.IIRIS

IRIS HR Workflow
Efficient management of HR processes

Overview

Workflow adds an element of automation to the Tasks already available within IRIS HR

Day-to-day tasks for both system administrators and employees are no longer repetitive as IRIS HR ensures the right task is sent to the right person at the right time.

Customisable workflows

Users can create customised workflows, in line with their own unique business processes, removing the need for paper checklists. Everything can be completed in one centralised location with a record of the completed tasks held on the employees record for future reference.

Wide choice of triggers

Workflow allows users to trigger tasks based on key events in the employee lifecycle. These triggers include:
> New Starter
> Leaver
> Absence

Users can assign multiple tasks to each of these triggers, all with different 'due dates,' allowing all aspects of their internal processes to be captured.

Employee Engagement

With the help of workflow, employees & managers become empowered to efficiently manage their own and their team's data. Workflows will automatically trigger, issuing notifications & tasks to the relevant employee at the right time, instructing them on what they need to do, removing the need for calendar reminders and to-do lists etc.

Contact your Account Manager to find out how you can take advantage of this new feature

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KEY BENEFITS

š   Save time and effort

š   Increase employee engagement

š   Automation of formerly repetitive tasks

š   Customisable to your ways of working

š   Flexible

š   Choice of triggers