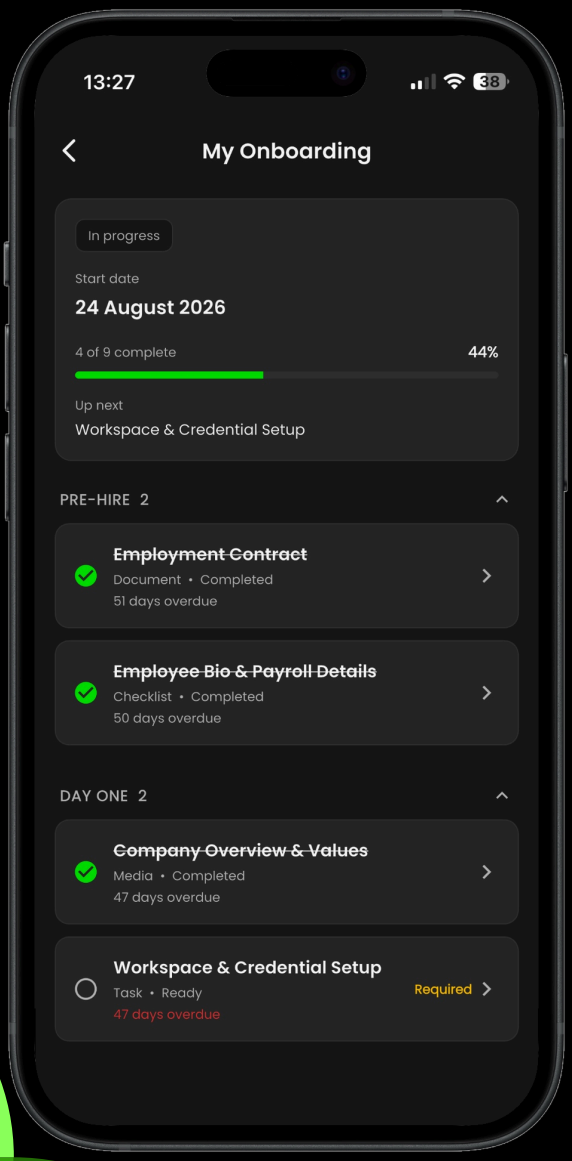
LSFlow

Module 02

Onboarding & Offboarding

Every new hire ready before day one, and every exit closed off properly. One workflow, connected to Sage 300 People.



Day one should not start with paperwork.

New hires fill in forms by hand, HR types the same details into Sage, and IT and managers hear about the start date by email. Exits are worse: laptops go missing and system access stays open long after someone has left.

LSFlow turns both into one workflow. Candidates capture their own details, tasks go to the right people automatically, and the employee record reaches Sage 300 People without anyone re-typing it.



12 steps

Guided employee setup

Every field Sage 300 People needs

Zero

Manual Sage data entry

Created from the approved form

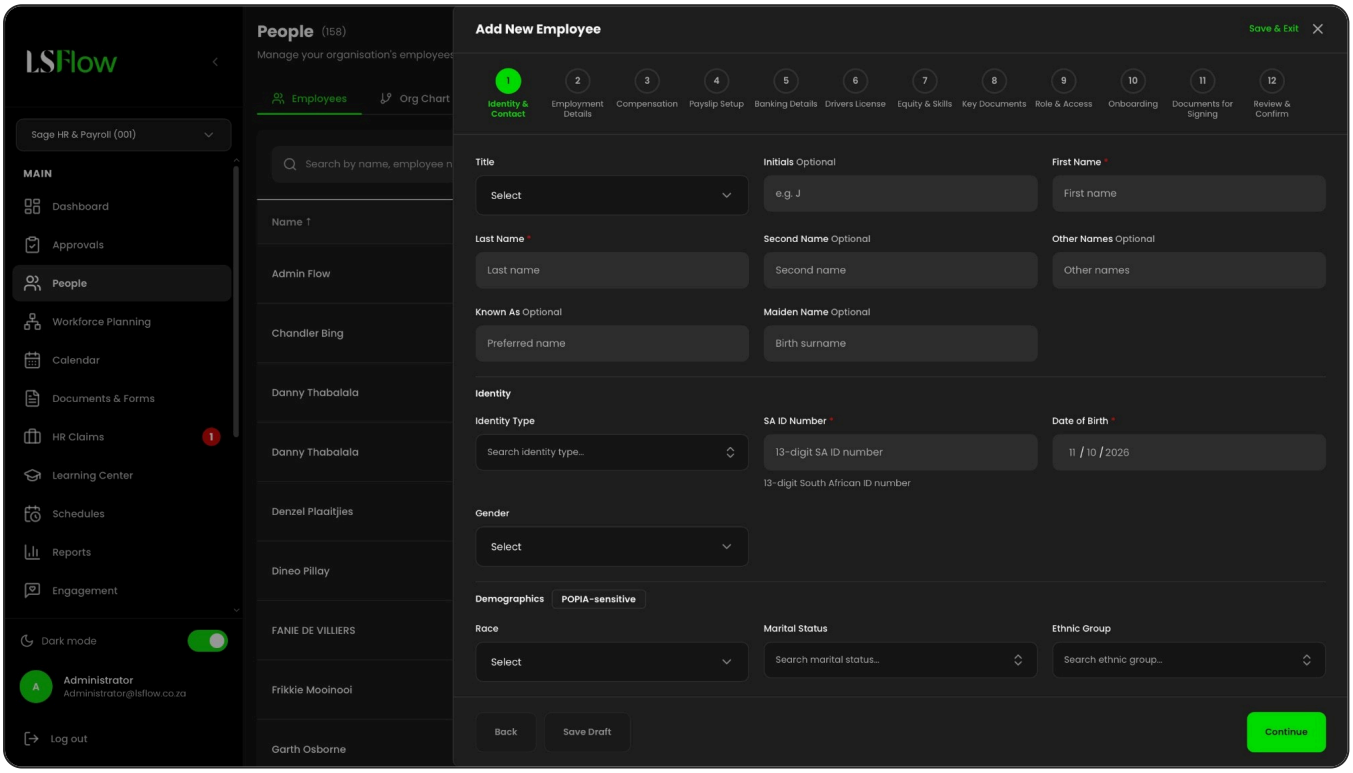
Auto

Task assignment

To HR, IT, managers and the hire

Set up the role once.
Hire into it in minutes.

Build an onboarding template for each role with the Sage company, employment and payslip details already filled in. The candidate only adds their personal details, banking and documents.



Candidates self-capture

A unique link and access code lets new hires enter their own details and upload ID and supporting documents before they start.

HR approves first

Nothing reaches Sage 300 People until HR has reviewed the submission. Approve it and the employee record is created.

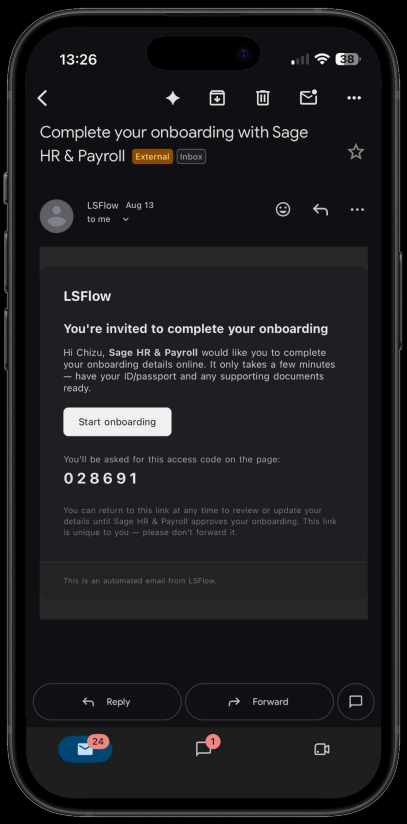
POPIA-sensitive fields

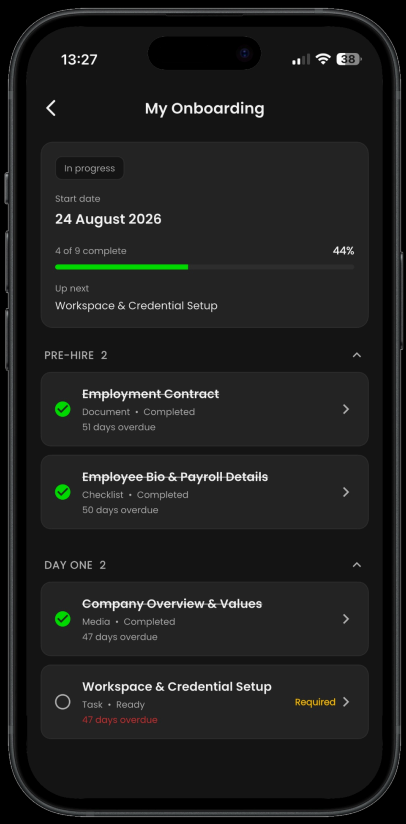
Demographic and identity details are flagged and handled as sensitive data from the first screen.

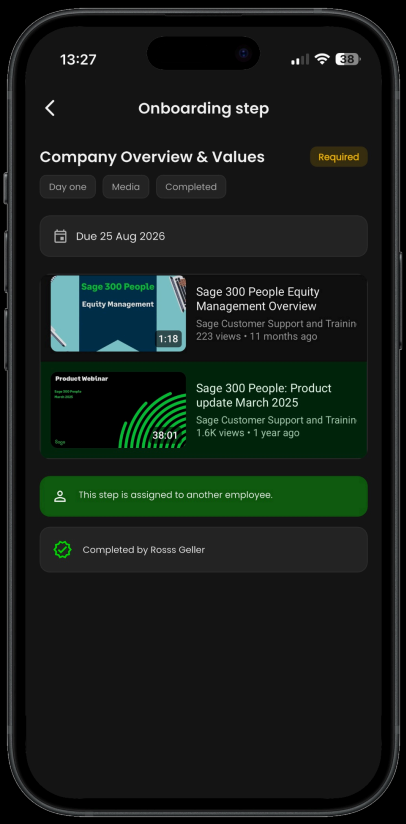


A first week that runs itself.

New hires see their whole onboarding plan in the app, from the invitation and contract before they start to the training they watch on day one.







Pre-hire, day one and beyond

Steps grouped by phase, each with a due date, and a live progress bar for the hire and for HR.

Everyone gets their part

IT, facilities and the line manager receive their own steps, such as workspace and credential setup.

Contracts signed on the phone

Employment contracts, NDAs and policies signed digitally before the first day.

Checklists without code

Build forms and checklists in minutes and track each one to completion.

Training built in

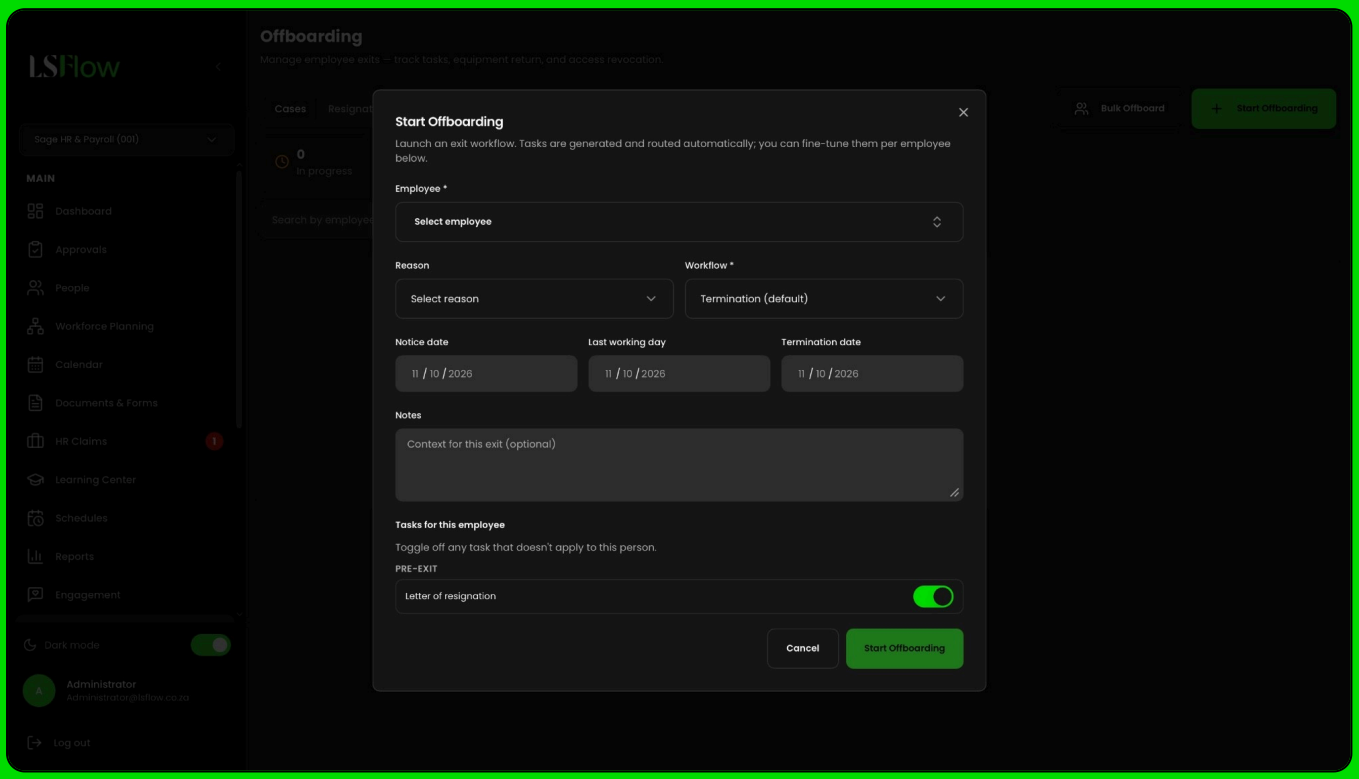
Company overview videos and learning content sit inside the onboarding steps.

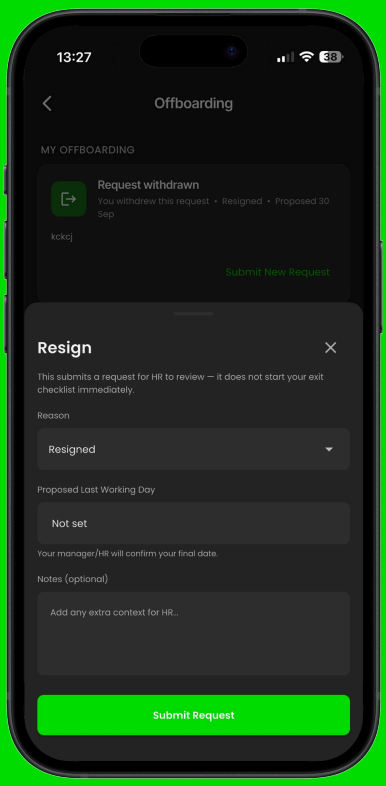
Ready on approval

Once HR approves the candidate, they sign in to the app and their plan is waiting.

Close every exit properly.

Choose a workflow and LSFlow creates the exit tasks and routes them to the employee, their manager, IT, finance and facilities.





Resignations start in the app

Employees submit a resignation for HR to review. Nothing launches until HR approves it.

Equipment comes back

A return task is created for every asset the employee holds.

Access closes on time

On the last working day, access is revoked automatically once the required tasks are done.

Nothing slips

Owners of overdue exit tasks are reminded every day until they are complete.

Bulk offboarding

End contracts or seasonal teams in one go, with the same workflow applied to everyone selected.



See it working with your own team.

Run your next hire and your next exit through LSFlow with a free 30 to 90 day pilot for up to 50 employees, with no commitment.

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