Relieving

If Employee is releaving from his position it can be maintained here with Approval.

- Introduction
  - Introduction
- Tab's
  - Relieving
  - Detail
- Document Actions
  - Validation
- Video

Introduction

If Employee is releaving from his position it can be maintained here with Approval.

Introduction

Introduction:

1. Relieving window is used to maintain the Employee relieving details.
2. It contains the Employee name , department and position.
3. the document contains relieving date with the reason.

Tab's

Tab's

Relieving

CRITICAL FIELDS:

1.Releaving Date: It can be maintained to choose the relieving date

2.Employee Name: It can be used to choose the name of the employee

3.Department: Based on the employee Department will be fetched

4.Position: Based on the Employee Position will be fetched

5.Relieving Reason: In this we can maintain the reason for relieving

NON-CRITICAL FIELDS:

1.Document Date: The date of the document created can be maintained

2.Document Type: It is used to segregate the document if necessary

3.Document Status: It will show the status of this document

Detail

CRITICAL FIELDS:

NOC Detail: Non Objection Certificate details should be maintained by the supervisor

Given By: It Can maintain with supervisor name who is going to give the NOC

Department: It will show the department of the Supervisor

Position: It will show the Position of the supervisor

NOC Date: Can be maintained the date of the NOC Provided

NON-CRITICAL FIELDS:

Line: It will show the Sequence Number

Document Actions

Validation

Save

1.System will check the all mandatory fields

Delete

1.System will delete the Document and its history details

Document action prepare

1.System will check the period details and master data's checking

Document action complete

1.Once document action is complete ,all fields are update in read only

Document action void/reverse correct actual

1.Void- system will reverse all the transaction data's and change the document status to Void

Document action close

1.system will check whether all the activity for the document is completed and change the Document status to close.

Video