

Prioritize Employee Exit process and Say Adios to your employees in the best possible way.



Drive your Offboarding process and analyze employee turnover data with Beehive's E-Separation to make sure none of the exit formalities are overlooked.

Beehive's E-Separation module helps organization automate their offboarding process right from Resignation submission to FNF process and letter generation – everything paperless!

Establish thorough exit management for faster turnarounds, track critical documentation and notify the relevant parties for every offboarded employee for streamlined operations and increased satisfaction.

Features of Beehive E-Separation:

- Notice period Configuration
- Resignation / Approval workflow
- Auto Email Reminders
- Custom Exit Checklists creation
- Asset Management
- Manage Voluntary & Involuntary Exits
- Bulk FNF process
- Exit Interview Feedback
- Handover formalities
- Documentation of Exit employees
- Exit letters generation (Relieving, FNF, Experience)
- Attrition report & Analysis
- Exit Reports
- FNF statement
- Exit employee's data management

Address:

FC 1-2, 'C' Wing, Karmastambha, LBS Marg, Near 247
Business Park Vikhroli (W), Mumbai - 400 079

www.beehivesoftware.in

+91 226699 9525

sales@beehivesoftware.in

Quick Insights of E-Separation Features



Resignation Workflow

Employee can apply for resignation request which will go for approval to the designated reporting manager along



Notice Period Configuration

As per the employee category & designation, notice period for each employee can be configured.



Voluntary/In-Voluntary Exits

Along with voluntary exits, in-voluntary exits such as absconding, or terminations can also be taken care.



Reason for Attrition

Based on the exits done on monthly basis, attrition trend reason wise can be identified based on reason mentioned by each employee.



Exit Interview Feedback

Provision to collect exit interview feedback from the employee and identify the satisfaction level of employee helping organization to improve work culture.



No Dues Clearance

Enable all the responsible stakeholders and allow them to give approvals from their department for employee data such as leave encashment, loan settlement, dues clearance, asset collection, and final salary payout.



Full and Final Settlement

Once FNF is processed, employee's final salary is processed which includes amount settlement, notice payment.



Letter Generation

Post FNF process, different letters such as relieving letter, FNF letter, Experience letter can be generated and shared with employee to adhere the employee exit compliance.

Why choose **Beehive E-Separation**:

- Digital offboarding (paperless)
- Online Resignation workflow
- Exit Checklist workflows
- Exit interviews
- Email alerts
- Exit Letter templates
- Auto transfer of Leave, Payroll, loans data in FNF
- Positive exit experience helping in brand building
- Organizational culture growth
- Transparent exit feedback
- Attrition Analytics
- Scrutinize exit compliance

Address:

FC 1-2, 'C' Wing, Karmastambha, LBS Marg, Near 247
Business Park Vikhroli (W), Mumbai - 400 079

www.beehivesoftware.in

+91 226699 9525

sales@beehivesoftware.in