

BerniePortal Offboarding

A positive experience up until the very end

Offboarding
allows HR to:



Seamless Transition



Customizable Checklist



Offboarding Admins

BerniePortal Offboarding Key Features Include:

- ✓ Seamless Transition 3
- ✓ Customizable Checklist 3
- ✓ Assign Offboarding Admins 4

Terminate Nicole Beaver

Last day of work *

April 18 2022

Reason for termination *

Resignation

Offboarding Checklist

Offboarding Checklist for full-time employees



Benefits will terminate on April 30, 2022

TERMINATE

CANCEL

Seamless Transition

While it feels premature to have the end in mind when hiring a new employee, it's wise to always plan for the unexpected. BerniePortal makes it easy to transition an employee into offboarding and kickstart your checklist when announcing their departure.

Customizable Checklists

Not every organization operates the same, so BerniePortal makes it easy to create customizable offboarding checklists. With no limit, your organization can make a different checklist for each department when needed.

Update a Checklist

Checklist Name

Offboarding Checklist for full-time employees

Tasks

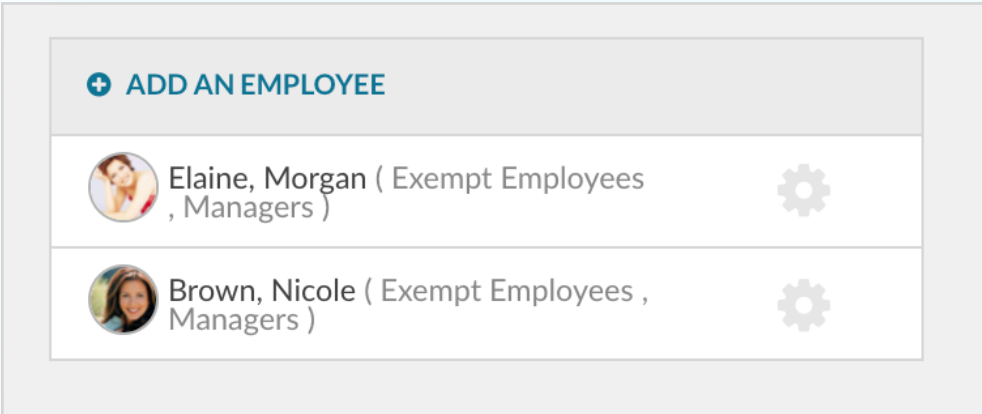
Task Title	Description	
Deactivate key card	gather key card from employee	⚙️
Automatic email forwarding	ensure their email is forwarded to other team member	⚙️
Issue last paycheck	hand employee last paycheck on their departure	⚙️
Exit interview	invite employee for an exit interview	⚙️
Documentation	Ask employee to document "how to" of all their key tasks	⚙️

[Add](#)





UPDATE

Assign Offboarding Admins

Distribute responsibilities to the appropriate team managers to ensure a swift offboarding experience, with nothing falling through the cracks.



The screenshot shows a user interface for assigning offboarding administrators. At the top, there is a button labeled '+ ADD AN EMPLOYEE'. Below this, there is a list of two managers, each with a profile picture, their name and role, and a settings gear icon.

+ ADD AN EMPLOYEE		
	Elaine, Morgan (Exempt Employees , Managers)	
	Brown, Nicole (Exempt Employees , Managers)	



With BerniePortal's Offboarding feature you can quickly and properly offboard team members from your organization.

**Ready to learn more?
See a tour of the BerniePortal Offboarding
feature today:**

SEE TOUR