jul
Hrishikesh Mo	12th Jul

The 'Helpdesk' form is shown below the dashboard, with the 'Submit' button highlighted with a red circle.

Helpdesk

Helpdesk Type *
Separation

Category *
Absconding

Sub-Category *
Absconding

Priority *
High

Remarks *
Employee ID :
Employee Name :
Last Present Date :

Attachment File
Upload

Submit

- 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 ShareKconnect 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 ShareKconnect.
- 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 ShareKconnect, 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.