

5 Uses for Robotic Process Automation in HR

InStream's **Robotic Process Automation (RPA)** platform allows businesses to accomplish more work in less time with fewer resources by automating a wide range of repetitive tasks based on a businesses defined rules. InStream robots are smart, and can interact with applications and websites like a user does, triggering responses and communicating across virtually any enterprise system, website, or desktop application.

Here are some of the ways that RPA can be utilized to automate processes and improve efficiencies in Human Resources departments.

#1 Employee Onboarding

- Activate logins and accounts (email, portals, file sharing tools, line of business software, etc.)
- Trigger email notifications (for example, to inform staff of a new hire)
- Verify completion and receipt of required documents, such as W2s or direct deposit forms
- Follow up on missing documents

#2 Employee Offboarding

- Deactivate logins and accounts
- Change passwords to prevent access
- Set up auto-forwarding on email accounts no longer in use
- Activate and maintain retention policies regarding the removal of employee information after a set time period, in order to remain in compliance with business policies

#3 Payroll

- Verify all forms are completed
- Automate payroll for salaried employees
- Automate payroll for hourly staff, whose work information was logged for the pay period
- Trigger notifications on a set interval for hourly earners when their work data has not been logged for the pay period

#4 Remain in Compliance

- Set retention policies on documents and data according to business rules
- Automatically compile reports and deliver reports for your department on set intervals
- Increased security compliance - bots follow specific business rules that guarantee the privacy of sensitive personal data and eliminate opportunities for human error

#5 Post Job Positions

- Post job listings across internet job websites
- Collect resumes from job websites and compile them into a single location for your team to review
- Automatically eliminate non-viable candidates