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Objective:

Objective of online exit process is to help Associates to complete the exit formalities seamlessly from his /her desktop/laptop without running around from desk to desk for getting approval. It helps in timely completion of exit formalities. Associate(s) can view his/her status of the exit checklist on the e_exit dashboard.

Eligibility:

All the Associates of Wockhardt Ltd., Carol Infoservices and Merind Ltd. located in India are eligible for online e-exit process.

Cadres Eligible:

Following Cadres are eligible for online e_exit process;

MO to M7A, AVP, VP, SRVP and President

R1 to R10

FM1 to FM5

Trainees: MT, RST and FMG

Not Eligible:

Workmen and Staff Cadre Associates are not eligible for online e_exit process.

Support:

For any queries and help, on e_exit portal, the concerned Associate(s) can send email to

EExit.Support@wockhardt.com

Logging to e_exit Portal:

Login to Wockhardt Intranet Portal - <http://innercircle.wockhardt.com/>

- Login to WIRE



- Click on E – Exit tab



- Click on Self Resignation Tab



Resignation Request:

- Fill In the Requested Relieving date (As requested by the employee) & the reason for resignation & Click on Resign Button .



Employee Code : 818744
Employee Name : TRUPTI BHASKAR AMIN
Expected Relieving Date : 07-Dec-2017
Requested Relieving Date : 21-Dec-2017
Reason for Resignation : [Better Career Prospects]
Note : Expected Relieving Date is Calculated as per the Grade.

Resign

- Please note: Expected date of relieving (notice period) will be automatically calculated by the system based on Cadre of the Associate
- Email notification will be sent to your immediate reporting manager for acceptance or rejection of resignation request.

CC for information will be send to concerned HR, HOD and Payroll

Withdrawal of Resignation:

- Once resignation request is sent , the concerned Associate will be able to see “Withdraw Resignation” button
- Associate can withdraw resignation anytime during the Exit process
- Associates have to discuss with the Reporting managers or HOD before withdrawing the resignation
- Click on “Withdraw Resignation” button



- Fill In the reason for withdrawal & Click on WITHDRAW.



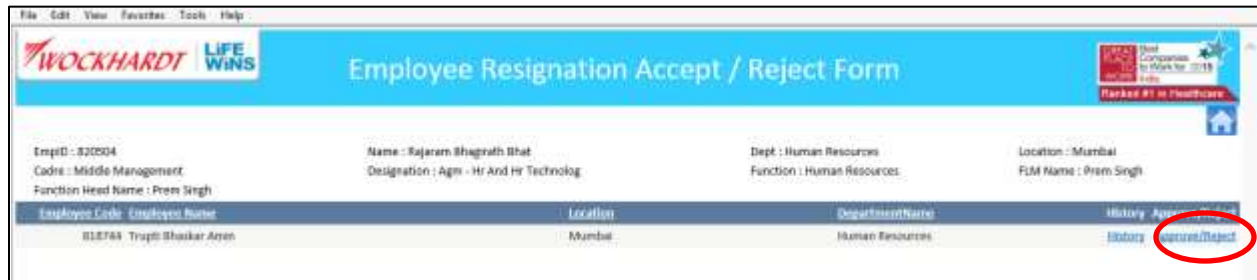
****Please note once the resignation is withdrawn your details stand deleted & details are to be filled again for fresh resignation.***

Acceptance / Rejection of Resignation – FLM Page

- Immediate reporting Manager (FLM) will receive email to accept or reject the resignation request.
- He has to login to WIRE- e_exit tab to approve or reject resignation request
- FLM will view following Dash board
 - He has to click on Review resignation ICON for accepting or rejecting the request of his team members
 - As a reporting manager (FLM), he has to give the clearance for his department
 - If he is the in charge of the department, he has to give the department clearance



- Click on Review Resignation (FLM) Tab
- Following screen will appear



- Click on Approve / Reject on the extreme right hand corner
- Following screen will appear



- Select appropriate Radio Button (Reject / Accept)
- Enter FLM remarks & SAVE
- On rejection details get deleted & mail Intimations are sent to all the related parties.
- On acceptance the FLM has to enter the Finalised Date of relieving



Receipt of Resignation (ROR) in SAP:

Once the FLM accepts the resignation, mail will be triggered to SAP – HR team about the resignation acceptance and final date of relieving.

SAP – HR team will run receipt of resignation in SAP with all the details.

An email will be triggered to Associate that , his/her resignation has been accepted and he/she has to complete the online exit formalities by logging to WIRE Portal.

Online Exit Check List:

The associate is provided with a link to fill in the online checklist.

Submit Self Exit Details:

- Click on the Submit/ View Self Exit Details Tab



- Update details in each Department Tab
 - Immediate Supervisor
 - Administration
 - IT
 - Compliance
 - Finance
 - Payroll
 - Travel Department
 - Human Resources

IMMEDIATE SUPERVISOR	ADMINISTRATION	IT	COMPLIANCE	FINANCE	PAYROLL	TRAVEL DEPT	HUMAN RESOURCES
Asset Details		Status		Remarks			
Human Resources							
Training - ACE / Bond Recovery		NO					
Updated Leave card		YES		No pending Discrepancies			
Education subsidy recovery		NO					
Completed Exit Interview form		YES		Completed Exit Interview with HR			
Pending Approval		NO					
<input type="button" value="Save"/> <input type="button" value="Clear"/>							

- Fill the appropriate status from the drop down (Yes/No/NA) and remarks against each item
- Wherever Status selected is “YES” , it is mandatory to fill the remarks columns
- Click on SAVE once all details are updated.

- Click on Clear to clear the contents

(Please note clear will delete contents from all department tabs)

On submission of the details, employee can view the status of approval by each Department

Status

Complete	Details FLM	Approved Admin	Approved IT	Approved Compliance	Approved HR	Approved Finance	Approved Payroll	Approved
View	Pending	Pending	Pending	Pending	Pending	Pending	Pending	Pending

Process for Approval of Exit details by Concerned Department :

1. FLM Approval:

- The FLM has to login to E Exit portal on WIRE & click on **Review Exit Checklist (FLM) Tab**



- Click on Approve on the extreme right hand corner
- Fill in the Recovery Amount if any & Remarks for all Tabs (Recovery Check box needs to be selected to fill in the amounts.)
 - Immediate Supervisor
 - IT
 - Compliance
- Click on Save & Approve

Approve
[Approve](#)

Please Select 'to Recovery' checkbox whenever applicable


IMMEDIATE SUPERVISOR			IT		COMPLIANCE	
Asset Details	Status	Employee's Remarks	Is Recovery Applicable	Amount	FLM Remarks	
Compliance Manager To : New Responsible User*						
Approved by (HOD)*	N/A	N/A				

Save & Approve
Clear

2. Department Approval (Admin/ IT/ Compliance/ HR/ Finance/ Payroll)



Pending: 2

- Click on Approve on the extreme right hand corner 
- Fill in the Recovery Amount if any & Remarks (Recovery Check box needs to be selected to fill in the amounts.)
- Click on Save & Submit

3. Payroll Approval:

Payroll can approve the Exit details only at the end after all other departments have approved the same.

The payroll tab will be enabled for payroll team, only after completion of all the other departments

Payroll team will be able to view complete list with total recoveries.

He can take out printout, sign and handover to the Associate and keep the acknowledgement copy in the Associate Personal folder.

View and download e_exit form:

- The Associate can view & download the Exit form once the form is duly approved by all departments.
 - E - Exit Portal
 - Status
 - View

Status

Complete	Details	FLM	Approved	Admin	Approved	IT	Approved	Compliance	Approved	HR	Approved	Finance	Approved	Payroll	Approved
View	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes



 - Download in Excel / PDF

HR Authorization to Correct / View & Lock Exit Details:

Once all the departments have filled in the details and submitted, they cannot change the details.

HR has the right to change the details and lock the data, once the Payroll department has completed the formalities.

1) For Correction:

- Click on Review Exit Checklist (Dept.)



- Select Requisite Option

Lock	Details	Corrections
Lock	Details	Correction
	Details	Correction
	Details	Correction

PS: Lock option is to be used only after Full & final settlement is completed for the associate. Details are frozen & cannot be changed once the details are locked.