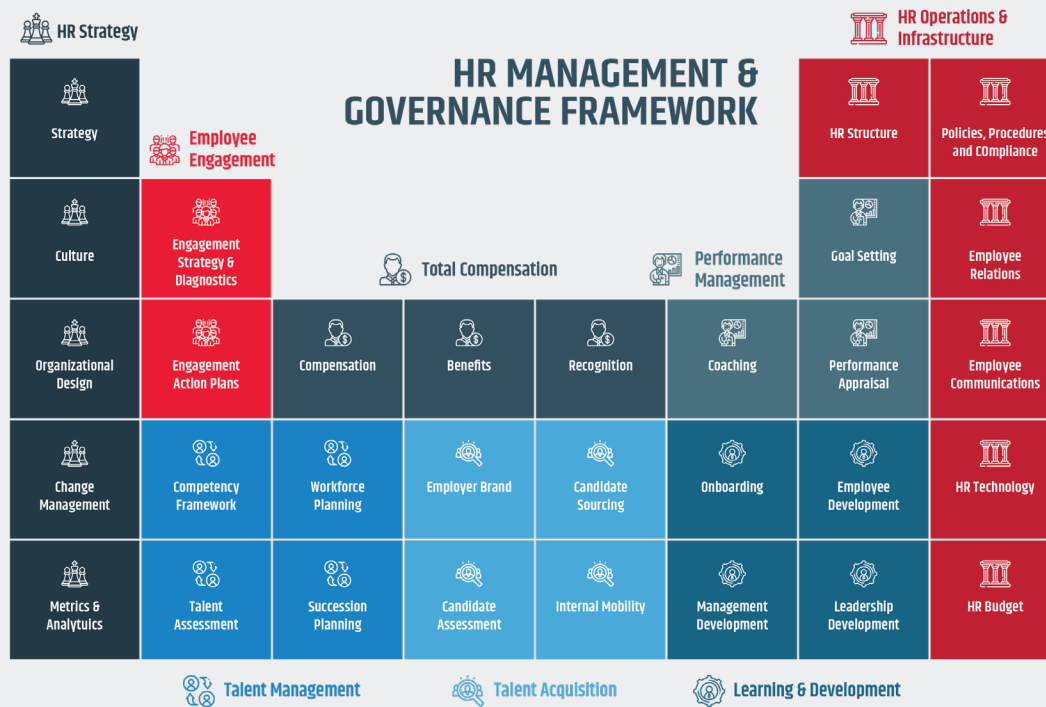


# Simplifying Your HR Processes with RPA



Organizations are continuously seeking to improve their business process flows. Customers who have implemented Robotic Process Automation (RPA) within their organization have seen significant process improvement translating into higher revenue recognition and higher customer satisfaction. Some organizations are perplexed as to how and where they should start the automation of processes. A good place to start is to look at all the business functions within an organization i.e. Human Resources, Finance, Information Technology (IT) and so forth and then within the business function, identify all sub functions. Going one step deeper, evaluate each sub function in terms of volume of manual transactions, repeated errors in the process, time consuming flows, etc. Almost every organization today has a Human Resources (HR) business function. The graph below lists all the typical sub functions within HR. A good place to start is to look at the areas below and identify the areas you where would like to improve your business flows.



Original Image Source: McLean & Company

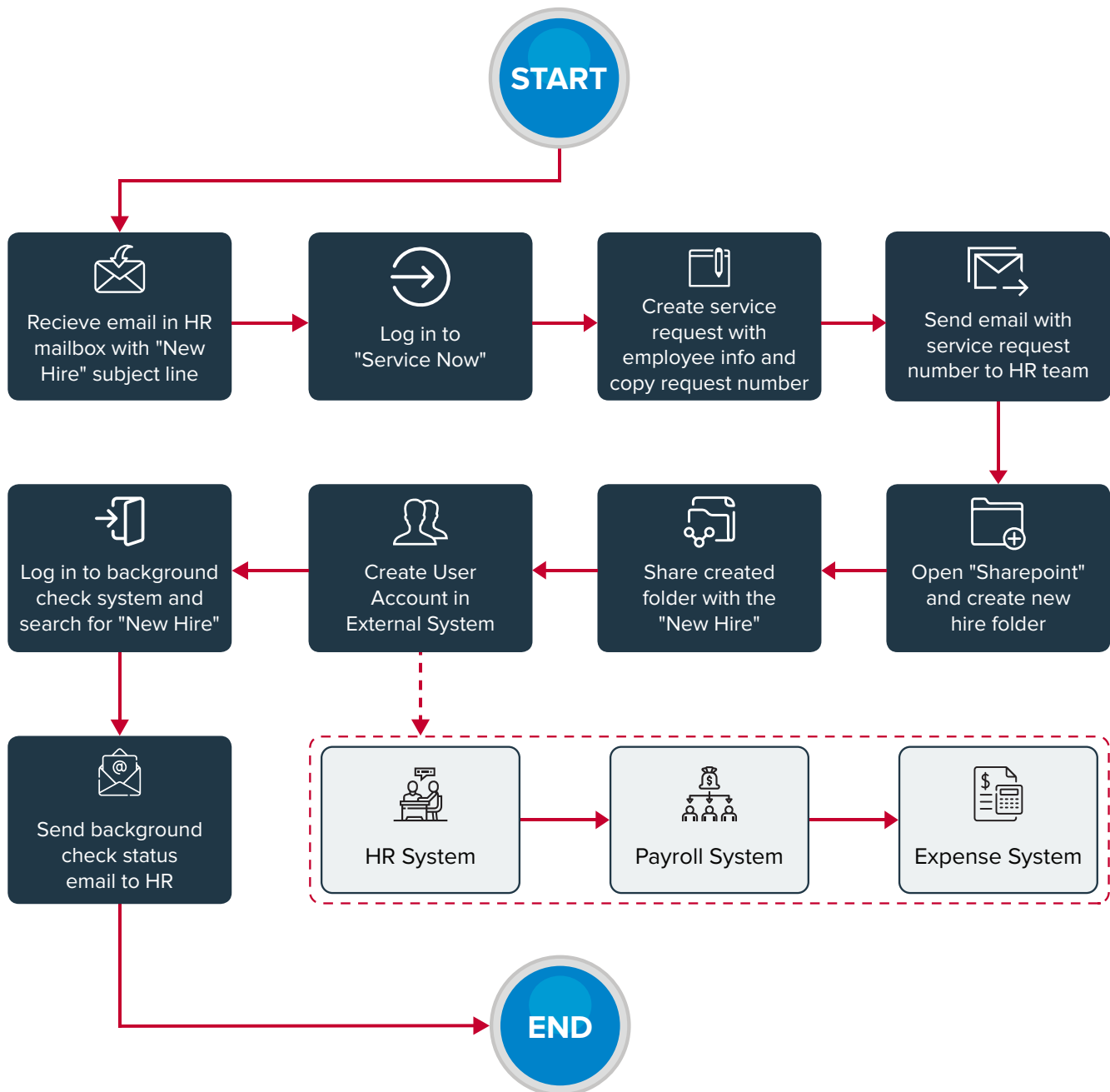
## Onboarding:

One of the primary roles in the HR team is the onboarding and offboarding of resources. Typically this process can be time consuming and hectic. There is required paperwork to be completed, payroll and benefits information to be sent, documents to be scanned and verified, background checks initiated and followed up on, the list goes on and on. Onboarding can also take a lot of time away from your skilled HR staff and it can be a frustrating process for your new hires. This is the first view of the organization that new hires get and can set the stage for their future in the company.

RPA can automate many of the laborious, repetitive tasks of onboarding and free up time for your team to focus on higher value activities. Apps Associates can help. We can work with you and your team to create bots that allows your organization to automate the processes you use to communicate with each other in the background and complete the processes with limited employee intervention.

## Apps + HR:

We work with your team to understand the as is workflow. From there we create the bot to automate and execute various tasks. For instance, we have bots built that monitor the HR mailbox looking for New Hire emails. On receipt of the New Hire email, the Bot gets to work creating a ticket in the Service Now system (for example) and forwarding the service request number to the HR team. It can create folders in SharePoint and share that location with the New Hire so that New Hire has a secure place to upload needed documents. It can create user account access in the various systems: HR, Payroll, Expense, etc. Further, it can also initiate and respond on background check statuses freeing up much needed time for your HR organization to focus on other tasks. In essence, the bot reduces the manual steps within the onboarding processes giving that time back to your employees. With a click of the key, that process is now triggered and the bot executes and completes the appropriate onboarding tasks. The tasks can be completed in minutes vs. hours giving your HR team back valuable time in their day to focus in other areas. A graphical depiction is outlined below.



RPA is not limited to just onboarding. Other areas where we see RPA being implemented includes:

## 1. Multiple HR Systems

Some organizations have multiple HR systems for various reasons. This creates the need for error reporting, data consolidation, data checks, etc. Bots are an excellent tool to use to automate these tasks.

## 2. Multiple Payroll Systems

Similar to the above, organizations can have multiple Payroll systems. For instance, a division in the EU may use a different Payroll or HR system and at the end of each month a journal entry needs to be created for those entries in your main ERP system. Bots perform data manipulation, look ups, and data extrapolation in minutes. Bots also can take the final data, create a journal entry and upload that entry into your ERP system.

## 3. Document Scanning

RPA tools can now scan various PDF or Word document formats, extract the needed data and then enter that data into one or more systems. Documents can be stored in a file folder or server or emailed to a mailbox that the bot can monitor.

To find out more about how Apps Associates can help you – [register for a demo and quick consultation session](#).

### Our Strategic Partners



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## About Apps Associates

Apps Associates is an enterprise application services leader with a customer-first focus. Apps Associates has more than two decades of experience helping organizations innovate through digital transformation initiatives. Customers such as Brooks Automation, Hologic Inc., Edwards Vacuum, and Take Two Interactive Software turn to Apps Associates for strategic counsel, system integration and the services required to solve their most complex business challenges - utilizing experience in analytics, application modernization, process automation, digital systems, technology and operations.

To learn more about how Apps Associates can help you align your business with the right technology, visit: [www.appsassociates.com](http://www.appsassociates.com), or follow Apps Associates on social media on [Twitter](#) and [LinkedIn](#).

