

Overview Video

https://www.youtube.com/embed/QJU8_gRwJ2E

Step-by-Step Tutorial Guide

Step 1: Open the Employee Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, click **Employees**.
3. Open the employee management page.
4. Locate and click the **Bulk Exit Employee** option.

This feature allows HR administrators to process the exit of multiple employees in a single upload.

Step 2: Open the Bulk Exit Employee Page

1. Click **Bulk Exit Employee**.
2. The bulk exit upload page opens.
3. Review the instructions displayed on the screen before proceeding.

The page provides options to download the sample template and upload employee exit details.

Step 3: Download the Sample Template

1. Click **Download Sample Template**.
2. Save the Excel template to your computer.
3. Open the downloaded file.

The sample template contains the required format for uploading employee exit information.

Step 4: Enter Employee Exit Details

1. Open the downloaded Excel template.
2. Enter the required details for each employee.
3. Complete the mandatory fields, such as:
 - Employee ID
 - Last Working Date
 - Exit Date
 - Exit Reason
 - Other required exit information, as applicable
4. Verify that all information is entered in the correct format.
5. Save the completed Excel file.

Ensure the template structure remains unchanged to avoid upload validation errors.

Step 5: Upload the Exit File

1. Return to the **Bulk Exit Employee** page.
2. Click **Choose File** or the upload area.
3. Browse your computer and select the completed Excel template.
4. Confirm that the selected file appears in the upload section.

The file is now ready for validation and processing.

Step 6: Upload Employee Exit Records

1. Click **Upload**.
2. The system validates the uploaded data.
3. If the validation is successful, the employee exit records are processed.
4. If any validation errors occur:
 - Review the error message.
 - Correct the information in the Excel sheet.
 - Save the file.
 - Upload it again.

The validation process helps ensure accurate employee exit information before it is imported.

Step 7: Verify Employee Exit Status

1. After the upload is completed successfully, return to the **Employee List**.
2. Search for the employees included in the upload.
3. Verify that their status has been updated according to the submitted exit details.
4. Review the employee records if additional confirmation is required.

This confirms that the bulk exit process has been completed successfully.

Key Benefits of Bulk Exit Employee

- Process multiple employee exits simultaneously.
- Reduce manual effort during employee separation.
- Standardize exit information using a predefined template.
- Minimize data entry errors through validation.

- Save time when managing large-scale employee exits.
- Maintain accurate employee lifecycle records.

End of Tutorial

You have now completed the **Bulk Exit Employee** process in TankhaPay.

This feature enables HR teams to efficiently process multiple employee separations using a standardized Excel template, ensuring accurate exit records while simplifying workforce management.

Revision #1

Created 14 July 2026 09:40:54 by Aakanksha Agarwal

Updated 14 July 2026 09:41:44 by Aakanksha Agarwal