## **Human Resources Process Heatmap – Summary**



**Hire to Manage** 

**Manage to Engage** 

**Engage to Retire** 

Create HR Strategy and Processes

Train and Develop Employees

**Manage Reporting** 

Recruit and Onboard Employees Manage Employee Performance

Manage HR Helpdesk

**Manage References** 

Compensate and Reward Employees

Manage Payroll

Manage and Maintain Employee Data Manage Employee Movements

**Manage Offboarding** 

Manage Organization Management Data Manage Life-Time Events and Special Requests

Offboard Employees





## **Human Resources Process Heatmap – Hire to Manage**



**Create HR Strategy** and Processes

**Recruit and Onboard Employees** 

**Manage References** 

Manage and **Maintain Employee** Data

Manage Organization **Management Data** 

Develop HR strategy, processes, and policies

Create and post job

Review reference request of qualified Request from HR for completeness of information

Plan organization hierarchy

Identify staffing needs

Source candidates

Generate and Issue **Employment** 

Request employee for missing documents

Create new org structure in test sys & send for verification

Develop hiring plans

Screen candidates

Manage references communications

Trigger change and update HR system & inform other teams

Verify new org data & structure with

Activate changes & inform the requestor

Manage hiring plans

Select candidates Manage pre-

employment

Develop engagement strategy

Develop and extend

File copy of employee document in e-file

Define and nurture culture

Onboard new hires

Set up new hires in the

Manage Probation

Create and manage reports

Low automation

Attended Robot Potential





## **Human Resources Process Heatmap – Manage to Engage**



**Train and Develop Employees** 

Manage Employee Performance

Compensate and **Reward Employees**  **Manage Employee** Movements

**Manage Life-Time Events and Special** Requests

Develop train strategy, processes, and policies

Develop performance mgt. strategy & policies

Develop comp. and reward strategy, process and policies Manage employee deployment and

Receive request from employee & validate eligibility

Design learning content

Manage employee performance

Manage employee

career development

Benchmark compensation against industry standards

Transfer Action in HR

Prepare certificate as per defined template & send to emp

Review training materials

Develop compensation model Compensation change in HR system

Send request to HR if certificate required in

Manage new hire orientation and training •

Manage compliance

**Employee List** Generation eligible promotion/rewards

Create and manage reports

Develop and train existing employees Manage time & attendance

Manage Payout Calculations

Create and manage

Evaluate and update training materials

Create and manage reports

Develop and Manage Finalize bonus and Training Reports to be incentive payments linked to employee

> Generate electronically signed letters, send letters to HR

recognition

reports

Performance Completion Reports

performance reports

Manage benefits administration

Manage rewards and

Create and manage





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## **Human Resources Process Heatmap – Engage to Retire**



**Manage Reporting** 

Manage HR Helpdesk

Manage Payroll

**Manage Offboarding** 

Offboard **Employees** 

Create reporting calendar & send for approval

Develop HR helpdesk strategy, and processes

Process payroll interfaces for pension contribution & loan repayments

Develop HR helpdesk strategy, and

Develop offboarding strategy, and processes

Monitor the reporting schedule to identify which report needs to run in given period

Categorize and classify request

Provide reporting

Service employee

Manage employee offboarding

Generate reports &

Check employee details in HR system, assign request

Perform data validation & recon

notify client of

Solicit employee feedback

Manage employee placement services

quality check against the specs

Service employee inquiries, provide

Identify data errors &

Exit Checklist tracking

PF, ESOP Transfer

Create Summary of the report

Solicit employee feedback

**ID** Deactivation

Form 16 - request

Update knowledge base database

Full and Final payment , Reliving letter

**Attrition Reports** 

Create and manage reports

**Exit Reports** 



Low automation

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