APPLYING RPA TO MANAGE THE PROCESS OF ONBOARDING NEW EMPLOYEES

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CASESTUDY

The client

The client is a developing firm in technology and IT services in Vietnam. There are 300 – 500 new employees every month. Before the onboarding day, the in-charge staff will be responsible for facilitating and preparing for their first day. The process is time-consuming, takes a lot of effort and has high chance of making mistakes, related to employee benefits, salary, health insurance

The requirement

Apply RPA to automate completely the whole process to save effort and avoid human mistakes.

The outcome

After standardizing the onboarding process, those following tasks are handled completely by robots:
- Collect the new employee's information from the excel files.
- Correct data in Human Resource Management (HRM) system.
- Input data into another resource management system.
- Correspond to all related departments to prepare.
- Report the result.

Industry: Back Office

Benefit:

Reduced Processing Time: **70%**

Saved Effort: **More than 50%**