

STEPS TO RELIEVE AN EMPLOYEE

This document is for admin user only.

This documentation mainly focuses on the relieving of the employee.

Procedures to be followed while for relieving an employee from your organization

- Hold the employee

Path: Accounts-Admin→Staff Salary Hold→Salary Hold Entry (figure 1)



Salary Hold Entry	
Select Name (Dept)	0001- Name : Mr. n.A- Designation : Senior Manager-- Dept :Purchase
Month	November
Year	2011
Reason	Resigned
Salary Hold	Submit

Figure 1: Salary Hold Entry

Enter the employee number. Automatically it displays the corresponding details of them. Select the employee name

Choose the month and year for holding the salary

Enter the reason for holding the salary eg: Resigned

Recheck your data and click on **Submit**

- Generate Pay Slip

Path: Salary Admin → Generate Pay slip (figure 2)

Month: November
Year: 2011
submit

Please Lock Below Entry Before Generate Payslip for Avoid Problem

S.no	Entry Name
1	Income Tax

Figure 2: Generate Pay Slip

Click the **Submit**, for generation pay slip for employees

- Relieve employee

Path: Staff-Admin → Relieving Data Entry (figure 3)

Select Name(Dept): 0164-- Name : Ms. S-- Designation : ANM-- Dept :Nursing

Relieve Date: 18-11-2011

Reason for Leaving: Resigned

Submit

Figure 3: Relieve Approval

It lists the details of employee who all are in holding, select the desired employee

Choose date of relieving from the company

Mention the reason for leaving from company

Click on **Submit**

Effect on employee

After the relieving from the company, they cannot access their account in PRIM package

Note:

Few manual works have to be carried after relieving an employee

Salary for relieving month will not be credit to bank account for the employee

Pending salary will be hold in the employee name

Admin can view the pending salary in Staff-Admin → Pending Salaries

After the submission of the no due certificates, Pending salary is handover to employee through Cash / DD / Cheque etc...