PERSONNEL ADMINISTRATION

From newcomer to leaver

THE MOMENT

Nobody knows exactly who starts next week, and someone who left last month still has access.

The employee file follows the dates: announced before the start, active with the contract, access closed on the end date.

THE FLOW

1. **Record the newcomer** — HR
2. **Announce** — Automatic
3. **Activate** — Automatic
4. **Operationally out** — Automatic
5. **Contractually out** — Automatic
6. **Re-hire** — HR

Blueprint BP-24	
SECTOR	HR
PROCESS	Personnel administration
STARTS WITH	Newcomer
RESULT	Out of service
BUILDING BLOCKS	M-Files · Compliance Kit · PowerPack

Audit trail

Recognise this moment?

Tell us about your own process. We look at it with you, without obligation.

DISCUSS THIS PROCESS
softadvice.eu
/plan-a-call

READ THE FULL BLUEPRINT
softadvice.eu
/in-practice/hr-employee-lifecycle