

The Employee Mobility Journey

From offer to arrival (and beyond)



On the Home Front — Before the Move

Every journey starts with a conversation.

An offer is extended.
A location is discussed.
A “what if” becomes a plan.

What **Employees** Need

- ✓ Confirm approved work location(s)
- ✓ Review remote work / travel guidelines
- ✓ Submit required documentation (if applicable)
- ✓ Understand who to contact if plans change
- ✓ Transparency on timelines and expectations
- ✓ Support navigating relocation or remote options

What **Companies** Need

- ✓ Approve work location in policy and systems
- ✓ Assess tax, payroll, and immigration requirements
- ✓ Confirm role eligibility for location flexibility
- ✓ Align HR, Finance, and Legal early
- ✓ Document approvals before work begins

This is where trust is built and where early decisions quietly shape everything that follows. When this stage is handled well, moves feel intentional and less stressful.

During the Move — When Life Meets Work

This is the most human part of mobility.

Plans shift.
Timelines change.
People settle into new routines.

What **Employees** Need

- ✓ Flag changes or extensions as they happen
- ✓ Follow location and travel guidelines
- ✓ Respond to compliance-related requests
- ✓ Minimal disruption to work and life

What **Companies** Need

- ✓ Monitor where work is actually happening
- ✓ Track days worked and compliance thresholds
- ✓ Flag impacts to tax, payroll, or immigration
- ✓ Notify teams when action is required
- ✓ Keep employees informed without disruption

Work continues, even as life is in motion. The right visibility keeps everyone confident, compliant, and focused.

After the Return — Back on the Home Front

The journey doesn't end when they clear customs.

Employees return.
Work resumes.
Follow up questions and clarifications to be expected.

What **Employees** Need

- ✓ Confirm return date and home work location
- ✓ Resume work from approved location
- ✓ Close out any required follow-up steps
- ✓ Get confirmation that everything is complete

What **Companies** Need

- ✓ Verify dates and locations worked
- ✓ Close tax, payroll, and immigration obligations
- ✓ Store records for audits and reporting
- ✓ Review insights to improve future mobility
- ✓ Confirm employee is compliant post-return

Returning home is more than a date on the calendar. It's the moment where mobility becomes full circle, completed with care and compliance.

How Topia Supports Human Mobility

Topia helps organizations support people, not just moves.

- ✓ Early visibility into location-based risk
- ✓ Ongoing insight as people move
- ✓ Seamless tracking across borders and returns
- ✓ Audit-ready data without manual effort
- ✓ A people-first approach to global mobility

Human Mobility, Handled with Care

Every move matters.
Every return matters.

Topia helps organizations support people through the full mobility journey, from offer to arrival, and back home again.

