

Xerox® Workflow Automation Solution for Employee Offboarding

The Xerox® Workflow Automation Solution for Employee Offboarding help you to manage the sensitive and complex process of employee termination and offboarding. The solution helps you to automate or establish key tasks, forms, checklists, notifications and access controls for consistency and adherence to your offboarding policy and procedures.

Modernize your employee offboarding practices.

Proper offboarding of terminated employees supports having a complete, timely and secure transition when employees exit your organization. To reduce risks and repercussions associated with manual processing, HR departments and hiring managers should follow pre-established termination procedures. With the Xerox® Workflow Automation Solution for Employee Offboarding, HR staff can easily set up, track, and monitor offboarding activities across all departments that are involved in the process.

How your organization benefits:

- Automate processes to offboard employees faster, reduce errors and support your compliance initiatives
- Consistently apply employee separation processes for a smooth offboarding transition
- Track return of company assets and cancellation of application and building access
- Deliver communication to employees such as enforcement of “non-compete” agreements and mandatory healthcare coverage information
- Automate departmental notifications regarding final paychecks and benefits
- Capture and store exit interview data for your internal review and analysis



Automate processes
for a smoother
offboarding
transition.

Comprehensive offboarding solution promotes visibility, security and policy compliance.

Offboarding is a sensitive process and every organization should have procedures for hiring managers to follow. Lack of a comprehensive offboarding solution can put you at risk for loss of intellectual property and company assets and payroll overpayment.

The Xerox® Workflow Automation Solution for Employee Offboarding can help your company with its offboarding process by providing a centralized system to guide HR and hiring managers with digital forms and checklists to confirm that none of your required steps are missed. Handling access to equipment, information and other assets during this transition is complex, but the solution helps employees to follow the steps you require to protect your business and includes the relevant departments and personnel you designate to be involved in the process.

Verify correct dismissal policy and procedures are followed.

The Xerox® Workflow Automation Solution for Employee Offboarding supports Human Resources and other departments with its dynamic, interconnected platform for sharing and tracking joint activities. Because the solution is highly configurable, you can build your own specific policies and procedures and have dashboard views to monitor and govern the process to closure.

The system simplifies complex offboarding management as it guides staff activity and tracks when tasks are due and completed for you to validate that policies and procedures have been followed. Automated notifications and alerts drive steps through to completion, while standard forms and checklists help to guide managers through the offboarding process.

Automate standard steps and manage from a central view.

HR staff can benefit from a holistic, single-source view of the offboarding process and can easily connect with information they need to properly transition employees. The centralized platform integrates with your core human capital management (HCM) systems to support information availability and transparency, as well as minimizes IT sprawl by eliminating information silos.

The solution improves cross-department collaboration with checklists, workflow notifications and access controls to confirm offboarding steps are completed by relevant departments. Staff can become more productive and costs contained as manual paperwork and tasks are removed.

Work with our knowledgeable team.

We're knowledgeable in digital documents and workflows, but we recognize that your information and processes are unique to your business. Through qualitative and quantitative assessments, we capture a true analysis of your current state. From there, we can deliver an integrated solution for you. Our employee offboarding solution is just one building block within our overall employee lifecycle offerings, so we can help you along your digital journey. From initial design, to deployment and rollout, to training and support, Xerox stays with you at every step.

Employee Offboarding Process Flow



Initiate termination or receive resignation letter from employee and set termination and payroll end dates.



Set up automatic notifications sent to IT, Benefits, Payroll to unenroll employee.



Track return of company assets and cancellation of application and building access.



Multiple systems updated automatically and all documentation is stored in secure, central repository for access.



Capture and store exit interview and place supporting documentation under your company's records management control.

For more information, visit xerox.com/was.

