



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.](#)

The screenshot displays the Comidor Personnel management interface. On the left is a sidebar with navigation icons. The main area is titled "Personnel" and shows a list of employees, with "Alexandra Birnie" selected. To the right of the list is a detailed profile for Alexandra Birnie. The profile includes a photo, a "Summary" tab, and several sections: "Basic Info" (First Name: Alexandra, Last Name: Birnie, Account: Comidor, Job Title: BA Business Analyst, Status: Active, Type: , Branch: , Office: , Department: , Resource Manager: Thomas Monson, Manager: Thomas Monson, Region Code: Germany, Specialty: , Category: , Education: University of Michigan), "Relations" (Form Answers: 4, Completed Trainings: 1, Entitlements created: 4, Skills: 8, Absences: 8, Work History, Bank Accounts, Schedule), "Ownership" (Created on: 12-May-2017 14:51:44, Created by: Thomas Monson, Updated on: 13-Apr-2022 11:57:33, Updated by: Thomas Monson), "Employment/Working assignment" (Adjusted Hire Date: 01-Jan-2017, Withdrawal Date: , Contract start date: 01-Jan-2017, Contract end date: , Length of Service: 6.41 years), "Vacation Info" (Entitlement 2023 Total / Current: 0.00 / 0.00, Days taken: 0.00), "Sickness Info" (Entitlement 2023 Total / Current: 0.00 / 0.00, Days taken: 0.00, Bradford factor: 0), and "Working Info" (Today's Schedule: 09:00:00 - 13:00:00 and 14:00:00 - 18:00:00). The interface is clean and modern, with a dark blue header and sidebar.

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.

Views

Filters

Groups

Recent20

All22

8

Inactive2

Active10

Inactive-Retired2

Personnel

+

Absence Management

Search by skills

Search...

Advanced se...

	Name	Job Title	Education	Specialty
<input type="checkbox"/>	Alexandra Birnie	BA Business Analyst	University of Michigan	
<input type="checkbox"/>	Ayda Stradbroke	PM Project Manager		
<input type="checkbox"/>	BBO/BOM Operations Support			
<input type="checkbox"/>	Charlie Marr			
<input type="checkbox"/>	Charlie Marr			
<input type="checkbox"/>	David Wittnome			
<input type="checkbox"/>	Demo user			
<input type="checkbox"/>	Ellie Frewer	SL-MAN Sales Manager		
<input type="checkbox"/>	Guest User			
<input type="checkbox"/>	Harrison Jones	ACC-MAN Accounting Manager		
<input type="checkbox"/>	Harry Bright			
<input type="checkbox"/>	Helena Stoycheva			
<input type="checkbox"/>	Isaac Skinner	ACC-MAN Accounting Manager		
<input type="checkbox"/>	Isabella Hardey	HR-CON Human Resource Consultant		
<input type="checkbox"/>	James Kavil			
<input type="checkbox"/>	Jason D.			
<input type="checkbox"/>	John Smith			
<input type="checkbox"/>	Kaitlyn Dalton			
<input type="checkbox"/>	Mary Morrison	MRES-AN Market Research Analyst		Msc

[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.

Relations

Form Answers4

Completed Trainings1

Entitlements created4

Skills8

Absences8

Work History

Bank Accounts

Schedule

Ownership

Created on12-May-2017 14:51:44

Created byThomas Monson

Updated on13-Apr-2022 11:57:33

Updated byThomas Monson

Summary

Personnel Schedules

01-Jan-202031-Dec-2020

Work hours schedule

	Start	End	Start	End	
Monday	09:00	13:00	14:00	18:00	All 1 2 3 4 5
Tuesday	09:00	13:00	14:00	18:00	All 1 2 3 4 5
Wednesday	09:00	13:00	14:00	18:00	All 1 2 3 4 5
Thursday	09:00	13:00	14:00	18:00	All 1 2 3 4 5
Friday	09:00	13:00	14:00	18:00	All 1 2 3 4 5
Saturday					All 1 2 3 4 5
Sunday					All 1 2 3 4 5

Total hours40 hours and 0 minutes / week

Daily Working Hours8.00

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.

The screenshot displays the Comidor Candidates Management interface. On the left is a sidebar with a "Candidates" header, a search bar, and a list of candidate names with checkboxes. The main area shows the profile for "Maria Papadopoulou". The profile includes a placeholder for a profile picture, a "Relations" section, and an "Ownership" section with creation and update timestamps. The "Summary Form" is divided into "Basic Info" and "Contact Info" tabs. The "Basic Info" tab contains fields for First Name, Last Name, Job Title, Job Title (with a dropdown), Service, Specialty, Category, Education, Job activity, and Job group. The "Contact Info" tab contains fields for Home Phone, Work Phone, Cell Phone, Fax, and E-Mail. To the right of the "Basic Info" tab is a "Personnel Info" section with fields for Birth Date, Interests, LinkedIn account, Facebook account, Twitter account, Skype account, and Youtube account. At the bottom right is an "Attachments" section with a table listing attachments, including a file named "CV.pdf".

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



- 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.

+

Absence Calendar

Absence Report

Entitlement Setup







Approval status	State	Title	Scheduled date	Scheduled to	Leave Type	Name
Pending	Confirmed	1 day off	27-Apr-2023	27-Apr-2023	Vacation	Thomas Monson
Approved	Completed	Maternity Leave	06-Feb-2023	31-Dec-2023	Vacation	Ellie Frewer
Approved	Completed	Maternity leave	11-Aug-2022	11-Dec-2022	Maternity/Paternity leave	Ellie Frewer
Approved	Completed	Request for 5 days off	29-Jun-2022	05-Jul-2022	Vacation	Alexandra Birnie
Approved	Cancelled	Request for vacation	28-Jun-2022	01-Jul-2022	Vacation	Thomas Monson
Approved	Completed	Maternity leave	27-Jun-2022	31-Dec-2022	Maternity/Paternity leave	Isabella Hardey
Approved	Completed					
Approved	Cancelled					
Approved	Cancelled					
Approved	Completed					
Approved	Completed					
Pending	Cancelled					
Pending	Cancelled					
Rejected	Completed					
Approved	Completed					

Absence Report

From: 01/01/21 To: 31/12/21 Absence Type: Approval Status:

Filter by: Europe Germany Alexandra Birnie Status

Fetch Print Export .doc Export .xls

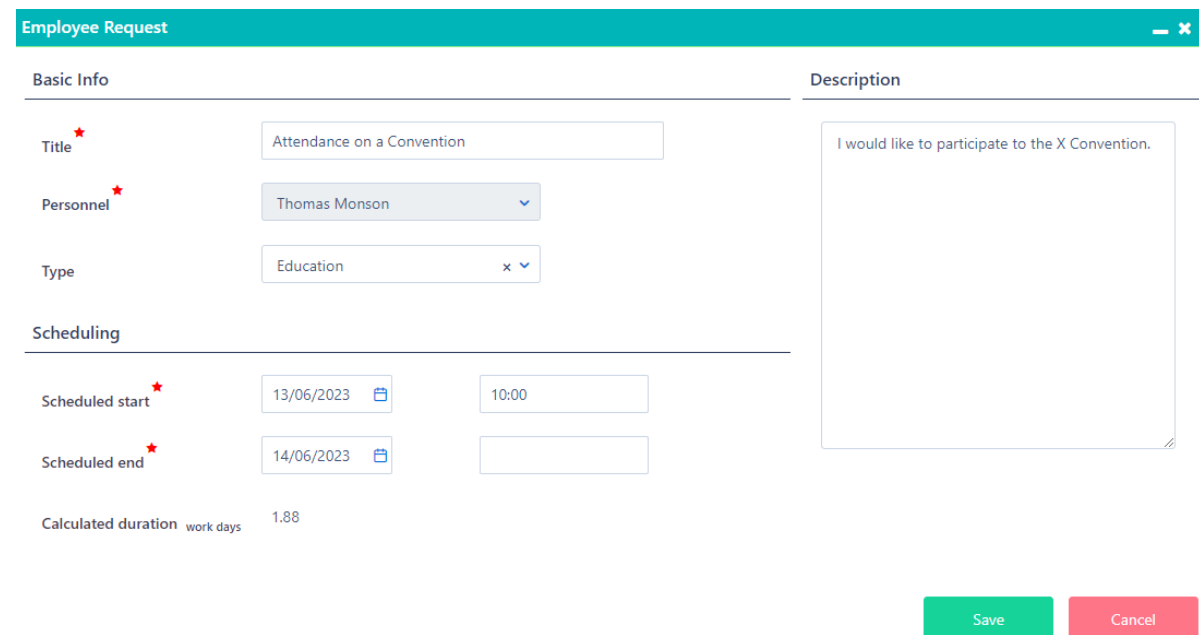
Absence Types	Jan	Feb	Mar	Apr	M...	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Entitlement	Balance
Vacation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	54.00
Short term leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vacation from overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sickness	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
Long Service Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maternity/Paternity leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Personal Leave of Absence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January	F	S			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
February	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
March	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
April	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
May	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
June	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
July	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
August	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
September	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
October	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
November	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
December	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

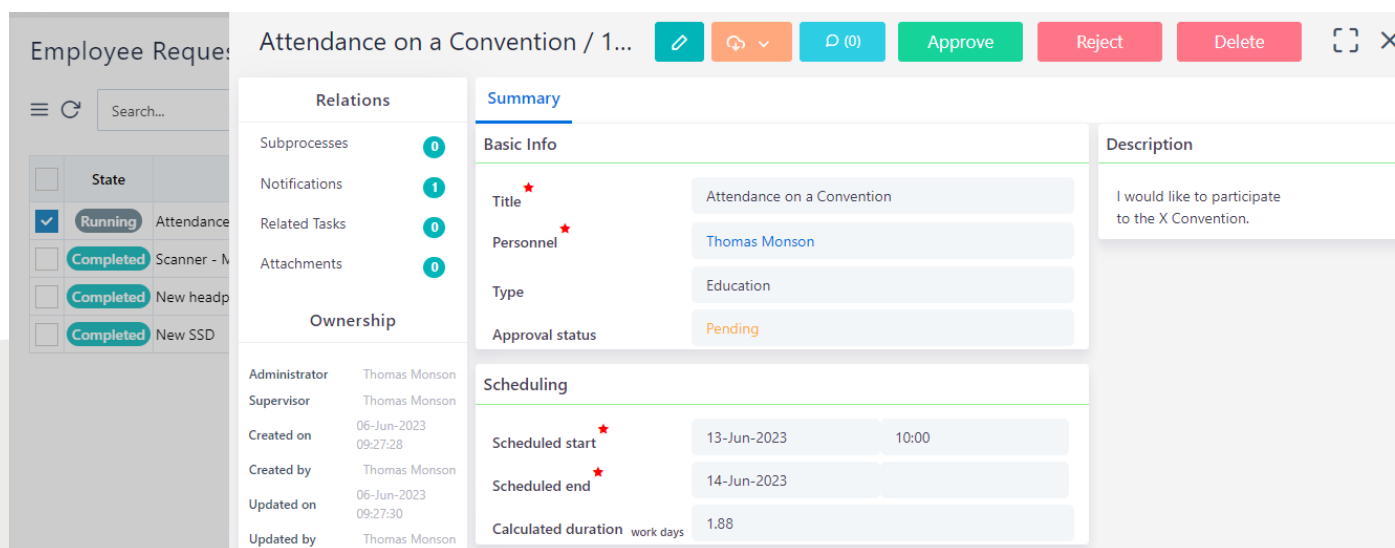
Employee Requests

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.



The screenshot shows the 'Employee Request' form. It is divided into two main sections: 'Basic Info' and 'Scheduling'. The 'Basic Info' section includes fields for 'Title' (Attendance on a Convention), 'Personnel' (Thomas Monson), and 'Type' (Education). The 'Scheduling' section includes fields for 'Scheduled start' (13/06/2023, 10:00) and 'Scheduled end' (14/06/2023). A 'Description' field on the right contains the text 'I would like to participate to the X Convention.' At the bottom right, there are 'Save' and 'Cancel' buttons.



The screenshot shows the 'Employee Request' summary and table. The summary section includes a 'Relations' table with counts for Subprocesses (0), Notifications (1), Related Tasks (0), and Attachments (0). It also shows 'Ownership' information for the Administrator (Thomas Monson) and Supervisor (Thomas Monson). The 'Summary' section includes a 'Basic Info' table with fields for Title (Attendance on a Convention), Personnel (Thomas Monson), Type (Education), and Approval status (Pending). The 'Scheduling' section includes fields for Scheduled start (13-Jun-2023, 10:00), Scheduled end (14-Jun-2023), and Calculated duration (1.88 work days). The table section shows a list of requests with columns for State, Running, Completed, and New headp.

[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.

Search...

Division Any

Company Any

Users only

Period default: today

Not booked selected period

Service Any

Job Title Any

Cost

Personnel Status Any

Desired skills

Quantitative \ Accounting

Order by Cost (ext)

Isaac Skinner ACC-MAN Acc... United Kingdom ...

Thomas Mons... PR-MAN Prog... United Kingdom ...

New Task

New Task

Cost / Int: 25.00...

Criteria

Skill

Minimum grade

Certification

Certification Authority

Save

Cancel

[Find out more here.](#)



Views

Filters

Groups

Recent 20

All 23

Languages 6

Qualitative 10

Quantitative 3

Technical 4

Skills

Search...

Advanced search

Skill

Copywriting

SEO / SEM Marketing

Communication

Ability to Work Under Pressure

Decision Making

Time Management

Self-motivation

Leadership

Teamwork

Creativity

Skills Report

Filter by US Thresh Company Comidor User Fetch Print Export .doc Export .xls

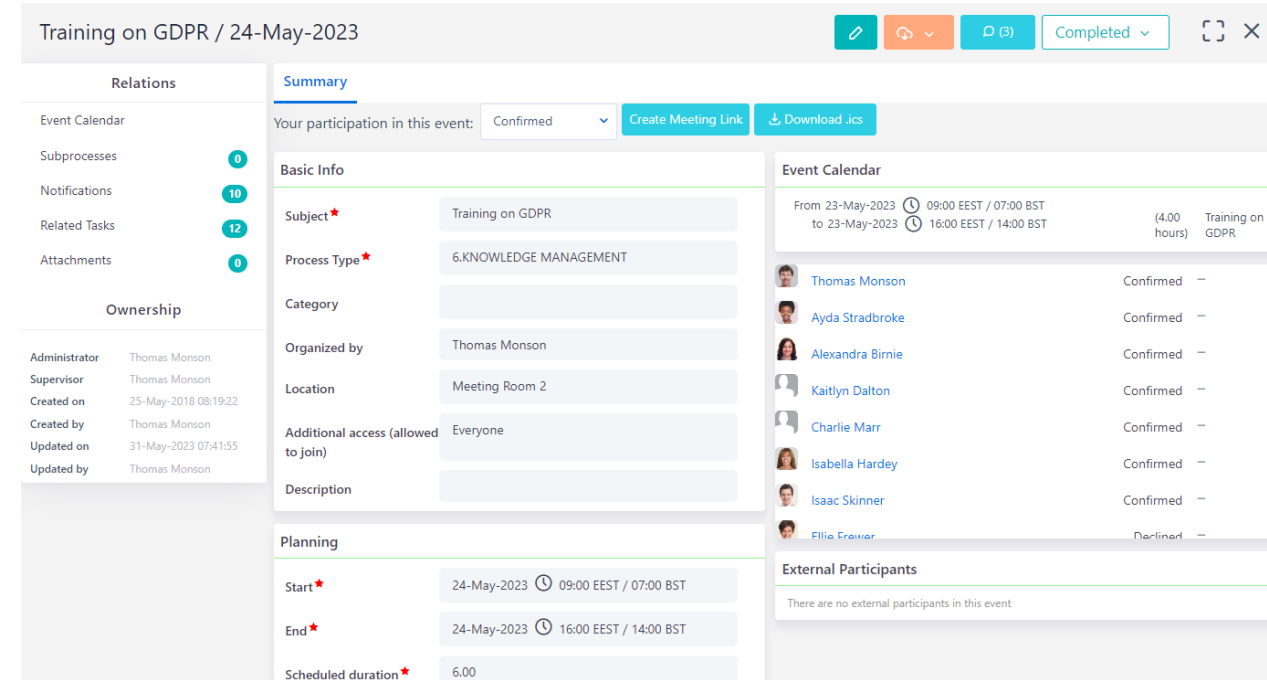
Skill	Comidor User
LANGUAGES	
English	
French	
Russian	
German	C1
Italian	
Japanese	
Spanish	
QUALITATIVE	
Copywriting	
Leadership	Master
Creativity	
SEO / SEM Marketing	
Decision Making	
Self-motivation	
Time Management	
Communication	
Teamwork	
QUANTITATIVE	
Accounting	Proficient

Trainings

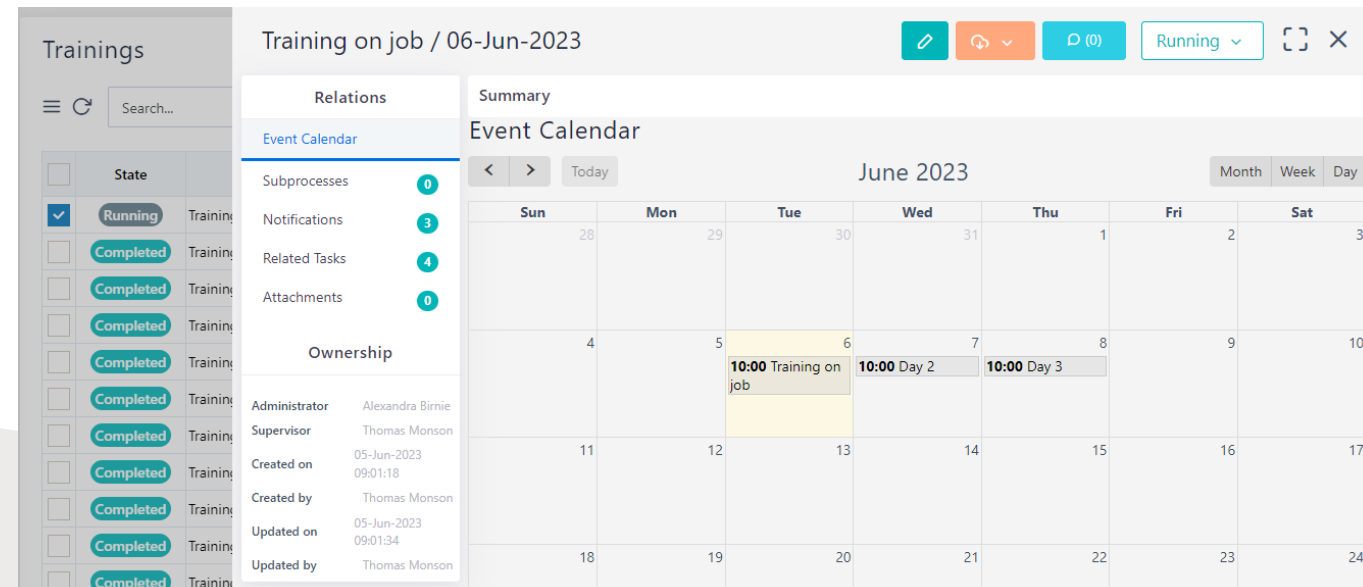
Comidor Trainings enable the management and tracking of all personnel training processes, which include scheduling, participants, and status.

- 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.](#)



The screenshot shows the 'Training on GDPR / 24-May-2023' interface. It features a sidebar with navigation links: Relations, Event Calendar, Subprocesses (0), Notifications (10), Related Tasks (12), and Attachments (0). The main area is divided into 'Summary' and 'Event Calendar' sections. The 'Summary' section includes fields for Subject (Training on GDPR), Process Type (6.KNOWLEDGE MANAGEMENT), Category, Organized by (Thomas Monson), Location (Meeting Room 2), Additional access (Everyone), and Description. The 'Event Calendar' section shows the event dates (23-May-2023 to 23-May-2023) and a list of participants with their status (Confirmed or Declined).

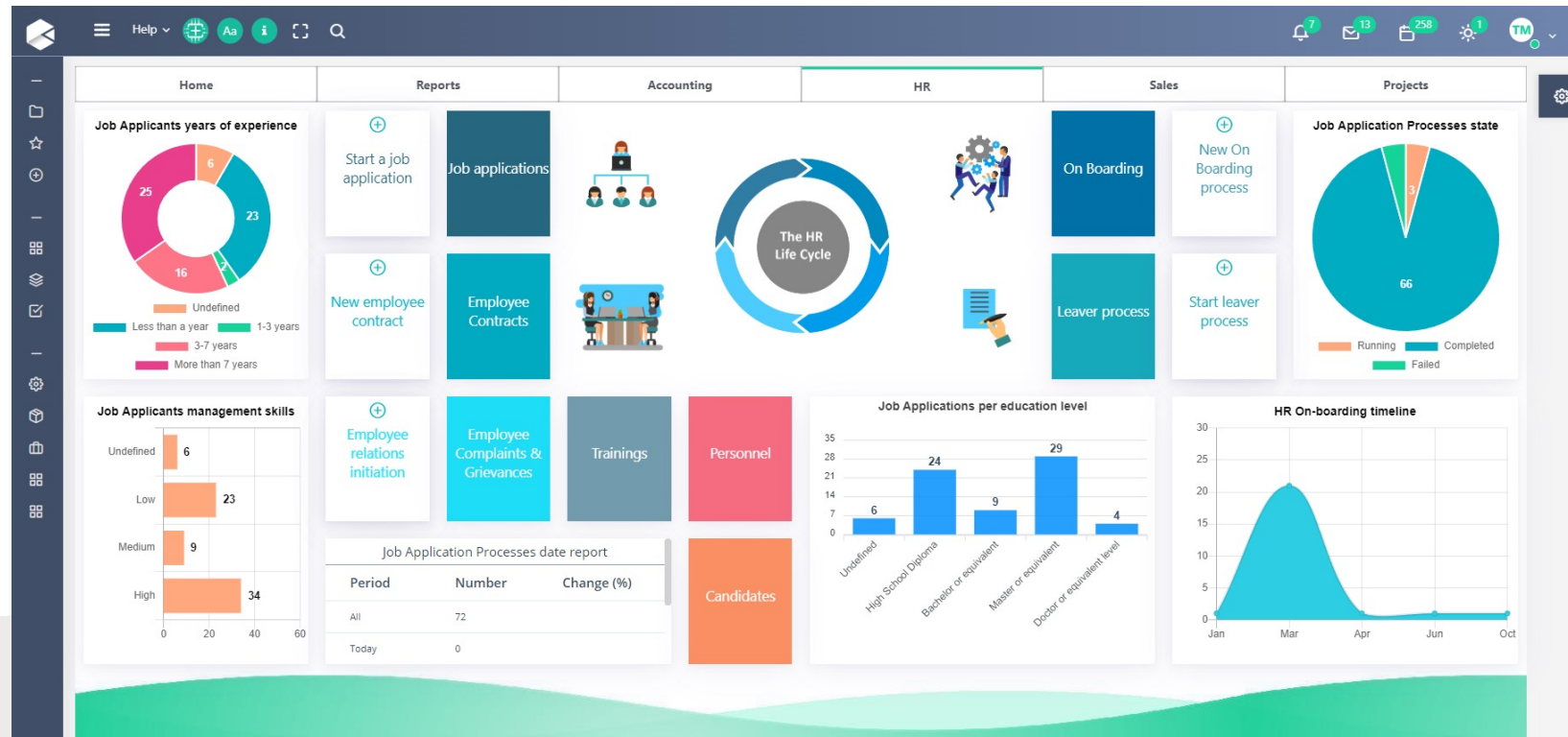


The screenshot shows the 'Trainings' overview page on the left and a detailed view of 'Training on job / 06-Jun-2023' on the right. The 'Trainings' sidebar includes a search bar and a list of training events with their status (Running, Completed). The main view shows the 'Summary' and 'Event Calendar' sections. The 'Event Calendar' section displays a calendar for June 2023, with a specific training event highlighted on June 6th at 10:00.

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

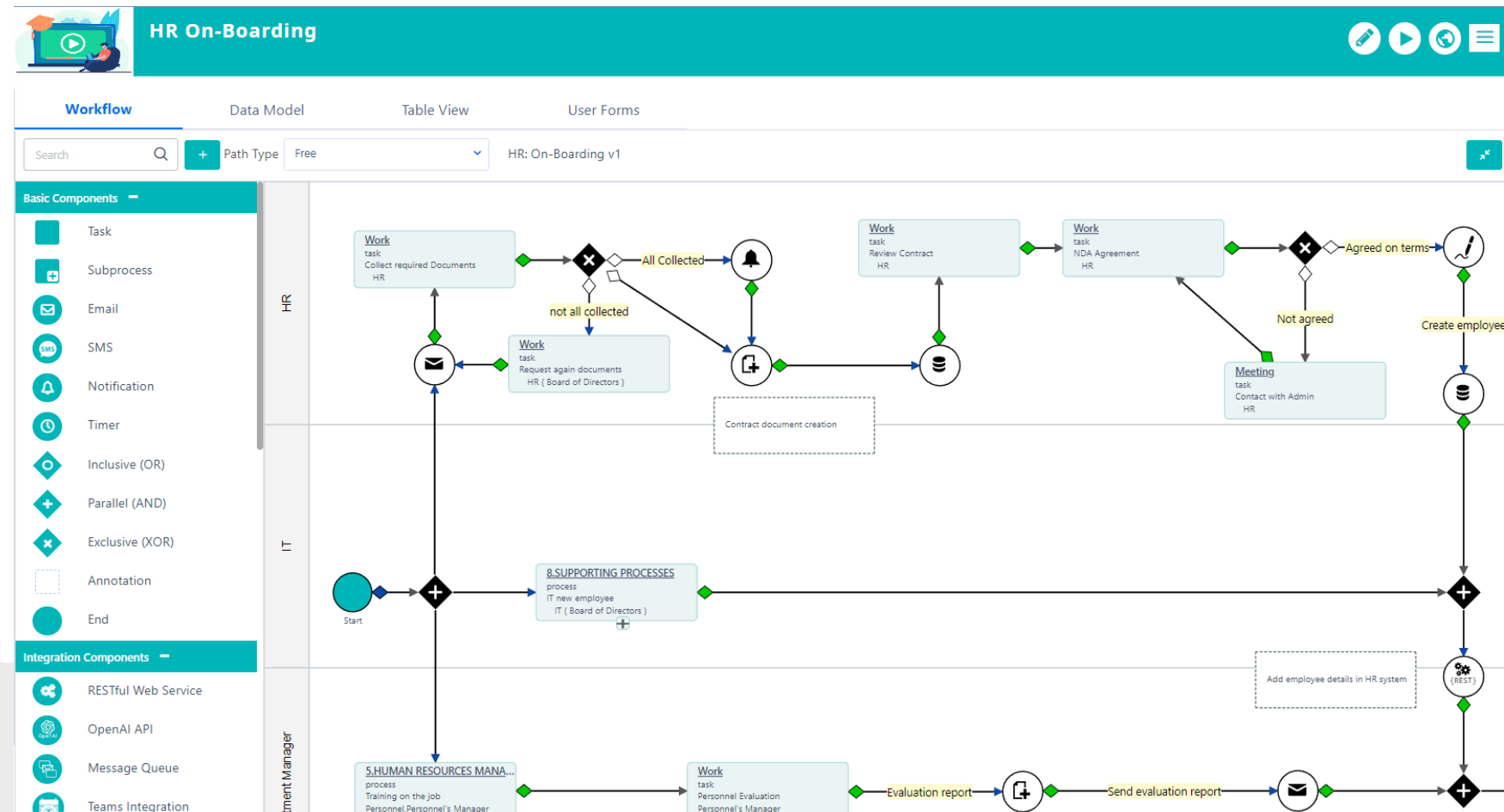
Automate your on-boarding process through an intelligent workflow that orchestrates all on-boarding process steps. Take advantage of automated emails, document creation and digital signature with RPA, approval tasks, and data entry to complete the process in significantly less time.

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!