

### BENEFITS:

- Dynamically manage all internal and external offboarding tasks.
- Easily capture, communicate and manage offboarding data.
- Immediately notify all internal departments and external vendors ensuring timely completion of tasks.
- Efficiently assist with de-provisioning, ensuring the return of all company property and services.
- Automatically upload the completed, signed, and encrypted offboarding forms, eliminating unnecessary printing and filing.
- Seamlessly integrate with any HRIS platform - we bridge the gap!

*KMS Software Company is exclusively devoted to providing world class human capital management software that helps strengthen the relationship between employers and employees around the world.*

The typical off-boarding process requires exiting employees to manually complete a mountain of documents including termination acknowledgements; COBRA benefits and the return of company provided assets. Additionally, internal departments and external vendors may need to be notified in order to immediately terminate security access and discontinue utilization of company assets.



### OffBoarding with Forethought and Preparation

Whether an employee separates in a voluntary or involuntary manner, XpressHR OffBoarding allows companies to manage employee terminations with care, sensitivity and consistency. When employee separation occurs, XpressHR OffBoarding helps companies avoid the many legal and social pitfalls that typically occur. These pitfalls can include a decline in the company's public image, a tainted industry perception and diminished goodwill, thus affecting the ability to recruit new employees.

XpressHR OffBoarding gathers termination data prior to and during the separation process, assists managers with time-critical information needed to conduct exit interviews, provides required notifications and aids in the collection of company assets.

### A Step-by-Step, Straightforward Approach to Terminations

XpressHR OffBoarding's step-by-step and straightforward approach facilitates a practical and humanistic method to accomplish employee separations – including reductions in workforce, terminations and retirement.

XpressHR OffBoarding's repeatable, documentable procedure ensures that all tasks related to exiting employees are managed in way to minimize employer liability exposure and increase good-will, particularly during challenging times.

