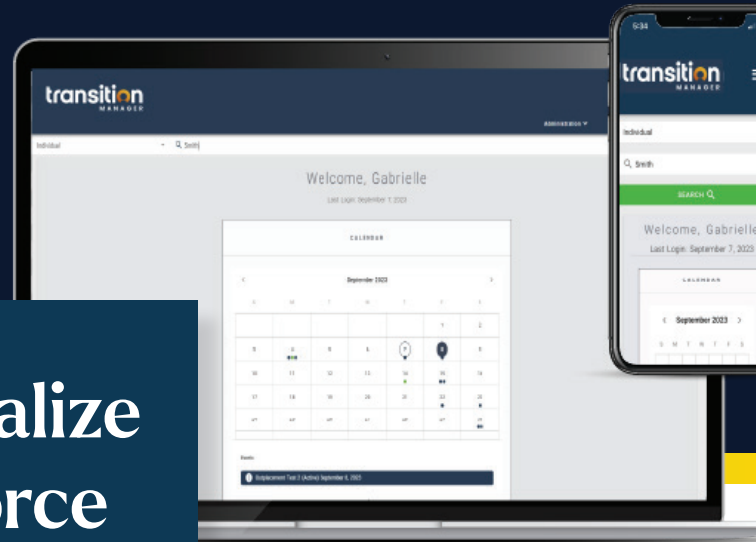


# transition MANAGER

## Software to operationalize and streamline workforce reduction activities



### What is Transition Manager?

A restructuring system at heart, Transition Manager operationalizes the processing, management, and reporting for workforce reduction events. A cloud-based tool, Transition Manager enables organizations to model personnel scenarios and make informed decisions when facing voluntary and involuntary reduction in force (RIF) determinations.

Driven by integrations with HRIS, payroll, and performance system applications, the workforce reduction software combines your most critical employment and separation program data, RIF selection criteria, and event administration within a single platform.

**The bottom line:** Transition Manager facilitates efficient separation program administration, reporting to accurately predict the financial impact of workforce reduction events, and visibility into potential compliance risks associated with voluntary and involuntary separation events.

### Benefits

- ▶ Connect and visualize your HRIS, payroll, and performance system data in one platform
- ▶ Build and manage separation criteria in the tool to ensure equitable and defensible workforce reduction events
- ▶ Calculate payments and generate employee notification letters automatically
- ▶ Access real-time compliance reports including, Adverse Impact, OWBPA, WARN, SOX 404, Legal extract, etc.
- ▶ Manage historical records and maintain audit trail for separation decision processes, key data inputs, and documentation

## Multiple Ways to Leverage the Software

- 1 Group Separation or Retention**  
 Make separation decisions for a population of employees based on pre-defined criteria such as skills, performance, facility closings, position eliminations, and more.
- 2 Individual Employee Decisions**  
 Direct supervisors or any other decision-maker can make defensible decisions using the Assessor portal. The portal facilitates in-depth consideration of each employee and allows you to capture related comments and justifications.
- 3 Voluntary Separations**  
 Allow employees to volunteer to be separated and self-select packages using a personalized portal.

## Minimize compliance risk and human error

Whether driven by M&A, downsizing, or corporate restructuring, moving beyond managing workforce reduction events on a spreadsheet is crucial as the complexity, size, or frequency of activity increases.

More than a tool for connecting and visualizing disparate human capital data sources, Transition Manager facilitates consistent, defensible, and fact-based decision-making, automates payment calculations and notification letters, and provides access to regulatory compliance reports required by legal teams (i.e., Adverse Impact, OWBPA, WARN, SOX 404, Legal Extract, ADEA, etc.). Additionally, historical records and audit trails for separation decision processes, key data inputs, and documentation are centralized for future access.

**For additional information, visit**  
**[educegroup.com/transitionmanager](https://educegroup.com/transitionmanager)**