7 key processes that HR departments are automating now
Digitally transforming HR operations

The global COVID-19 pandemic lit a fire under many HR organizations. Companies raced to modify operations as many employees adjusted to work-from-home requirements. The result: a challenging combination of unchartered mobile and virtual HR processes, increased workloads, and pressure to keep employees as productive as possible.

Process automation goes a long way toward calming—or at least managing—the chaos. With the right automation platform, you can quickly and easily transform HR operations, services, and engagement, from employee onboarding to time off requests, in just a few days. And that lets you serve your employees more quickly and accurately, using fewer resources.

14
Average number of hours per week HR managers spend on manual tasks.¹

87%
of HR professionals say digital technologies will fundamentally change HR.²

² Michael Heric, "HR’s New Digital Mandate," Bain & Company, October 10, 2018
Keeping up with an avalanche of change

The onset of the pandemic sent a shock wave through HR organizations. HR professionals worked quickly to find and develop new work-from-home policies that would keep employees safe, comply with health and employment advisories, and sustain productivity. But what they needed most was to streamline processes in order to keep up with work and help comply with evolving rules.

Here are seven key HR processes ripe for automation—along with expected benefits and capabilities needed to implement each.
Document processing
Simplify and streamline document processing

Keeping up with the compliance documentation for hiring, misconduct response, and other issues is almost a full time HR job—especially with manual documentation. A single repository for processes, change logs, work instructions, and relevant documents can improve and streamline process management on multiple fronts.

**BENEFITS**

**IMPROVED ADOPTION**
Processes and forms are easy to search and navigate, reducing reliance on HR.

**PROCESS CONSISTENCY**
A central repository captures all process improvements, ensuring consistency across the organization.

**INCREASED COMPLIANCE**
Real-time online process changes ensure compliance with changing regulations.
Employee onboarding
Accelerate recruiting, onboarding, and provisioning

Finding that perfect candidate can be expensive and time consuming. But onboarding and provisioning doesn't have to be. Mapping the onboarding process and using automation to provide starter forms, approvals, equipment, accounts, software licenses, and more lets you fast-track onboarding—across departments—so new hires can get to work.

**BENEFITS**

**TIME SAVINGS**
Map, automate, and optimize onboarding so new hires can hit the ground running.

**INCREASED TRUST AND ALIGNMENT**
Effective onboarding processes keeps new hires well informed about company goals and initiatives.

**BETTER RETENTION**
With seamless onboarding, employees stay longer—and lower turnover reduces hiring costs.

**CAPABILITIES**
- Digital Forms
- Advanced Workflows
- Process Mapping
- Robotic Process Automation
- Document Generation
- Connectors
Payroll automation
Streamline the payroll process

Payroll processing is essential, yet often cumbersome. Payroll automation makes it easier to pay employees the right amount at the right time and avoid tax penalties—not to mention keeping accurate track of leaves, accruals, travel expenses, taxes, and other line items.

BENEFITS

SATISFIED EMPLOYEES
Accurate payroll and leave balances mean more satisfied employees.

TIME SAVINGS
Stop shuffling paper—get payroll completed with just a few clicks.

INCREASED ACCURACY
Automated processes get the right pay to the right people, the first time.

CAPABILITIES

Digital Forms
Document Generation
Mobile Apps
Advanced Workflow
Robotic Process Automation
HR compliance and reporting
Automate compliance to save time and money

Fewer processes lend themselves better to automation than regulatory compliance. Process automation makes it easy to integrate data from multiple systems and standardize rule-based tasks. Say goodbye to laborious manual compliance, and maximize consistency in report preparation, data entry, audit readiness, and quality control.

BENEFITS

**IMPROVED ACCURACY**
Eliminate tedious manual processes, reducing errors and increasing compliance accuracy.

**TIME SAVINGS**
Quickly and automatically send forms and documents, maximizing on-time compliance and reporting.

**BETTER ROI**
Automate routine tasks to lower compliance costs, generating higher ROI.

CAPABILITIES

- Process Mapping
- Advanced Workflow
- Digital Forms
- Robotic Process Automation
- Electronic Signatures
- Connectors
- Xtensions
Leave requests
Process leave requests quickly and easily

After paid time off, most employees return refreshed, more productive, and more engaged. But slow, bureaucratic manual leave processes frustrate employees, line managers, and HR, and waste everyone’s time. Nintex lets you automate the leave request process, streamline approvals, and accurately record time off.

BENEFITS

FEWER PAYROLL ERRORS
Limit errors with automatic calculation of paid and unpaid leave.

TIME SAVINGS
Free HR from answering queries about leave balances, giving them more time for core tasks.

IMPROVED VISIBILITY
Free HR from answering queries about leave balances, giving them more time for core tasks.

CAPABILITIES

- Digital Forms
- Mobile Apps
- Advanced Workflow
- Connectors
- Process Mapping
Offer letter administration
Streamline job offers

Hiring should entail celebration for both employee and company. But all too often, signing and approving new hire documentation is a clunky, bureaucratic experience that makes onboarding slow and frustrating. Offer letters are serious, but that doesn't mean they have to be difficult. Automate the process—from generating letters to routing approvals—to save time, increase accuracy, and create a great first impression.

BENEFITS

TIME
SAVINGS
No more printing, scanning, or posting of manual forms and letters.

EMPLOYEE
SATISFACTION
A great offer letter experience sets the stage for a long and rewarding work experience.

INCREASED
EFFICIENCY
Automatically generate offer letters and route for approval.

CAPABILITIES

- Digital Forms
- Advanced Workflow
- Document Generation
- Electronic Signatures
Time and attendance management

Make time and attendance reporting more accurate and compliant

Keeping track of employee attendance and productivity can have a big impact on the bottom line. Automating time and attendance systems can increase accuracy and reliability of attendance information, supporting more accurate and compliant payroll.

BENEFITS

**EFFICIENT PLANNING**
Facilitate smart and efficient shift management.

**IMPROVED COMPLIANCE**
Facilitate smart and efficient shift management. Keep operations in line with FLSA and overtime regulations.

**INCREASED ACCURACY**
Eliminate data entry errors and improve accuracy of time checks, work hours, and productivity.

CAPABILITIES

- Digital Forms
- Mobile Apps
- Advanced Workflow
- Process Mapping
- Robotic Process Automation
Join the automation movement

Hundreds of HR organizations worldwide use the Nintex Process Platform to increase efficiency, better serve employees, and generate more accurate time and attendance records.
McDonald’s New Zealand

PROFILE
McDonald’s New Zealand opened its first fast food restaurant in 1976 in Porirua. Today 152 McDonald’s restaurants across New Zealand employ 9,000 people and serve one million visitors a week.

BUSINESS SITUATION
Operations needed a central repository for process and form information, consistency across restaurant locations, and process mapping software to reduce reliance on busy HR teams.

SOLUTION
McDonald’s New Zealand used Nintex Promapp® for process management and centralized access for process information. Real-time online process updates help McDonald’s stay on top of changing regulations.
Schnitzer Steel Industries is one of the US’s largest recyclers of ferrous and nonferrous metals, a leading recycler of used and salvaged vehicles, and a manufacturer of finished steel products.

Schnitzer’s corporate processes and forms, including HR materials, were managed with spreadsheets, reducing process visibility and slowing response times.

Schnitzer adopted Nintex Advanced Workflow for Office 365 and Nintex Modern Forms for Office 365 to enhance HR processes such as hiring and performance reviews. The solution reduced workflow development time by 60%, saved 355 hours of combined employee and managerial time, and cut the time needed to check reviews by 75%.
PROFILE
BNBuilders is a West Coast general contractor specializing in highly technical commercial construction. The company, founded in 2000, has more than 500 full-time and 250 unionized employees.

BUSINESS SITUATION
BNBuilders’ crisis response and safety teams needed a daily check-in form based on CDC recommendations, for all employees and visitors reporting to job sites and offices during the pandemic.

SOLUTION
In a single day, BNBuilders built and implemented a daily check-in form based on Nintex Workflow Cloud. Employees reporting to a job site or office accesses that location’s form by scanning a QR code. If a response meets flagged parameters, the safety team is alerted, with escalation to the crisis response team as needed. The first two months saw 28,000 unique form submissions, supporting accurate contract tracing and business continuity.
ABOUT NINTEX

Nintex is the global standard for process management and automation. Today more than 10,000 public- and private-sector clients in 90 countries turn to the Nintex Process Platform to accelerate digital transformation by managing, automating, and optimizing business processes. Go to nintex.com to see how Nintex and its global partners are shaping the future of intelligent process automation (IPA).