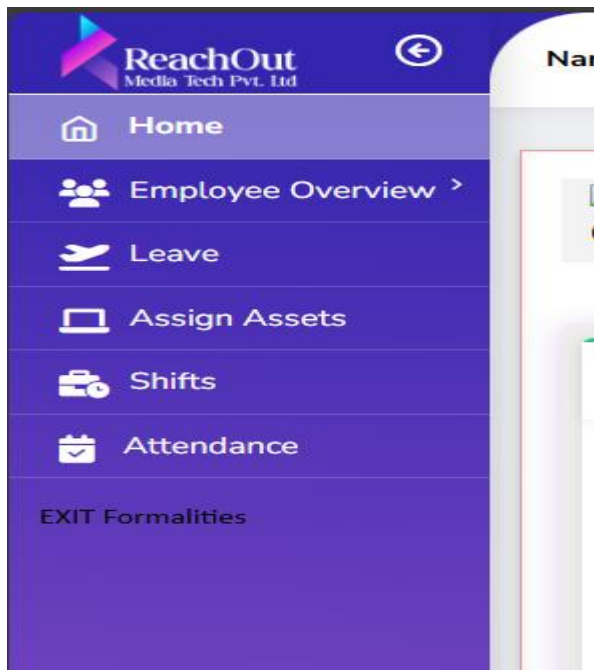


# Test Cases of HRMS Akshay and Maheshwari

## Exit Formalities :

--tab should locate here



--In this tab I want **Resignation Form** and it should **also appear in employee log-in.**

A screenshot of the 'Resignation Form' in a web-based HRMS system. The form is titled 'Resignation Form' with a dropdown arrow. In the top right corner, there are buttons for 'Manage Sections' and a three-dot menu. The form contains several fields: 'Employee ID' (dropdown menu), 'Reporting Manager' (dropdown menu), 'Department' (dropdown menu), 'Status of employee' (dropdown menu), 'Date of relieving' (text field with a date picker icon), and 'Reason for Resignation' (text area with icons for settings, visibility, and deletion). The form is enclosed in a dashed border.

--In above screenshot,

--Employee Id, Reporting Manager, Department should autofill

--Remove Status of employee

--Date of relieving should be calculated automatically based on HR policy(date of joining)

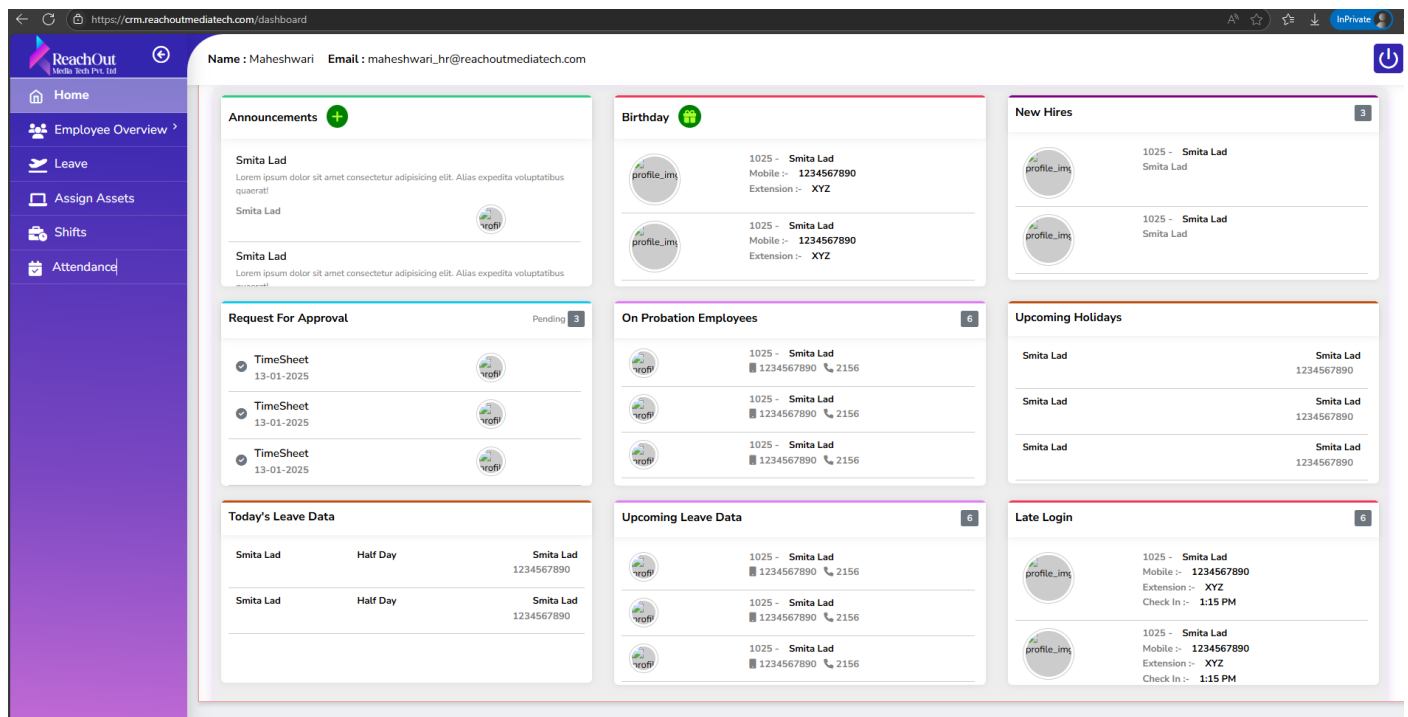
For example, If employment is of 3 months(under probation) then notice period is 14 days and remaining paid leaves are 6 (then consider 30% paid leaves = 2 leaves) hence his Date of relieving is 12 days after resign.

--Here, In Reason for resignation part, there should be email format—Heading and body (same as announcement format)

-- When he/she submit resignation, then there should be automatic email send to reporting manager, HR, and self email-id(from which he logged in).

--On **HR Dashboard**—there should a card in Home tab, **Resignation Approval**

--There should be 3 options(for HR)—Approve, Reject, On hold(till he is on hold his employment should be calculated).



--In Employee Overview-employee section, there should be provision for exit formalities.

ReachOut  
Help: 0800 751 111

Name : Maheshwari Email : maheshwari\_hr@reachoutmediatech.com

Qualification  
Select Qualification +  
University/Board  
Select University/Board +  
Course  
Select Course +  
Year Of Passing  
Select Year Of Passing  
Percentage  
Percentage

Department  
Select Employee Department +  
Last Drawn Salary  
Enter in LPA  
Duration Of Stay  
From  
dd-mm-yyyy  
To  
dd-mm-yyyy  
Document Type  
Document Type  
Employee Type  
Select Employee Type

Employment Details

Employee Department \*  
Sales +  
Employee Designation \*  
Project Manager +  
Employee Sub-designation \*  
Project Manager +  
Employee Type \*  
Payroll  
Shift \*  
Morning  
Password \*  
Password  
Reporting Manager Name \*  
Super Admin  
Email Id \*  
sunny\_pm@reachoutmediatech.com  
Joining Date  
07/29/2025  
Role \*  
Manager

Save

In exit formalities, Date of resignation, date of relieve, Asset removal(list should be displayed here), signed exit letter and FNF(Full and Final settlement details)—here there should be 2 options of Hold Salary and Release Salary.

## **Performance Management (in left tabs in HR portal above Exit Formalities)**

(1)Feed Back form:

There should be feedback form at end of probation and every 6 months (editable in master) after Date of Joining(DOJ).

Feedback to be collected from:-

**1.HR**

**2.Reporting Manager**

- There should be editing provision for these forms in superadmin.
- These reports should be stored in central database for reference and reporting.

(2)Salary Appraisal

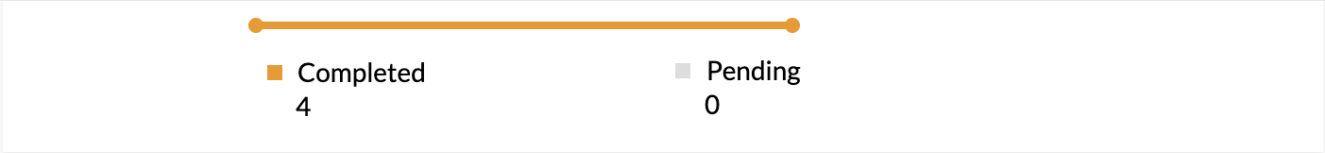
There should a salary appraisal request form for each employee as well as in HR portal.

--Here employees can fill up form to request for a salary appraisal.

--salary appraisal form(Maheshwari)

--Salary appraisal should be reflected to employee portal.

Appraisal status



--Reporting Manager Feedback

Section	Field	Input Type	Comments
Employee Details	Employee ID   Employee Name	Text	if Any
	Department	Autofill	if Any
	Designation	Autofill	if Any
	Review Period (From – To)	Autofill	if Any
	Reporting Manager Name	Autofill	if Any
	Date of Review	Autofill	if Any
	Task & Responsibility Ownership	Rating 1–10	if Any
Performance Rating	Quality of Work	Rating 1–10	if Any
	Timely Delivery / Punctuality	Rating 1–10	if Any
	Technical / Job Knowledge	Rating 1–10	if Any
	Team Collaboration	Rating 1–10	if Any
	Communication Skills	Rating 1–10	if Any
	Adaptability / Problem Solving	Rating 1–10	if Any
	Initiative & Proactiveness	Rating 1–10	if Any
	Attendance & Discipline	Rating 1–10	if Any
	Overall Departmental Performance	Rating 1–10	if Any
	Major Strengths Observed	Text	if Any
Open Feedback	Areas of Improvement	Text	if Any
	Ready for Promotion / New Role?	Yes / No	if Any
	If Yes, Suggest Role/Responsibility	Text	if Any
	Recommended Salary Appraisal Yes/No	Yes/No	if Any
	Overall Recommendation	Dropdown: Promotion / Appraisal Only / No Change	if Any

--HR Feedback form

Section	Field	Input Type	Comments
Employee Details	Employee ID   Employee Name	Text	if Any
	Department	Autofill (After Selecting Employee id)	if Any
	Designation	Autofill (After Selecting Employee id)	if Any
	Review Period (From – To)	Autofill	if Any
	Reporting Manager Name	Autofill (After Selecting Employee id)	if Any
	HR Manager Name	Autofill	if Any
	Date of Review	Autofill	if Any
HR Rating	Adherence to Company Policies	Rating 1–10	if Any
	Attendance Regularity	Rating 1–10	if Any
	Leave Discipline	Rating 1–10	if Any
	Participation in Cultural Activities	Rating 1–10	if Any
	Behaviour with Colleagues & Seniors	Rating 1–10	if Any
	Punctuality	Rating 1–10	if Any
	Grooming & Dress Code	Rating 1–10	if Any
	Responsiveness to Feedback	Rating 1–10	if Any
	Conflict Management (if any)	Rating 1–10	if Any
	Overall HR Observation	Rating 1–10	if Any
Open Feedback	Any HR concerns reported?	Yes / No	if Any
	Cultural Fit with Company Values?	Yes / No	if Any
	HR Suggestions for Manager/Employee	Text	if Any
			if Any

## --Appraisal Form for Employee

Section	Field	Input Type	
Basic Information	Employee ID   Employee Name	Text (Auto-filled)	
	Department	Text (Auto-filled)	
	Current Designation	Text (Auto-filled)	
	Date of Joining	Date (Auto-filled)	
	Review Period	Date Range (Auto-filled)	
Self-Rating (1–10)	Communication & Reporting	Dropdown 1–10 + Comments	
	Adherence to Company Policies	Dropdown 1–10 + Comments	
	Punctuality and Attendance	Dropdown 1–10 + Comments	
Open-Ended Questions	Key Achievements in Review Period	Paragraph Text	
	Challenges Faced & How Resolved	Paragraph Text	
	Skills or Training Required	Short Text	
	Open to Additional Responsibilities?	Yes / No + Text field	
	Expected Salary Appraisal % (Optional)	Numeric (%)	
Open-Ended Questions	How did you help in company growth or revenue generation?	Paragraph Text	
	Additional responsibilities you believe you are eligible for	Paragraph Text	
Declaration	I confirm all information is true	Checkbox	
	Date of Submission	Date (Auto-filled)	