

AUTOMATION OF HUMAN RESOURCES

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Abstract: Human resources automation (HR automation) is the process of automating various tasks of the human resources (HR) department by using technologies. This not only saves time, but also reduces errors and increases efficiency. HR automation is an essential tool for increasing success and productivity in today's businesses. It not only increases the efficiency of the HR department, but also helps to create a comfortable and intuitive work environment for employees.

Key words: Main areas of HR automation, HR automation benefits, HR process automation, Salary and payment management, HR management and monitoring, Employee training and development, Analytics and reports.

Automation of human resources (Human Resources Automation) is a process of great importance for modern enterprises and organizations. This process aims to automate various tasks of human resources (HR) departments using various technologies and software. The primary goal of HR automation is to increase efficiency, reduce errors, and allow HR professionals to spend more time on strategic tasks.

The main areas of HR automation:

1. Automation of personnel department processes:

- Recruiting and hiring: ATS (Applicant Tracking Systems) systems are used to automatically sort resumes, schedule interviews, track and communicate with candidates during the hiring process.

- Onboarding: Simplifying the onboarding process for new employees, providing them with the necessary documentation, training, and initial orientation.

2. Management of salaries and payments:

- Salary calculation: Automatic calculation of employee salaries, accounting for taxes and other payments. Payroll software is used for these processes.

- Rewards and incentives: Manage employee rewards and bonuses, track their performance, and automate incentive systems.

3. Personnel management and monitoring:

- Working time management: Automatically monitor and generate reports on the working time of employees. Time tracking systems are used for this.

- Management of holidays and weekends: There are special programs for automation of employee vacations and days off, management of these processes.

4. Training and development of employees:

- Training programs: Automation of training programs for employees, their development through online courses and training.

- Certificates and training: Automating the processes of training and issuing certificates to employees.

5. Analytics and reports:

- HR analytics: Collect, analyze and report on employee-related data. This process is carried out with the help of HR analytics software.

- Personnel statistics: Preparation of statistical data on employee performance, satisfaction and other indicators.

Benefits of HR Automation:

- Increase efficiency: By automating mundane and repetitive tasks, HR professionals can spend more time on strategic tasks.

- Reduce errors: Manual processes are prone to human errors. Automation can greatly reduce these errors.

- Real-time data acquisition: Automated systems provide real-time employee-related data, enabling quick decision-making.

- Reduce costs: By automating processes, businesses can reduce administrative costs.

HR automation is an essential tool for increasing success and productivity in today's businesses. It not only increases the efficiency of the HR department, but also helps to create a comfortable and intuitive work environment for employees.

Human resources automation (HR automation) is the process of automating various tasks of the human resources (HR) department through the use of technologies. This not only saves time, but also reduces errors and increases efficiency. Let's take a look at some important aspects of HR automation:

1. Recruitment

- Resume Screening: Software and AI tools can automatically review resumes and rank them based on whether they meet hiring criteria.

- Applicant Tracking Systems (ATS): These systems allow you to manage and track all stages of the recruitment process.

2. Attracting new employees to work (Onboarding)

- Electronic signature and documents: New employees can sign required documents electronically.

- Automatic training programs: Induction courses and training for new employees can be managed automatically.

3. Payroll

- Automatic payroll calculation: The process of calculating and paying salaries is automated, and taxes and other deductions are also automatically applied.

- Data security: Employee data is stored securely and can only be viewed by appropriate employees.

4. Performance Management

- Automatic evaluation systems: Automatic monitoring and evaluation of employee performance is done using systems.
- Data-driven decisions: By analyzing the results, decisions are made to improve efficiency.

5. Employee Development and Training

- Educational platforms: It is possible to organize online courses and training for employees.
- Achievement Tracking: Ability to automatically track employee achievements and development.

6. Employee Relations

- Surveys and Feedback: Regularly collect and analyze feedback from employees.
- Automatic notification: Automatically deliver the necessary information to employees.

7. HR Data Management

- Centralized database: Store all employee information in one central system.
- Update and track data: Automatically update employee data and track changes.

Summary

HR automation processes help organizations save time and resources, increase efficiency and reduce errors. These processes are expanding and improving with the development of technologies.

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