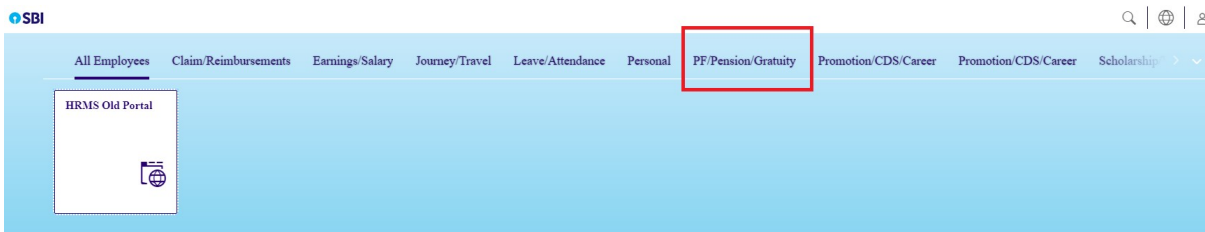
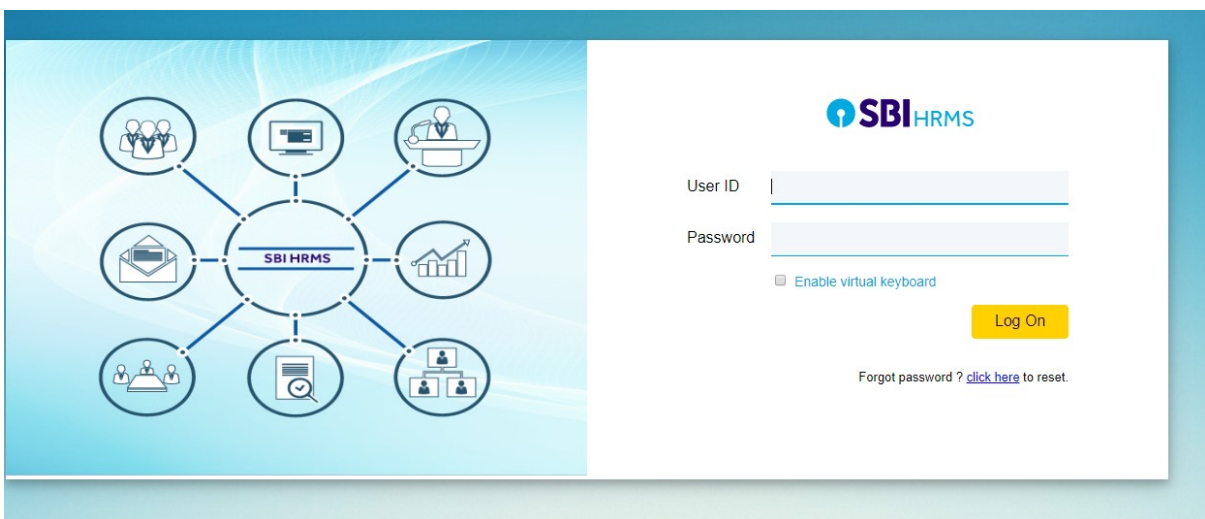


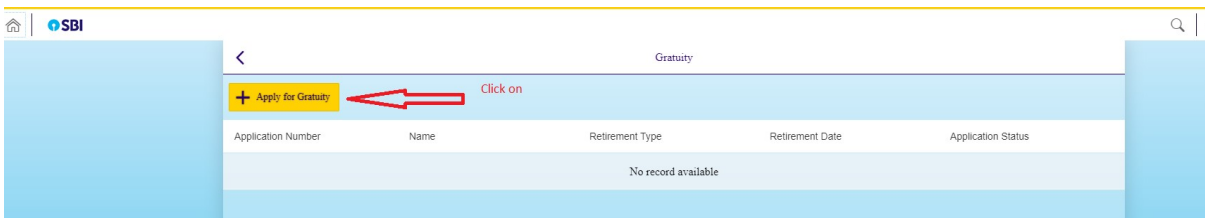
GRATUITY PAYMENT SERVICE FOR eABs EMPLOYEE THROUGH HRMS USER GUIDE FOR EMPLOYEE SELF SERVICE

1. Employee can apply for Gratuity proposal prior to three months of retirement.

Login in HRMS portal using your credentials



2. Click on **Gratuity Payment eABs** tile. Following screen will appear



This screen will display your details, if you find any discrepancy in data, please contact circle HRMS department for rectification

Employee Details

Employee Name: Poonam Bharti
 Application Date: 19.09.2019
 Dept Name: JAIPUR TILAK MARG
 Circle: SBI - Jaipur

PF Index Number: 6998380
 Designation: Deputy Manager
 Personal SubArea: Tilak Marg JPR
 Mobile Number: 9460285690

Application Details

**Note: If there is a mistake in Date of Retirement, Please exit the application and contact your circle HRMS team..

*Separation Type: [Dropdown]
 *Retirement/ Resignation Date: dd-MM-yyyy
 *Retirement/ Resignation Approval: [Text]
 *Place: [Text]
 *Supporting Documents: [Text]

3. An employee can apply for Gratuity payment through HRMS portal for following separation type
 - a) Normal Retirement
 - b) Resignation(Below 5 years)
 - c) Voluntary Retirement(Completion of 5 years)
 - d) Resignation(Above 5 years)

Application Details

**Note: If there is a mistake in Date of Retirement, Please exit the application and contact your circle HRMS team..

*Separation Type: [Dropdown]
 *Retirement/ Resignation Date: [Text]
 *Retirement/ Resignation Approval: Normal Retirement
 *Place: Resignation (Below 5 years)
 *Supporting Documents: Voluntary Retirement (Completion of 5 years)
 Resignation (Above 5 years)

4. After filling all required details click on calculate button to get projected amount of gratuity, based on salary details available in HRMS, that shall be payable on due date.

Application Details

**Note: If there is a mistake in Date of Retirement, Please exit the application and contact your circle HRMS team..

*Separation Type: Resignation (Above 5 years)
 *Retirement/ Resignation Date: 30-09-2018
 *Retirement/ Resignation Approval: HR/19-20/LTS22
 *Place: Navi Mumbai
 *Supporting Documents: All necessary document

	Years	Months	Days
Total Service (A)	24	02	29
Temporary Service	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>
Suspension Period	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>
EOL Services	00	00	00
EOL Services in Addition	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>
Years Eligible for Gratuity	00	00	00

Calculated Amount: [Text]
 Eligible Amount for Gratuity: [Text]

Calculate [Button]

Click on Calculate button

- Please verify your two level approver details, first Level approver is your BM/HOD and second level approver is LHO PPG/PPG AMC.

*Supporting Documents: All necessary documents

	Years	Months	Days
Total Service (A)	24	02	29
Temporary Service	00	00	00
Suspension Period	00	00	00
EOL Services	00	00	00
EOL Services in Addition	00	00	00
Years Eligible for Gratuity	24	02	29

Calculated Amount: 662256.00 Calculate
 Eligible Amount for Gratuity: 662256.00 As Per Gratuity Act

▼ Approver Details

Approver Details

L1 PF: 6979939	L1 Name: Vinita Lohia
L1 Alt PF:	L1 Alt Name:
L2 PF: 6908950	L2 Name: Mukesh Chand Gupta
L2 Alt PF: 6920160	L2 Alt Name: Maman Chand Baghoria

Click on submit Button

Back Reset Submit

*Supporting Documents: All necessary documents

	Years	Months	Days
Total Service (A)	24	02	29
Temporary Service	00	00	00
Suspension Period	00	00	00
EOL Services	00	00	00
EOL Services in Addition	00	00	00
Years Eligible for Gratuity	24	02	29

Calculated Amount: 662256.00 Calculate
 Eligible Amount for Gratuity: 662256.00 As Per Gratuity Act

▼ Approver Details

Approver Details

L1 PF: 6979939	L1 Name: Vinita Lohia
L1 Alt PF:	L1 Alt Name:
L2 PF: 6908950	L2 Name: Mukesh Chand Gupta
L2 Alt PF: 6920160	L2 Alt Name: Maman Chand Baghoria

Success

Request no: GRT0000000102 applied successfully..

OK

Back Reset Submit

Please Note- Once user clicks on OK button, the gratuity payment application will be automatically download in system. The employee will be required to take print out of application (4 copies) and then submit the same to the first Level approver (i.e recommending authority) along with supporting documents mentioned while filling the application, after signing the application.

6. In order to view the current status of application, the employee can see the details in below screen



Please Note-Employee can also download and print the application using Print button at anytime.

