



eBook

# 7 key HR processes companies are automating now

nintex

# Table of contents

- 03 Digitally transforming HR operations
- 04 Automating for a more efficient team
- 05 Process 1 - Offer letter administration
- 06 Process 2 - Employee onboarding
- 07 Process 3 - Time and attendance management
- 08 Process 4 - Payroll automation
- 09 Process 5 - Leave requests
- 10 Process 6 - Performance management
- 11 Process 7 - Reporting and compliance
- 13 Case studies

# Digitally transforming HR operations

With HR teams doing more with less, automating HR processes can maximize the efficiency of your operations while improving overall employee experience.

Process automation software can transform HR processes such as employee onboarding/offboarding, document processing, payroll, and leave requests by reducing manual work, improving data accuracy, and streamlining communication between teams.

With automation, you can spend less time on busy work and more time on strategic initiatives that add greater value to the business.

## 14 hours

“HR managers who do not fully automate say they lose an average of 14 hours a week manually completing tasks that could be automated.”

## 20 hours

“More than a quarter waste 20 hours or more.”

## 30 hours

“1 in 10 spend 30 hours or more.”

Source: [CareerBuilder](#)



# Automating for a more efficient team

Think about all the manual, error-prone data entry and complex communications involved in HR processes such as:

- Recruiting
- Offers
- Onboarding
- Timecards
- Payroll
- Leave requests
- Performance reviews
- Reporting and compliance
- Termination and offboarding

Each of these processes requires some level of data entry and sharing across systems; workflow steps, notifications, and approvals; and generating and sending documents. All of this can be automated to make your team more efficient.

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



# Offer letter administration

## Accelerate job offers

Hiring should entail celebration for both employee and company. But all too often, generating, 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 customized offer letters, route for approval, and deliver to the job candidate for electronic signature.

## Capabilities

Process Mapping

Digital Forms

Advanced Workflow

Document Generation

Electronic Signatures

# Employee onboarding

## Accelerate recruiting, onboarding, and provisioning

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.

Fill the gaps left by traditional HCM solutions to reduce manual entry of employee information, streamline communication with HR partners like IT, finance, and facilities, and ensure you deliver an exceptional employee experience, every time.

## Benefits

### TIME SAVINGS

Map, automate, and optimize onboarding to reduce HR busy work and data entry errors, and get new hires up and running fast.

### INCREASED TRUST AND ALIGNMENT

Effective onboarding processes keep everyone in the loop and new hires well informed about their tasks, goals, and how they fit within the company.

### BETTER RETENTION

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

## Employee Onboarding Solution

Streamline tasks

Automate approvals

Track progress

Complete paperwork

Schedule events

# 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

Keep operations in line with fair labor standards and overtime regulations.

#### INCREASED ACCURACY

Eliminate paperwork and data entry errors and improve accuracy of time checks, work hours, and productivity.

### Capabilities

Process Mapping

Digital Forms

Mobile Apps

Advanced Workflow

Robotic Process Automation

# Payroll automation

## Optimize 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

Process Mapping

Digital Forms

Mobile Apps

Advanced Workflow

Robotic Process  
Automation

Document  
Generation



# 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

Give managers improved visibility of their team's leave requests, making team planning and scheduling easier.

## Capabilities

Process Mapping

Digital Forms

Mobile Apps

Advanced Workflow

Connectors

# Performance management

## Automate performance reviews

Performance management and reviews can be a time-consuming, laborious process, especially for larger teams. HR leaders and team managers benefit by automating routine managerial tasks such as data collection, performance tracking, and providing feedback.

## Benefits

### PROCESS CONSISTENCY

A consistent and standardized performance management process ensures compliance and reduces human errors and oversights.

### TIME SAVINGS

Automating reviews saves time, allowing managers to focus on strategic aspects of performance management rather than getting bogged down by manual tasks.

### GROWTH AND DEVELOPMENT

Periodic performance reports and insights help foster a culture of continuous employee growth and development.

## Capabilities

Process Mapping

Digital Forms

Advanced Workflow

Document Generation

# Reporting and compliance

## 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

Digital Forms

Advanced Workflow

Robotic Process Automation

Electronic Signatures

Connectors

Xtensions

# Join the automation movement

Hundreds of HR organizations worldwide use the Nintex Process Platform to increase efficiency, enable strategic work, and better serve employees.







# Upper Chesapeake Health

## Profile

University of Maryland Upper Chesapeake Health is the leading health care system and second largest private employer in Harford County with more than 3,500 employees and over 650 medical staff physicians.

## Business situation

Upper Chesapeake Health suffered from cumbersome and manual onboarding processes that slowed operations and made it challenging to comply with patient privacy and security regulations.

## Solution

Upper Chesapeake Health worked with a Nintex partner to implement an onboarding solution with Nintex. Now an HR employee fills out a single electronic form to automatically trigger the provisioning of the new employee's accounts with appropriate permissions and access.

## Benefits achieved

- Enhanced employee productivity
- Improved operational efficiency and transparency
- New employees can get to work on day one







# Ferring Pharmaceuticals

## Profile

Founded in 1950, Ferring Pharmaceuticals is a biopharmaceutical company focused on developing products for reproductive health, urology, gastroenterology, endocrinology and orthopedics. Based in Saint-Prex, Switzerland, Ferring has a market presence in 60 countries, and 5,000 employees worldwide.

## Business situation

Ferring Pharmaceuticals employees struggled with the company's paperbased travel approval process. The company sought a digital and automated solution to submit and manage the requests.

## Solution

Nintex workflow and forms automation eliminated manual request processes, removing paperwork bottlenecks and enabling managers to approve requests quickly, from any location.

## Benefits achieved

- 85% faster approvals
- Eliminated manual processes and fewer delays
- Improved data accuracy

**FERRING**  
PHARMACEUTICALS



# Participate Learning

## Profile

As the largest teacher exchange sponsor in the U.S., Participate recruits educators from around the world.

## Business situation

Participate needed to revamp their manual, error-prone, and lengthy processes for completing the paperwork required during teacher recruitment, onboarding, and relocation. Participate team members would manually cut and paste data into multiple documents — including virtual resumes, visa applications, and benefit enrollment forms. Documents were then mailed overseas for signatures from teacher candidates and mailed back. The whole process was costly and time-consuming.

## Solution

Participate implemented Salesforce and hired an experienced Salesforce administrator who chose Nintex to auto-generate and send Visa document packets electronically, improving team productivity and efficiency.

## Benefits achieved

- Reduced turnaround time for document package signatures by three weeks
- Saved thousands of dollars sending documents electronically instead of mailing
- School district leaders now have 24/7 access to virtual resumes



**Participate  
Learning** est.  
1987



Nintex, the possibility engine™, helps companies unlock the power of endless possibilities. Today more than 8,000 public and private sector organizations across 90 countries turn to the Nintex platform to automate how work gets done, remove friction from business processes, and unlock the full potential of their people.

Learn more about how Nintex and its global partner network are propelling people, work, and business forward at [nintex.com](https://nintex.com).