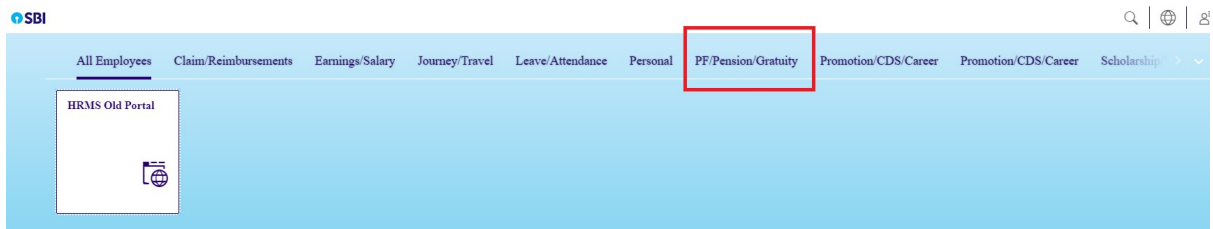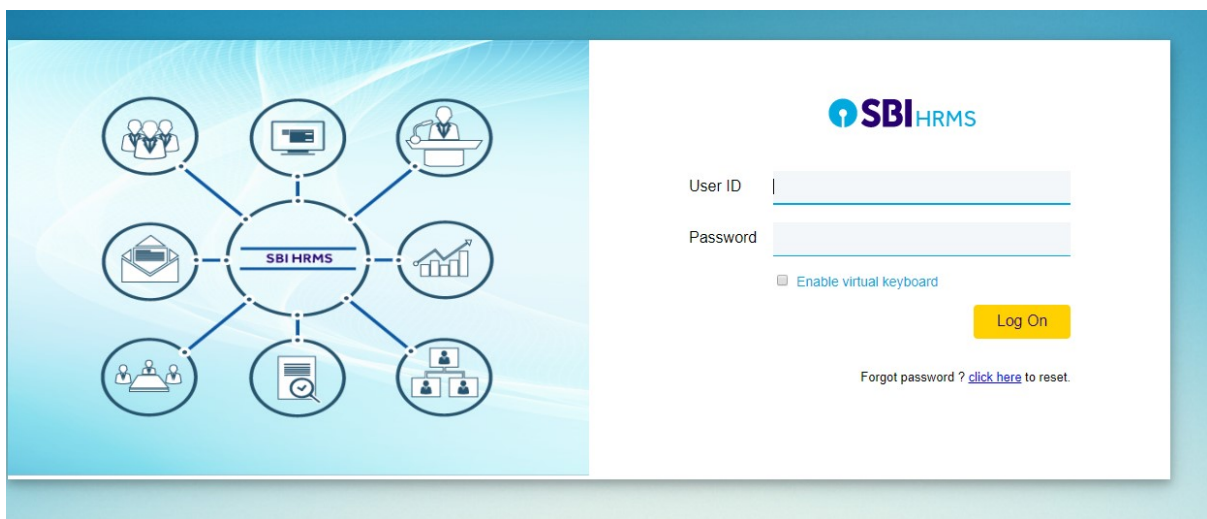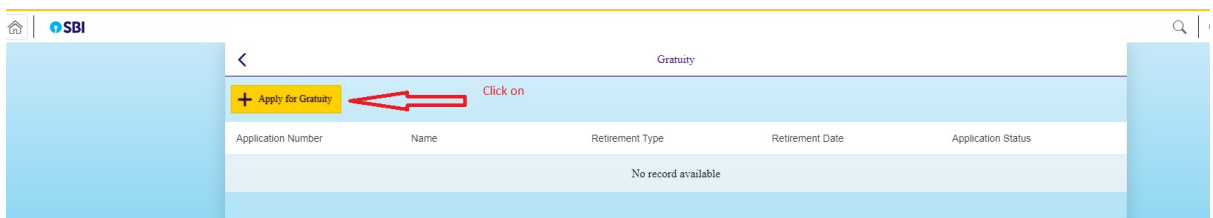# GRATUITY PAYMENT SERVICE FOR eABs EMPLOYEE THROUGH HRMS

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

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

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.

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

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.