comidor

HR Automation Training Material

HR Automation

- HR Automation within an organization is the key element for boosting efficiency. People Management software automates repetitive and time-consuming HR processes, such as employee onboarding, job applications, and other administrative tasks, while encompassing core business processes with a direct impact on productivity.
- Manage your candidates, personnel data, absence requests, skills & trainings and combine low-code apps to automate all HR processes.

Find out more here.

Personnel

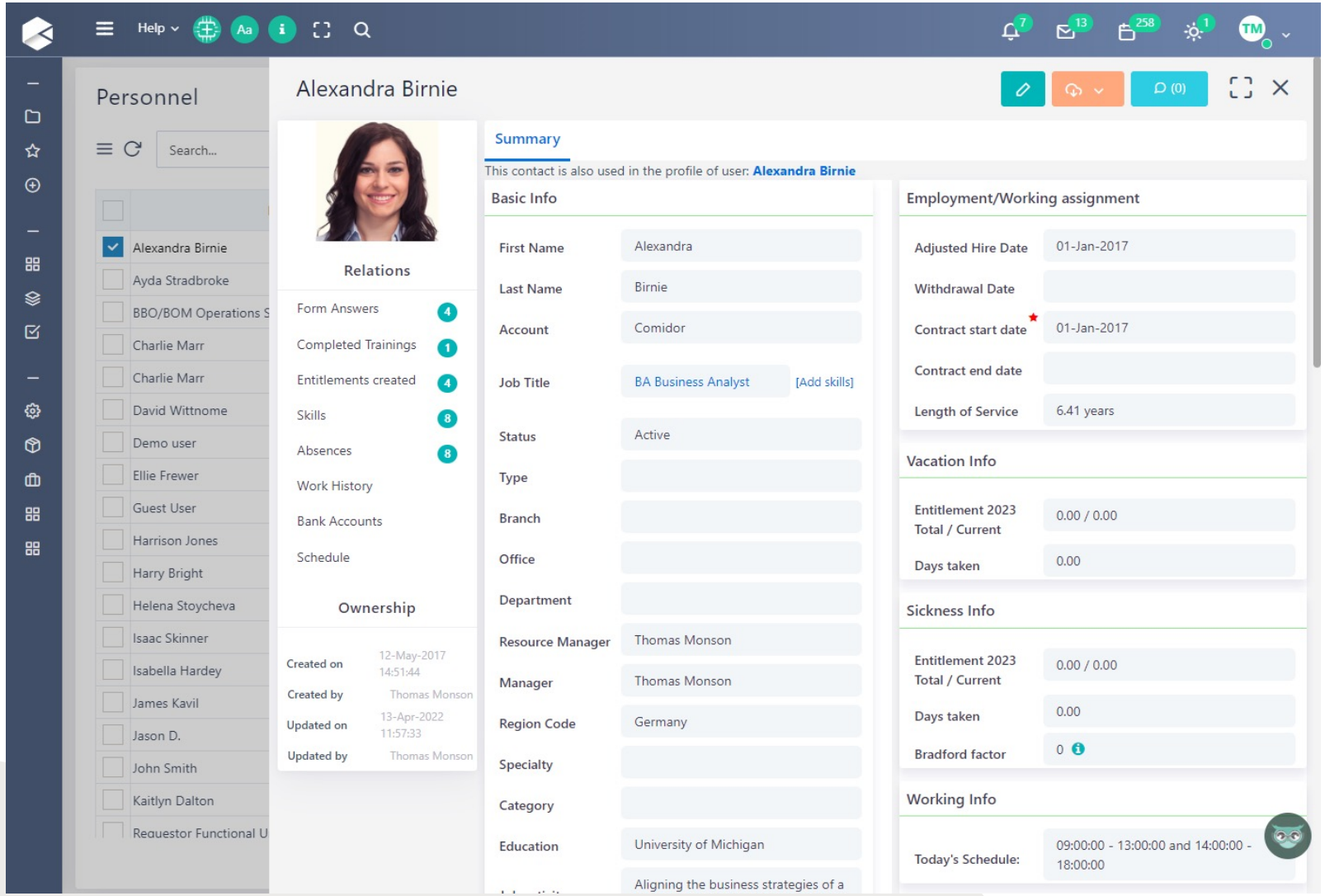
All Personnel records can be categorized based on pre-defined or customized characteristics and linked with their CV and any other relevant documents.
Personnel data can be linked with custom apps and workflows to automatically update their values based on each company's rules and processes.

Create a new Personnel

- Add basic info such as First Name, Last name, etc.
- Define job title, line managers, Education and specialties.
- Add the contact information (address, email, etc.)
- Define an employee's status (Active, Retired, Fulfilled, Rejected, Hired, etc.), employment/ Working Assignments with length of service, contract start/finish times, relation to accounts and region code
- By default, when a new user is added to the system, a personnel record is also added and linked to this user.

View a Personnel

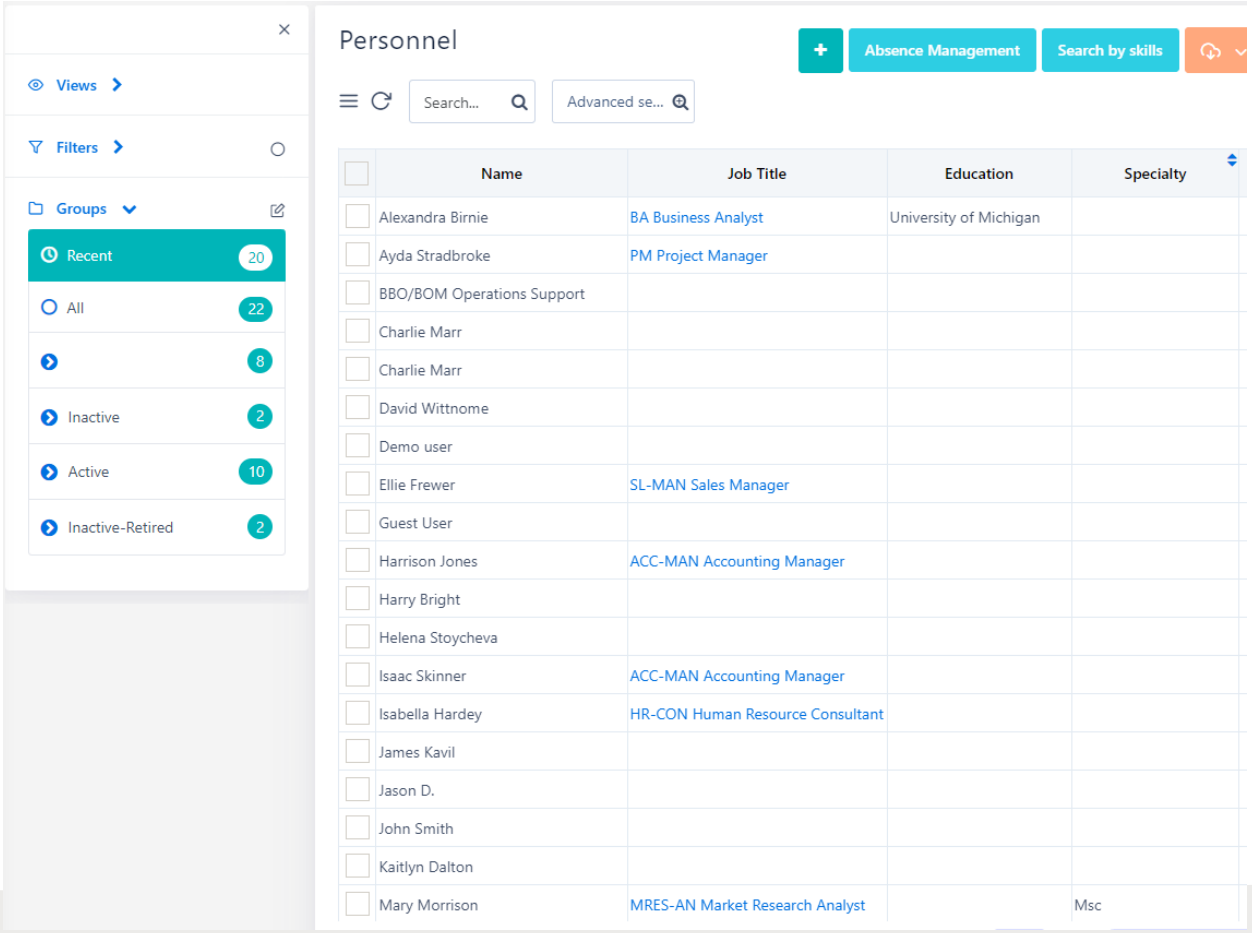
- After saving a personnel record, you can view and edit its details.
- Add any comments related to this record in the Comment section.
- Upload attachments and link this record to other records such as Emails, documents, processes, etc.



Find out more here.

Personnel Management

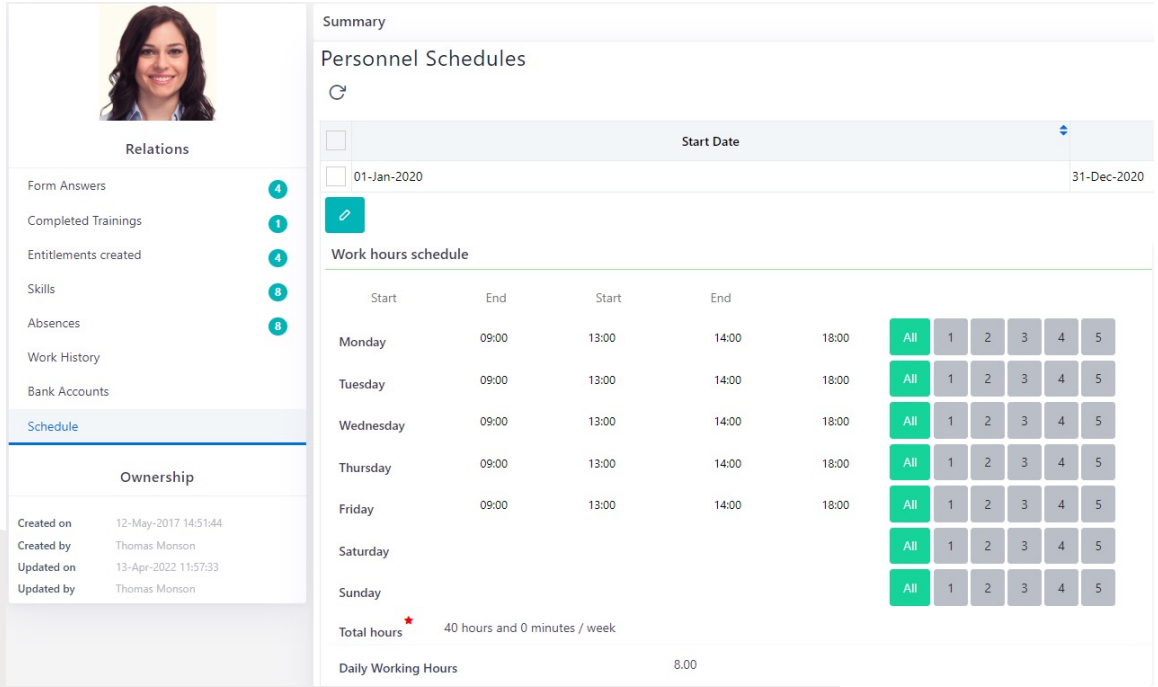
View all your personnel using the search functionality, filters, and grouping in the Comidor Personnel table Unit.
Make advanced searches and save them for quick access.



[Find out more here.]

Relations in a Personnel

- **Schedule**: define the working hours of each employee per year based on their region.
- **Absences:** view a list of all approved absence requests (absence type, days, scheduled dates) for this personnel.
- **Entitlements:** view a list of all entitlements created for each year for different types for this personnel.
- **Surveys:** see all the form answers that this personnel has replied.
- **Completed Trainings:** View all training processes that this personnel was invited to and has completed.
- **Work History:** add salary information for each year.
- **Bank accounts:** add bank account information for this personnel.



Candidates Management

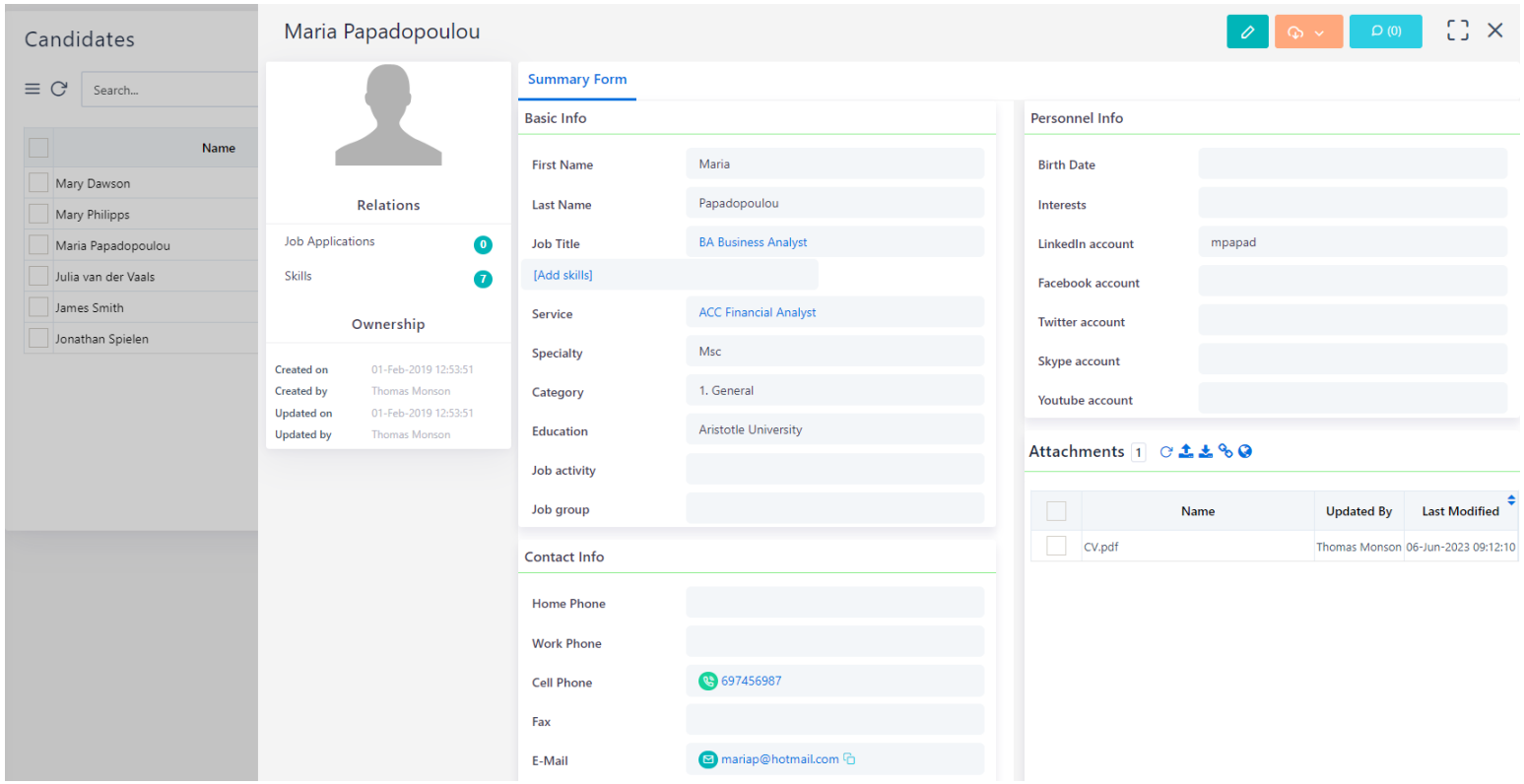
A list of candidates with all their personal details and attachments.
Candidate data can be linked with custom apps and workflows to automatically update their values according to each company's rules and processes.

Create a new Candidate

- Add basic info such as First Name, Last name, Education and specialties.
- Add the contact information (address, email, etc.)

View a Candidate

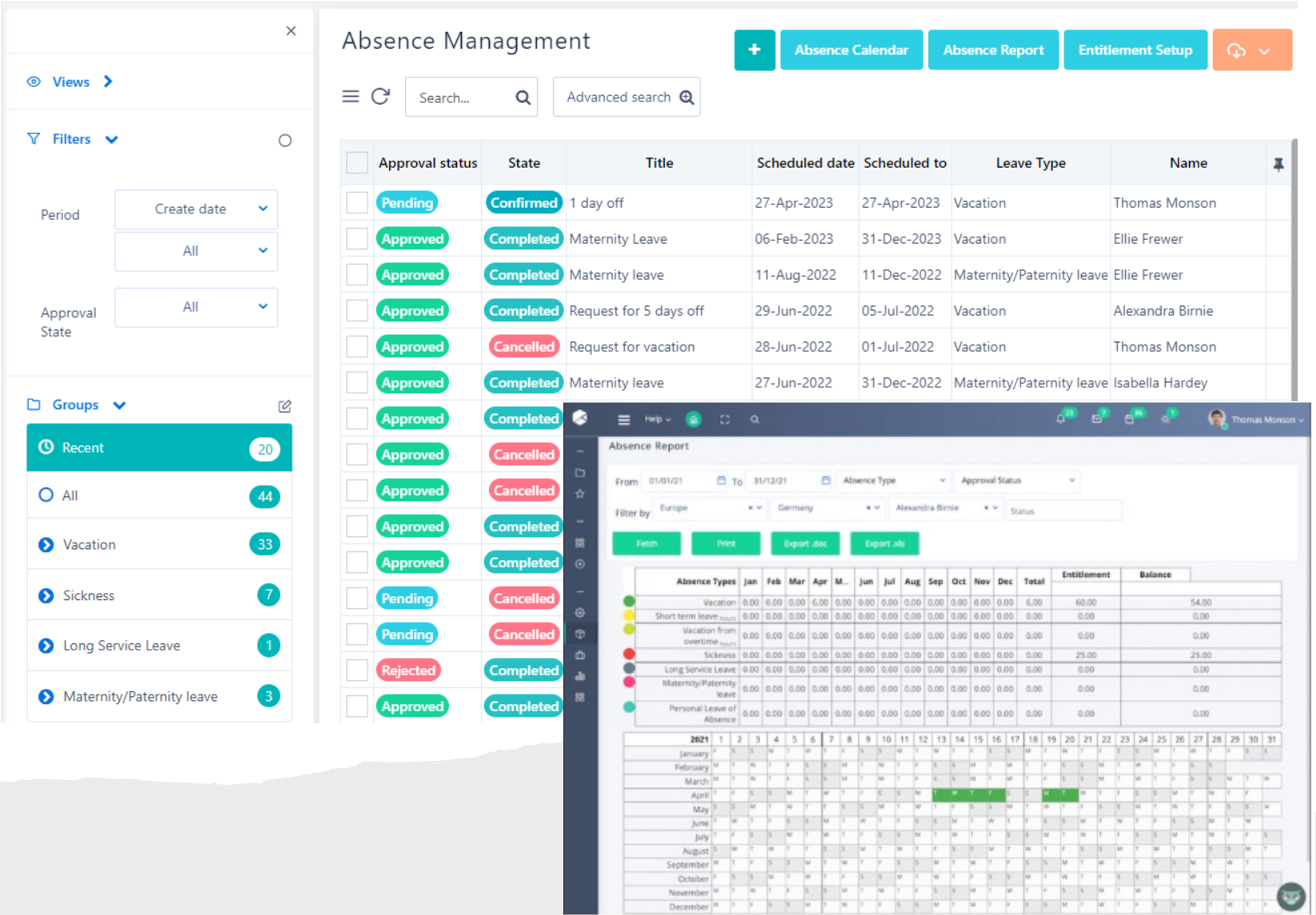
- After saving a candidate's record, you can view and edit its details.
- Add any comments related to this record in the comments section.
- Upload attachments and link this record with other records such as Emails, documents, processes, etc.



- Define the skills and skill levels for each candidate.
- The ability to convert a candidate to personnel manually or from a workflow application.

Absence Management

Comidor Absence Management is an essential tool for every business to ensure that Personnel absences are handled accurately and efficiently.



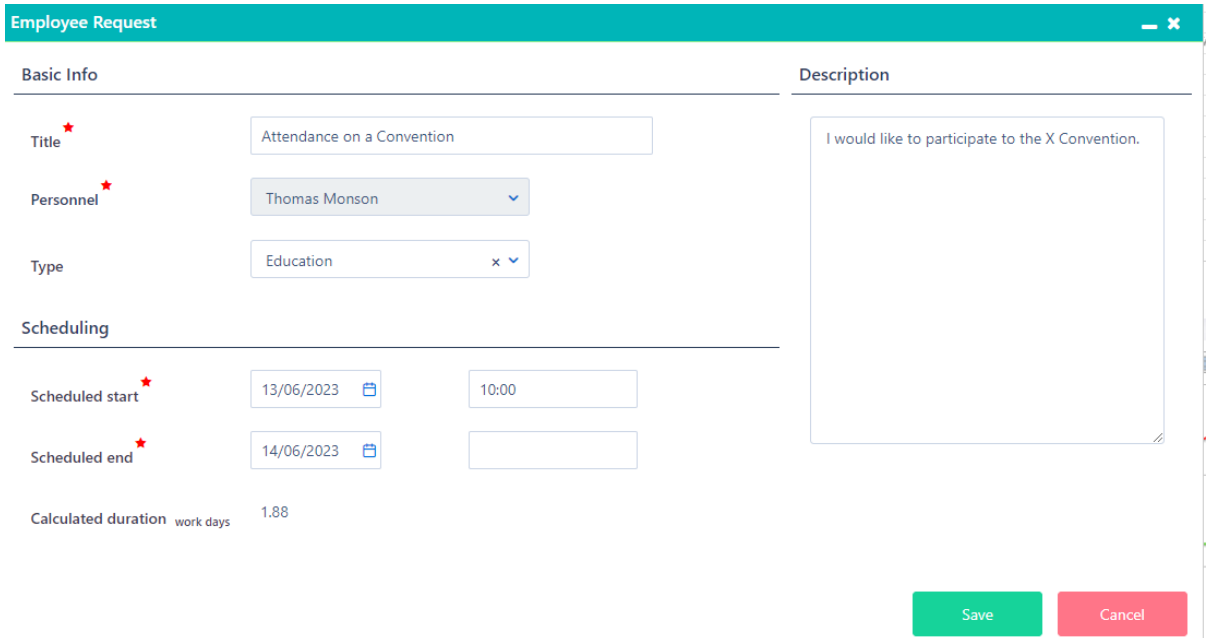
- All users can submit absence requests.
- These requests are automatically submitted to the user's line manager for approval.
- Whenever a request is approved, a notification is sent to the user who made the request and entries added to in the absence calendar .
- In case of rejection, the manager should submit the reason for rejection, and a notification is sent to the requestor.
- In the Absence Management table, you can monitor all requests and their statuses.
- Each manager can also view the Absence calendar with all of their subordinates' requests in a weekly grid.
- Each manager can also access the Absence report for all their subordinates' absence and entitlement information in a yearly calendar view.

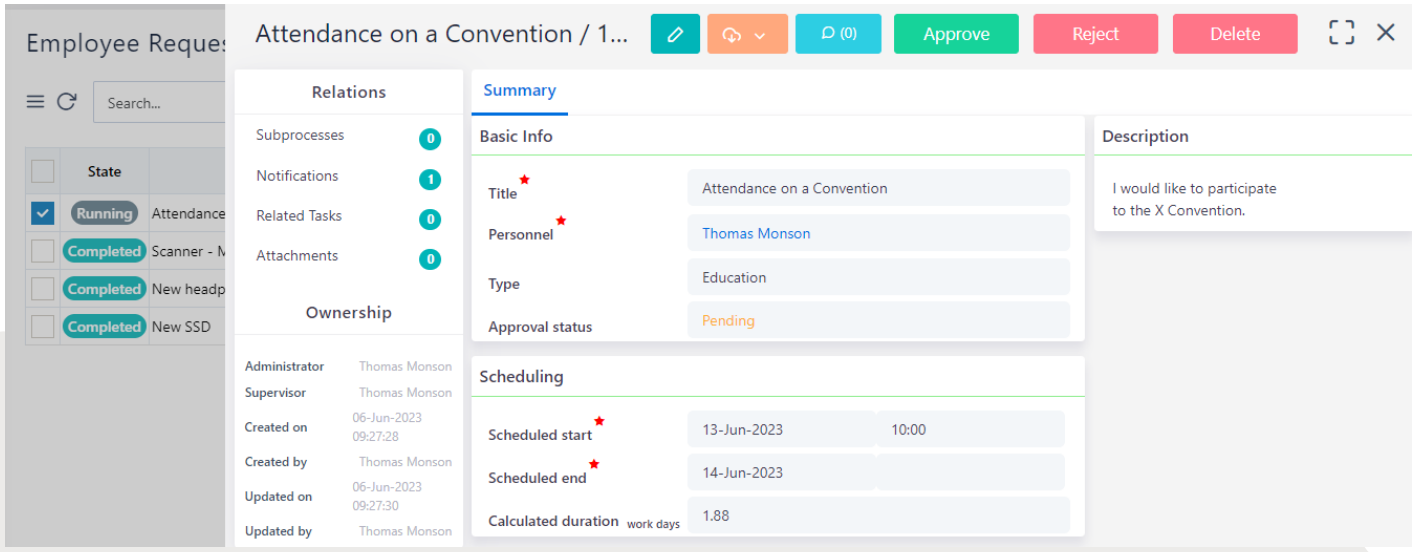
Find out more here.

Employee Requests

Comidor Employee Requests Unit is used by Personnel to submit personal requests related to the work lifecycle, working environment and activities, equipment replacement, etc.

- All users can submit employee requests, specifying the type, description and scheduling for the request.
- These requests are automatically submitted to the user's line manager for approval.
- Every time a request is approved, a notification is sent to the user who made the request.
- In case of rejection, the manager should submit the rejection reason, and a notification is sent to the requestor.
- In the Employees request table, you can monitor all requests and their statuses.



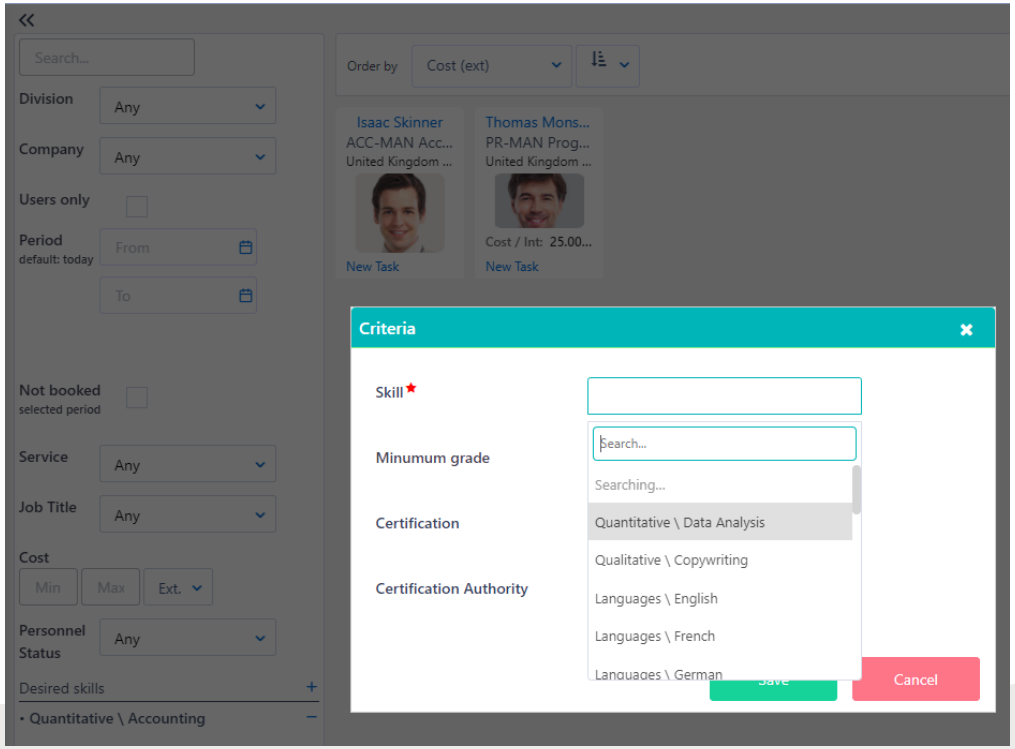


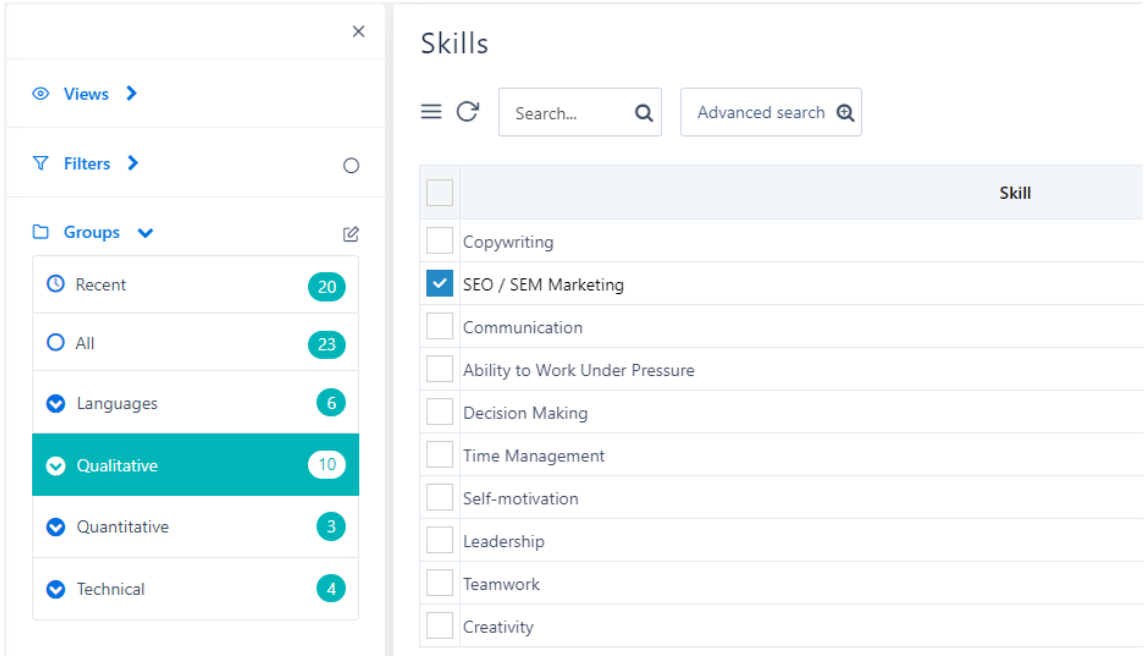
Find out more here.

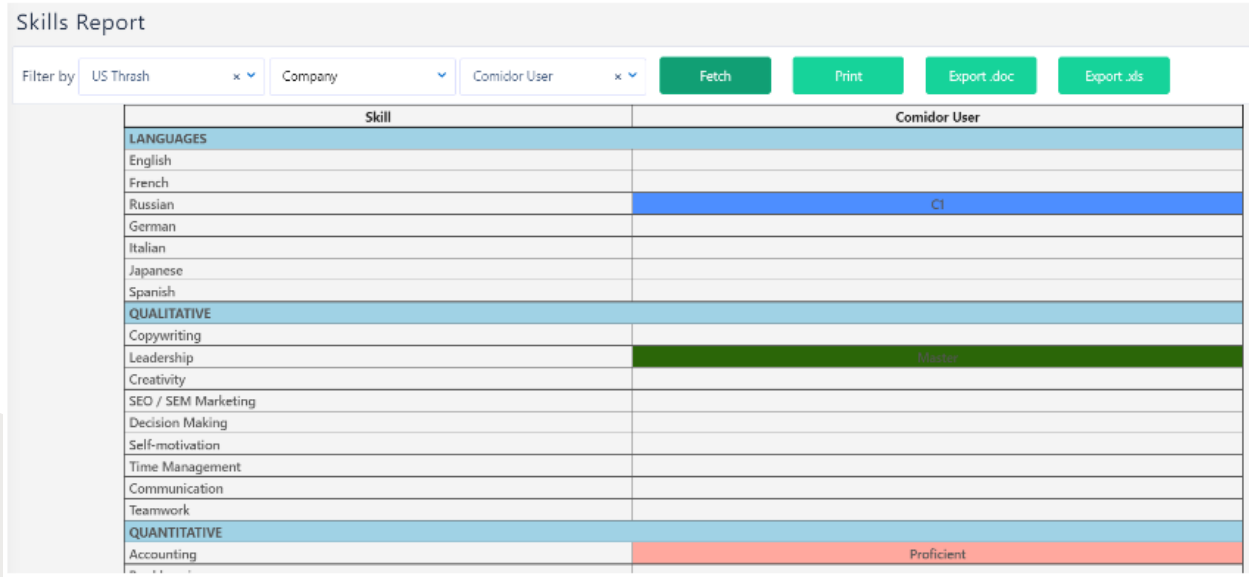
Skills Management

Comidor Skills management enables managers to identify Personnel based on their skillset.

- Define new skills and skill levels for each category in the Skills table.
- Assign skills to each personnel and view all skills per person.
- Search Personnel based on their skillset by defining your custom criteria.
- Access Skill report, apply filters, and print/export the report.





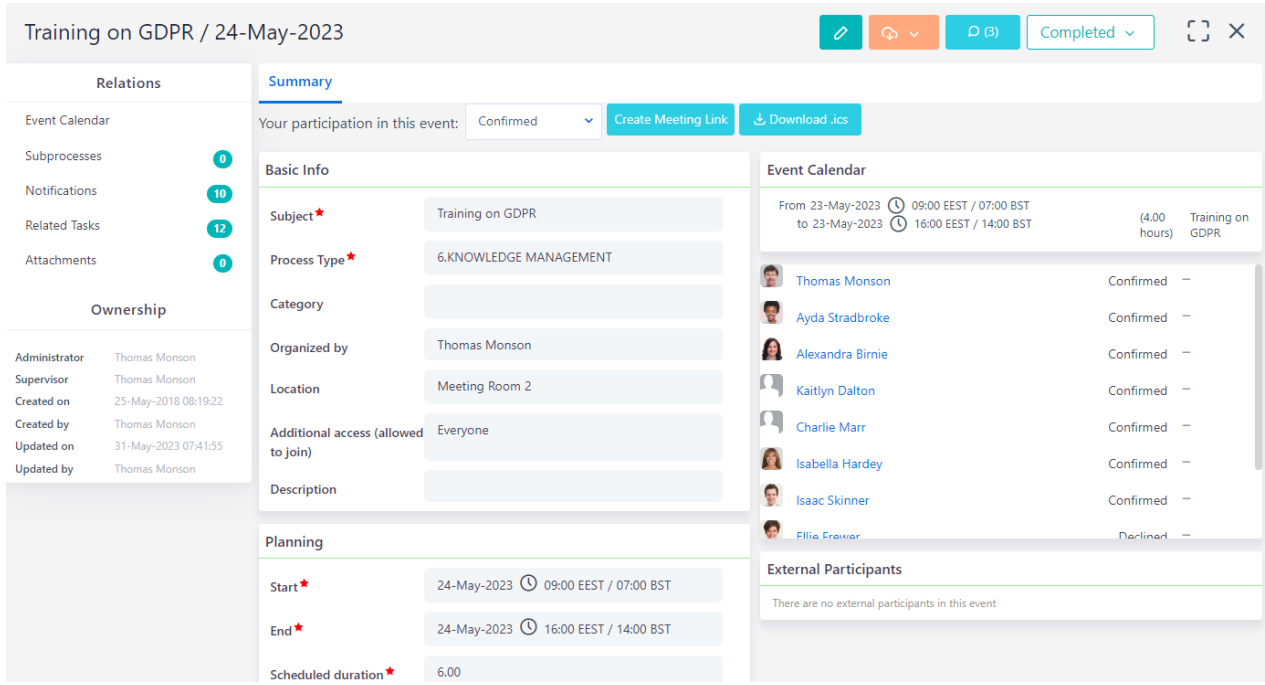


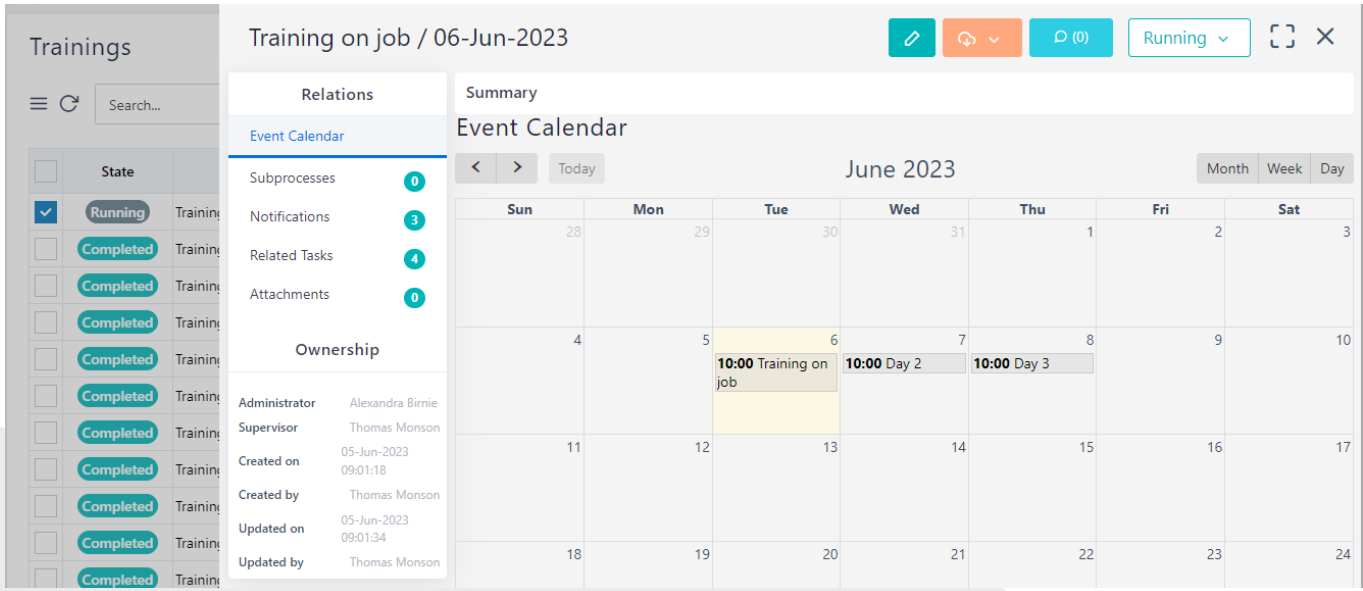
Find out more here.

Trainings

Comidor Trainings enable the management and tracking of all personnel training processes, which include scheduling, participants, and status.

- Create a training event, add an agenda to the event calendar and invite users to participate in the training.
- Once participants accept the invitation, relevant tasks are created and assigned to them. You can check all tasks under the “Related tasks” tab.
- Add any file related to the training by either uploading a file from your desktop or linking a file from the Comidor DMS.
- Link the training event with any other processes/workflows inside the Comidor platform to automatically trigger the training.
- Monitor personnel records and track their training progress.
- Access training reports to get an overview of the amount of time each person spends on training.
- You can use this type of process as part of a workflow (e.g., Subprocess of an onboarding process).

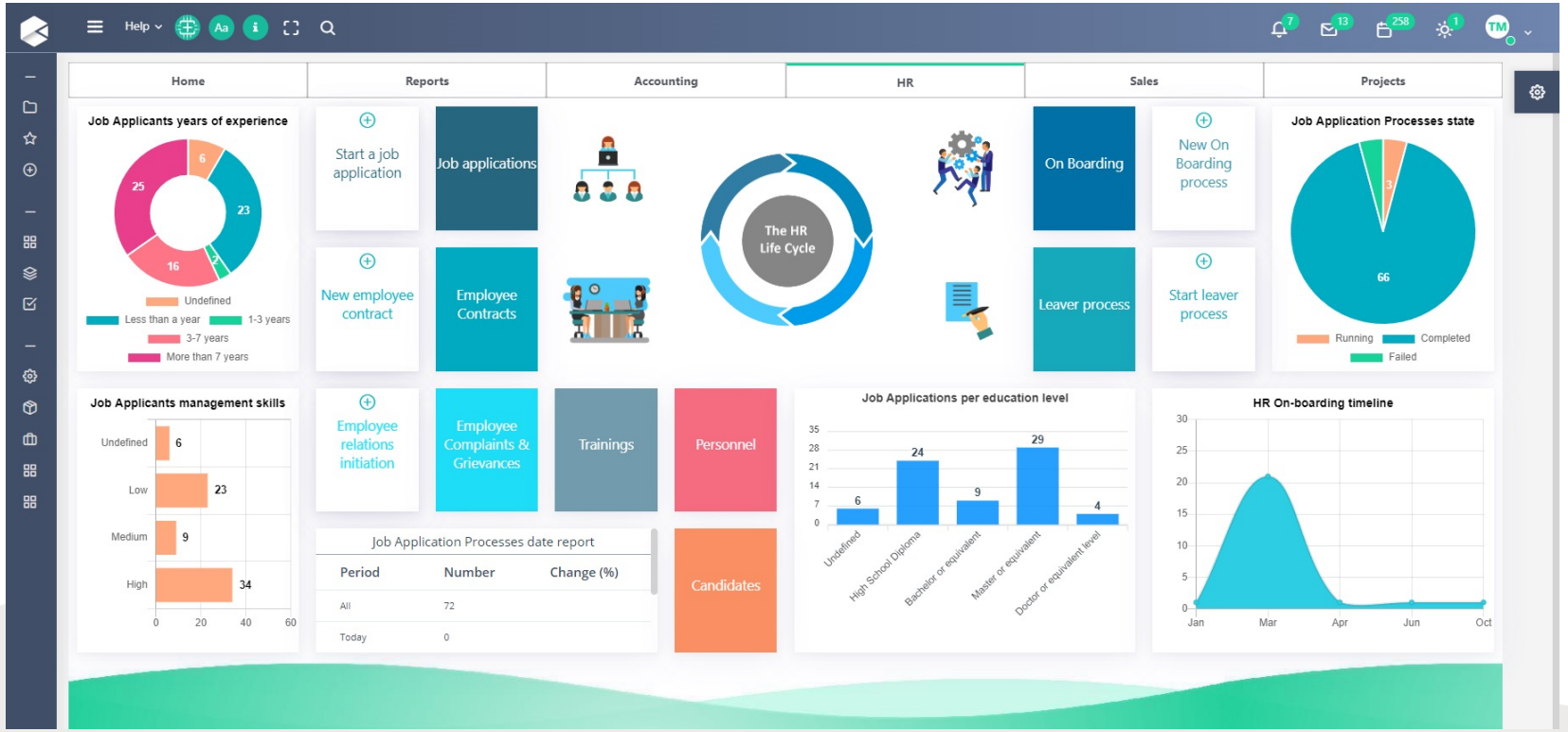




Find out more here.

People Management Dashboards

- Comidor HR automation provides users with a smart and practical dashboard, enabling them to control work, absences, and job postings as well as providing a rich source of on-demand information for people & project management.
- Get valuable insights with detailed charts depicting candidates' work experience, education level, job application process state, etc.
- Through the Comidor App designer, designers can easily create various widgets and report-type apps with real time data based on all HR related processes and metrics.



Low-Code HR Automation Apps

On-boarding process

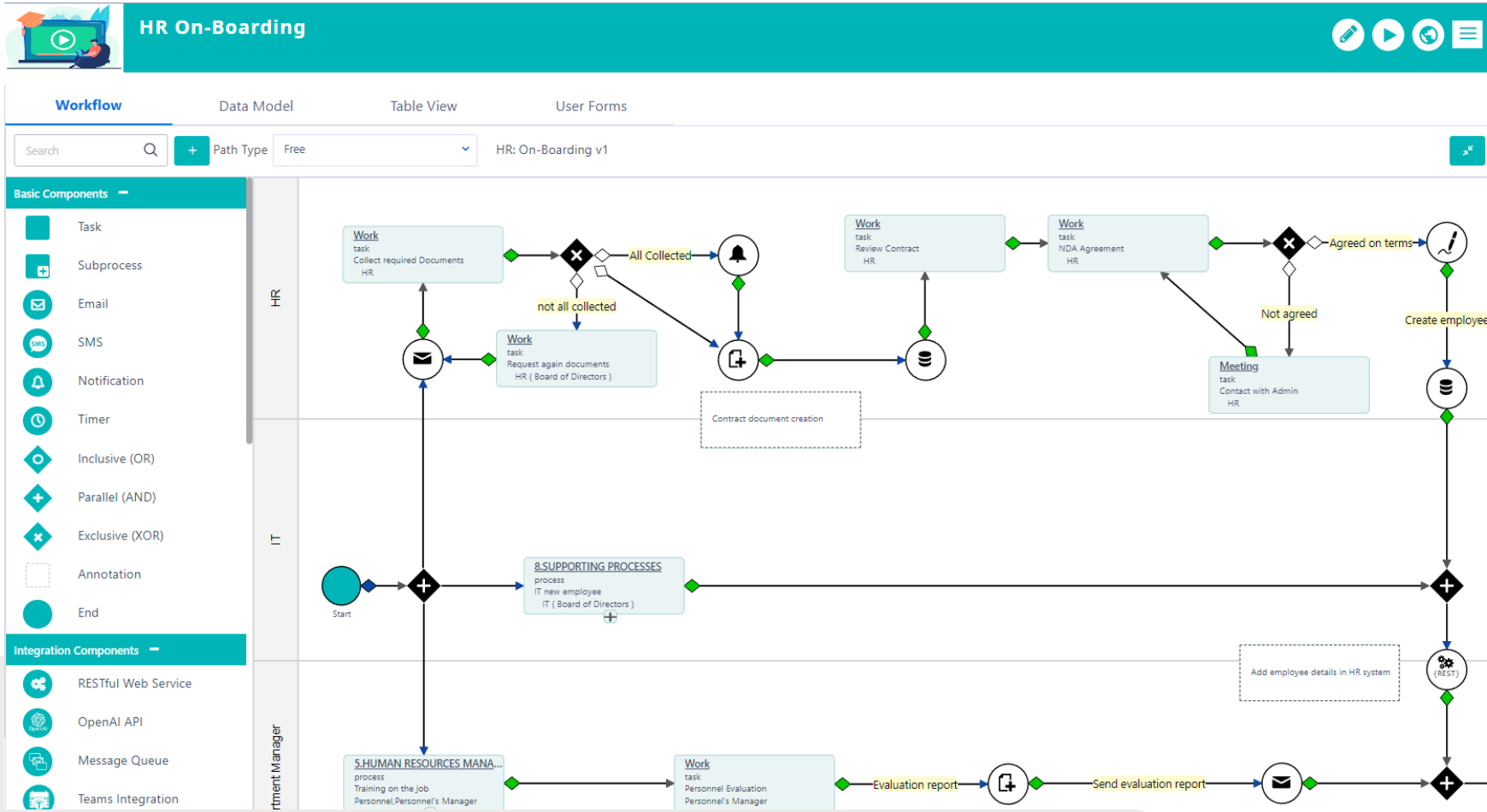
Automate your on-boarding process through an intelligent workflow that orchestrates all on-boarding process steps.
Take advantage of automated emails, document creation and digital signature with RPA, approval tasks, and data entry to complete the process in significantly less time.

Job application process

Enhance job application management and achieve end-to-end process orchestration. Create engaging forms that trigger your internal processes, save time with document generation and automated emails. Support your decision-making with an ML model that suggests whether or not to proceed with interviews.

Employee Contract Process

Automate employee contract generation, get approvals quickly and easily include digital signatures of internal and external users in your document. Monitor all employee contracts and their statuses through an "HR Employee Contracts" application.



Thank you!