

How to add resigned employees & process settlement (FFS) ?

Termination/FFS

This feature is used to update resigned employee and to do processing of **Full and Final settlement** for resigned employee.


Go to **Employees** menu >> click on **Manage Exits**


- Click on **Add Employee** button to create/mark an existing/active employee as resigned.
 - Search the resigned employee by **Code/Name** and select.
 - Enter the **Resignation/FFS Date** & **Last Working Date** of the employee
 - Enter the **Remarks**, Select **Reason for leaving** & **ESI Remarks**
 - Select **Pay Process Type**
 - Select checkbox **Is Settled?** If full & final is already processed
- Click on **Save** to save resigned details and click on **List** button to process Full & Final.

Add employee to exit list

Code/Name *

Resignation/Settlement date *

 Last Working Day *

Remarks *

Reason for exit *

Select ▼

Remarks for ESI reporting

Select ▼

FFS Process Type *

Select ▼

Mark as settled

Once the resigned employee is added, that record can be seen in the grid list.

In the grid list Action column, click on **Edit** button, to make changes in the resigned employee record.

In the grid list Action column, from **Edit** button drop down, click on **Cancel** option, if any employee has to be made active again.

In the grid list Action column, from **Edit** button drop down, click on **Process** option, to process settlement.

To do any correction in resigned details, click on **View/Edit**.
Click on **Process** icon to do Full & Final settlement processing

Enter F&F Process Date

In this page, user can also view information's related to **Income Tax Declaration** and the pending applications of **Leave, Comp Off, FBP Claim & Reimbursement**

LOP Details: LOP days will be fetched automatically, if there are leaves applied in LMS & Bio-Metric in this field, users can also enter the LOP days manually.

Leave encashment:

- Automatically earned leave data will get fetched from leave management module and leave encashment amount would be calculated, if you are using (LMS) leave management system.
- Encashment amount will get calculated based on formula entered in leave encashment component and leave configuration.

Note: *System also allows overriding the leave encashment amount.*

Loan:

- **Actual Pending amount:** Employee's pending loan amount will get displayed in this field
- **Deduction Amount:** In this field, user can enter/override the loan amount to be deducted.

FBP Unclaimed:

- **FBP Actual Unclaimed Amount:** Employee's FBP Unclaimed amount will get displayed in this field.
- **FBP Unclaimed Amount:** In this field, user can enter/override the FBP Unclaimed amount manually.

Notice Pay/Recovery

- **Pay:** Select this option if there is any notice period payable by employer
- **Recovery:** Select this option if there is any recovery from employee.
- Enter the **Notice Period (days)**, based on the days entered in this field, system will calculate **Actual Notice Amount**
- **Notice Amount:** In this field user can enter/override the **Notice Amount** manually.
Note: *Notice pay and Notice recovery component should be created, only then the amount will appear in FFS report.*
To know how to create Notice Pay/Recovery component [click here](#).

Gratuity:

- System will automatically calculate Gratuity based on employees DOJ. Calculated Years and Amount can be seen in **Actual Gratuity Period (Years) & Actual Gratuity Amount**.
- In fields **Gratuity Period (Years) & Gratuity Amount**, user can enter/override the amounts manually
To know how to create gratuity component [click here](#).

After entering all fields click on **Process Settlement** button.

Employee exit, settlement ✕

Process Settlement

Employee Information
DT10 - Rahul

Resign Date
01/06/2017

Last Working Date
30/05/2017

Settlement Process Date

[View Pending Details](#)

[View declaration audit details](#)

Loss of Pay details

MONTH	FROM LMS/DETAILED ATTENDANCE/BIOMETRIC	NO OF DAYS ENTERED	ADD LOP DAYS
Jun-2017		0.00	1.00 <input type="text" value="1.00"/>
Jul-2017		0.00	0.00 <input type="text" value="0.00"/>

Leave Encashment

Loan

Actual Pending Amount **Deduction Amount - Override**

FBP Unclaimed

FBP Actual Unclaimed Amount **FBP Unclaimed Amount - Override**

Notice Pay/Recovery

Pay Recovery

Notice Period (days)

Actual Notice Amount **Notice Amount - Override**

Gratuity

Actual Gratuity Period (years) **Actual Gratuity Amount**

Gratuity Period (years) - Override **Gratuity Amount - Override**

Process Settlement

In Process Pay Settlement Page, user can enter/update, any variable one time payable/deductible amounts, in Adjustment Column
Click on Next button to preview FFS.

Employee exit, settlement

Process FFS

Employee
DT04 - Sriram

Processed Month
Aug-2017

COMPONENT	TYPE	ADJUSTMENT AMOUNT
Service Charge	Earnings	<input type="text" value="0.00"/>
Breakage	Deductions	<input type="text" value="0.00"/>
Notice Recovery	Deductions	<input type="text" value="5675.81"/>

Check/Validate whether all the information is correct and click on **save**, else go back to previous pages, edit/update the correct details if there are any corrections.

Click on **Report**, to generate FFS Report.

Process Settlement

Employee
DT04 - SriramProcess Month
Aug-2017Resign Date
01-08-2017Last Working Day
31-08-2017Settlement Amount
98,524.00Processed Days
30.000

Update Payment Details



Salary Details

COMPONENT	SETTLEMENT AMOUNT
Basic	32,258.00
House Rent Allowance	12,903.00
Conveyance Allowance	1,548.00
Medical Allowance	1,210.00
Special Allowance	32,726.00
Hours Pay	21,750.00

COMPONENT	SETTLEMENT AMOUNT
Provident Fund	3,871.00

Total earning

102,395.00

Total deduction

3,871.00

Adjustable IT

Apply

PARTICULARS	AMOUNT
Withheld Net amount	
NET	98524
	98,524.00

LOAN NAME	PENDING AMOUNT
Total Pending	0.00
	0.00

Notes [Max 350 characters]

Back

Save

Report