

Retrieve Employee to Active

Go to **Transactions** menu → Termination/FFS

Select employee by clicking on **View/Edit** and deselect **Is settled?** check box and Save.

Termination/FFS

After you enter termination/resignation date, click on 'List' to calculate full and final settlement.
Click on 'Deactivate' to disable Employee Self Service access to employee.

Import

Code: 1007 Arun

Resignation/FFS date: 01/07/2014

Last Working Day: 01/07/2014

Remarks: Resigned

Reason for leaving: Cessation/Resigned/Terminat

ESI remarks: -- Select --

Is Settled ? : Yes

[View Loan Details](#)
[View Leave Encashable Details](#)

Save List Deactivate

In the list of Resigned employees click on **CANCEL** link in cancel column for selected employee.

Resigned Employee List

Add Employee Export All

Search Employee
Code/Name

Code	Employee Name	Resigned Date	Relieved Date	Is deactivated	Settled	Cancel	View/Edit	Process	Report
1007	Arun	01/07/2014	01/07/2014	Yes	No	Cancel			