



HR departments are the heart of every company. They provide support and consultations to employees while taking care of many day-to-day administrative tasks that keep the company moving forward. They accompany each and every employee in the company from the moment they are hired to the end of their employment contract. Many of the activities performed by HR departments are often repetitive, time-consuming, and labour intensive. Moreover, these activities require high levels of attention, are ineffective, and often prone to human error. This is where RPA technology can help.

The return on investment in software robots ranges from six to twelve months. The complexity of the actual implementation is minimal compared to implementing a new system. RPA can usually be implemented within a few weeks, with a minimal burden on employees associated with developing and testing the solution.

## ROBOTIC PROCESS AUTOMATION (RPA)

Robotic Process Automation, or RPA for short, is a technology for creating software robots that allows you to process routine and repetitive activities automatically and without the need for human intervention. Any process that can be described and is rule-based can be automated. Any processes automated by RPA are always logged so that you can keep track of what the robot is doing.

## WHAT THE SOFTWARE ROBOT CAN DO?

- Check systems or received emails
- Search websites
- Extract data from forms and enter them into systems
- Verify data
- Copy data between various systems
- Send emails based on predefined criteria
- Send notifications

Software robots can significantly reduce administrative and manual labour-intensive tasks in departments by 60 to 70%, relieve companies from having to finance cost activities, and create space for profitable activities. Robots are able to work 24/7, they have no problem coping with any task volume increases, and they do not suffer from dropouts of human resources: all without the need to hire and train new people.

## HOW TO START?

Would you like to start automating, but you do not know which process to start with? Selecting a process suitable for automation is one of the most important parts of the automation itself. Our specialists will be happy to help you with this.

# SOFTWARE ROBOTS FOR HR DEPARTMENTS

## USE CASES

### THE BENEFITS OF HR DEPARTMENT ROBOTS

#### **SIMPLIFIED PAYROLL ADMINISTRATION**

The robot processes all payroll administration tasks, including any corrections and amendments of attendance reports delivered by email. This reduces the necessary payroll processing time by approximately 85% with a zero error rate.

#### **MORE EFFECTIVE NEW HIRE ONBOARDING**

The robot generates access rights, creates user accounts, and orders equipment for newly hired employees as necessary. This reduces the time required to onboard a new hire by approximately 70%. On top of that, the robot makes no errors.

#### **ENSURING GDPR COMPLIANCE**

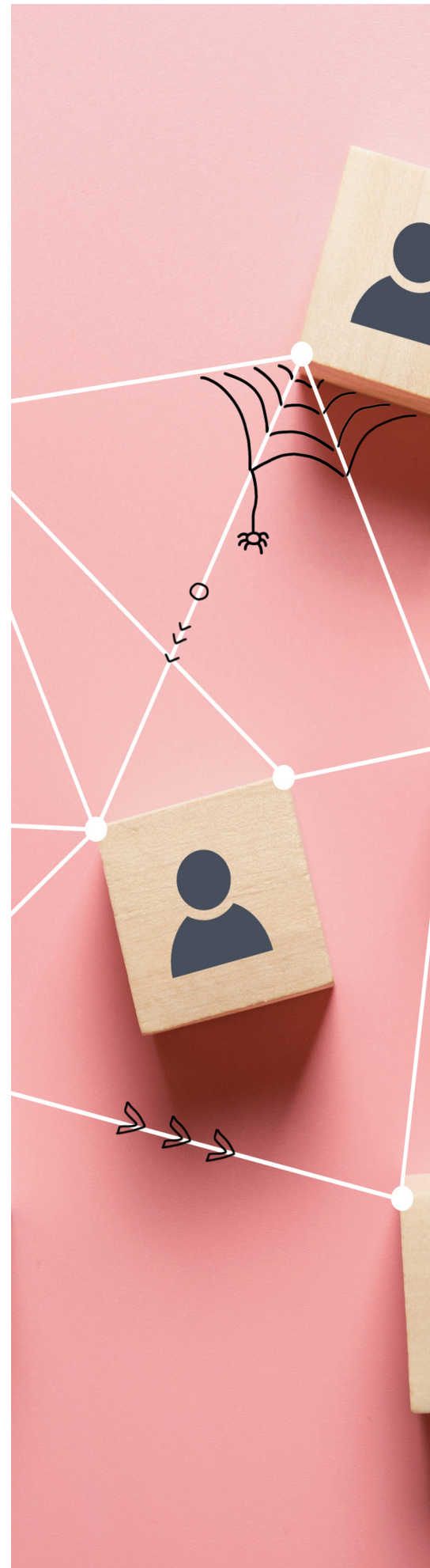
The robot checks for any personal data of employees retained in all the available systems. It can aggregate the information and delete it from the system if necessary. In this way, the robot guarantees 100% auditing and GDPR compliance.

#### **BETTER ORGANIZED EMPLOYEE OFFBOARDING**

On the day of termination, the robot will deactivate the employee's rights to accessing various systems and send a report to the person in charge which lists all the deactivations.

#### **THE STREAMLINED RECRUITMENT OF NEW EMPLOYEES**

Software robots can be set to monitor the relevant profiles at career portals and inform candidates of the result of their job interviews. This allows your HR personnel to spend more time on actual job interviews.



## WHERE YOU CAN USE ROBOTS?

### JOB APPLICANT SCREENING

The screening process of resumes and job seekers can easily become very time-consuming. HR staff must do things like search for candidates, study their resumes, and decide if they are suitable for the position. It is estimated that it takes approximately three days to select the right candidate. With RPA, this process can be fully automated. Your HR staff will immediately receive a list of suitable candidates along with their resumes.

#### What the robot does?

At a predefined time, the robot downloads the list of open positions in the company, checks the minimum requirements for candidates that you have defined, visits job seeker portals, screens available applicants, and sends a list of the most suitable candidates together with their resumes to HR staff.

### NEW HIRE SET-UP AND ONBOARDING

Before the new hire comes to work for the first time, it is necessary to prepare everything so that they do not have to wait for anything and can start working immediately. The new hire needs to be provided with things like a new user account, an email address, access rights for applications, and personal equipment. And all this needs to be done in compliance with company policies. Departments other than HR are often also involved in this process, which makes the task more difficult. Getting new hires everything they need on the first day at work can sometimes be a challenge.

#### What the robot does?

Once the new hire is registered in the system, the robot reads when they are starting and in what position. Based on predefined rules, the robot then enters relevant applications, sets up necessary access rights, and orders personal equipment (e.g., a computer and telephone) as necessary. After all access rights have been set up, the robot sends the onboarding documents to the new employee for study.

### MONTHLY REPORTING AND PAYROLL

Monthly reporting and payroll are one of the most essential processes in every company. However, obtaining data, making correct calculations, and generating reports for health and social insurance agencies and tax authorities are often complex and time-consuming. Most payroll processes are rule-based, involve large amounts of data, and are essentially repetitive. This makes them a perfect candidate for RPA to increase accuracy and reduce processing time, especially if the company has a large number of employees.

#### What the robot does?

Once the attendance is finalised, the robot enters the attendance system; checks the entered data; calculates things like wages and meal vouchers; and checks for any agreed bonuses, holidays, and compensation. After the payroll is generated, the robot downloads the statements, logs into the health and social insurance system, and uploads the statements for the given month.



### EMPLOYEE OFFBOARDING

When an employee terminates their employment contract, it is important that this process runs smoothly and timely. The manual steps in this process are time-consuming and require diligence. This may include checking the settlement of the employee's account, revoking access rights, completing and checking the exit form, and collecting any work equipment and tools. The robot can perform all or part of the process automatically while guaranteeing 100% data accuracy.

#### What the robot does?

When the employee's termination date is entered into the system, the robot checks the date and stores it in its memory. Within an agreed interval, either on the exit day or several days before or after the employee's exit, the robot enters relevant systems, revokes access rights, and checks the employee's account. It will send an email notification about the activities performed and the status of individual access rights.



### GDPR

All companies operating in the European market are bound to comply with the General Data Protection Regulation governing the processing, storage, use, and recovery of personal data. In practice, this means that if a company stores an employee's data, it must remove it from its systems at the employee's request, which can be extremely challenging in many companies.

#### What the robot does?

When it receives a request to check or delete personal data, the robot enters individual systems one by one, finds all the necessary data, and sends it to an email address. If the employee requested the deletion of their personal data, the robot deletes it.

## WHAT DOES THE RPA IMPLEMENTATION LOOK LIKE?

The first thing that is needed is a meeting where we can talk to your IT department and the people who have been performing the processes you wish to automate. Together we will set up and define the necessary access rights.

**Meetings** are usually about two to three hours long, and they do not have to be in person: conference calls via Skype, Teams, Webex, Zoom, and so on are enough.

Based on these meetings, we will document the process and **propose how it should be automated.**

We automate processes in the existing systems that you normally use. We do not create any new systems or modify existing ones.

The automation itself does not take long. We are able to deliver a complete and implemented robot for your systems within **three to four weeks** from the first meeting.

## SOITRON, s.r.o., member of SOITRON Group

Soitron is a Central European integrator operating in the IT market since 1991. The company's philosophy is to constantly move forward, and that is why it is a leader in implementing unique technologies and innovative solutions. It offers its clients products and services in the field of robotization and process automation, artificial intelligence, the Internet of Things (IoT), IT infrastructure, communication and cloud solutions, IT security, IT services and outsourcing, IT advisory and applications, and IT department digitalization. Its product portfolio includes smart police car solutions – Mosy and cyber security services – Void Security Operations Center. Soitron, s.r.o. is a part of the Soitron Group and employs more than 800 international experts. The group brings together professional teams in Slovakia, the Czech Republic, Romania, Turkey, Bulgaria, Poland, and the UK.