International Journal of Computer Science and Mobile Computing

AN APPROACH TOWARDS AUTOMATED EMPLOYEE RESIGNATION SYSTEM

Jonathan Marbaniang[1], Akshay Admane[2], Aishwarya Zoad[3],
Aditya Karmarkar[4], Anshuma Nandgaonkar[5], Prof. Hemant Turkar[6]

[1,2,3,4,5,6] Department of Computer Science & Engineering, Rajiv Gandhi College of Engineering & Research, Nagpur, Maharashtra, India

[1] jm.marbaniang@gmail.com; [2] admaneakshay12@gmail.com; [3] angelnjohnk@gmail.com; [4] anshumanandgaonkar@gmail.com; [5] adityakarmarkar46@yahoo.in; [6] hemantturkar@rediffmail.com

Abstract — Employee lifecycles today have become more complex. Their transitions from one organization to another are far more frequent than before. During onboarding employees are provided with accounts, assets, and delivered with the right level of access to the services and apps that drive business processes [2]. But for every organization, employee departures are a fact of life. And when employees leave, all their rights and assets have to be withdrawn.
This is why the Exit of an employee from the organization must be treated as important as their onboarding. But Employee Exit is typically executed through a series of cumbersome manual processes and there is rarely an easily accessible central repository of data for all of an employee's, consultant's, contractor's access rights opening up additional security vulnerabilities [4]. Often it's because the procedures themselves are manual and slow, and therefore costly and insecure [3]. Automating this process is imperative, and our application helps to ensure the proper, fast and economical separation of the employee.

Keywords — Onboarding, Offboarding, Automated, Exit Process.

I. INTRODUCTION

For any organization employees are very important stakeholders. When an employee enters the organization he is provided with the facilities that organization has committed to the employee. The process which is followed when employee joins the company is called as an Onboarding process. There are various applications that are used in organizations. When an employee joins he is provided with some user IDs and passwords. Also an employee may issue some assets like some hardware like laptops or mobile phones and software [3].

If an employee wants to leave the company due to any reason then employee has to go through process called Resignation process. The process of smoothly managing the exit of an Employee followed by all the approvals, clearances from all the relevant stakeholders, financial dues payable/recoverable including the FNF provisioning, relieving cum experience letter as per his details in the system.

All organizations lose employees, and need to offboard them out of the company quickly and efficiently [1]. Unfortunately, majority of the organizations still handle Employee Resignation using manual processes, which are error prone, time consuming and resource consuming.

Our automated exit management system gives organisations a reliable, centralized platform that is used to process and store all resignation-related information, including reasons for resignation, dates of employment, issued ID cards and other equipment, and also work related data related to the resigning employee [3]. The system will be used to automate the resignation process and will act as a tool for managers to gather and process resignation-related information immediately, while also reducing data entry errors.

The system also facilitates the creation of exit interviews to be held by the HR at the time of resignation of the employee [3]. These interviews provides managers, as well as HR associates, a way to analyse key resignation issues, recognize unfavourable trends inside the organization, and use the feedback from the interviews to constantly make improvements in the Resignation process.

TABLE I

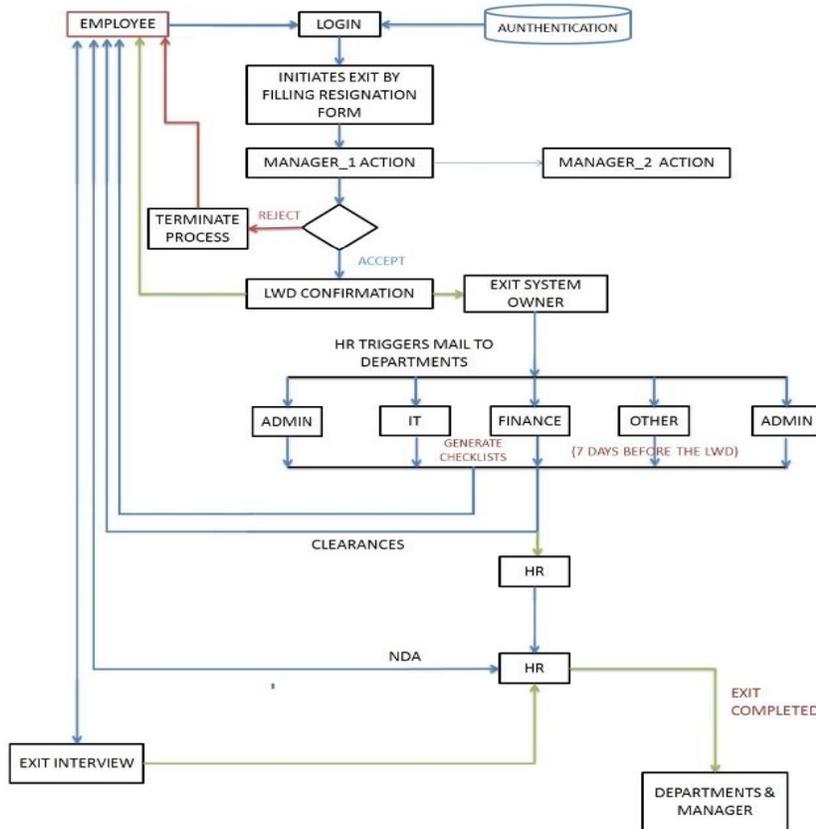| Exit Types | Normal(Voluntary/Involuntary) |
| | Absconding(Involuntary) |
| | Termination(Discipline Involuntary) |

II. PROPOSED WORK

Fig 1: System Architecture

The first module is Resignation approval module. At the end of this module the resignation given by the employee will get approved. The front end of the system will provide a login page for authentication of an Employee, Manager, Department Heads and HR.

To resign from the organization an employee will login into the application and if he enters correct username and password then he will be allowed to enter the application.

Then employee will have to click on Initiate Exit to start the exit process. He will then fill the resignation form and send it to the manager.

The manager then will log into the system and will decide whether to accept or reject the request or he could ask for more information from the employee. He can also assign the handling of this request to some other manager or senior employee.

If manager accepts the resignation and the LWD is confirmed by the manager. This notification will be sent to the Exit System Owner or HR. The HR will send a mail to all the departments to provide information about the employee who is about to leave.

Seven days before LWD, or as decided by System admin, each department will generate a checklist, consisting of some tasks, which are provided to the employee. The employee has to complete each task mentioned in the checklist before he is allowed to leave. The employee will get clearance from the departments, for each of the task that he completes.

Notifications about the clearances will be also given to the HR. Then the employee will give the Exit Interview and the feedback of the interview will be given to the HR. Then employee will sign the NDA given by the HR.

The HR then allows the employee to leave, and sends notification of his exit to all the departments and ex-employee's manager.

III. IMPLEMENTATION

The design of the application can be divided into the modules as following:

Module 1: Resignation Approval

Module 2: Checklist Generation & Clearance

Module 3: NDA & Exit Interview

The module 1 i.e. Resignation Approval will handle the resignation approval part. After initiating the exit process the employee will fill and submit the resignation form to the manager. Now manager can accept or reject the resignation or may ask for more information. Manager can also assign his duty to other manager or any other senior employee. If manager approves the resignation then manager confirms the LWD and notification will be given to the Exit System Owner who is none other than the HR. All these activities will be done in the first module of the project.

The module 2 i.e. Checklist Generation & Clearance will handle the generation of checklists from departments and providing clearances of task completion. When HR will get the notification about the employee exit HR will mail the department heads about the resignation. Then 7 days before LWD the checklist will be generated from each department and will be given to the employee. Then employee will complete the tasks given in the checklist and department head will give the clearance for this. Department heads will notify HR about the clearances.

The module 3 i.e. NDA & Exit Interview will handle the Exit Interview related tasks and NDA signing. After collecting clearances the employee will submit the Exit Interview and the feedback will be given to the HR. HR then give employee's sign on NDA and will allow the employee leave the organization.

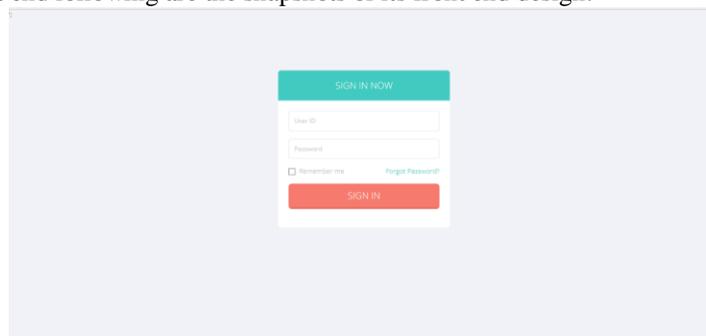After implementation of front end following are the snapshots of its front end design:
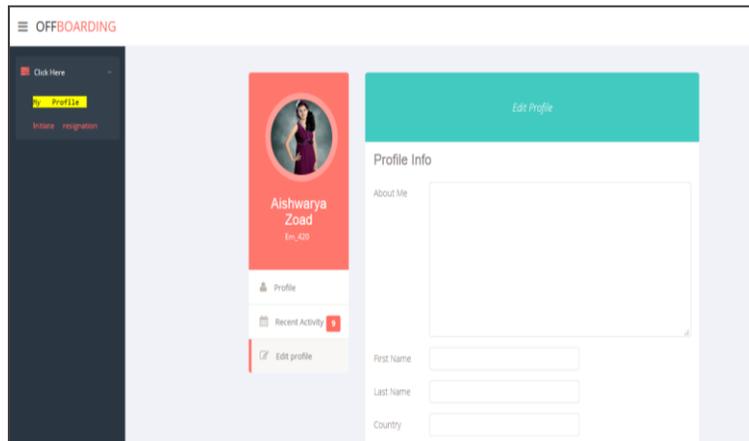

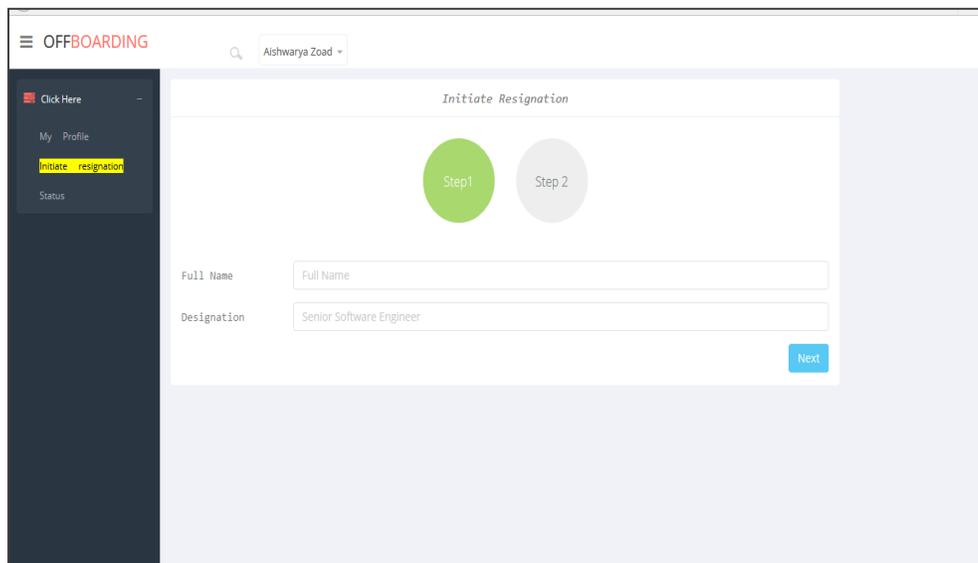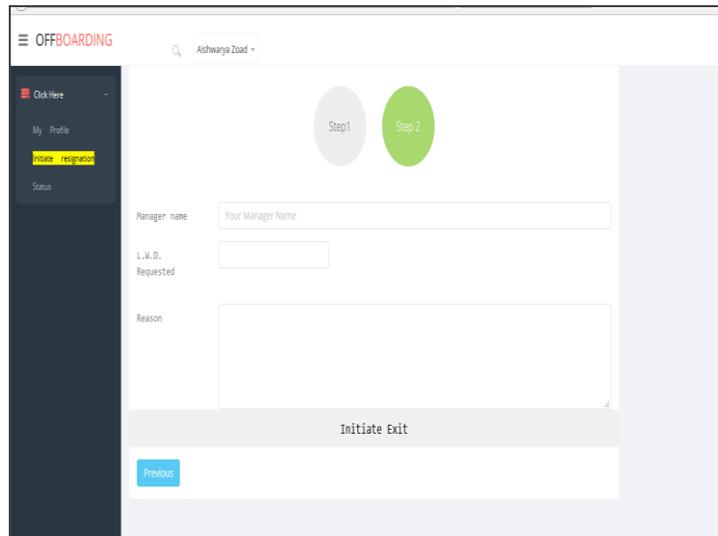Fig. 2 Login Page

Fig. 3 Profile Page
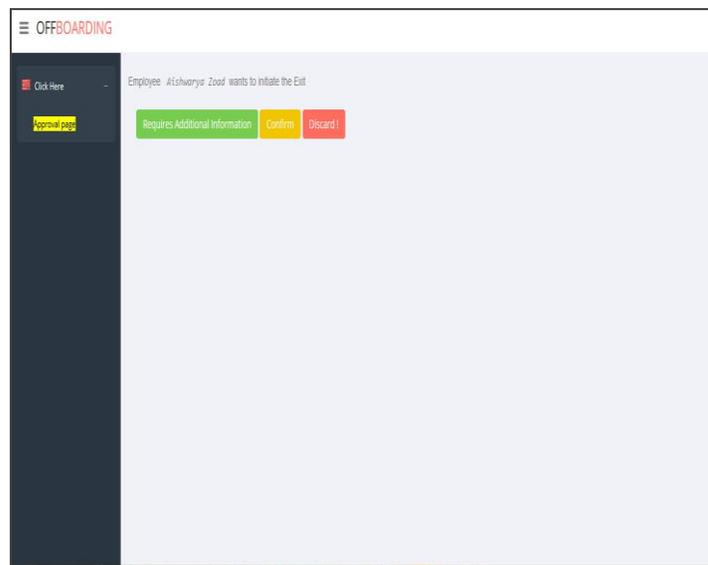

Fig. 4 Resignation step1
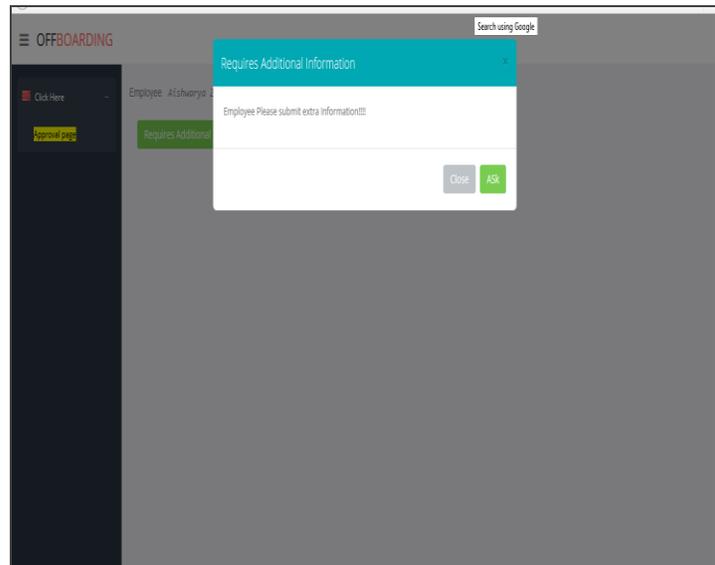
Fig. 5 Resignation Step 2
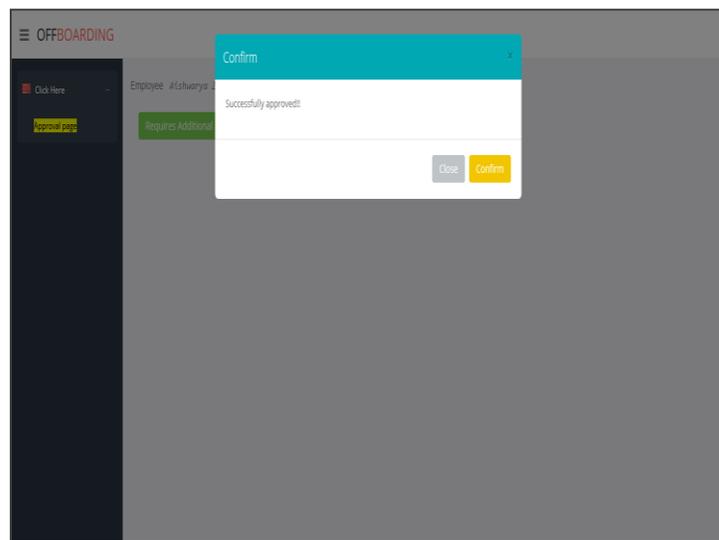

Fig. 6 Manager Page

Fig. 7 Manager Action
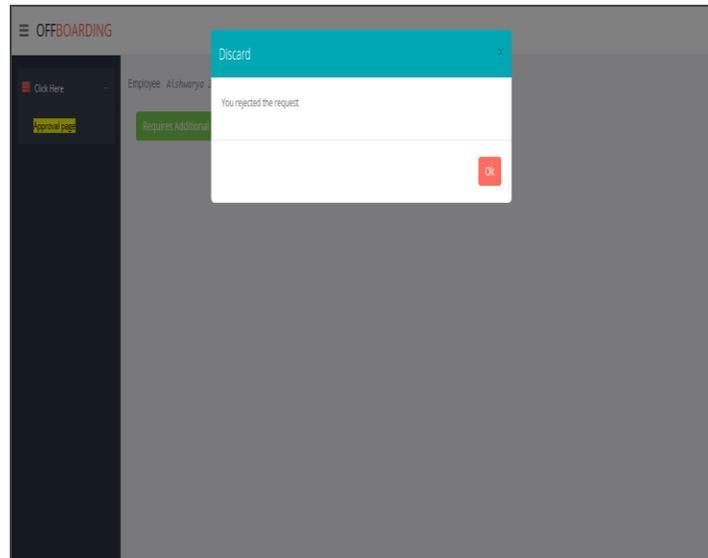

Fig. 8 Manager Action
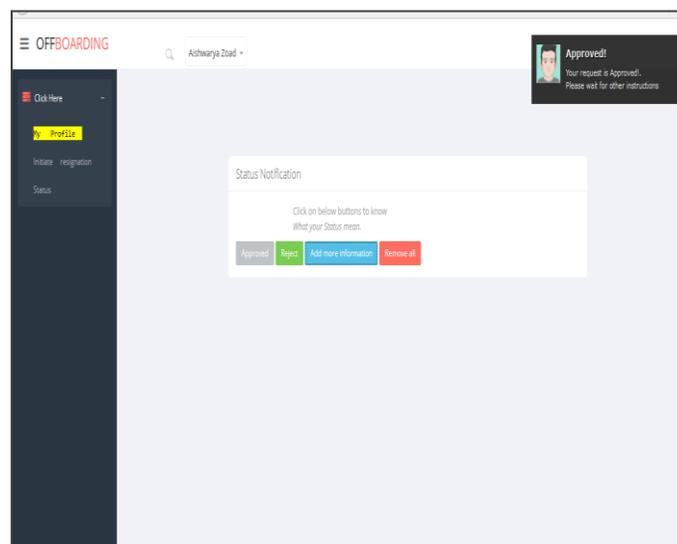
Fig. 9 Manager Action

Fig. 10 Employee Resignation Status Page

We are using HTML5, CSS & JavaScript to design the front end of each of the webpages.[5][6]HTML along with CSS and JavaScript, has been used to create the webpage, define the style, design & layout of the page as well as for client side scripting.

IV.   CONCLUSION

Our goal is to design a system that will automate the exit process of an employee from a company, thereby reducing time consumption, unnecessary manual efforts, huge documentation etc. The time required for the exit process will be much lower than the manual process.

REFERENCES

[1] Moninder Singh, Kush R. Varshney, Jun Wang and Aleksandra Mojsilovic, "An Analytics Approach for Proactively Combating Voluntary Attrition of Employees", 2012 IEEE 12th International Conference on Data Mining Workshops

[2] HR Onboard, "The business case for employee offboarding software", April 2015.

[3] Bizagi, "Offboarding Construction", December 2011.

[4] North Eastern University Human Resources Management, "Offboarding Toolkit", May 2014.

[5] Thomas A. Powell, "HTML and CSS-The complete reference", McGraw Hill Publications, Fifth Edition, Chapter No.3, Page no.133, 727,765.

[6] Marjin Haverbeke, "Eloquent JavaScript", Second Edition, Chapter No.1, 2, 3.