

*E-Separation-No matter the reasons:  
It is always hard to let an employee go.*

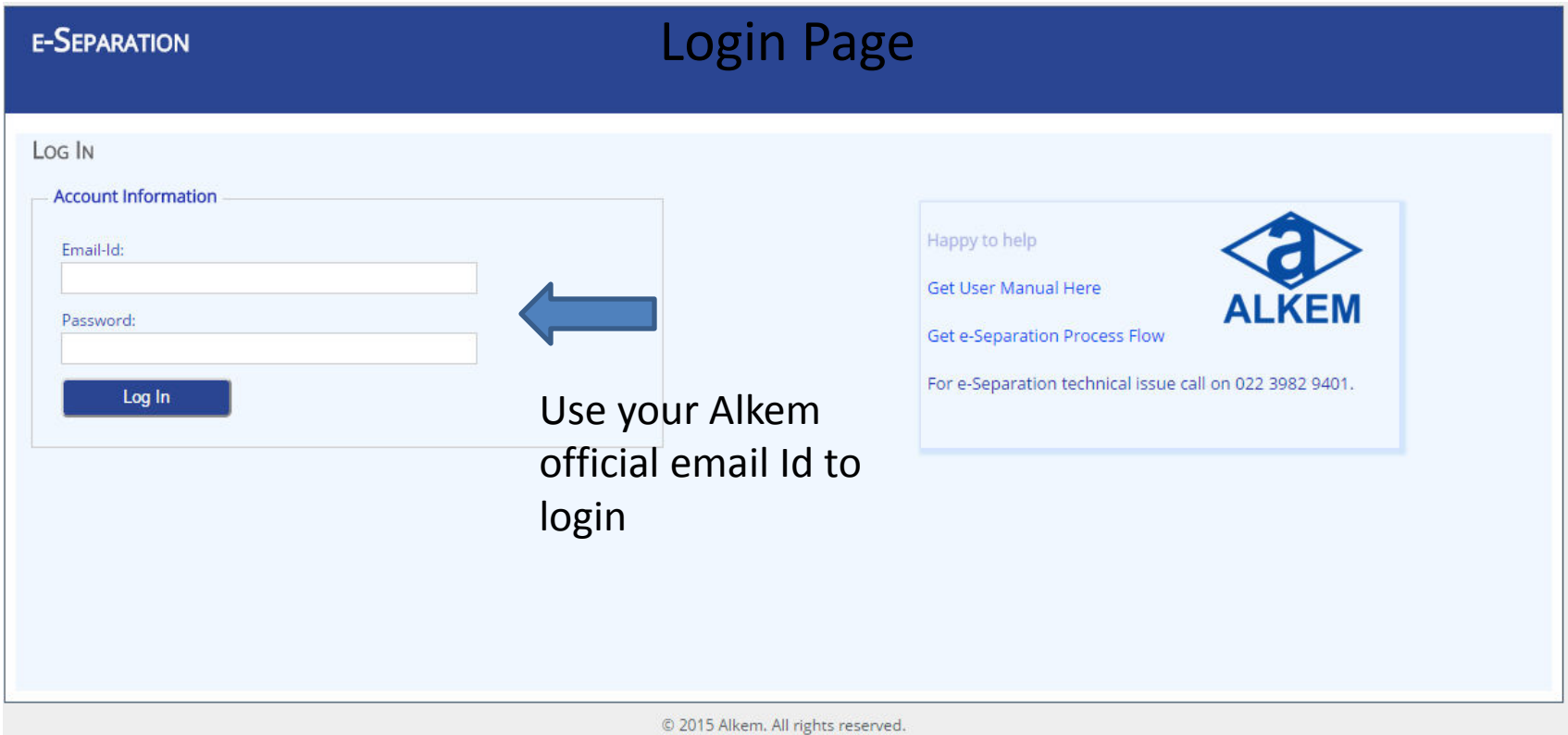


# E-Separation

Employees have to follow this process of resignation for Full & Final Settlement of their dues .

# Process flow: How to Start

- Go to [www.alkemites.com](http://www.alkemites.com)
- Click on E Separation



The screenshot shows the 'E-SEPARATION Login Page'. The page has a dark blue header with 'E-SEPARATION' on the left and 'Login Page' on the right. Below the header, there is a 'LOG IN' section. On the left, under 'Account Information', there are two input fields: 'Email-Id:' and 'Password:'. A blue arrow points from the text 'Use your Alkem official email Id to login' to the 'Email-Id:' field. Below the input fields is a blue 'Log In' button. On the right, there is a 'Happy to help' section with the Alkem logo and the text 'ALKEM'. Below the logo, there are two links: 'Get User Manual Here' and 'Get e-Separation Process Flow'. At the bottom of this section, it says 'For e-Separation technical issue call on 022 3982 9401.'.

E-SEPARATION Login Page

LOG IN

Account Information

Email-Id:

Password:

Log In

Happy to help

Get User Manual Here

Get e-Separation Process Flow

For e-Separation technical issue call on 022 3982 9401.

Use your Alkem official email Id to login

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# Home Page for Employee

E-SEPARATION

Welcome

abc@alkem.com

[Log Out](#)

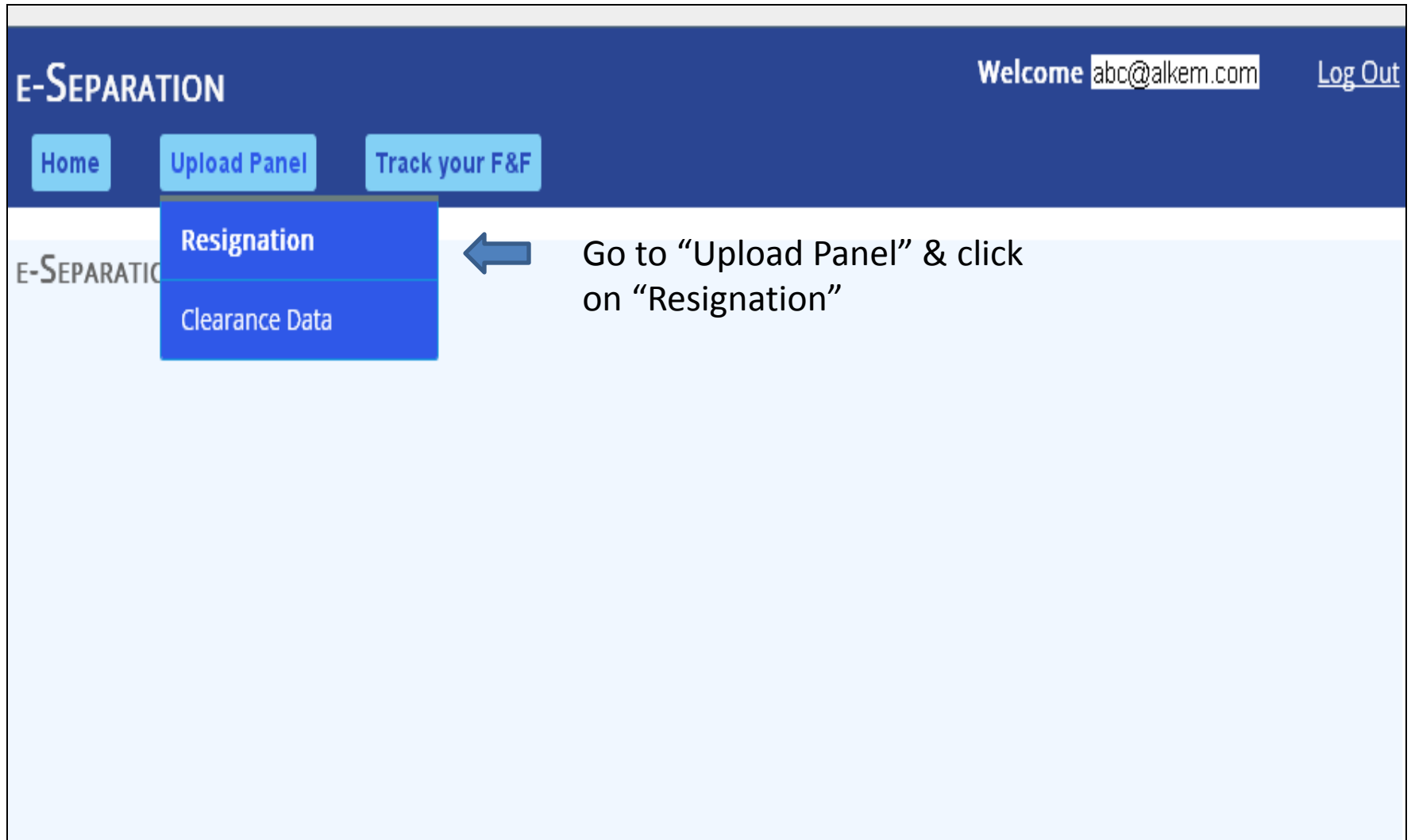
Home

Upload Panel

Track your F&F

E-SEPARATION

# Step 1



The screenshot displays the E-SEPARATION web application interface. The top navigation bar is dark blue and contains the text "E-SEPARATION" on the left, "Welcome abc@alkem.com" in the center, and "Log Out" on the right. Below the navigation bar, there are three light blue buttons: "Home", "Upload Panel", and "Track your F&F". The "Upload Panel" button is highlighted, and a dark blue dropdown menu is open below it, showing two options: "Resignation" and "Clearance Data". A blue arrow points from the text "Go to 'Upload Panel' & click on 'Resignation'" to the "Resignation" option in the dropdown menu.

E-SEPARATION

Welcome abc@alkem.com [Log Out](#)

Home Upload Panel Track your F&F

Resignation  
Clearance Data

Go to "Upload Panel" & click on "Resignation"

# Step 2 - Fill details in below form & click on “Submit” button

**E-SEPARATION** Welcome  [Log Out](#)

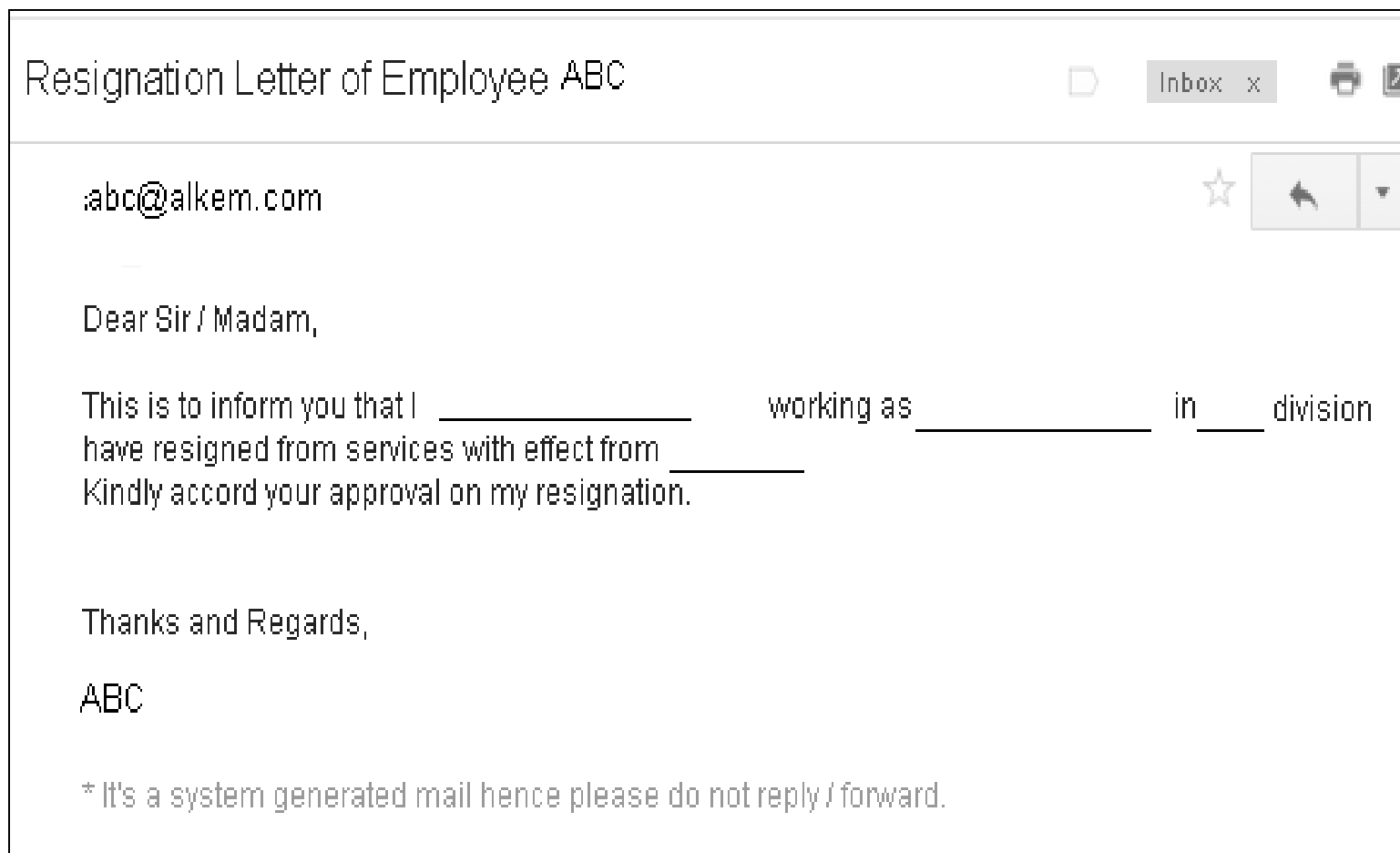
[Home](#) [Upload Panel](#) [Track your F&F](#)

### UPLOAD YOUR RESIGNATION

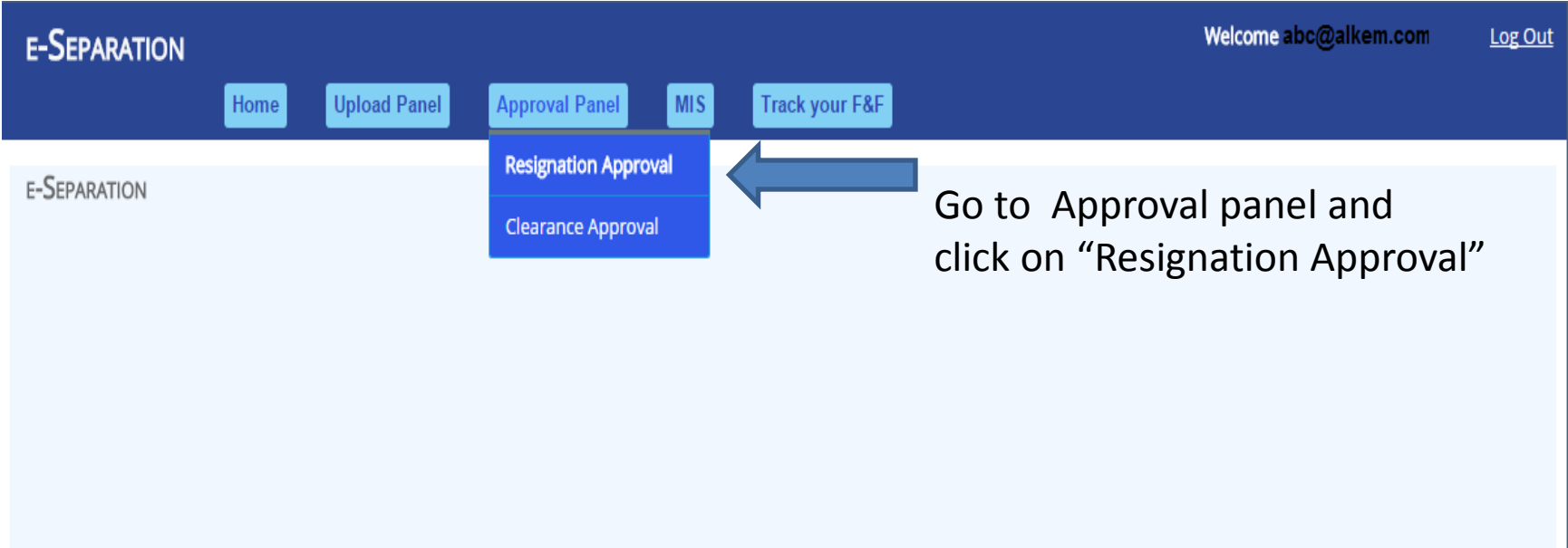
Empcode	<input type="text" value="xxxxxx"/>	Name	<input type="text" value="Employee Name"/>
Email Id	<input type="text" value="Email-Id of employee"/>	Location	<input type="text" value="Location of employee"/>
Designation	<input type="text" value="Designation of employee"/>	Division	<input type="text" value="Division of employee"/>
Date of Resignation	<input type="text"/>	Last Working Date	<input type="text"/>
Notice Period	<input type="text" value="Select"/>	Date Of Joining	<input type="text" value="Date of Joining"/>
Personal Email Id	<input type="text"/>	Alternative Contact No.	<input type="text"/>
Contact No.	<input type="text"/>	Address Of employee	<input type="text"/>
Current Address	<input type="text"/>	Permanant Address	<input type="text"/>
IFSC code	<input type="text"/>	Account No.	<input type="text"/>
Reporting Manager 1	<input type="text" value="xyz@alkem.com"/>	Reporting Manager 2	<input type="text" value="pqr@alkem.com"/>
Select Reason For Resignation	<input type="text" value="Select"/>		

**Note : Please submit your reports / Leave application in Garnet till date of resignation. Please note that your Garnet id will be blocked after resignation acceptance.**

# Step 3 – Your “Reporting Manager 1” will receive this mail



# Step 4- Manager will log in through E-Separation



E-SEPARATION

Welcome abc@alkem.com [Log Out](#)

Home Upload Panel **Approval Panel** MIS Track your F&F

Resignation Approval  
Clearance Approval

Go to Approval panel and click on "Resignation Approval"



# How to Upload Clearance Data

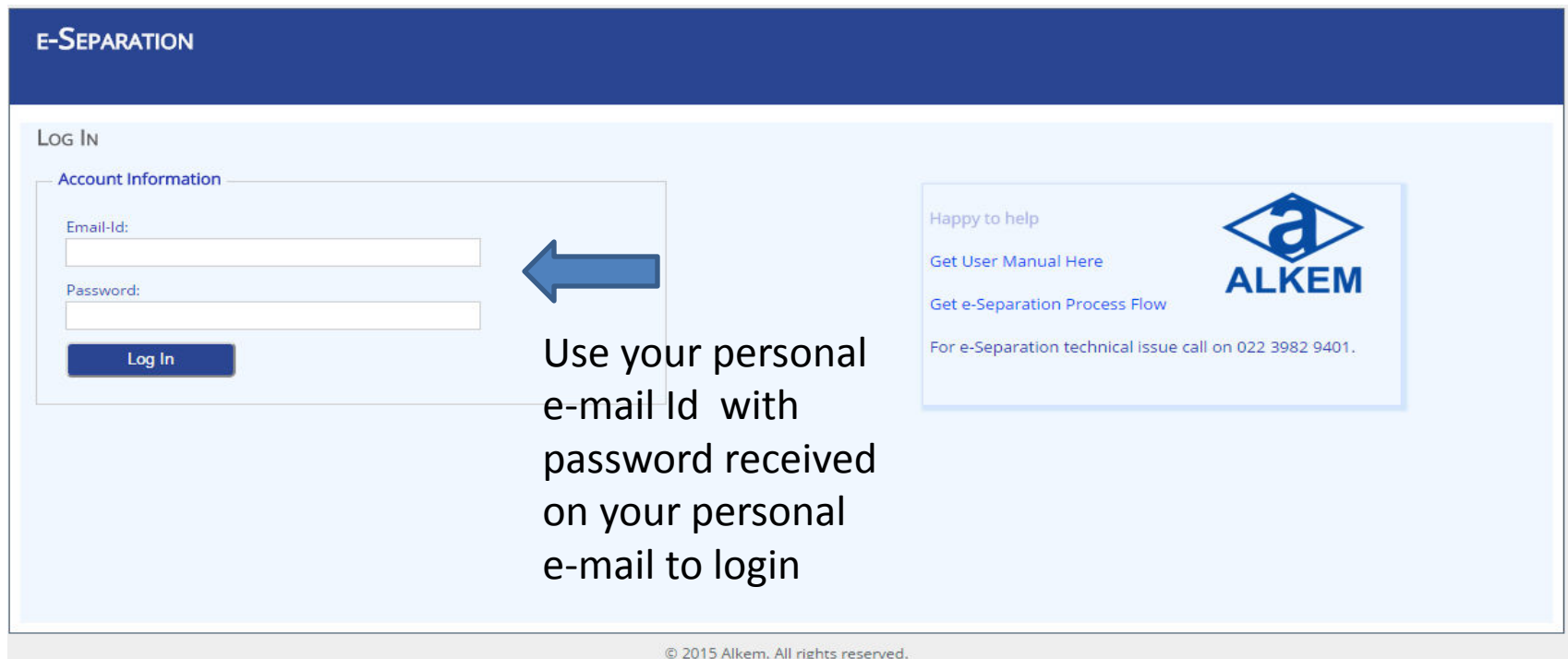
Once the resignation is accepted, the Employee will receive a Password on his personal e-mail id.

Personal e-mail id and the new password is to be used for initiating settlement process.

# How to Start:- Settlement Process

- Go to [www.alkemites.com](http://www.alkemites.com)
- Click on E- Separation

## Login Page

A screenshot of the 'E-SEPARATION' login page. The page has a dark blue header with the text 'E-SEPARATION' in white. Below the header, the page is light blue. On the left, there is a 'LOG IN' section with a sub-heading 'Account Information'. It contains two input fields: 'Email-Id:' and 'Password:'. Below these fields is a dark blue 'Log In' button. A blue arrow points from the 'Email-Id:' field towards the right. In the center-right, there is a text box with the ALKEM logo and the text: 'Happy to help', 'Get User Manual Here', 'Get e-Separation Process Flow', and 'For e-Separation technical issue call on 022 3982 9401.'. At the bottom of the page, there is a small copyright notice: '© 2015 Alkem. All rights reserved.'.

E-SEPARATION

LOG IN

Account Information

Email-Id:

Password:

Log In

Happy to help

Get User Manual Here

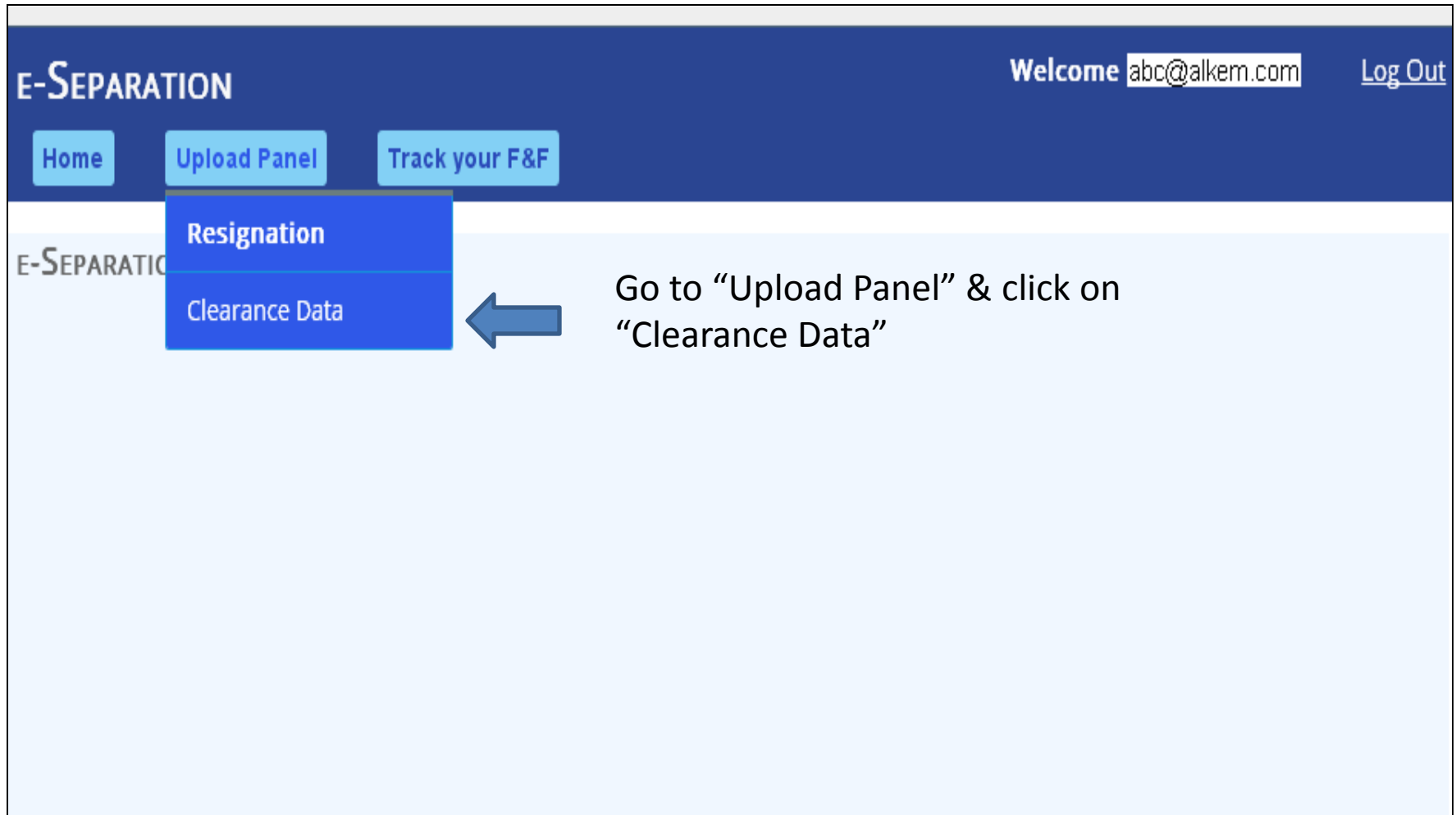
Get e-Separation Process Flow

For e-Separation technical issue call on 022 3982 9401.

Use your personal e-mail Id with password received on your personal e-mail to login

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# Step 2

A screenshot of a web application interface. The top navigation bar is dark blue with the text 'E-SEPARATION' on the left, 'Welcome abc@alkem.com' in the center, and 'Log Out' on the right. Below the navigation bar are three light blue buttons: 'Home', 'Upload Panel', and 'Track your F&F'. The 'Upload Panel' button is highlighted with a dark blue dropdown menu containing two options: 'Resignation' and 'Clearance Data'. A blue arrow points from the text 'Go to "Upload Panel" & click on "Clearance Data"' to the 'Clearance Data' option in the dropdown menu.

E-SEPARATION

Welcome abc@alkem.com [Log Out](#)

Home Upload Panel Track your F&F

Resignation  
Clearance Data

Go to "Upload Panel" & click on "Clearance Data"



# Step 3 –The below form will be displayed to Employee where he can fill details and upload documents

**E-SEPARATION** Welcome abc123@gmail.com [Log Out](#)

[Home](#) [Upload Panel](#) [Track your F&F](#)

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**Personal Details**

Empcode	012345	Name	empname
Email Id	abc@alkem.com	Location	emp location
Designation	designation	Division	division
Resign Date	DOR	Last Working Date	lwd
Current Address	<input type="text" value="Address of employee"/>	Permanant Address	<input type="text" value="Address of employee"/>

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**Clearance Details**

<b>Company Property Received</b>	<b>Details</b>	<b>Comments By Employee</b>	
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**Section-Sales Admin**

Pending T.E. Bill	<input type="text"/>		
Last DCR Received	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Pending Petty Marketing / CME / Other exp.		<input type="text"/>	
Pending Petrol Expenses		<input type="text"/>	

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**Section-Admin**

Lease Accommodation	<input type="text" value="Select"/>	<input type="text"/>	
Car	<input type="text" value="Select"/>	<input type="text"/>	
Icard	<input type="text" value="Select"/>	<input type="text"/>	
Pending Returnable Gatepass	<input type="text" value="Select"/>	<input type="text"/>	
Keys	<input type="text" value="Select"/>	<input type="text"/>	

# Step 4: On submission, mail will be sent to the Reporting Manager & other Stakeholders

Section-I.T.		
Laptop	Select ▼	<input type="text"/>
Pendrive	Select ▼	<input type="text"/>
Mobile	Select ▼	<input type="text"/>
Data Card	Select ▼	<input type="text"/>
Sim Card	Select ▼	<input type="text"/>
IPad	Select ▼	<input type="text"/>

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Section-Reporting Manager		
Working Bag / Briefcase	Select ▼	<input type="text"/>
Stationary	Select ▼	<input type="text"/>
DCR / Expense Pads, if any	Select ▼	<input type="text"/>
Visiting Cards	Select ▼	<input type="text"/>
Samples	Select ▼	<input type="text"/>
Promotional Inputs	Select ▼	<input type="text"/>
Visual Aids Other Literature	Select ▼	<input type="text"/>
Download & Upload (if submitted not applicable)	Travel Expenses	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload"/>
Download & Upload (if submitted not applicable)	Weekly Report	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload"/>

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Upload Attachments		
NOC(s)	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
Any Other	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>

# Resignation Process flow - 1

- Reporting Manager has to accept resignation within 2 days of receiving the resignation on system. He / She can either approve or disapprove resignation.
- As soon as Manager accepts resignation, automatic “FIRS” will be generated.
  - It will be the responsibility of Manager to generate FIRS if Employee is absconding in field for more than 7 days.
- If Manager does not accept resignation, it will automatically be forwarded to one level up and then HR. HR will consult upward Hierarchy / BU Head for decision in such cases.
- If a Peon or Worker resigns at Factory or Depot the responsibility will be of Depot Manager/HR Manager to submit resignation on behalf of the Employee.

## Resignation Process flow - 2

- Depot Manager/HR Manager at factory has to click on received or not received resignation.
- Password for Peon or Worker will be sent on the email of Depot /HR Manager factory
- Password will be valid only for 15 Days.
- Employee has to upload required documents for e-clearance.
- Clearance will be forwarded to Reporting Manager and other stakeholders. Manager can either accept or reject the clearance within two days of receiving it. In case of rejection documentary evidence and reason is a must. Information with reason of rejection /documents will go to the concerned employee who has to reply within 2 days.

# Resignation Process flow - 3

- Managers has to approve or act on the clearance information within 2 working days, failing which it will be escalated to next level. HR may clear the same in consultation with upward hierarchy/ BU Head.
- If approved by all Stakeholders, HR will validate and forward the clearance to Accounts.
- Accounts will transfer Final settlement amount if any through online transfer on the bank account provided by Employee at the time of resignation.
- Employee can view the settlement status on tracker. For any query employee can write mail to concerned person where his file remains pending.
- Employees will receive Final settlement information on their personal mail at the time of resignation.



# Clearance Tracking

- Any Ex employee will be able to view the settlement status by clicking on “Track your F&F” menu.



E-SEPARATION



Track your FFS at any point of time

# Track your F&F details

Home

Upload Panel

Track your F&F

Action	Action Date	Person	Support Desk
Resignation submitted on	21-May-2015 15:24:35	<b>Empname</b>	
Resignation Approved by 1st Reporting Manager	21-May-2015 16:50:38	Name of Reporting 1	
Resignation Approved by 2nd Reporting Manager	21-May-2015 17:22:13	Name of Reporting 2	
Password sent to update clearance data	21-May-2015 18:00:43	System Generated	
Clearance Data submitted on	23-May-2015 13:11:17	<b>Empname</b>	
Admin Data submission	23-May-2015 13:12:31	SURESH BABU P. D.	
I.T. Data submission	23-May-2015 13:13:00	IT SUPPORT	
HR Data submission	23-May-2015 13:31:21	MUKESH KUMAR SINGH	
HR Data submission	23-May-2015 13:32:08	RAJIV S. DESAI	