

Overview Video

<https://www.youtube.com/embed/FsWc0d6SRIY>

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, navigate to **Employees**.
3. Open the employee list.
4. Search for the employee who needs to be marked as exited.

This module allows HR administrators to manage employee records and initiate the employee exit process.

Step 2: Open the Employee Profile

1. Locate the required employee using the search bar or employee list.
2. Click on the employee's name to open the employee profile.
3. Review the employee details before proceeding with the exit process.

This ensures the correct employee record is selected.

Step 3: Initiate the Employee Exit Process

1. From the employee profile, click **Exit Employee**.
2. The **Employee Exit** window opens.
3. Begin entering the exit-related information.

This option is used to process the resignation or separation of an individual employee.

Step 4: Enter Exit Details

1. Select the **Exit Type**.
2. Enter the **Last Working Date**.
3. Specify the **Relieving Date**, if applicable.
4. Select the **Reason for Exit** from the available options.
5. Enter additional remarks or comments, if required.

Ensure all mandatory fields are completed before proceeding.

Step 5: Configure Exit Information

1. Review the employee's exit details.
2. Verify the selected dates and exit reason.
3. Confirm that all required information has been entered accurately.

This information is used for employee records and final settlement processing.

Step 6: Save the Employee Exit

1. Click **Save**, **Submit**, or **Exit Employee**.
2. The system processes the employee exit request.
3. A confirmation message is displayed after the exit is successfully recorded.

The employee's status is updated in the system based on the configured exit details.

Step 7: Verify the Employee Exit Status

1. Return to the employee list.
2. Search for the exited employee.
3. Verify that the employee's status has been updated accordingly.
4. Review the employee profile if additional confirmation is required.

This ensures the exit process has been completed successfully.

Key Benefits of Individual Employee Exit

- Process employee exits from a centralized dashboard.
- Maintain accurate employee separation records.
- Record exit dates and reasons for future reference.
- Support HR documentation and final settlement activities.
- Improve employee lifecycle management.
- Ensure accurate workforce records.

End of Tutorial

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

This feature enables HR teams to efficiently process employee separations by recording exit details, updating employee status, and maintaining accurate organizational records.

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