

TRANSACTION PATHWAY

# HR Offboarding Process Pathway

OCTOBER 2023



This Pathway provide Stages a list of the activities you will need to do to offboard an employee. This will ensure you don't miss key items, such as removing access to systems, to maintain data security, etc.

STAGE		TASKS	TASK FORMS	TASK DOCUMENTS
Employee Leaving Decision	➤	<ul style="list-style-type: none"> <li>➤ Employee tenders resignation</li> <li>➤ Employer ends employment</li> <li>➤ Redundancy process</li> <li>➤ Employer termination checklist</li> <li>➤ Review of all benefits, leave arrangements and working hours</li> </ul>	<ul style="list-style-type: none"> <li>➤ Employee Tenders Resignation</li> <li>➤ Employer Ends Employment</li> <li>➤ Employment Termination Checklist</li> <li>➤ Review of Entitlement to Benefits on Termination</li> </ul>	
Employer Handover	➤	<ul style="list-style-type: none"> <li>➤ Employer Handover process agreed</li> <li>➤ Internal Knowledge Transfer</li> <li>➤ Determine whether replacement employee is required</li> </ul>	<ul style="list-style-type: none"> <li>➤ Employee Internal Knowledge Transfer</li> </ul>	
Final Employment Day	➤	<ul style="list-style-type: none"> <li>➤ Ensure all handover is complete</li> <li>➤ Recover company assets</li> <li>➤ Provide any reference agreed to</li> <li>➤ Remove all software license to access from departing</li> </ul>	<ul style="list-style-type: none"> <li>➤ Employee Internal Knowledge Transfer</li> <li>➤ Company Assets List for Departing Employees</li> </ul>	

STAGE		TASKS	TASK FORMS	TASK DOCUMENTS
		<div>employee</div> <div>➤ Remove departing employee from websites and memberships</div>		