

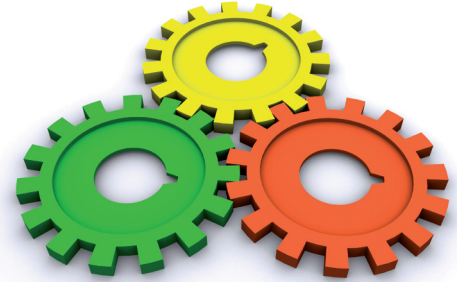
HR Toolkit: Workflow

Shhh! I'm working!

Make manual tasks automatic and let them run quietly in the background.

Thanks to Ceridian HRevolution's Workflow feature, your HR department can gain credibility by doing the basics well. The Workflow is an integral part of Ceridian HRevolution, helping you define how authorisations, roles and responsibilities are allocated and managed.

We can help you define your Workflow, giving you access to best practice processes that have proved successful, without the need for expensive development. Thanks to its intuitive graphic design, you can tweak the Workflow to suit your requirements.



Benefits

Increased efficiency

- Take advantage of pre-defined Workflows built on best practice, easily configured by our consultants
- Reduce the "log jam" effect and speed up processes and responsiveness by delegating authorisations and sharing roles and responsibilities
- Streamline paper-based processes

User experience

- Improve interaction between HR and the business, increasing positive adoption of your new system
- Create a higher quality user experience with personalised and meaningful emails
- Role-based Workflow, incorporating decision logic, means that you don't have to change the Workflow when a person or a name changes

Cost-efficient

- Cut down on the cost of administration by automating your processes
- Remove the need for expensive development resource thanks to the flexibility of the Workflow

By automating our manual processes, our HR department has cut down on administration significantly.

Employee

Interacting with the Ceridian HRevolution modules, the Workflow comes without the need for user licences and profiles, making it a cost-effective solution for stripping out your manual processes and making HR more efficient.

Application Features

- Trigger and event-based workflow
- Email notifications
- Automatic report generation
- Workflow delegation
- Based on best practice processes
- Pre-configured templates
- Change management supported by Ceridian consultants

Technical Features

- Entirely web-based
- Automatic system maintenance, back up and disaster management
- Available 24/7, 365 days a year
- Online support
- Unrestricted user licenses and profiles

Tel.: **0800 733 337** Email: **info@ceridian.com** Internet: **www.ceridian.co.uk**