

The background of the slide is a photograph of a man with a beard and a woman in a business meeting. The man is in the foreground, looking towards the woman, who is seen from the back. They are both wearing professional attire. The background is slightly blurred, showing an office environment with large windows.

# Newgen **Employee Offboarding Software**

## Overview

A streamlined employee departure process is as important as a great onboarding process. However, a large number of organizations rely on loose and paper-based processes, overlooking the potential long-term repercussions, including data breaches, gaps in knowledge transfer, and regulatory violations. This creates a dire need for HR professionals to automate the end-to-end employee offboarding process and to ensure that nothing falls through the cracks.

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With the Newgen Employee Offboarding Software, digitize your sensitive employee exit process from start to finish while offering a smooth experience to your departing employees and adhering to their contractual agreements.

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## Key Challenges Faced in the Absence of a Streamlined Offboarding Process

- No pre-defined exit checklists or templates to efficiently handle exit formalities
- Communication breakdowns and uncoordinated follow-ups by infrastructure, IT, and CSD teams before the employee's last working day
- Disconnected and siloed information systems
- Lack of compliance with statutory regulations and internal policies, including non-disclosure agreement signing, tax deducted source certificate issuance, full and final settlement, and more
- Absence of employee satisfaction survey
- Lack of proper documentation and asset tracking
- Failure to notify all the involved stakeholders, including IT and finance



# Newgen Employee Offboarding Software

The Newgen Employee Offboarding Software optimizes your complete offboarding process and empowers your business users to offer a smooth experience to your departing employees. By leveraging the software, you can eliminate paperwork and seamlessly integrate exit checklists, feedback mechanisms, and employee engagement in a unified working environment.

The software, built on a low code digital automation platform, also enables you to carry out vital onboarding tasks in just a few seconds and thereby render better services to your employees. Furthermore, the software empowers your users to gain insights into employees' attrition rates and resignation patterns in order to improve the overall employee experience.

## Core Capabilities of the Software

### Payment Settlement

- Full and final payment after the successful completion of exit formalities without disputes or discrepancies
- Tracking documents from multiple departments, including asset return from IT and no dues from operations

### Separation Revocation

- Reversal of employee exit formalities upon successful negotiation
- Clear visibility into retention and attrition rates to take corrective actions

### Intelligent Personalized Dashboard

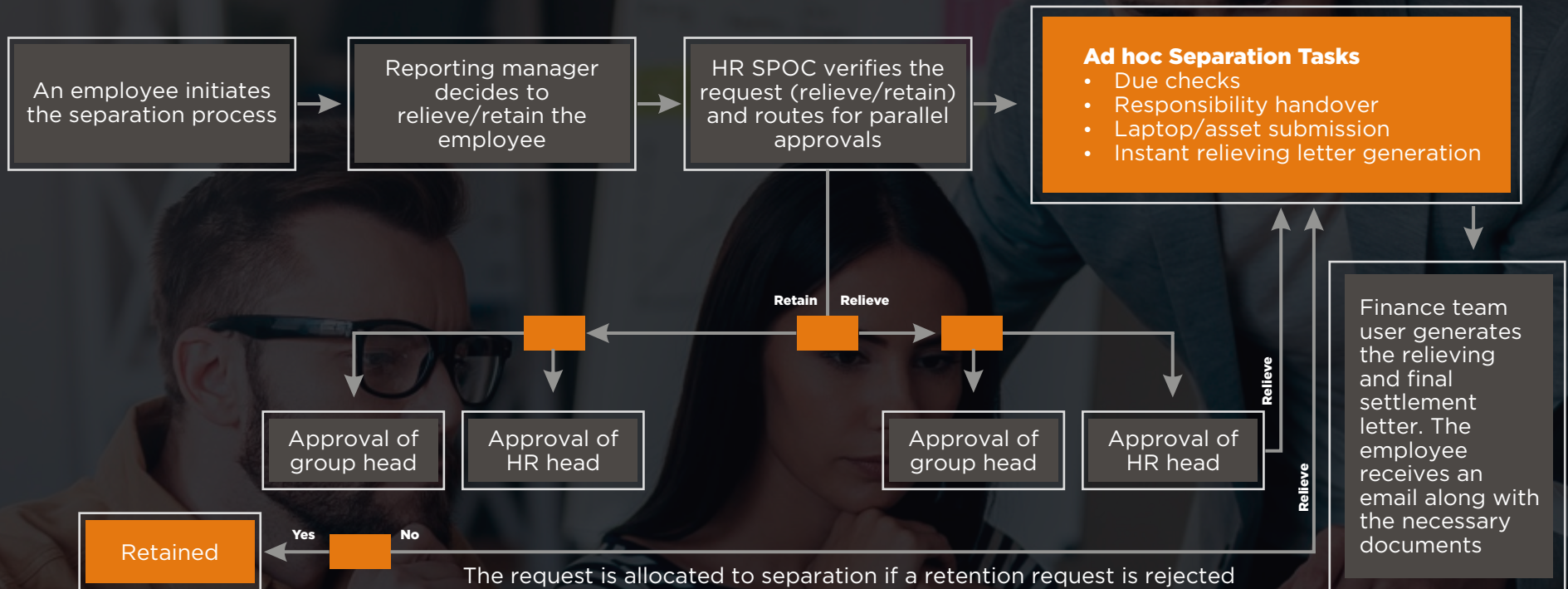
- Tracking attrition rate in real time across geographies
- Personalized view for different HR stakeholders

### Rights-based Access Management

- Authentication and authorization of users based on their roles and responsibilities
- Improved cross-departmental interactions for managing access



# Employee Offboarding Process



## Involved Stakeholders in Offboarding

Employee | Reporting Manager | HR SPOC | Finance Manager | Group Head | HR Head

## Separation Process

Enable your employees to initiate separation requests directly from the employee portal, while simultaneously notifying the HR team and their reporting manager. The underlying platform expedites the offboarding process and provides flexibility to HR personnel to select the appropriate checklists, based on the employee's portfolio, along with the statutory checklist for process completion.

- Integration with any third-party human resource management system
- Different formats of exit and statutory checklists
- Feedback tracking and exit interview comments
- Timely alerts and notifications to internal stakeholders to handle recruitment, asset, infrastructure, training, IT, and finance-related sub-processes
- Access revoking process to the office premises and email accounts
- Employee records management in the master tables
- Synchronization with the financial systems to generate the full and final settlement statement





# Why Newgen Employee Offboarding Software?



## About Newgen

Newgen is the leading provider of a unified digital transformation platform with native process automation, content services, and communication management capabilities. Globally, successful enterprises rely on Newgen's industry-recognized low code application platform to develop and deploy complex, content-driven, and customer-engaging business applications on the cloud. From onboarding to service requests, lending to underwriting, and for many more use cases across industries. Newgen unlocks simple with speed and agility.

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