SAP SuccessFactors Offboarding Course

Module 1: Introduction to Offboarding

- Importance of Structured Offboarding

- Impact on Employer Branding & Knowledge Transfer

- Key Differences: Onboarding vs Offboarding

Module 2: Architecture & Features

- Offboarding Process Flow in SuccessFactors

- Roles Involved: HR Admin, Manager, Employee, IT/Facilities

- Security & RBP Setup

Module 3: Configuration of Offboarding

- Enabling Offboarding in Provisioning & Admin Center

- Setting up Offboarding Tasks (e.g., Knowledge Transfer, Exit Surveys, Asset Return)

- Workflow Configurations (Approvals, Notifications)

- Integration with Employee Central (Termination Event)

Module 4: Process Walkthrough

- Employee Resignation/Termination Event → Offboarding Trigger

- Manager Tasks (Knowledge Transfer, Clearance)

- Employee Tasks (Exit Forms, Surveys)

- HR/Admin Tasks (Approvals, Finalization)

Module 5: Advanced Configurations

- Custom Offboarding Tasks & Checklists

- Business Rules for Offboarding

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- Integration with Payroll (Final Settlement)

- Integration with IT (Asset Management, Access Removal)

Module 6: Reporting & Analytics

- Standard Reports for Offboarding

- Exit Survey Analytics

- Attrition Trends & Insights

- Compliance Tracking

Module 7: Administration & Troubleshooting

- Admin Tools for Offboarding

- Common Errors & Fixes (Termination Sync, Task Assignments)

- Notifications & Approvals Issues

Module 8: Case Studies & Best Practices

- End-to-End Offboarding Case Study (Resignation → Clearance → Exit)

- Best Practices for Smooth Employee Exit Experience

- Legal & Compliance Considerations

Module 9: Hands-On & Certification Prep

- Hands-On Workshop in Demo System

- Configuring Complete Offboarding Process

- Exit Interview & Survey Setup

- Preparing for SuccessFactors Certification (topics overlap with Onboarding)

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