**Employee Automated off-boarding guide**

**Employee**

1. Go into desktop dashboard





**Select Off-Boarding reason from drop down list**



**Select the active job record that are leaving from, NOTE: If you have more than one active job record you must fill out an Off-Boarding request for each active Job Record**

**Then enter the Requested Last Day at Work or use the drop down calendar**

**Select Next**



**You can now either 1) save the request (to be edited at a later date) 2) save and submit the request or 3) cancel the request**



**If you select Save and submit who will receive an email indicating that the request has been submitted.**