IT Declaration Process Automation using iRPA

Process Bot

🔍 Challenge

Customer is a big conglomerate, which spends time every month processing huge volume of employee's IIT declarations and reimbursements. This requires manual effort and is time-consuming.

⚙️ Solution

Unattended bots can be setup to read through the data filled in by the employees and as per threshold, bot approves automatically, and processes employee IT declaration and it also updates the details in application/system. On successful update, the bot notifies the user for verification.

📈 Outcome

- Minimize HR team's time spent on other productive activities
- Increase efficiency and reduce error rate
- Lower costs, reduce manual data keying

Systems:

SAP (SuccessFactors), MS.Office (Outlook, Excel), SharePoint

Business Impact

Significant Reduction in Human Errors

80% Reduction in processing time

200+ Hours saved per year

🔲 Workflow

Bot reads the data filled in by the employee and approves the data

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Bot sends exception notification in case of wrong data

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Bot updates the details in the application/system

Any issues raised during the flow will be notified via email

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On successful update, bots will send details to the employee and admin team

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