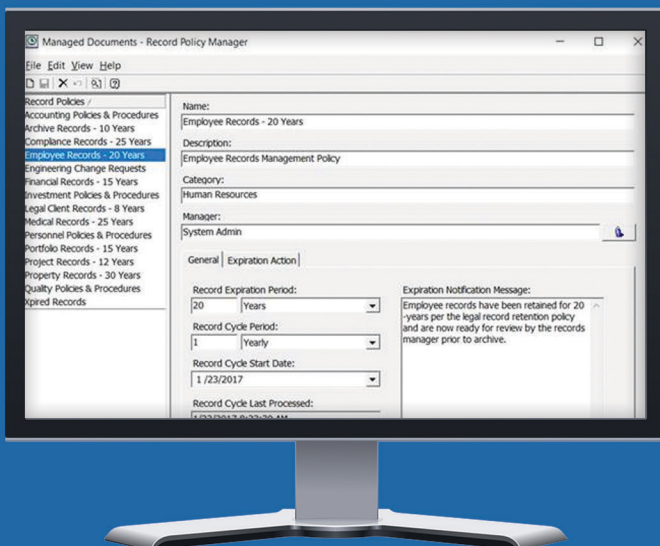# EMPLOYEE SEPARATION

Document Locator

Efficient offboarding and termination procedures

Manage records and procedures according to defined policies for efficient employee separation.

As employees transition away from the organization, records must be properly managed and the processes surrounding separation kept organized.

Document Locator automates important records management procedures, ensuring that files are categorized and records policies are applied. Workflow streamlines communications so that important off-boarding procedures are followed. Integration with the HRIS systems keeps employee records in sync with their status. As employees leave, files are updated and moved for proper record keeping.

Workflow notifications alert key individuals of actions needed when an employee leaves. For example, notifications can inform payroll to process final paychecks, instruct operations to remove building access, and let IT staff know they need to deactivate access to computers and network systems.

Windows integrated HR File Management

Records policies applied
Former employee files are properly identified, categorized, and filed for retention according to records policies.

Separation procedures
Key people in departments across the organization are notified of separation-related tasks, safeguarding property and knowledge.

Complete visibility
Maintain awareness over offboarding processes from start to finish with powerful reporting tools and a clear view of employee actions.

See a Demo
www.DocumentLocator.com/HR