How
Human Resources Departments use Nintex RPA

Human Resources departments are tasked with supporting global initiatives in addition to being the first touchpoint for new hires. Burdened by high-volume, manual processes, HR teams are turning to technology to optimize performance. Nintex RPA helps HR Departments improve speed, efficiency, accuracy, and the employee experience.

See how easy it is to get started with Robotic Process Automation **nintex.com/rpa**

NINTEX RPA FOR
HUMAN RESOURCES ADMINISTRATION

Standardize global HR processes across geography, local business units, and working environments.

Eliminate manual, paper-based processes.

Automate repetitive, administrative tasks to lower costs, improve productivity, and drive ROI.

Automate employee notifications.

Automate payroll and check processing to pay employees the right amount, the first time, and avoid penalties.

Keep accurate record of schedules, leaves, accruals, travel expenses, taxes, and other line items.

Automate the leave request process and streamline approvals.

Ensure consistent report preparation, data entry, and audit readiness to meet compliance requirements.

Web scrape government websites for federal regulation compliance and notification of noncompliance.

Secure sensitive employee data and control access.

Manage and modify license agreements.

NINTEX RPA FOR
TALENT ACQUISITION AND RECRUITING

Identify and monitor short-term or seasonal staffing needs.

Automate job postings to diverse websites and social media.

Align public-facing job listings with employee-only intranet listings.

Conform resume and PDF file names.

Automate the job application process.

Identify and score best keyword matches with candidate CVs and applications.

Manage candidate notifications and nurture tracks.

Objectively screen, asses, and rank candidates, to eliminate bias.

Automate the offer process, from auto-generating letters to routing approvals.

Automatically kick off background checks once a new employee accepts an offer.

Web scrape to match the employee's identity with researched data to validate the match.

NINTEX RPA FOR
EMPLOYEE ONBOARDING AND OFFBOARDING

Automate onboarding and offboarding of employees with online documents.

Automate and schedule employee email notifications.

Auto generate and send new employee welcome emails and company handbook.

Assign workstations, equipment, account access, and software licenses.

Book new hire orientation and training sessions and monitor attendance.

Schedule online or in-person facilities tours.

Auto assign and generate security badges.

Automate employee enrollment for benefits, payroll, and taxes.

Track new employee compliance with onboarding modules.

Automatically delete employee username/password for offboarded employees.

Automatically generate offboarding paperwork and schedule final meetings.

Cancel offboarded employee security and badge access.

Generate equipment return instructions and tracking for offboarded employees.

NINTEX RPA FOR
EMPLOYEE TRAINING AND COMPLIANCE

Minimize human intervention in the training and compliance processes.

Standardize training across job functions and locations.

Create and manage online repository of accessible reference information.

Automatically assign training for new hires and current employees by job function.

Automate training modules, quizzes, scoring, reward points, certificates, and prizes.

Track employee certifications and licenses to ensure requirements are met.

Automatically generate training compliance reports.

Automatically flag employees for non-compliance.

Automate training step-by-step through live applications in real time.

Create live action simulated training with scenarios and performance scoring.

Automate employee feedback and ratings for training quality improvements.

About Nintex

Nintex is committed to improving the way people work with process intelligence and automation software solutions that are both powerful and easy to use. Today more than 10,000 public and private sector organizations across 90 countries turn to the Nintex Platform to accelerate progress on their digital transformation journeys by quickly and easily mapping, managing, automating, and optimizing business processes.

Learn more by visiting **www.nintex.com**