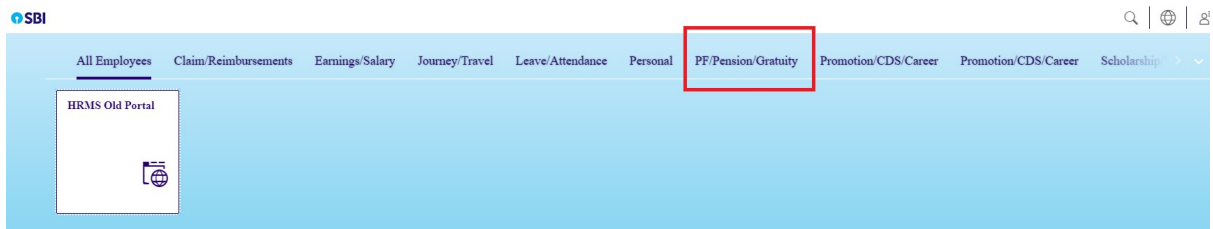
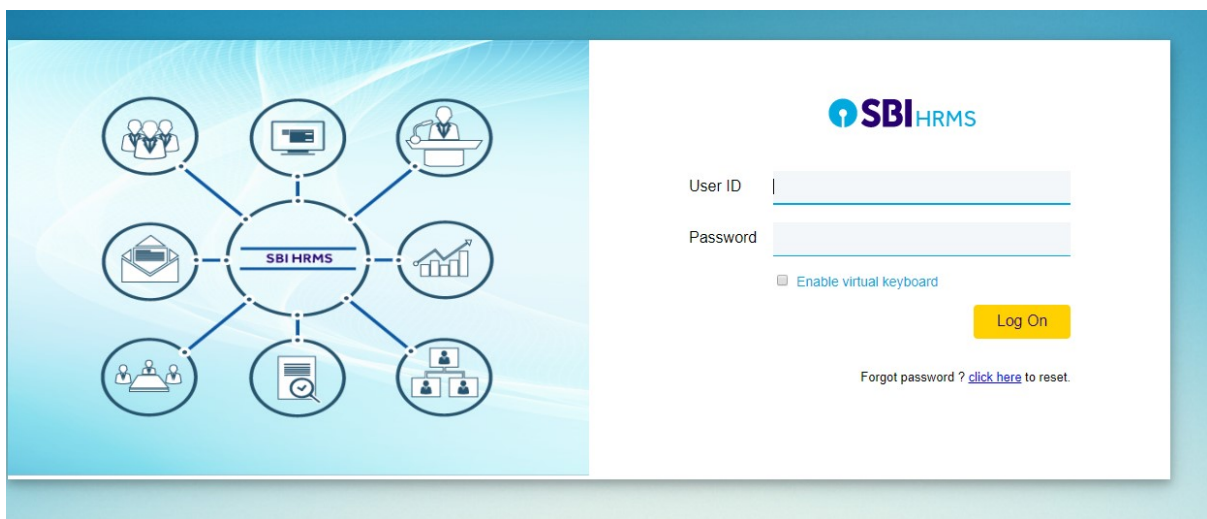


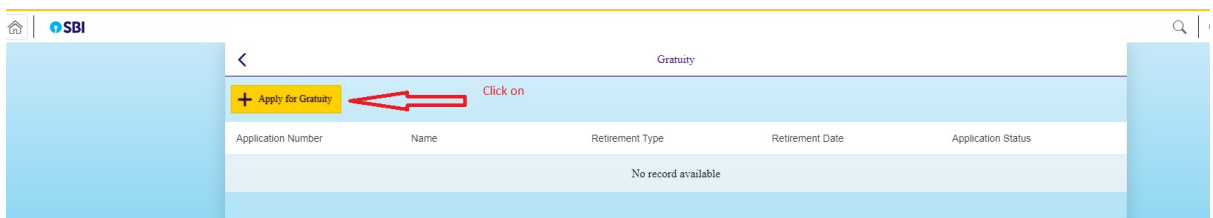
# GRATUITY PAYMENT SERVICE FOR eABs EMPLOYEE THROUGH HRMS USER GUIDE FOR EMPLOYEE SELF SERVICE

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

Apply

Employee Details

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:

\*Retirement/ Resignation Date:

\*Retirement/ Resignation Approval:

\*Place:

\*Supporting Documents:

Retirement/Resignation Date will auto populate based on selection of separation type

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:

\*Retirement/ Resignation Date:

\*Retirement/ Resignation Approval:

\*Place:

\*Supporting Documents:

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:

\*Retirement/ Resignation Date:

\*Retirement/ Resignation Approval:

\*Place:

\*Supporting Documents:

|                             | 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                | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> |
| EOL Services in Addition    | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> |
| Years Eligible for Gratuity | <input type="text" value="00"/> | <input type="text" value="00"/> | <input type="text" value="00"/> |

Calculated Amount:

Eligible Amount for Gratuity:

Calculate

Click on Calculate button

Enter details of each fields if exists

Approver Details

Back Reset

5. 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

Gratuity

+ Apply for Gratuity

| Application Number | Name          | Retirement Type             | Retirement Date | Application Status |
|--------------------|---------------|-----------------------------|-----------------|--------------------|
| GRT000000102       | Poonam Bharti | Resignation (Above 5 years) | 30.09.2018      | Applied            |

Verify Application Status

Click on row to see the details and Print the application

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

Employee Details

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

PF Index Number: 6996380  
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.

\*Seperation Type: Resignation (Above 5 years)

\*Retirement/ Resignation Date: 30-09-2018

\*Retirement/ Resignation Approval: HR/19-20/LT522

\*Place: Navi Mumbai

\*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   |

Click on Print Button to download the application

\*Retirement/ Resignation Approval: HR/19-20/LT522

\*Place: Navi Mumbai

\*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   |

Application downloaded in local PC