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

	User ID Password @ Enable virtual keyboard Log On Forgot password ? <u>click hare</u> to reset.
• SBI All Employees Claim/Reimbursements Earnings/Salary Journey/Travel Leave/Attendant HRMS Old Portal	Q ⊕ 2 ce Personal PF/Pension/Gratuity Promotion/CDS/Career Promotion/CDS/Career Scholarship > >

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

SBI					
	<		Gratuity		
	+ Apply for Gratuity	Click on			
	Application Number	Name	Retirement Type	Retirement Date	Application Status
			No record available		

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

			Q ⊕
[<	Apply	
	✓ Employee Details		1
	Employee Details		
	Employee Name: Poonam Bharti	PF Index Number: 6998380	
	Application Date: 19.09.2019	Designation: Deputy Manager	
	Dept Name: JAIPUR TILAK MARG	Personal SubArea: Tilak Marg, JPR	
	Circle: SBI - Jaipur	Mobile Number: 9460285690	
	 Application Details 		
		Retirement/Resignation Date will auto populate based on selection o	トク
	**Note: If there is a mistake in Date of Retirement, Pleas	se exit the application and contact your circle HRMS team	
	*Seperation Type:	✓ 454	
	*Retirement/ Resignation Date:	dd-MM-yyyy	
	"Retirement/ Resignation Approval:		
	*Place:		
	*Supporting Documents:		

- 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.					
*Seperation Type:					
"Retirement/ Resignation Date:					
"Retirement/ Resignation Approval: Normal Retirement					
*Place:	*Place: Resignation (Below 5 years)				
*Supporting Documents:	*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.

	Seperation Type: Resignation (Abor	cation and contact your circle HRMS team]		
	Resignation Date: 30-09-2018	ve 5 years)			
	nation Approval: HR/19-20/LT522				
	*Place: Navi Mumbai				
*Suppo	rting Documents: All necessary do	cument			
	Years	Months	Days		
Total Service (A)	24	02	29		5
Temporary Service	00	00	00	Enter details of each fields if exists	ろ
Suspension Period	00	00	00		
EOL Services	00	00	00	D	
EOL Services in Addition	00	00	00	-	
Years Eligible for Gratuity	00	00	00		
	Calculated Amount: Eligible Amount for Gratuity:	Calculate		Click on Calculate button	

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

*Suppor	ting Documents: All necessary doc	unens		
	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: 66 Eligible Amount for Gratuity: 66		y Act	
Approver Details				
Approver Details L1 PF: 6979 L1 Alt PF: L2 PF: 6908 L2 Alt PF: 6920	950	L1 Alt Nar L2 Nar	ne: Vinita Lohia ne: ne: Mukesh Chand Gupta ne: Maman Chand Baghoria	Click on submit sutton
Read				
	Supporting Documents: All nece			✓ Submit
°	Years	Months	Days	✓ Submit
Total Service (A)	Years 24	Months 02	29	v Submit
Total Service (A) Temporary Service	Years	Months 02 00		✓ Submit
Total Service (A) Temporary Service Suspension Period	Years 24 00 00	Months 02	29 00 00	✓ Submit
Total Service (A) Temporary Service Suspension Period EOL Services	Years 24 00 00 00	Months 02 00 00	29 00 00 00	✓ Submit
Total Service (A) Temporary Service Suspension Period	Years 24 00 00	Months 02 00	29 00 00	✓ Submit
Total Service (A) Temporary Service Suspension Period EOL Services	Years 24 00 00 00 00	Months 02 00 00	29 00 00 00	✓ Submit
Total Service (A) Temporary Service Suspension Period EOL Services EOL Services in Addition	Years 24 00 00 00 00	Months 02 00 00 00 vn V Success	29 00 00 00 00 29	✓ Submit
Total Service (A) Temporary Service Suspension Period EOL Services EOL Services in Addition	Years 24 00 00 00 00	Months 02 00 00 00 vn V Success	29 00 00 00 00	✓ Submit
Total Service (A) Temporary Service Suspension Period EOL Services EOL Services in Addition	Years 24 00 00 00 24 Reque	Months 02 00 00 00 xn Success st no: GRT0000000102 applied successfully.	29 00 00 00 00 29	✓ Submit
Total Service (A) Temporary Service Suspension Period EOL Services EOL Services in Addition	Years 24 00 00 00 24 Requet Calcu	Months 02 00 00 00 xn Success st no: GRT0000000102 applied successfully.	29 00 00 00 00 29	✓ Submit
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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

						Q 🕀 🛛 2	2 [≡] Poonar
<		Gratuity					
+ Apply for Gratuity							
Application Number	Name	Retirement Type	Retirement Date	Application Status			
GRT000000102	Poonam Bharti	Resignation (Above 5 years)	30.09.2018	Applied	>	Click on row t details and Pr application	
				Verify Application Status		аррикации	

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

Employee Details					
Emp	loyee Name: Poonam Bharti		PF Index Number: 6	998380	
Appli	Application Date: 19.09.2019		Designation: Deputy Manager		
	Dept Name: JAIPUR TILAK MARG P		Personal SubArea: T	Personal SubArea: Tilak Marg, JPR	
	Circle: SBI - Jaipur		Mobile Number:	9460285690	
✓ Application Det	ails				
**Note: If there is a m		ase exit the application and contact your o	circle HRMS team		
	*Retirement/ Resignation Date:				
	Retirement/ Resignation Approval:	: HR/19-20/LT522			
	*Place:	: Navi Mumbai			
	*Supporting Documents:	: All necessary documents			
	Years	Months		Days	Click on Print Button to
Total Service (A		Months 02		Days 29	Click on Print Button to download the application
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Application		Years	Months	Days	
downloaded in local PC	Total Service (A)	24	02	29	
$\epsilon^{-} \gamma$	Temporary Service	00	00	00	
	Suspension Period	00	00	00	
\sim	FOL Services	00	00	00	
Back					🖶 Print
■ Gratuity Form GRTpdf ^					