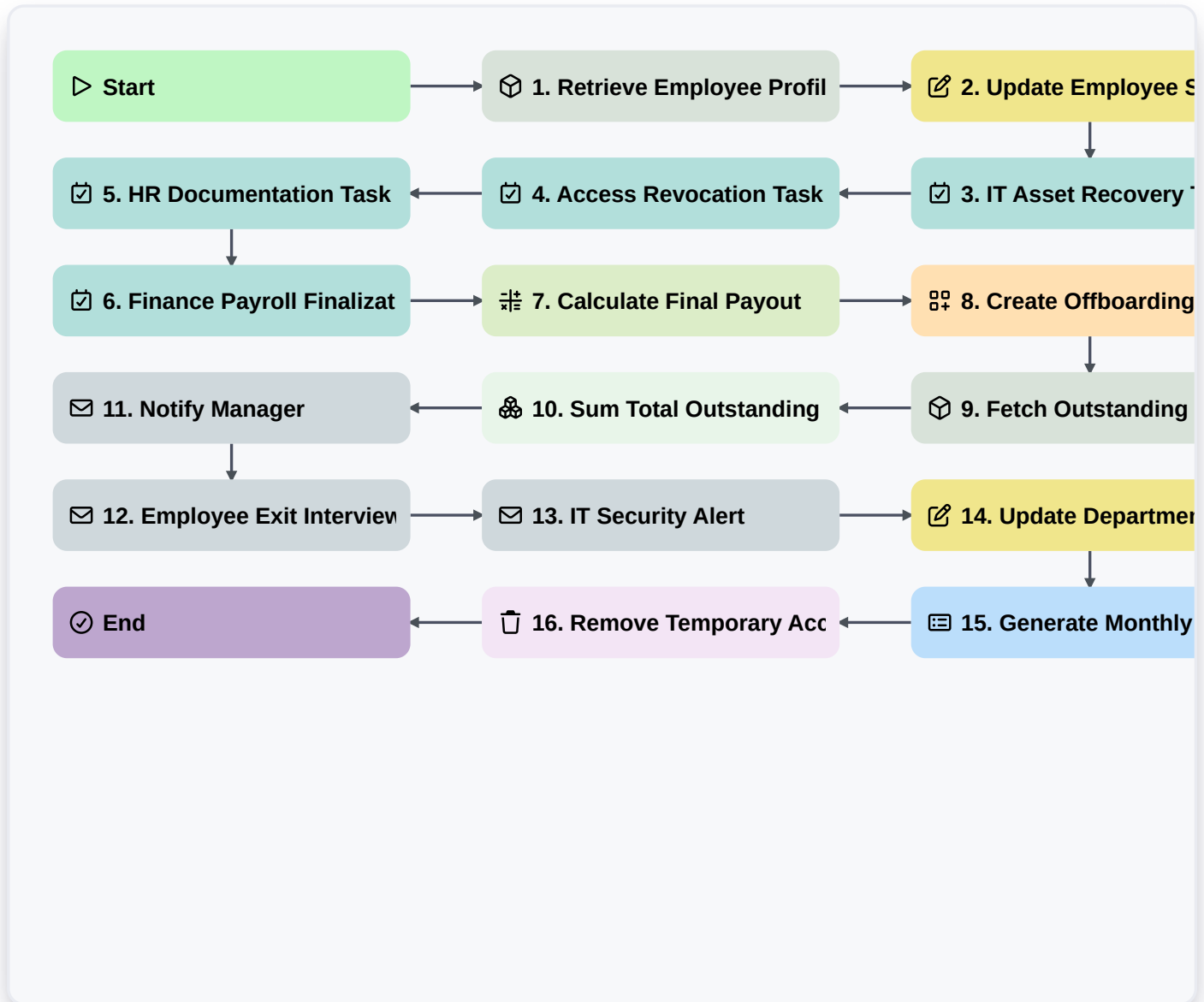


Employee Offboarding And Termination Workflow



Start

Start of the Workflow/Process.

1. Retrieve Employee Profile

Fetch the core employee data (Name, ID, Department, Manager) from the Employee Data Model to initiate the process.

2. Update Employee Status

Change the 'Employment Status' field in the Employee Data Model to 'Terminated' or 'Resigned'.

3. IT Asset Recovery Task

Create a task for the IT Department to collect laptops, monitors, and mobile devices.

4. Access Revocation Task

Create a task for IT/Security to disable software licenses, email access, and VPN permissions.

5. HR Documentation Task

Create a task for HR to prepare the final termination letter and legal documentation.

6. Finance Payroll Finalization Task

Create a task for the Finance team to calculate final payouts, unused PTO, and severance.

7. Calculate Final Payout

Execute a formula combining (Base Salary / Period) + Unused Vacation Days + Severance Amount.

8. Create Offboarding Record

Generate a new entry in the 'Offboarding Logs' data model to track the lifecycle of this specific termination.

9. Fetch Outstanding Expenses

Retrieve all pending expense claims from the Expense Data Model linked to the employee.

10. Sum Total Outstanding Liabilities

Aggregate all unpaid expense entries and company-issued loan balances to determine total deductions.

11. Notify Manager

Send an automated email to the employee's direct manager regarding the departure date and handover requirements.

12. Employee Exit Interview Invite

Send an email to the departing employee with a link to the Exit Interview Survey.

13. IT Security Alert

Send an email to the Security Team to trigger physical badge deactivation.

14. Update Departmental Headcount

Update the Department Data Model to decrement the 'Active Headcount' count by 1.

15. Generate Monthly Attrition Report

Generate a report summarizing all completed termination entries for the current month for HR leadership.

16. Remove Temporary Access

Delete temporary guest credentials or seasonal contractor entries from the Active Users data model.

End

End of the Workflow/Process.