

# Offboarding Process

## Objective

This process aims to describe the activities to perform when an employee/intern leaves OSI.

## Application Domain

This process applies to any employee/intern leaving OSI.

## Terms & Definitions

## Responsibilities

## Procedure

### Preparation

1. Schedule the [exit interview](#)

### LATAM

1. Employee: Contact R&M to compute the final payslip and provide the agreement letter.
2. Intern: Contact Capital Becario to compute the final grant and update the end date of the agreement.

### Exit interview

2. Signs the employment separation document
  - a. Signs the voluntary resignation form
  - b. Signs the document confirming termination of employment
3. Retrieve/Review/Remove physical access items:
  - a. Office Key
  - b. Parking Tag Access
  - c. Elevator Key

- d. Fingerprint Access
- 4. Retrieve/Review equipment:
  - a. Laptop
  - b. Laptop charger
  - c. Mouse
  - d. Keyboard
  - e. Headphones
  - f. Books
  - g. Phone
  - h. Phone charger
- 5. Void or collect the promissory note, depending on the situation

## After the exit interview

- 6. Notify HR and IT to schedule the deactivation of all his accounts and removal from the [groups and teams](#) in:
  - Microsoft 365
  - Bamboo
  - PM (User and Employee)
  - Kantata
  - BlueJay
  - Hubspot
  - Peregrine
- 7. Notify [allhands@opensourceintegrators.com](mailto:allhands@opensourceintegrators.com) about the employee/intern leaving
- 8. Remove the employee/intern from:
  - a. Microsoft Teams chat groups.
  - b. Microsoft Exchange groups
  - c. Microsoft SharePoint groups
  - d. GitHub organizations and customer repositories.

## LATAM

- 1. Remove the employee/intern from the WhatsApp groups