

SmartSuite

Business Operations › People Operations · Datasheet

Employee Lifecycle Management

Manage the full employee lifecycle with structured workflows and real-time visibility across hiring, onboarding, and transitions.

SKU	BUS-HRS-LIF
Solution area	Business Operations
Works with	People Operations Hub, Onboarding & Offboarding Management, HR Requests & Case Management, Finance & Administration, IT Operations Planning & Analytics
Updated	Sep 26, 2026
Datasheet	v1.0

What it is

Employee Lifecycle Management is the process of managing employees from hiring through onboarding, active employment, role transitions, and offboarding. It ensures that each stage is structured, coordinated, and aligned with organizational processes and policies.

SmartSuite's Employee Lifecycle Management solution provides a structured, scalable system to manage every stage of the employee journey—from hiring and onboarding through active employment, role transitions, and offboarding.

It enables organizations to move from fragmented HR processes and manual coordination to a connected, workflow-driven lifecycle system.

Core capabilities

Lifecycle Tracking & Status Management

Track employee status across all lifecycle stages.

Role & Responsibility Alignment

Ensure roles are updated and reflected across systems.

Real-Time Visibility & Dashboards

Monitor lifecycle status and transitions.

Hiring & Transition Coordination

Manage new hires, role changes, and internal mobility.

Lifecycle Event Automation

Trigger workflows based on lifecycle changes.

Audit Trails & Documentation

Maintain traceability across all lifecycle events.

Cross-Functional Workflow Management

Coordinate HR, IT, Finance, and operations activities.

Compliance & Policy Enforcement

Ensure processes align with organizational policies.

Integration with People Data & Systems

Connect lifecycle workflows with employee records.

The Employee Lifecycle

Step 1 Hire & Offer Acceptance Capture new hire information and initiate workflows.	Step 2 Onboard Employee Complete onboarding tasks and provisioning.	Step 3 Manage Active Employment Track roles, responsibilities, and performance.	Step 4 Handle Transitions Manage promotions, transfers, and role changes.	Step 5 Offboard & Archive Execute exit processes and maintain records..
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Who it is for

HR Teams Manage lifecycle processes and employee transitions.	Hiring Managers Coordinate onboarding and role changes.	IT Teams Manage system access and provisioning.
Finance Teams Track headcount and financial impact.	Operations Teams Ensure coordination across departments.	Executive Leadership Monitor workforce trends and performance.

Works with

People Operations Hub Provides employee identity and role data.	Onboarding & Offboarding Management Executes lifecycle workflows.
HR Requests & Case Management Supports employee-related inquiries and requests.	Finance & Administration Tracks headcount and compensation alignment.
IT Operations Planning & Analytics Manages access and provisioning.	

Built differently. Employee Lifecycle Management runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Employee Lifecycle Management configured for your organization, or read the full product entry at smartsuite.com/products/employee-lifecycle-management.

[Schedule a demo](#)