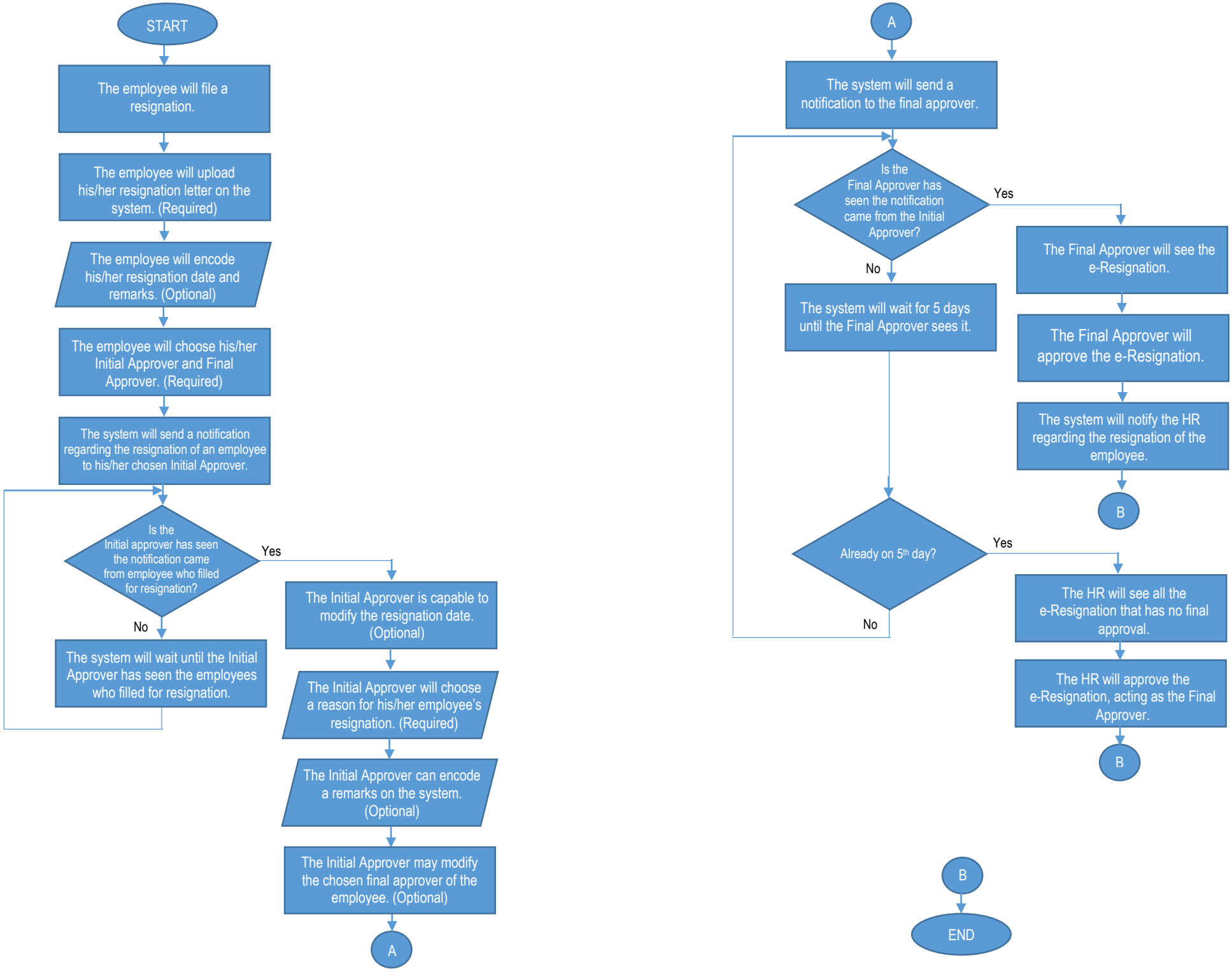
START
The employee will file a resignation.
The employee will upload his/her resignation letter on the system. (Required)
The employee will encode his/her resignation date and remarks. (Optional)
The employee will choose his/her Initial Approver and Final Approver. (Required)
The system will send a notification regarding the resignation of an employee to his/her chosen Initial Approver.
Is the Initial approver has seen the notification came from employee who filled for resignation?
Yes
No
The system will wait until the Initial Approver has seen the employees who filled for resignation.
The Initial Approver is capable to modify the resignation date. (Optional)
The Initial Approver will choose a reason for his/her employee's resignation. (Required)
The Initial Approver can encode a remarks on the system. (Optional)
The Initial Approver may modify the chosen final approver of the employee. (Optional)
A
A
The system will send a notification to the final approver.
Is the Final Approver has seen the notification came from the Initial Approver?
Yes
No
The Final Approver will see the e-Resignation.
The Final Approver will approve the e-Resignation.
The system will notify the HR regarding the resignation of the employee.
B
The system will wait for 5 days until the Final Approver sees it.
Already on 5th day?
Yes
No
The HR will see all the e-Resignation that has no final approval.
The HR will approve the e-Resignation, acting as the Final Approver.
B
B
END