



# The essential Hire-to-Retire processes you should be automating!

Rescue your HR team from spending too much time on highly repetitive, manual administrative tasks and paperwork.

Every process in the H2R lifecycle can benefit from robotic process automation - resulting in significant improvements in productivity (80%+), accuracy and compliance (100%) ... all ultimately leading to greater employee and HR satisfaction and reduced attrition of valuable staff.



## Recruitment/Talent Acquisition

Automate the analysis and processing of CVs and applications as well as interview shortlists and background screening



## Offer letter administration

Through intelligent automation, data can be aggregated across diverse databases to ensure personal, tailored letters can be swiftly crafted with accuracy



## New Hire Set-up

Much of the new hire set-up process can be automated including user accounts, email and access rights as well as the order and despatch of equipment



## Onboarding

Automation of the administration of onboarding processes and bespoke induction programmes will ensure sleek delivery so that new recruits successfully undertake all required tasks in the target time



## Payroll

Through the automation of extensive data extraction and data entry tasks, payroll management can be swiftly handled and with zero errors



## Expense management

By automating the submission and processing of expenses and reimbursements, hours of work will be saved with 100% accuracy resulting in happy employees as well as happy HR and F&A teams!



## Talent management

Automation of the data aggregation to formulate robust succession plans or understand skills gaps will ensure quick access to accurate employee information and quality skills development plans



## Performance Management

Automation of performance reviews, goal setting, competency management and talent development will save time and money and also ensure employees are accurately guided and rewarded according to their performance results



## Compensation and reward management

No more costly salary errors when processes including budgetary control, manager decision support and review reporting are automated and manual spreadsheets to calculate and track employee pay are eliminated



## Sick leave, absence and vacation management

Time spent on sick leave, absence and vacation administration can be reduced through automation and will result in the correct status of every employee



## Time and attendance tracking

Automating the manual revision of time records, collection of working standards and overtime regulations will ensure accurate report generation and compliance



## Training, learning and development

Automating your training and talent development programmes will ensure they're better organised, more intuitive and more enjoyable for your workforce. What's more, you'll have a clearer picture of each individual employee's skills, experience, needs and wants



## Offboarding

Activities including systems access revocation, device and asset retrieval, data transfer, mail routing, licence management, directory updates, account deletion, final payments and exit interviews can all be automated guaranteeing timely completion and compliance

**Robots, putting the Human back into Human Resources**