

HR Onboarding Automation, Simplified

A paperless, time-saving, cost-effective onboarding solution

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HR Onboarding Automation ■ Save more time, become an HR Hero

The reality is, new employee onboarding takes a lot of time. Total onboarding times can be upwards of 40 hours for just four employees. By automating this process, it's reduced to just 4 hours. What could you do with an extra 36 hours per week? **You could become an HR hero.**

How HR Automation Works

With our HR automation, employee onboarding becomes a breeze. HR simply needs to enter preliminary information for the onboarding employee, assign the appropriate documents, and then the employee receives those documents to fill out through the HR portal. Benefits and payroll are also able to be completed in the portal through a one-click process.

HR Automation Provides:

- Ability to assign onboarding documents through one click
- Benefit selections are auto-enrolled to the provider, reducing involvement of HR
- Payroll is auto-generated to the account provided by the employee, simplifying HR efforts
- All employee communications cataloged under their profile
- Offboarding is automated and secure
- Ability to make changes to employee information or elections in the same user-friendly interface



The new Paperless Onboarding system addresses all of our pain-points and more. It has conservatively reduced our process by 75% while having things more organized.

- HR Manager

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The Hidden Cost of Employee Onboarding

Onboarding new employees requires a lot of paperwork. The real cost, however, comes from the time it takes to manage the completion of this paperwork, the back and forth communication between HR and the employee, and other administrative assets of onboarding. All of these time-consuming tasks add up to **10 hours for each employee** that goes through the onboarding process. If your company is one that hires often, or is expanding rapidly, this can easily become a time-consuming HR mess.

HR Automation saves your company time and money when it comes to onboarding new employees. Allowing your HR heroes to spend time on other tasks outside of the onboarding process.

V-Soft's HR Solution

V-Soft's HR Onboarding Automation solution provides a simple, fast, and cost-effective way to reduce hours spent on employee onboarding. Along with onboarding solutions, HR Automation can decrease time spent on payroll, consolidates all employee communication to one central location, and can help make off boarding more secure. Our 5-Step onboarding process is as easy as:



- HR provides preliminary information
- HR assigns employee documents
- Employee completes onboarding information
- Employee signs auto-populated documents
- HR is then able to authorized automated tasks with one click

HR Automation Benefits ■ Tailored to Your Needs

- **Service Companies:** Slash onboarding time, great for high-volume service companies
- **Small HR Departments:** Ease the workload on small HR teams by giving them a virtual assistant
- **Reduce Paperwork:** By automating many simple HR tasks, there is less need for time-consuming paperwork
- **Secure Offboarding:** No need to keep track of devices or software given to employees, the HR portal stores it all
- **Multilingual Capability:** Communicate to your whole team with ease, no matter what language they're working in



Seamlessly integrates with:



SharePoint

servicenow



Skype for Business



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