

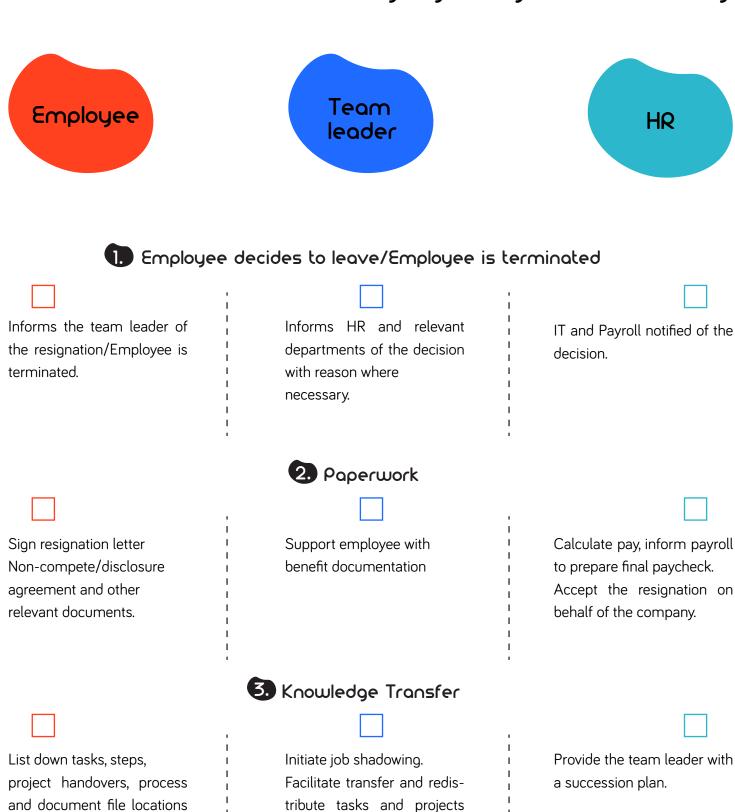


checklist Off-boarding checklist. Off-boarding checklist. Off-boarding checklist. Off-boarding checklist Off-boarding checklist. Off-boarding checklist Off-boarding checklist. Off-boarding checklist Off-boarding checklist Off-boarding checklist. Off-boarding checklist Off-boarding Off-boarding checklist.

Why do I need an off-boarding checklist?

An employee off-boarding checklist includes all necessary tasks in order to complete as and when an employee leaves the company. This is an easy check-box exercise so that supervisors and the HR team can see at a glance which activities have been finished and which are still outstanding to complete.

Here is a timeline to follow when going through the off-boarding



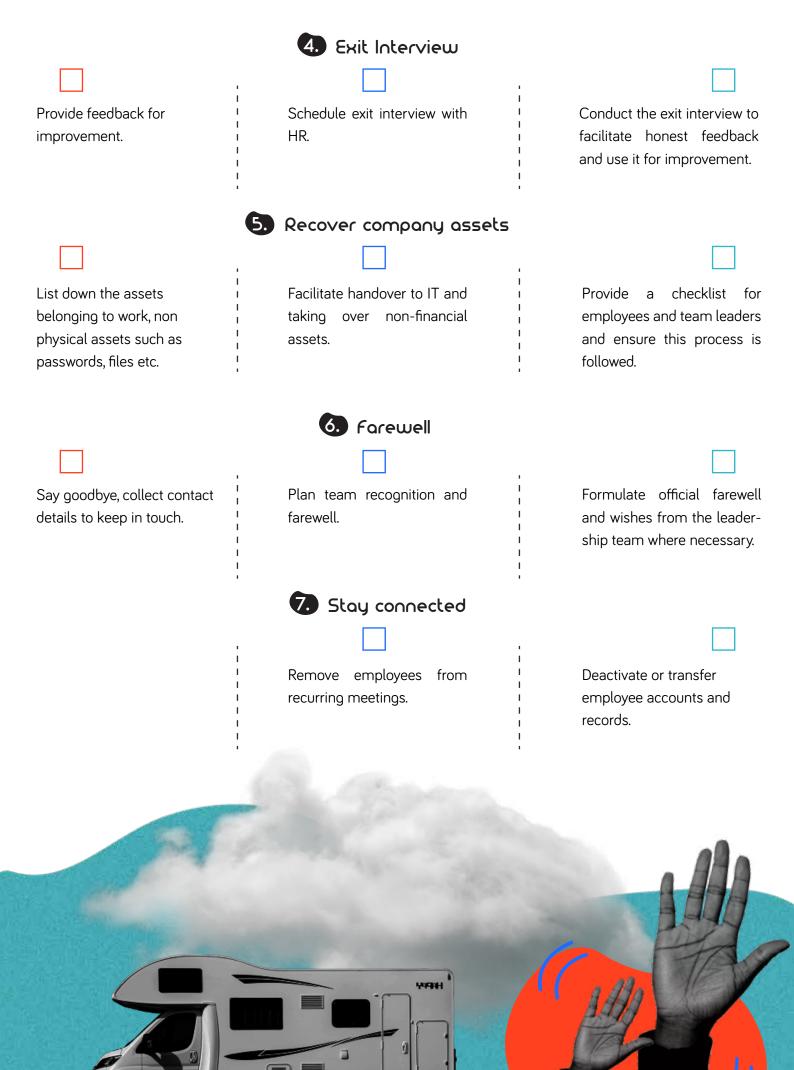
among other members.

contact

and

vendors etc.

details



Here is an ultimate off-boarding checklist to make your process easier.

The off-boarding checklist.

Paperwork ■ Resignation ☐ Employee Healthcare Benefits Non-Disclosure Agreement Non Competent Agreement ☐ Tax Documents IT Permission & Access Outstanding Reimbursements ☐ Update Passwords Revoke Employee Access Remove Employee from Payroll ☐ Update Employee Directory & Org Chart ☐ Update Company Website Redirect Calls & Emails Knowledge Transfer List of important Contacts ☐ Useful Resources Location of Files & Records Status of Ongoing Projects List of Outstanding Tasks Exit Interview ☐ Exit Interview Questionnaire Discussion post Questionnaire ☐ Data Analysis Recover Company Retrieve Insights Assets ☐ IT Equipment ☐ Mobile Phone/Sim ☐ ID Cards & Badges Off-boarding checklist. ☐ Parking Tags Off-boarding checklist. ☐ Uniforms Off-boarding checklist. ☐ Access Cards/Keys

Off-boarding checklist

The off-boarding process can be time consuming to do everything manually. Setting up reminders and following up can take an ample amount of time. That is why we have smart HR friendly systems such as PeoplesHR which can automate your mundane manual tasks with alerts which can cut down your productive time especially in a process like off-boarding.



Manage everything in one place, while shaping the employee experience.

Click here for a sneak peak of your one-stop-shop for all your HR needs.

View Demo









www.PeoplesHR.com