

Safeguard your Organisation when your Employees Leave

“On Average, 50% of a HR department’s time is spent processing employee information and answering questions.”

– Forrester Research

OnBase provides an easy means for terminations to be recorded and to inform all those who need to know. It even enables every action that needs to be taken to be monitored so that you can be sure of completion.

The Basics

Every employee will leave an employer at some time. Whether this is through resignation or dismissal, it is important to treat the employee with dignity and respect. It is equally important to ensure that all the actions resulting from the termination of the contract of employment are performed efficiently and effectively.

The Challenges

There are many actions that need to take place when an employee leaves an organisation, and it is surprising how often these are neglected.

For example:

- A manager has failed to inform anyone else that an employee has resigned, or has been late in doing so
- An ex-employee has continued to be paid after leaving
- Ex-employees have left with company property, from laptops to client lists
- A leaver has retained a logon account and access to the organisation’s computer systems
- An ex-employee has left with their security pass and continued to access corporate sites and buildings
- No exit interview has taken place to gain the leaver’s opinions on employment by the organisation and to confirm the terms and conditions relating to the end of employment

When informed of a leaver, the HR and Payroll departments need to:

- Calculate the final tax deduction and pay
- Calculate annual leave outstanding or owing and, if necessary, adjust final pay
- Prepare and issue the employee’s P45
- Add the termination letters and exit interview form to the employee’s file
- Mark the leaver’s employee file for archiving with a set retention period
- Notify benefit providers of the employee’s end date
- Terminate the employee in the organisation’s HR system

“We can see the potential that OnBase has to help us meet compliance regulations, improve productivity and reduce costs throughout the company.”

– Head of Finance Developments,
U.K. Wealth Manager

The Solution

An OnBase interactive leavers form is the starting point, which is completed by a manager in the case of resignation or by an HR Business Partner in the case of dismissal. The form self completes as far as possible with the employee’s information to remove unnecessary data entry and room for error. For example, OnBase only needs the employee’s payroll number to extract data from your HR system, and the last date of employment is the only essential additional information.

Depending on your process, OnBase workflow will then route the leavers form to everyone who needs to know, including your HR Service Centre, Payroll, Pensions, IT and Facilities departments. OnBase will also access your assets register to set up a personalised checklist of all the property that the employee needs to return along with all the actions that need to be done. As each action is completed, it is recorded on the checklist. For example, your IT department will record that the employee’s user account has been suspended.

OnBase will prepare a statement of the on-going obligations of the leaver and declaration of understanding, and send them by workflow either directly to the employee or to the manager or HR Business Partner depending on the circumstances of the termination.

Similarly, OnBase will prepare an interactive exit interview form and property list and send them to the manager to help ensure that all corporate property is returned on the employee’s last day of work. The manager will be able to submit the exit interview by workflow, through the HR Business Partner, to the leaver’s employee file.

Your HR Business Partners will be able to monitor the completion of the leaver’s checklist and chase up any actions outstanding. You can even arrange for OnBase to automatically record the leaver in your HR system.

With a more systematic process that can be monitored by your HR Business Partners, there will be less risk to your organisation of important actions failing to be taken when an employee leaves.

You will benefit from more consistent completion of exit interviews, and be able to identify any common causes and trends in the reasons for resignation.

Why OnBase?

We understand that managing employees – your most important asset – is vital to the success of your organisation. That’s why OnBase offers solutions covering the full employee lifecycle from recruitment to termination.

OnBase Contract Termination may be installed as a stand-alone solution providing rigorous management of your leavers process. On the other hand, it may be a logical extension to OnBase Employee File Management or a step towards the full implementation of OnBase Manager Self Service. In all cases, OnBase integrates with your HR systems, including payroll and ERP applications, and you get more from your current software investment.

OnBase Contract Termination improves the consistency of your leavers process and provides a comprehensive means to ensure that all the necessary actions are taken and that unnecessary losses are avoided.

Learn more at Hyland.com/uk/hr

OnBase
a Hyland Software solution