

Overview Video

<https://www.youtube.com/embed/WBcY8ErXczg>

Step-by-Step Tutorial Guide

Step 1: Open the Employee Management Module

1. Log in to the TankhaPay Business Portal.
2. From the left-side navigation menu, click on **Employee Management**.
3. The employee directory opens, displaying all employee records.

This section allows administrators to manage employee profiles and employment status.

Step 2: Search for the Employee

1. Use the **Search** bar to locate the employee you want to suspend.
2. You can search using:
 - Employee Name
 - Employee ID
 - Department
 - Designation

Once located, verify that you have selected the correct employee.

Step 3: Open the Employee Actions Menu

1. Locate the selected employee in the employee list.
2. Click the **Actions** menu or the available action icon associated with the employee record.

The actions menu provides various employee management options.

Step 4: Select "Suspend Employee"

1. From the available actions, click **Suspend Employee**.
2. The **Suspend Employee** pop-up window opens.

This window is used to record the suspension details before applying the action.

Step 5: Enter the Suspension Reason

1. In the **Reason** field, enter the reason for suspending the employee.
2. Provide a clear and appropriate explanation for the suspension.

Examples include:

- Policy violation
- Pending investigation
- Administrative action
- Temporary employment hold

Maintaining accurate remarks helps create a proper audit trail.

Step 6: Review the Suspension Details

Before proceeding, verify:

- Employee Name
- Suspension Reason
- Selected Employee Record

Ensure all information is accurate before confirming the action.

Step 7: Confirm the Suspension

1. Click **Save**, **Submit**, or the confirmation button available in the dialog box.
2. The system processes the request and updates the employee's status.

The employee is now marked as **Suspended** in the system.

Step 8: Verify the Employee Status

1. Return to the Employee Management list.
2. Search for the suspended employee.
3. Confirm that the employee's status reflects the suspension.

This ensures the suspension has been successfully applied.

Step 9: Review Suspension Records

1. Open the employee profile if required.
2. Review the employment status and suspension information.
3. Verify that the suspension remarks are recorded correctly.

Maintaining complete records helps with future reference and compliance.

Step 10: Reinstate the Employee (If Applicable)

When the suspension period ends:

1. Open the employee record.
2. Access the available employment status options.
3. Update the employee's status back to **Active**, if authorized.
4. Save the changes.

This restores the employee's access and normal employment status.

Key Benefits of Employee Suspension

- Temporarily restricts employee access
- Maintains employee records without deletion
- Supports disciplinary and administrative processes
- Provides a documented reason for suspension
- Improves HR record management
- Ensures accurate employee status tracking
- Maintains compliance and audit history

End of Tutorial

You have successfully learned how to **suspend an employee** using the TankhaPay Business Portal. This feature enables HR administrators to temporarily restrict employee activity while preserving employment records, ensuring effective workforce management and proper administrative control.

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