

Chapter 1:

Introduction to HR

Process Automation

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Overview of HR Process Automation

HR Process Automation helps organisations manage employee processes through structured **journeys** and **activities**. By bringing each process's steps, tasks and supporting information together in one place, the module gives employees and managers a clear view of what needs to be completed and the progress of each journey.

Administrators can configure and manage processes using templates, reusable items in the Activity Library and supporting content in the Document Library. **Dashboard widgets** also help **employees** and **managers** see the journeys and activities relevant to them.

In the chapters that follow, we'll guide administrators who configure and manage HR processes, as well as end users who take part in journeys and complete assigned activities. We'll explain the key areas of **HR Process Automation**, how they work together, and how to navigate and use the features available to you.

Purpose of the Module

Key Features of the Module