



Offboarding Forms

Help streamline your employee offboarding notices

Many states have required separation notices that must be sent to termed employees. When not managed properly, it can result in fines to the employer. In addition, many employers have their own offboarding forms and notices that need to be delivered as well, creating a disjointed offboarding experience for both the employer and employee.

Our Offboarding Forms solution helps you more easily manage the separation notices for the states that require and provide them and gives you the ability to combine any custom offboarding forms, such as COBRA info or equipment return instructions, into one easy digital packet.

Get Technology to Work for You

Our Offboarding Forms service helps you:

- Get the right form to the right person at the right time in one digital packet with minimal effort, reducing the burden on HR
- Reduce risk and be more audit ready with forms monitoring, automation, and tracking
- Support your brand as an employer of choice with a more positive offboarding experience for employees

Missing a Required Form Can Be Risky

According to a Hiscox study, US-based companies (with 10+ employees) have at least 11.7% chance of having an employment charge filed against them.

Source: Employee Charge Trends Across the United States, Hiscox, 2015.

Centralize and Track Your Offboarding Processes

Key Features of the Offboarding Forms service help:



Minimize Risk

New and updated forms are added for your review, then decide if you want to push to your packets, so you know the right forms are delivered.



Gain More Control

Add your own employer-specific separation forms, such as COBRA info or equipment return instructions, gaining more robust and complete offboarding packets.



Reduce Delays

Custom parameters are defined using rules-based technology to help make delivery of your packets a breeze.



Avoid Mistakes

Forms are filled out with employee data, removing the task of manually filling in forms.



Cover Your Bases

With HR tracking and reporting, the right offboarding data is available when and where you need it.

Connected by Compliance Center™

Our Offboarding Forms service is available exclusively on our Compliance Center platform. Compliance Center is a sophisticated and proprietary technology to connect your forms management processes from onboarding through offboarding into a more hassle free experience for everyone.