

# Documentation for Employee Offboarding Module

```
<!DOCTYPE html>
```

```
<html lang="en">
```

```
<head>
```

```
  <meta charset="UTF-8">
```

```
  <meta name="viewport" content="width=device-width, initial-scale=1.0">
```

```
  <title>Advanced Offboarding Portal</title>
```

```
  <link href="https://cdnjs.cloudflare.com/ajax/libs/font-awesome/6.0.0/css/all.min.css"
rel="stylesheet">
```

```
  <style>
```

```
    :root {
```

```
      --primary: #4F46E5;
```

```
      --primary-dark: #4338CA;
```

```
      --secondary: #10B981;
```

```
      --danger: #EF4444;
```

```
      --warning: #F59E0B;
```

```
      --background: #F3F4F6;
```

```
      --card: #FFFFFF;
```

```
      --text: #1F2937;
```

```
      --text-light: #6B7280;
```

```
    }
```

```
    * {
```

```
      margin: 0;
```

```
      padding: 0;
```

```
      box-sizing: border-box;
```

```
      font-family: 'Inter', sans-serif;
```

```
    }
```

```
    body {
```

```
      background: var(--background);
```

```
      color: var(--text);
```

```
      min-height: 100vh;
```

```
      line-height: 1.6;
```

```
    }
```

```
    .container {
```

```
      max-width: 1200px;
```

```
      margin: 0 auto;
```

```
      padding: 2rem;
```

```
    }
```

```
    .header {
```

```
    text-align: center;
    margin-bottom: 3rem;
    animation: fadeIn 0.8s ease-out;
}
```

```
.header h1 {
    font-size: 2.5rem;
    color: var(--primary);
    margin-bottom: 1rem;
}
```

```
.header p {
    color: var(--text-light);
}
```

```
.form-switcher {
    display: flex;
    justify-content: center;
    gap: 1rem;
    margin-bottom: 2rem;
}
```

```
.switch-btn {
    padding: 1rem 2rem;
    border: none;
    border-radius: 10px;
    font-size: 1rem;
    cursor: pointer;
    transition: all 0.3s ease;
    background: var(--card);
    color: var(--text);
    box-shadow: 0 2px 4px rgba(0, 0, 0, 0.1);
}
```

```
.switch-btn.active {
    background: var(--primary);
    color: white;
    transform: translateY(-2px);
}
```

```
.form-container {
    background: var(--card);
    border-radius: 20px;
    padding: 2rem;
}
```

```
    box-shadow: 0 4px 6px rgba(0, 0, 0, 0.1);
    margin-bottom: 2rem;
    display: none;
    animation: slideUp 0.5s ease-out;
}
```

```
.form-container.active {
    display: block;
}
```

```
.form-section {
    margin-bottom: 2rem;
    padding: 1.5rem;
    border-radius: 10px;
    background: #F8FAFC;
    border: 1px solid #E2E8F0;
}
```

```
.form-section h3 {
    color: var(--primary);
    margin-bottom: 1rem;
    display: flex;
    align-items: center;
    gap: 0.5rem;
}
```

```
.form-group {
    margin-bottom: 1.5rem;
}
```

```
.form-group label {
    display: block;
    margin-bottom: 0.5rem;
    color: var(--text);
    font-weight: 500;
}
```

```
.input-group {
    position: relative;
}
```

```
.input-group i {
    position: absolute;
    left: 1rem;
```

```
    top: 50%;  
    transform: translateY(-50%);  
    color: var(--text-light);  
}
```

```
.input-field {  
    width: 100%;  
    padding: 0.75rem 1rem 0.75rem 2.5rem;  
    border: 1px solid #E2E8F0;  
    border-radius: 8px;  
    font-size: 1rem;  
    transition: all 0.3s ease;  
}
```

```
.input-field:focus {  
    outline: none;  
    border-color: var(--primary);  
    box-shadow: 0 0 0 3px rgba(79, 70, 229, 0.1);  
}
```

```
.checkbox-group {  
    display: grid;  
    grid-template-columns: repeat(auto-fit, minmax(250px, 1fr));  
    gap: 1rem;  
    margin-top: 1rem;  
}
```

```
.checkbox-item {  
    display: flex;  
    align-items: center;  
    gap: 0.5rem;  
    padding: 0.5rem;  
    border-radius: 6px;  
    transition: all 0.3s ease;  
}
```

```
.checkbox-item:hover {  
    background: #F1F5F9;  
}
```

```
.progress-bar {  
    width: 100%;  
    height: 8px;  
    background: #E2E8F0;
```

```
border-radius: 4px;
margin: 2rem 0;
overflow: hidden;
}

.progress-fill {
  height: 100%;
  background: var(--primary);
  width: 0%;
  transition: width 0.5s ease;
}

.submit-btn {
  width: 100%;
  padding: 1rem;
  background: var(--primary);
  color: white;
  border: none;
  border-radius: 8px;
  font-size: 1rem;
  font-weight: 500;
  cursor: pointer;
  transition: all 0.3s ease;
}

.submit-btn:hover {
  background: var(--primary-dark);
  transform: translateY(-2px);
}

.status-chip {
  display: inline-flex;
  align-items: center;
  padding: 0.25rem 0.75rem;
  border-radius: 9999px;
  font-size: 0.875rem;
  font-weight: 500;
  margin-left: 0.5rem;
}

.status-pending {
  background: #FEF3C7;
  color: #92400E;
}
```

```
.status-complete {  
  background: #D1FAE5;  
  color: #065F46;  
}  
  
@keyframes fadeIn {  
  from {  
    opacity: 0;  
  }  
  
  to {  
    opacity: 1;  
  }  
}  
  
@keyframes slideUp {  
  from {  
    opacity: 0;  
    transform: translateY(20px);  
  }  
  
  to {  
    opacity: 1;  
    transform: translateY(0);  
  }  
}  
  
@media (max-width: 768px) {  
  .container {  
    padding: 1rem;  
  }  
  
  .form-section {  
    padding: 1rem;  
  }  
  
  .checkbox-group {  
    grid-template-columns: 1fr;  
  }  
  
  .header h1 {  
    font-size: 2rem;  
  }  
}
```

```

    }
  </style>
</head>

<body>
  <div class="container">
    <div class="header">
      <h1>Employee Offboarding Portal</h1>
      <p>Complete your exit process smoothly and efficiently</p>
    </div>

    <div class="form-switcher">
      <button class="switch-btn active" onclick="switchForm('standard')">
        <i class="fas fa-user-circle"></i> Standard Exit
      </button>
      <button class="switch-btn" onclick="switchForm('advanced')">
        <i class="fas fa-laptop-code"></i> Software Employee Exit
      </button>
    </div>

    <div class="progress-bar">
      <div class="progress-fill" id="progress"></div>
    </div>

    <!-- Standard Exit Form -->
    <div id="standard-form" class="form-container active">
      <form onsubmit="handleSubmit(event, 'standard')">
        <div class="form-section">
          <h3><i class="fas fa-user"></i> Personal Information</h3>
          <div class="form-group">
            <label>Full Name</label>
            <div class="input-group">
              <i class="fas fa-user"></i>
              <input type="text" class="input-field" required>
            </div>
          </div>
          <div class="form-group">
            <label>Email Address</label>
            <div class="input-group">
              <i class="fas fa-envelope"></i>
              <input type="email" class="input-field" required>
            </div>
          </div>
        </div>
      </form>
    </div>
  </div>

```

```

<div class="form-section">
  <h3><i class="fas fa-building"></i> Department Details</h3>
  <div class="form-group">
    <label>Department</label>
    <div class="input-group">
      <i class="fas fa-sitemap"></i>
      <input type="text" class="input-field" required>
    </div>
  </div>
  <div class="form-group">
    <label>Last Working Day</label>
    <div class="input-group">
      <i class="fas fa-calendar"></i>
      <input type="date" class="input-field" required>
    </div>
  </div>
</div>

<div class="form-section">
  <h3><i class="fas fa-clipboard-check"></i> Exit Checklist</h3>
  <div class="checkbox-group">
    <div class="checkbox-item">
      <input type="checkbox" required>
      <label>Company ID Card Returned</label>
    </div>
    <div class="checkbox-item">
      <input type="checkbox" required>
      <label>Equipment Returned</label>
    </div>
    <div class="checkbox-item">
      <input type="checkbox" required>
      <label>Exit Documents Submitted</label>
    </div>
  </div>
</div>

  <button type="submit" class="submit-btn">
    <i class="fas fa-paper-plane"></i> Submit Exit Form
  </button>
</form>
</div>

<!-- Advanced Software Employee Exit Form -->

```



```

<div id="advanced-form" class="form-container">
  <form onsubmit="handleSubmit(event, 'advanced')">
    <div class="form-section">
      <h3><i class="fas fa-code"></i> Technical Details</h3>
      <div class="form-group">
        <label>Development Team</label>
        <div class="input-group">
          <i class="fas fa-users"></i>
          <input type="text" class="input-field" required>
        </div>
      </div>
      <div class="form-group">
        <label>Project Handover Details</label>
        <textarea class="input-field" rows="4" required
notes"></textarea>
        </div>
      </div>

    <div class="form-section">
      <h3><i class="fas fa-laptop"></i> Technical Assets</h3>
      <div class="checkbox-group">
        <div class="checkbox-item">
          <input type="checkbox" required>
          <label>Development Machine Returned</label>
        </div>
        <div class="checkbox-item">
          <input type="checkbox" required>
          <label>Repository Access Revoked</label>
        </div>
        <div class="checkbox-item">
          <input type="checkbox" required>
          <label>Cloud Services Deactivated</label>
        </div>
        <div class="checkbox-item">
          <input type="checkbox" required>
          <label>Documentation Updated</label>
        </div>
      </div>
    </div>

    <div class="form-section">
      <h3><i class="fas fa-key"></i> Access Management</h3>
      <div class="checkbox-group">

```

```

    <div class="checkbox-item">
      <input type="checkbox" required>
      <label>Git Access Removed</label>
    </div>
    <div class="checkbox-item">
      <input type="checkbox" required>
      <label>Database Access Revoked</label>
    </div>
    <div class="checkbox-item">
      <input type="checkbox" required>
      <label>API Keys Deactivated</label>
    </div>
  </div>
</div>

<div class="form-section">
  <h3><i class="fas fa-comments"></i> Knowledge Transfer</h3>
  <div class="form-group">
    <label>Technical Documentation</label>
    <textarea class="input-field" rows="4" required
      placeholder="Provide links to updated documentation and any crucial
technical information"></textarea>
  </div>
  <div class="form-group">
    <label>Improvement Suggestions</label>
    <textarea class="input-field" rows="4"
      placeholder="Share your suggestions for technical processes or team
improvements"></textarea>
  </div>
</div>

  <button type="submit" class="submit-btn">
    <i class="fas fa-paper-plane"></i> Submit Technical Exit Form
  </button>
</form>
</div>
</div>

<script>

let currentProgress = 0;
const progressBar = document.getElementById('progress');

// Function to switch between forms

```

```

function switchForm(formType) {
  // Hide all form containers and reset the active class on buttons
  document.querySelectorAll('.form-container').forEach(form => {
    form.classList.remove('active');
  });
  document.querySelectorAll('.switch-btn').forEach(btn => {
    btn.classList.remove('active');
  });

  // Show the selected form and activate the corresponding button
  document.getElementById(`${formType}-form`).classList.add('active');
}

document.querySelector('.switch-btn[onclick="switchForm('${formType}')"]').classList.add('active');

// Reset progress
currentProgress = 0;
updateProgress();
}

// Update the progress bar width
function updateProgress() {
  progressBar.style.width = `${currentProgress}%`;
}

// Calculate progress based on filled inputs
function calculateProgress(form) {
  const inputs = form.querySelectorAll('input, textarea');
  const filledInputs = Array.from(inputs).filter(input => {
    if (input.type === 'checkbox') return input.checked;
    return input.value.trim() !== "";
  });

  return Math.round((filledInputs.length / inputs.length) * 100);
}

// Update progress on input change in any form
document.querySelectorAll('form').forEach(form => {
  form.addEventListener('input', () => {
    currentProgress = calculateProgress(form);
    updateProgress();
  });
});

```

```

// Handle form submission
function handleSubmit(event, formType) {
    event.preventDefault();

    // Simulate form submission by disabling the submit button and showing a spinner
    const submitBtn = event.target.querySelector('.submit-btn');
    submitBtn.innerHTML = '<i class="fas fa-spinner fa-spin"></i> Processing...';
    submitBtn.disabled = true;

    setTimeout(() => {
        // Simulate form submission completion
        alert('Exit form submitted successfully!');
        submitBtn.innerHTML = '<i class="fas fa-paper-plane"></i> Submit Exit Form';
        submitBtn.disabled = false;

        // Reset the form progress
        currentProgress = 0;
        updateProgress();

        // Optionally, reset the form fields here
        const form = event.target;
        form.reset();

        // Reset checkbox states
        const checkboxes = form.querySelectorAll('input[type="checkbox"]');
        checkboxes.forEach(checkbox => checkbox.checked = false);
    }, 2000); // Simulate 2 seconds of processing time
}
</script>

</body>

</html>


```

This is the employee side Offboarding form where employee can apply for the offboard when they want to exist from the company.

# Output

The image displays two screenshots of the 'Employee Offboarding Portal' for a user named Surekha. The top screenshot shows the main dashboard with options for 'Standard Exit' and 'Software Employee Exit'. The bottom screenshot shows the 'Exit Checklist' section with a list of items to be returned or submitted, and a 'Submit Exit Form' button.

**Top Screenshot: Employee Offboarding Portal**

**Header:** Hello, Surekha 🖐️ Search... 🔍 🔔 🗖️ 🌐 Languages 

**Left Sidebar:**

- Status: ● Active
- Active ▾
- Dashboards
- HRM
- Employee Services
  - Biodata
  - Employee Attendance
  - Employee Assets

**Main Content Area:**

## Employee Offboarding Portal


Complete your exit process smoothly and efficiently

[➡ Standard Exit](#) [🖨 Software Employee Exit](#)

**Personal Information**

Full Name

**Bottom Screenshot: Exit Checklist**

**Header:** Hello, Surekha 🖐️ Search... 🔍 🔔 🗖️ 🌐 Languages 

**Left Sidebar:**

- Employee Assets
- Employee leave Request
- Employee History
- Appraisal
- ESI/Provident fund
- Onboarding
- Offboarding
- Increment/Bonus
- Training Management
- Career Progression

**Main Content Area:**

### Exit Checklist

- ☐ Company ID Card Returned
- ☐ Equipment Returned
- ☐ Exit Documents Submitted

[➡ Submit Exit Form](#)