



Top 5 HR processes that are the culprits of busy work.

Automating your workflow
to make your work flow.

Spend your time working
with people, not paper.

As a human resources lead, you're involved in every part of your company. And some days, it can certainly feel like it. If it seems like you're retyping the same thing over and over again, there's a good chance you might be. But you shouldn't have to. When you implement a good process, work stops being so repetitive, and starts being more effective.

Get familiar with the top five HR processes that are the culprits of busy work, and what you can do to make that work flow.



Recruiting



Onboarding



Training



**Vacation / Leave
Requests**



**Performance
Reviews**

Recruiting

Recruitment is no easy task. Whether you're hunting the elusive purple squirrel, searching for someone to do basic tasks, or anything in between, delays in this process can cost you the talent you're after—and create anxiety among candidates you bring in. From job posting challenges, to interview coordination fails, to poor interview processes, to a lack of interview feedback recordkeeping, there are plenty of opportunities for processes to fall short.

The top 10% of talent is hired in less than 10 days, so it's critical that your current process is up to the challenge.



Solution

An automated sequence of events, which starts with requisition, and ends with the new hire, all with a single click.

Automate feedback entries in HR systems for instant accessibility and record-keeping

Integrate with Outlook calendar to automatically schedule meetings

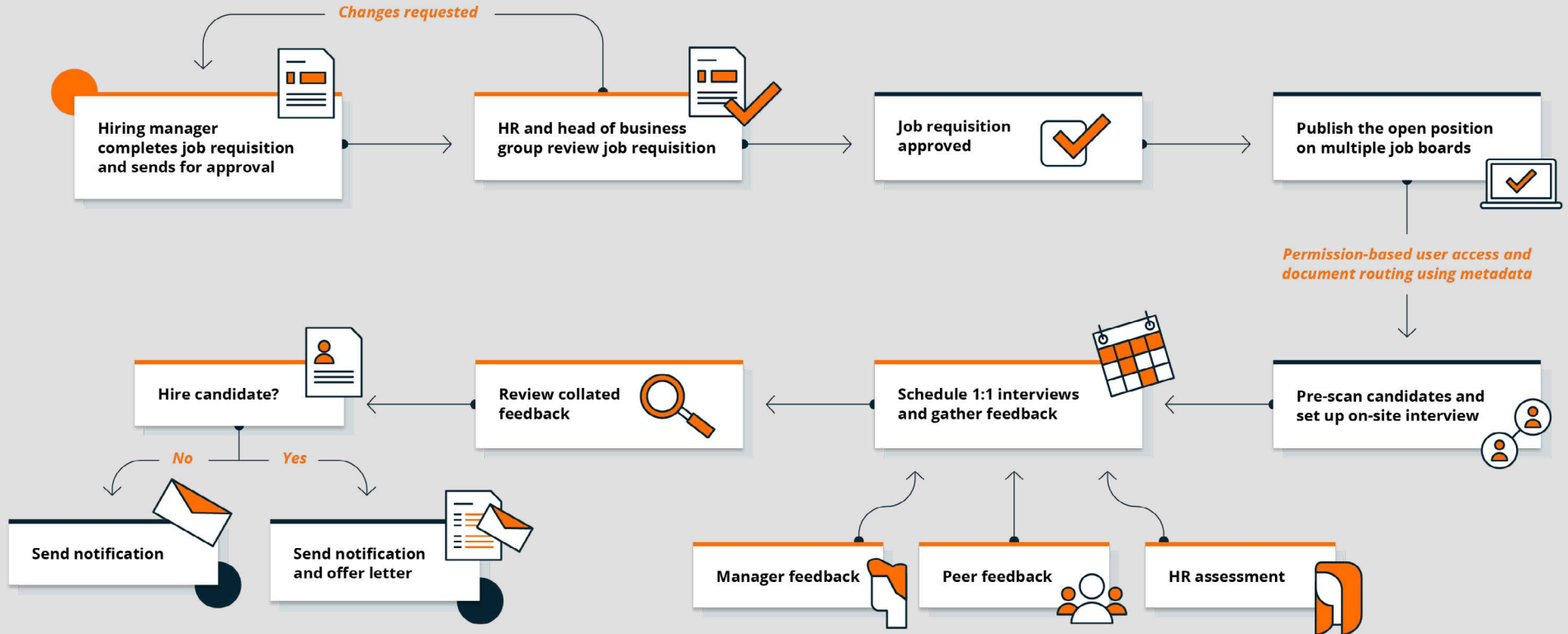
Set notifications and reminders to expedite hiring decision-making

Improve data capture on standardized forms for the interviewing team

Allow users access to information that is relevant to them, ensuring HR compliance

Integrate with applicant tracking systems, payroll systems, and human resource information systems (HRISs) to extend the value of those systems with automated workflows

Use Case: Recruitment



New employee onboarding

Bringing on new employees requires forms, approvals, equipment, and a fair amount of time. It also requires connecting with multiple staff members to ensure your new hire's experience is a good one.

So, how do you manage to keep track of everything and everyone, while also remaining compliant?



Solution

An automated sequence of events, which alerts multiple departments and triggers onboarding processes, all with a single click.

Replace paper documents with digital ones

Enable digital approvals

Enable appropriate access for authorized users to ensure security and privacy compliance

Safely store digital documents online with permissions capabilities

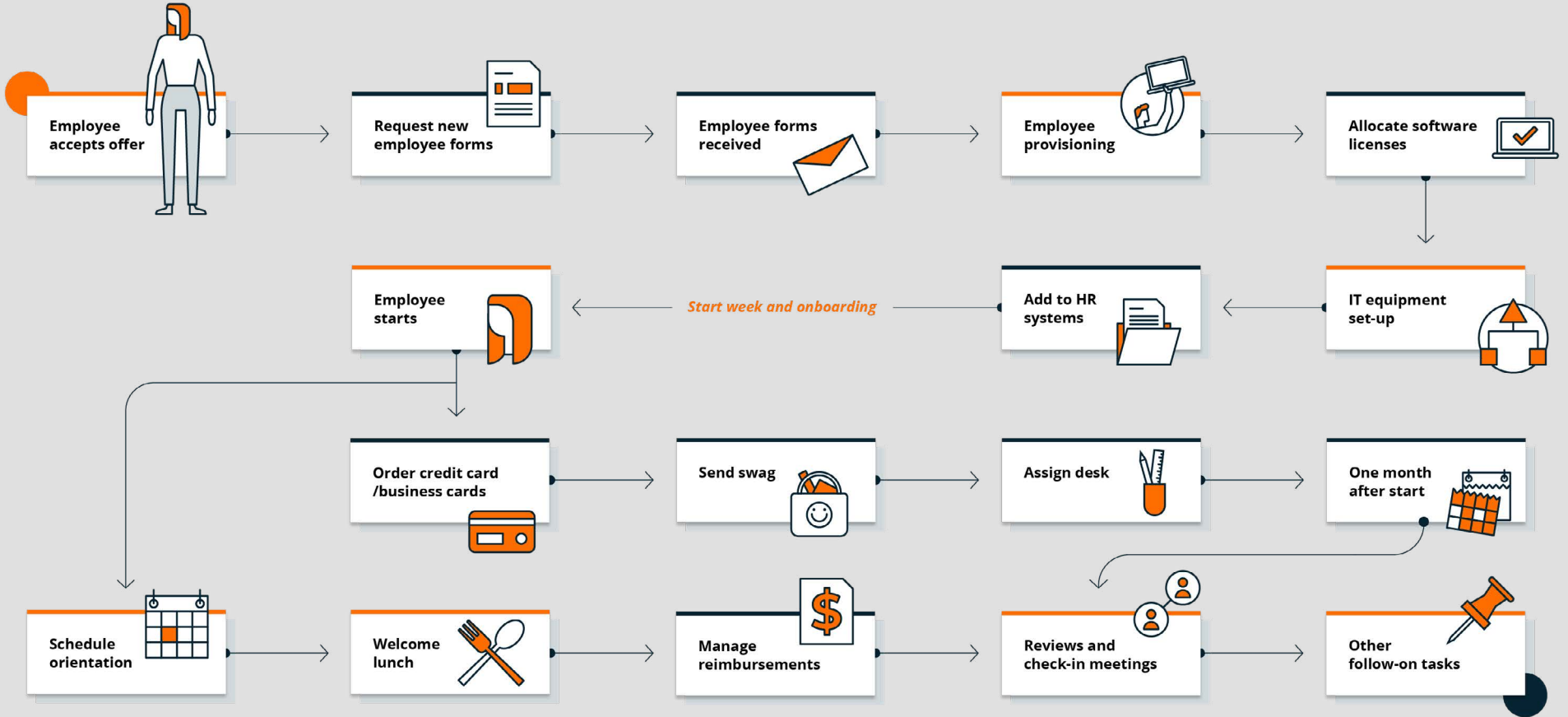
Ping IT for equipment set-up automatically

Unify users management, mailboxes, and directories

Automatically assign software licenses

Access/publish documents to or from HR, payroll, and accounting

Use Case: New employee onboarding



Employee training

Businesses today are constantly evolving—policies change, procedures change, processes change—and the need for updated training typically follows. Keeping employees up to date and helping them adapt to change are both key to maintaining a well-informed workforce.

At the end of the day, 50% of an HR person's time is spent processing employee information. Let's change that.



Solution

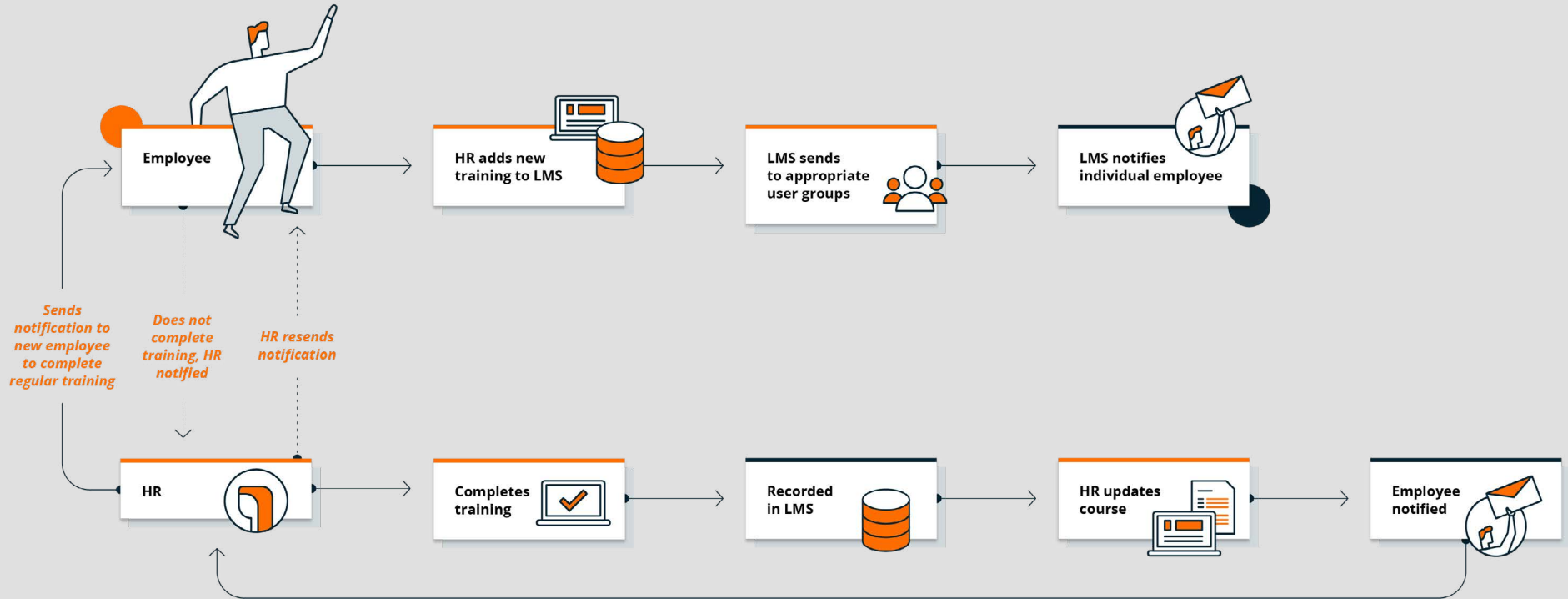
An automated training workflow, which shares training tools and tracks usage across the entire stack, all with a single click

Integrate learning management system (LMS) with HRIS to streamline data entry

Flag employees that need training, and route the appropriate coursework

Track which employees have taken training courses, and those who haven't

Use Case: Employee training



Vacation / Leave requests

It's hard to deny the benefits of a good vacation. With a little time off, employees are happier, more productive, and feel more valued when they return. But paper-based, manual leave requests get in the way of all that good. It also causes administrative overhead, regulatory noncompliance issues, and lost productivity due to unscheduled absences.

How do you keep things moving along seamlessly, while also keeping everyone happy?



Solution

A centralized vacation request workflow capable of screening approvals and automatically notifying other departments (like payroll) of planned absences.

Schedule alerts or confirm requests automatically to expedite approvals

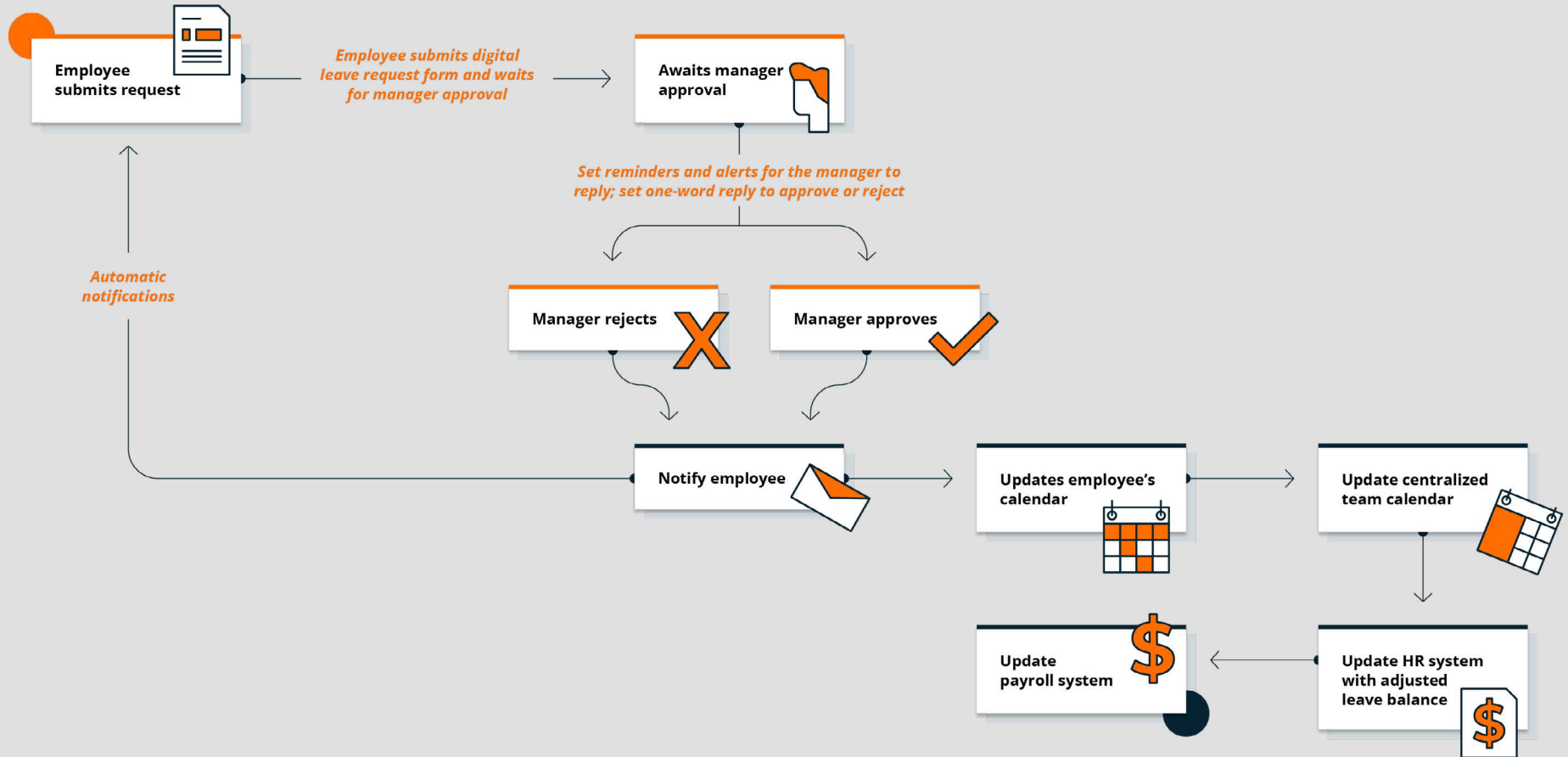
Create a centralized calendar of all approved requests

See who's out at-a-glance

Give employees access to real-time status updates, and ensure adherence to HR protocols

Integrate with HRIS and payroll systems to automate time-off adjustments

Use Case: Vacation / Leave requests



Performance reviews

Getting your staff to complete performance reviews is the reason why sayings like “twisting arms” exist. Sure, they are a bear—especially when you’re diverting someone’s attention away from the job you hired them to do. But feedback from employees—both giving and receiving—is where internal growth within an organization starts and stops.

A 15% increase in employee engagement translates to 2.4% increase in operating margin.*

*Source: Equal Employment Opportunity Commission (EEOC) Charge Statistics for FY2015 – www.eeoc.gov



Solution

An automated performance review workflow that sets reminders, archives feedback, and triggers payroll—all with a single click.

Automatically schedule workflows to set reminders and expedite reviews

Integrate e-signatures with standardized Nintex Modern Forms

Automate sign-off and document employee feedback

Maintain all reviews digitally and track a full audit trail, including document versions and approval history

Integrate with HRIS and payroll systems to automate wage computation and bonus distribution

Use Case: Performance reviews

