



Infor Offboarding

Ensure successful offboarding

Infor® Offboarding coordinates employee offboarding processes—reducing administrative efforts, streamlining communications and approvals, and lowering costs. Employees have the information they need to make critical decisions concerning their benefits plans, 401(k) balances, and other benefits.

The system identifies network, building, and financial accounts that require actions, and notifies stakeholders responsible for final accounting and pay.

Compliance with mandated federal, state, and employer requirements (confidentiality and non-compete) is especially important to HR in an effort to reduce or eliminate your legal risk. And, valuable time saved through automating offboarding eliminates routine calls to HR—freeing HR to allocate time to more strategic current and future workforce concerns. Whether the separation is voluntary or involuntary, Infor Offboarding can be configured to meet the specific needs of your organization.

Communicate consistently

Beyond automating forms and workflow

Infor Offboarding helps manage the intense communications needs associated with departures—including retirement or involuntary separations—with a step-by-step offboarding tour, complete with personalized communications based on location, job role, or type of separation.

Available for 90-days post-departure, this tour is organized in a logical sequence and can be accessed from any Internet connection 24x7 even outside the firewall—allowing tour completion post-employment.

Key features include:

For employees:

An online tour that includes information to support post-employment decisions, and an acknowledgement of individual communications received. The interactive format and detailed information means getting answers to common questions quickly, and results in fewer calls to HR. Because the tour is made available outside the firewall even after network access is terminated, employees can complete the exit in the privacy of their own home.

For managers:

Parallel work lists and workflows for administrative and manager tasks ensures timely completion of all departures and 100% compliance.

For HR and administrators:

A robust analytics dashboard—fully integrated with the Infor Offboarding dashboard—helps monitor potential at-risk situations. A separations management console for administrators provides tools to initiate exit tours immediately, or on an as-needed basis.



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