# QBurst

# RPA Bots to Automate HR and Payroll Processes

Streamlining HR and payroll processes with RPA bots for enhanced efficiency, accuracy, and quick delivery of employee services.

Insurance Enrollments/ Withdrawals

Salary Advances Automation

Disqualification certificates

Leave Management Automation

# 📄 Overview

We developed bots that leverage RPA (Robotic Process Automation) technologies to automate various HR and payroll-related processes for the client. The solution automated HR processes such as salary advances, leave applications, social insurance enrollments/ withdrawals, and certificate dispatch. These previously manual processes were automated using UiPath, enabling more efficient, accurate, and faster handling of employee data and requests.

# 🔷 Client Profile

A global leader in human resource solutions, offering staffing and workforce management services to clients across industries.

# 💼 Business Requirement

The client wanted to implement an HR management platform that reduces HR processing time by eliminating manual bottlenecks and inefficiencies to avoid service delays. The platform would manage large datasets, ensuring accurate extraction, calculation, and entry across multiple client applications to process the data and deliver quick results.

- ✓ Streamline and automate manual, labor-intensive HR processes.

- ✓ Reduce delays and improve processing times for salary advances, leave applications, and insurance enrollments/withdrawals.

- ✓ Enhance operational efficiency across multiple departments.

# 💡 QBurst Solution

We developed a solution using UiPath after analyzing the client's workflows to identify manual bottlenecks. UiPath was chosen for its robust workflow automation capabilities and scalability.

Our team mapped the client's manual workflows to identify tasks ideal for automation, including data extraction, validation, and entry. UiPath bots were then implemented to automate these tasks. To achieve seamless integration, we leveraged UiPath's orchestrator, allowing the bots to work smoothly with the client's existing applications. Each bot underwent rigorous testing to validate performance and accuracy, addressing issues in advance to ensure reliable operation.

## ☆ Technical Highlights and Key Features

**01** **Salary Advances Automation**
Bots extracted attendance data, calculated working hours, and automatically updated the management spreadsheet and early payment tracking website.

**02** **Leave Management Automation**
Bots retrieved paid leave details from the client's internal application, registered the details in another system for further processing, logged errors, and updated the management spreadsheet.

**03** **Insurance Enrollments/Withdrawals**
Bots automated social and employment insurance registration by extracting and entering data from Google Sheets into a web-based application. They also generated and stored PDFs by area, staff code, and enrollment date.

**04** **Disqualification Certificates**
Upon employee contract termination, bots generated and dispatched insurance-related disqualification certificates by pulling data from spreadsheets, creating certificates, and updating management documents.

## ⚙ Technology

**Ui Path™**

## 👍 Business Benefits

- **Enhanced Operational Efficiency**
  Automation significantly improved the client's operational efficiency across HR functions. With routine tasks automated, the HR team could focus on higher-value activities, directly boosting business growth.

- **Reduced Processing Time and Increased Accuracy**
  Processing times for salary advances, leave applications, and insurance reduced by over 50%, while data entry and calculation errors decreased by over 90%.

- **Improved Employee Satisfaction**
  Employees experienced faster salary advance approvals and quicker leave application processing, enhancing their overall satisfaction.

- **Optimized Workflow Efficiency**
  Automation enabled employees to dedicate more time to strategic, value-added tasks, which boosted productivity.

- **Cost Savings**
  The reduction in manual work led to substantial cost savings in HR operations.

**QBurst**