

TOP 10 HR PROCESSES TO AUTOMATE AT YOUR NONPROFIT



Through automation you have complete control over the tools and features you need to manage your organization – eliminating duplicate entries of employee information between multiple systems; empowering employees with self-service access; and freeing up time to focus on strategy, organizational growth, and mission advancement.

Here are 10 HR processes and tasks to start automating now:

- 1 BENEFIT ELECTIONS AND OPEN ENROLLMENT**
Automate benefits administration with web-portal access, allowing employees to review and select future elections. Oversee the entire enrollment process; create multiple plan groups; and access workflows, approvals, and reporting queries to make the open enrollment process a breeze.
- 2 EXPENSE REIMBURSEMENT SUBMISSIONS**
Allow employees to submit expenses directly via online web-portal access, saving data entry time, creating faster processing turnarounds, and reducing paperwork.
- 3 SCHEDULING**
Manage work schedules and availability (including volunteer schedules) by facilitating workflows that recognize, match, and assign shifts to volunteers, employees, and floating staff.
- 4 BENEFITS CALCULATION**
Automatically calculate benefits, including contribution and deduction amounts for government, insurance, and retirement account benefits.
- 5 CLAIMS TRACKING**
Track benefit claims, including workers' compensation and insurance claims.



PAY-RATE AND OVERTIME CALCULATIONS

Automate and process payroll calculations; then track, view, and report labor hours for federal, tax, and ACA reports with the click of a button.



ONBOARDING

Improve employee satisfaction and hiring methods with new employee onboarding paperwork and workflows. Once complete, securely store documents and forms, and set up alerts for any paperwork processing that may be outstanding.



CERTIFICATION MANAGEMENT FOR STAFF

Allow self-management of certifications and trainings by employees with manager-level access for approvals, messaging, and progress tracking.



GLOBAL UPDATES TO BENEFIT PREMIUM, DEDUCTIONS, ETC.

Establish automatic updates and customize how they appear in your system when plans change.



KEY ANALYTICS

Create dashboards and access reporting tools that help automate key analytics and reports on KPIs, such as employee turnover, average tenure, and organizational growth.

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