

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
 - 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)