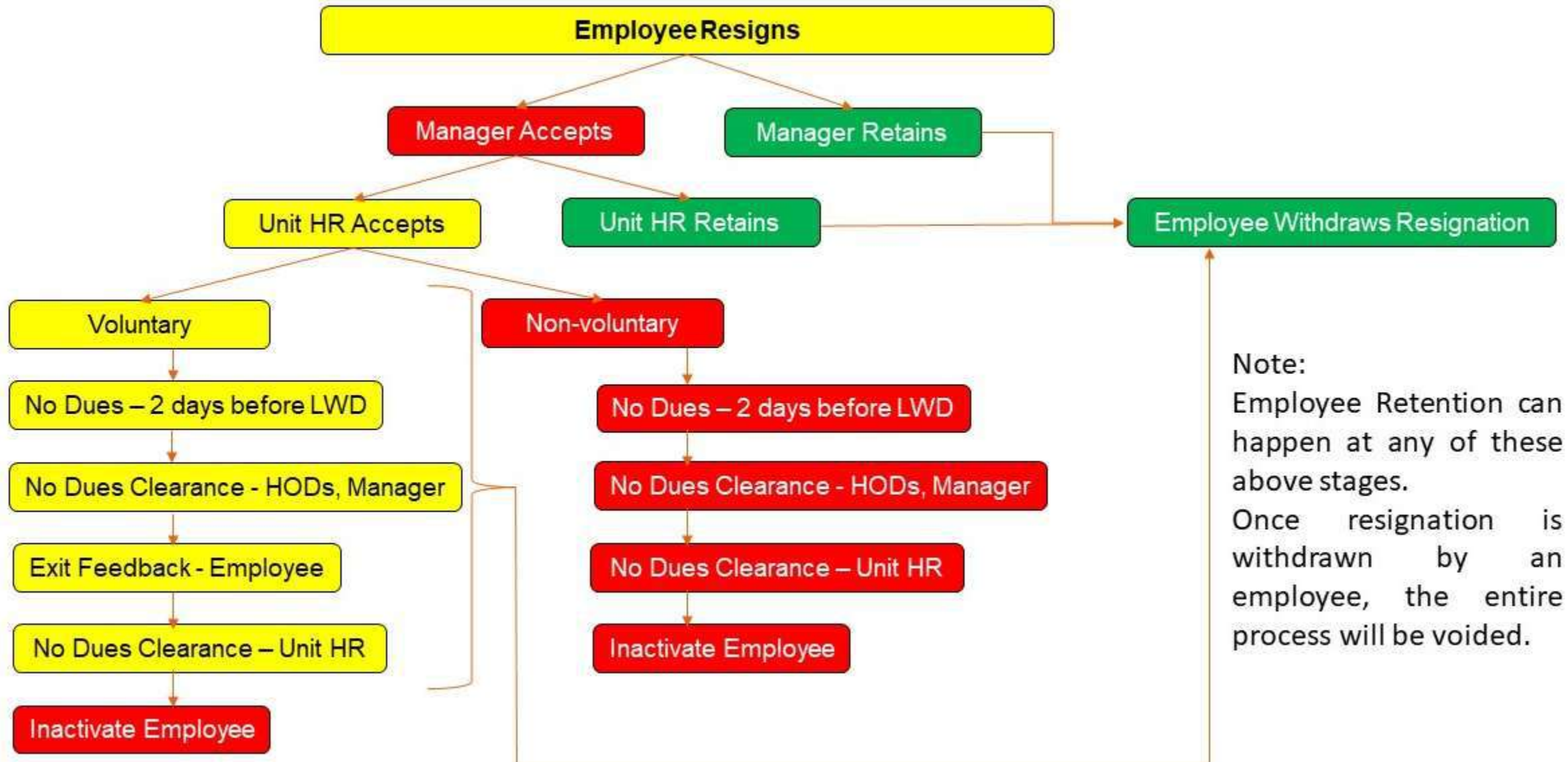




**MEDICOVER**  
HOSPITALS

**RESIGNATION  
USER GUIDE**

# Separation Process in HRMS



Note:  
Employee Retention can happen at any of these above stages. Once resignation is withdrawn by an employee, the entire process will be voided.

# Resignation Process in HRMS

**Step 1 :** Submit Resignation through HRMS

**Step 2 :** Reporting Manager Accepting Resignation or Retaining employee

**Step 3 :** HR Accepting Resignation and finalising last working date or Retaining employee

**Step 4 :** No Dues Clearance: 2 days prior to the last working day, No Dues Clearance Form will be open in HRMS.

a) Clearance from HODs (mentioned in the No Dues Form)

b) Clearance from Reporting Manager – complete handover should be done before this step

c) Fill in the Exit Feedback Form

d) Clearance from HR department – handover ID card, Medical benefit card, Visiting card, Hostel Clearance Letter and any other materials on/before the last working day.

**Note:** *In case of any dues, the same will be recovered from the Full & Final Settlement. Without No Dues Clearance from all HODs/Manager/HR; and Exit Feedback by employee, Full & Final Settlement cannot be initiated.*

**Step 5 :** Collect Relieving Letter from the HR department

**Step 6 :** Full & Final Settlement (if Exit Clearance is given by all the department HODs) will be made by the 20<sup>th</sup> of the following month.

***\*Employee Retention can happen at any of the above stages. Once resignation is withdrawn by an employee, the entire process will be voided.***



EMPLOYEE &  
MANAGER  
USER GUIDE

# Step 1: Login & Initial Navigation

Link: HRMS link (http://3.7.119.125/hrms/)


User ID: Employee ID

Password: HRMS password

Navigation

- Admin Dashboard
- Dashboard
- My Self
  - Manage My Details
  - My KRA
  - Attendance Summary
  - Leave Management
  - Tax Declaration at Source
  - Tasks List
  - Resignation

**Basic Information**



Branch :

Department :

DOJ :

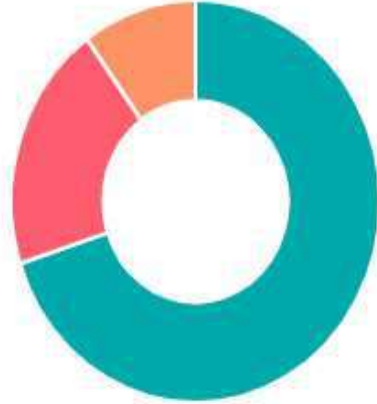
DOB :

Phone :

Mail :

[↓ Payslips](#)

Attendance (26-Dec till 25-Jan)



Present Absent Leaves

Total	Present	Absent	Leaves

In-Time | Out-Time

AM | NA

[Attendance Summary](#)

Total Leaves

Utilized | Available

0 | 0

[Leave Summary](#)

CL SL EL CO OH MP

# Step 1: Employee Resigning in HRMS

My Self > Resignation

Navigation

- Dashboard
- My Self**
  - Manage My Details
  - My KRA
  - Attendance Summary
  - Leave Management
  - Tax Declaration at Source
  - Tasks List
  - Resignation**
  - Change Password
- Task Manager

## Resignation

Employee Name:  Department:

Resignation Reason\*:  Last Working Date:

### Resignation Status

Show  entries

No Dues	Feedback	Withdraw	Resigned On
No data available			

Showing 0 to 0 of 0 entries

Recovery Amount:

# Step 2: Manager Accepting Resignation

My Team > Accept Resignation

Navigation



- Dashboard
- My Self >
- My Team >
  - Team Members
  - Leave Management
  - Approve/Reject OT
  - KRA
  - Accept Resignation

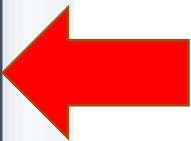
## Resignation List

Home / Resignation List

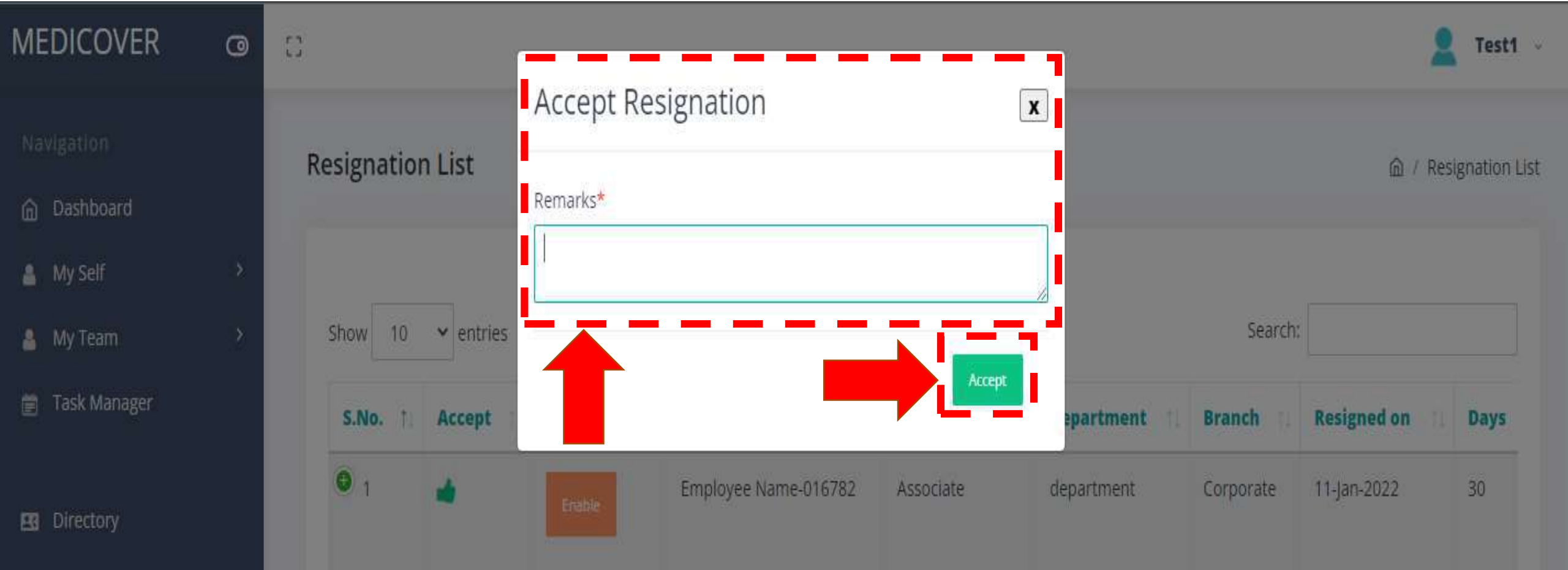
Show 10 entries

Search:

S.No.	Accept	Withdraw	Employee	Designation	Department	Branch	Resigned on	Days
1			Employee Name	Associate	department	Corporate	11-Jan-2022	30



# Step 2: Manager Accepting Resignation



MEDICOVER



Navigation

- Dashboard
- My Self
- My Team
- Task Manager
- Directory

Resignation List

Show 10 entries

Search:

S.No.	Accept	department	Branch	Resigned on	Days		
1	 	Employee Name-016782	Associate	department	Corporate	11-Jan-2022	30

Accept Resignation

Remarks\*

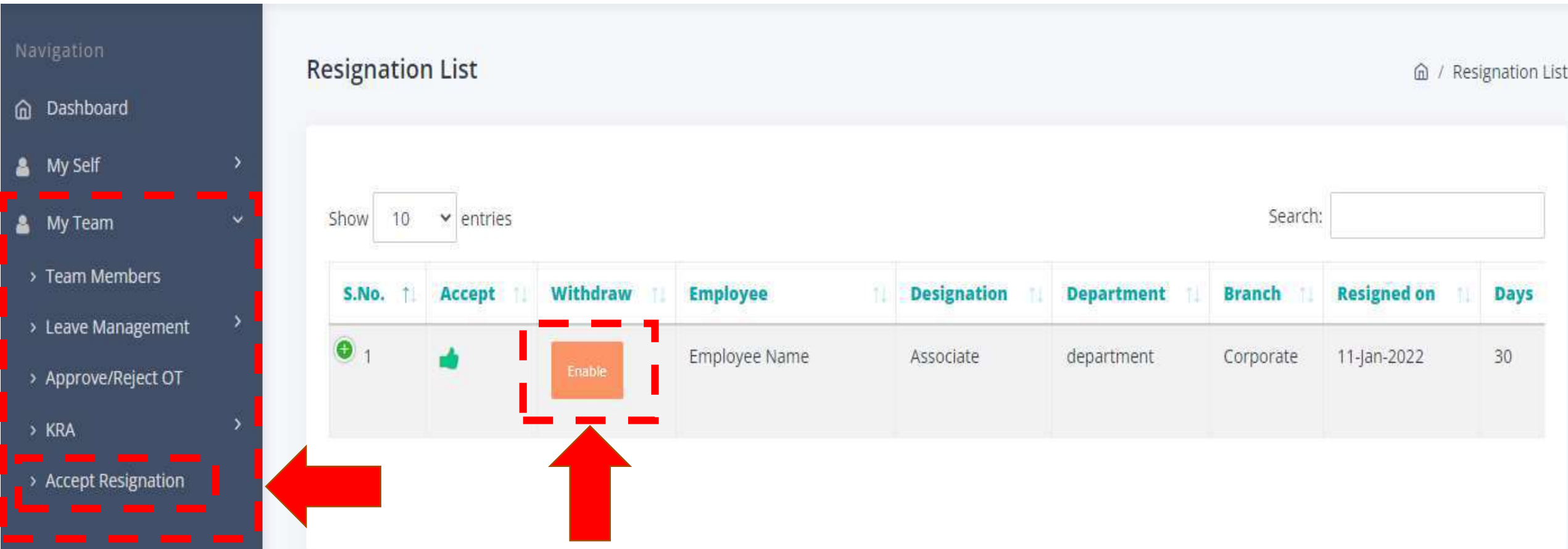
Accept



# Step 2: Manager Retaining Employee

My Team > Accept Resignation

**Note:** The Reporting Manager/the concerned HR can “Enable” the option to withdraw Resignation. Resignation withdrawal can be done at any stage, even after accepting the Resignation.



The screenshot shows a web application interface for managing resignations. On the left is a dark navigation sidebar with a red dashed border. The main content area is titled 'Resignation List' and includes a search bar, a 'Show 10 entries' dropdown, and a table of resignation records. A red arrow points to the 'Accept Resignation' option in the sidebar, and another red arrow points to an 'Enable' button in the 'Withdraw' column of the first table row.

S.No.	Accept	Withdraw	Employee	Designation	Department	Branch	Resigned on	Days
1		Enable	Employee Name	Associate	department	Corporate	11-Jan-2022	30

# Step 2: Manager Retaining Employee



The screenshot displays the 'Resignation List' interface. A modal dialog box titled 'Enable Withdraw' is open, featuring a text input field for 'Remarks\*'. A red dashed border highlights the dialog box and the 'Enable' button on the table below. A red arrow points from the 'Enable' button on the table to the dialog box, and another red arrow points from the dialog box to the 'Enable' button on the table.

Navigation: Dashboard, My Self, My Team, Task Manager, Directory

Resignation List

Show 10 entries

Search:

S.No.	Accept	Enable	Employee Name	Associate	department	Branch	Resigned on	Days
1	Yes	Enable	Employee Name-016782	Associate	department	Corporate	11-Jan-2022	30

# Employee Withdrawing Resignation

My Self > Resignation

Navigation

- Dashboard
- Admin Dashboard
- My Self**
  - Manage My Details
  - My KRA
  - Attendance Summary
  - Leave Management
  - Tax Declaration at Source
  - Tasks List
  - Resignation**

## Resignation

Home / Resignation

**Employee Name**  **Department**  **Resignation Reason\***  **Last Working Date**

## Resignation Status

Show  entries

Search:

No Dues	Feedback	Withdraw	Resigned On	Last Date	Status	Reason	Recovery Amount
-	-		11-Jan-2022	10-Feb-2022	Accepted	Education	0



# Step 4: No Dues Form – Employee's Account

My Self > Resignation

Navigation

- Dashboard
- Admin Dashboard
- My Self**
  - Manage My Details
  - My KRA
  - Attendance Summary
  - Leave Management
  - Tax Declaration at Source
  - Tasks List
  - Resignation**
  - Change Password

## Resignation

Home / Resignation

<b>Employee Name</b>	<b>Department</b>	<b>Resignation Reason*</b>	<b>Last Working Date</b>
<input type="text"/>	<input type="text"/>	--Select Reason--	Feb 11,2022
			<input type="button" value="Apply"/>

### Resignation Status

Show  entries

Search:

No Dues	Feedback	Withdraw	Resigned On	Last Date	Status	Reason	Recovery Amount
 		-	11-Jan-2022	14-Jan-2022	Accepted	Better worktime/flexibility	0



# Step 4: No Dues Form – Employee’s Account

Employees can view the Department-wise Approvers list and contact them via phone/email for No Dues Clearance. Post all the concerned departments give approvals, Reporting Manager can give the Functional Clearance.

**Note:** Without No Dues Clearance from all the departments, Full & Final Settlement (F&F) will not be initiated.

- Navigation
- Dashboard
- Admin Dashboard
- My Self
  - Manage My Details
  - My KRA
  - Attendance Summary
  - Leave Management
  - Tax Declaration at Source
  - Tasks List
  - Resignation

## No Dues List

Home / No Due List

Go Back

Show 10 entries

Search:

S.No.	Department	Employee Details	Mobile	Email	Amount	Status	Remarks
1	Finance & Accounts	Test1-020183	1234567890	abc@medicoverhospitals.in	0	Pending	No update




# Step 4c: Exit Feedback

Employees can view Approval Status & Recovery Amount (if any).

**Note:** After Functional Clearance (by Reporting Manager), Employees have to submit their Exit Feedback, then HR will give No Dues Clearance.

Navigation

- Dashboard
- Admin Dashboard
- My Self 
  - Manage My Details 
  - My KRA
  - Attendance Summary
  - Leave Management 
  - Tax Declaration at Source
  - Tasks List
  - Resignation 

## Resignation

Resignation

Employee Name:  Department:  Resignation Reason\*:  Last Working Date:

Apply

### Resignation Status

Show 10 entries

Search:

No Dues	Feedback	Withdraw	Resigned On	Last Date	Status	Reason	Recovery Amount
 		-	11-Jan-2022	14-Jan-2022	Accepted	Better worktime/flexibility	500



# Step 4c: Exit Feedback

**Note:** Employees have to submit their Exit Feedback, then the HR team will give No Dues Clearance.

Navigation

- Dashboard
- Admin Dashboard
- My Self
  - Manage My Details
  - My KRA
  - Attendance Summary
  - Leave Management
  - Tax Declaration at Source
  - Tasks List
  - Resignation

## Feedback Form

Home / Feedback Form

Go Back

In order to make improvement in the work culture of the organization, **Exit Interview** is conducted. The questionnaire is made simple and easy to respond. Reflect on each statement, take your time without hurrying through, decide your response and then choose the appropriate rating. Answer all the statements and do not leave any blanks. Be sincere, honest and truthful in your response. Your opinion counts and will help us to plan and improve in the future. All information will remain confidential.

Employee Code :

Employee Name :

Designation :

Department :

Date Of Joining :

Date Of Leaving :

Reason for Leaving, Please tick as appropriate.

Higher Remuneration

Higher Role

Better work environment

Improved work life balance

Relevant Job profile

Family and/or Personal Reason

Relocation

Quality of Supervision

Getting Married

Health Issues

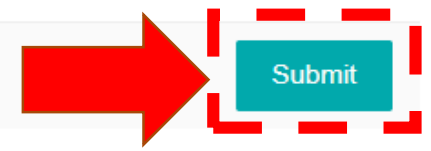
Maternity

Dissatisfied with Supervisor

Higher Education

Unhappy with job

Other





# APPROVERS USER GUIDE



# Step 4a & 4b: Approve No Dues by HODs

i) : Approve No Dues

Navigation

- Dashboard
- My Self >
- My Team >
- Task Manager
- Approve No Dues**

### No Dues List

Show 10 entries Search:

S.No.	Employee Details	Designation	Department	Branch	Approve	Last Date	Recovery Amount
1	Name	Department	Finance & Accounts	Corporate		14-Jan-2022	0

No Dues -  
Remarks No update

ii) : Recovery: Yes/No

Navigation

- Dashboard
- My Self >
- My Team >
- Task Manager
- Approve No Dues**

### No Dues Approve

Recovery If Any\*

--Select--  
--Select--  
Yes  
No

Approve

# Step 4a & 4b: Approve No Dues by HODs

iii) : Mention Amount and Remarks

Navigation

- Dashboard
- My Self >
- My Team >
- Task Manager
- Approve No Dues

## No Dues Approve

Home / No Due Approve

**Recovery If Any\***      **Amount\***

Yes      

**Remarks\***

**Approve**





# HR USER GUIDE

# Adding No Dues Approvers List

Resignation/Exit > No Dues Form

- ✓ Approve/Reject OT
- 📄 Trainee >
- 📄 Doctor >
- 📄 Attendance >
- 📄 OT Report
- Payroll
- 💰 Onroll >
- 💰 Trainee >
- 💰 Doctor >
- ➔ Resignation/Exit
  - > Accept Resignation
  - > No Dues Form
  - > Approve No Dues List
- 👤 Directory

## Approvers - No Dues

🏠 / Approvers - No Dues

Department	Employee Name *	Contact No. *	Email ID *
Finance & Accounts	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Stores	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Pharmacy	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Billing	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Information Technolo	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Medical Records	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Security	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Biomedical	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
F&B	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Engineering & Mainte	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>
Audit	<input type="text" value="Search By Employee Name/ID"/>	<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Mail ID"/>

Save

# Editing No Dues Approvers List


Resignation/Exit > No Dues Form




### Approvers - No Dues

Home / Approvers - No Dues

Show 10 entries Search:

S No	Edit	Branch	Department	Required	Employee Details	Mobile	Email
1		Corporate	Finance & Accounts	Yes	Test1-020183	1234567890	abc@medicoverhospitals.in



A red arrow points upwards from below the table, specifically targeting the green edit icon in the 'Edit' column of the first row.

# Step 3: Resignation Acceptance / Retention

Resignation/Exit > Resigned Employees List

- Doctor >
- Attendance >
- OT Report
- Payroll
- Onroll >
- Trainee >
- Doctor >
- Resignation/Exit >**
  - Resigned Employees List**
  - No Dues Form
  - Approve No Dues List

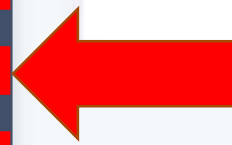
## Resignation List

Home / Resignation List

Show 10 entries

Search:

S.No.	Accept	Withdraw	Employee	Designation	Department	Branch	Resigned on	Days
1		 Enable	Name	Designation	Human Resources	Corporate	11-Jan-2022	30



# Step 3: Resignation Acceptance / Retention

**Note:** Last Working Day can be edited by the concerned HR, if required.

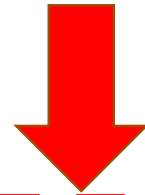
Unit HR cannot initiate the self-exit process i.e., Last Working Date/No Dues Clearance cannot be done for self.

- Payroll
- Onroll >
- Trainee >
- Doctor >
- Resignation/Exit >
  - Resigned Employees List
  - No Dues Form
  - Approve No Dues List

## Resignation

Home / Resignation

Employee :  
Designation :  
Department :  
Branch :  
Reason type :  
Resigned On :  
Last Date :



Serving Notice\*

--Select--

Last Working Date

dd-mm-yyyy



Resignation Type\*

--Select Reason--

Reason\*

--Select type--

Remarks\*



Submit

# Step 3: Resignation Acceptance / Retention

Resignation/Exit > Resigned Employees List

- Doctor >
- Attendance >
- OT Report
- Payroll
- Onroll >
- Trainee >
- Doctor >
- Resignation/Exit >
  - Resigned Employees List
  - No Dues Form
  - Approve No Dues List

## Resignation List

Home / Resignation List

Show 10 entries

Search:

S.No.	Accept	Withdraw	Employee	Designation	Department	Branch	Resigned on	Days
1		Enable	Name	Designation	Human Resources	Corporate	11-Jan-2022	30





# Step 4d: No Dues Clearance – HR Department

Resignation/Exit > Approve No Dues List



- Resignation/Exit
- Resigned Employees List
- No Dues Form
- Approve No Dues List**

## No Dues List

Home / No Due List

Show 10 entries

Search:

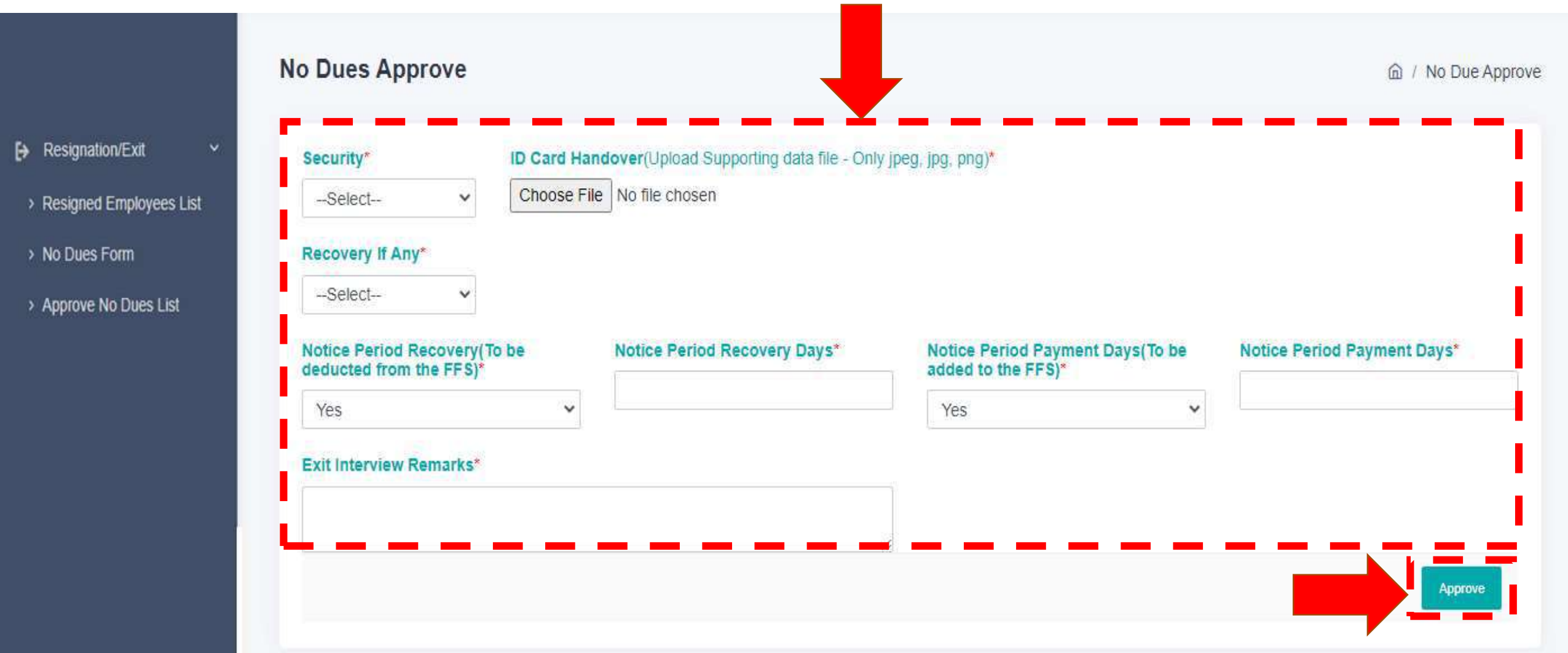
S.No.	Employee Details	Designation	Department	Branch	Approve	Last Date	Recovery Amount
1	Name	Designation	Department	Madhapur		19-Jan-2022	12



# Step 4d: No Dues Clearance – HR Department

Note: The HR team should upload ID card image and Hostel Clearance letter during No Dues Clearance.

Exit Interview Remarks are mandatory.



The screenshot shows a web application interface for 'No Dues Approve'. A red arrow points to the 'ID Card Handover' field, and another red arrow points to the 'Approve' button. The form includes several required fields marked with an asterisk (\*).

**No Dues Approve** Home / No Due Approve

**Security\***  **ID Card Handover**(Upload Supporting data file - Only jpeg, jpg, png)\*  No file chosen

**Recovery If Any\***

**Notice Period Recovery (To be deducted from the FFS)\***  **Notice Period Recovery Days\***

**Notice Period Payment Days (To be added to the FFS)\***  **Notice Period Payment Days\***

**Exit Interview Remarks\***



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THANK YOU