



# Offboarding process

## Termination Notification

The process of employee termination starts:

- When an employee submits formal resignation to direct superior or HR.
- When superior inform HR and initiates process of employee leaving by notifying [hr.internal@kinit.sk](mailto:hr.internal@kinit.sk) and CEO.

## Internal Communication

HR and superior confirms the last working day of the employee leaving and the need for replacement. Superior also confirms the reason for leaving to HR.

Superior manages the communication of employee resignation to the related teams.

Superior and HR have an exit meeting with the leaving employee.

HR sent the instructions about leaving employee actions to the leaving employee: [A.x Leaving Employee Actions](#) - The guidelines primarily cover IT, Software Services and Support aspects of the leaving employee process. Superior ensures that leaving employee processes all requirement action steps of the leaving employees process.

## HR Offboarding (Administration)

- Offboarding process is initiated following the employee leaving guidelines: [\[Allit\] Employee Leaving Guidelines](#)
- HRIS update (termination the employee and initialisation of the process), update of all the HR and relevant reports.
- Preparation of legal documentation (if required).
- Deregistration leaving employees in social and health insurance - via external payroll vendor. Closure of attendance.
- IT File - creation of the "leaving employee" section in the employee IT File.
- Property return - PC and other technical equipment, key from offices.
- Office manager ensures deletion of the electronic badge to the co-work and offices.
- HR ensures removal of the leaving employee from: web page, security and safety learning platform, benefits, archivation personal file of leaving employee.



## **IT and Software Services process**

HR creates the section “Leaving Employee” in the employee IT File with an end date of leaving the employee. The IT file is shared with superior and CIO (for final check and approval). Superior confirms:

- Account and data transfer to a different employee
- Creation of Alumnus account

Once approved and processed, HR shares IT File with IT department Allit (external IT vendor) for processing requirement transfer, account deletion, removal from G Workspace, removal of licences and deletion from applications (e.i. task management application).