

# 5 Key HR Functions to Automate for Higher Productivity & Efficiency

Explore the advantages of automating HR and people operations in your HCM, as well as the primary functions you should automate first.



## DID YOU KNOW

# 14 hours a week

HR managers waste an average of 14 hours on manual tasks that could be automated.

(Source: Career Builder)



## Employee Termination

There are numerous benefits to automating your employee termination processes - With important employee communications as an exception, of course. But from security and compliance to removing friction for departing employees and enhancing the productivity of HR experts - Automation helps make this uncomfortable process a little more, well, comfortable.

## Compensation Change

Merit increases, raises, salary decreases, etc. — each requires the right documentation, whether to adhere to certain employment laws, such as the Fair Labor Standards Act (FLSA) and Equal Pay Act or to accurately record the change in an existing employment contract. Using an automated workflow in your HCM for compensation changes makes handling this important process a lot less intimidating.



## FACT CHECK

Intelligent workflow automation can result in cost savings of

# 40-75%

with a return on investment (ROI) in a matter of months, in some cases.

(Source: Forbes)



## Internal Job Transfer

An internal job transfer means embarking on a process of filling the open role, updating the organizational chart, and getting the transferred employee up to speed quickly. Similar to compensation changes, internal job changes benefit from an automated workflow that can initiate and streamline a multitude of steps.

## Promotions

Automating the promotion process in your HCM ensures information about the vacated role doesn't disappear when the employee moves into the new role. This gives you better visibility into the roles that still need to be filled, helps you make appropriate hiring decisions for the open roles, and ensures the promoted employee is quickly reassigned so you're not wasting them as a resource.



## DID YOU KNOW

HR and people management leaders who have already invested in automated technologies have done so to optimize:

# 40%

HR operations

# 38%

talent acquisition

# 38%

employee engagement monitoring

(Source: Gartner)



## Worker Location Changes

Automating worker location changes takes the administrative burden off of the employee's manager and even the HR team by capturing, centralizing, and initiating updates to employee data, such as a location change. Not having to worry about whether basic data is correct and current means managers can focus on their important work and HR and people management teams can spend more time on strategy and other high-value tasks.

## LET'S CHAT

Reach out to one of our experts today to learn more about how SyncHR can help you streamline your common organizational processes for greater efficiency, accuracy, and productivity.

[www2.synchr.com/schedule-demo](http://www2.synchr.com/schedule-demo)