MITRATECH

HR and Business Process Automation for the Employee Lifecycle

Flexible, no-code automation solutions for Human Resources (HR) professionals.

Flexible, Self-Service HR Solutions

Amid shifting workplace policies and an ever-changing hiring climate, Human Resources professionals are looking for ways to automate their routine, high-volume processes so they can do more with less, focus on employee experience, and drive retention.
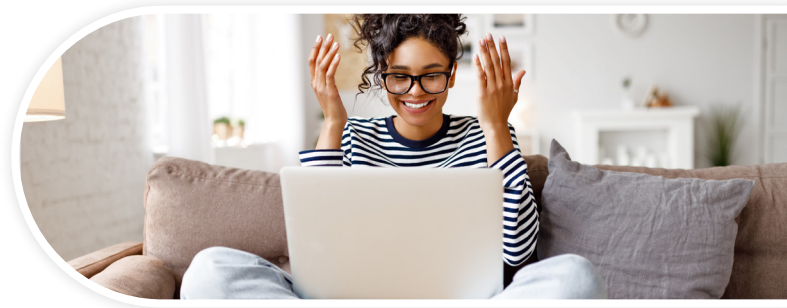
Although many elements of the employee lifecycle are time-sensitive, information silos nevertheless cause communication roadblocks, errors in manual processes, and — ultimately — delays that can be detrimental to daily operations. This diverts HR professionals from work where they're more valuable, such as recruiting and program development.

HR process automation to solve your biggest pain points

Here are just a few examples of the headaches you can overcome with flexible process automation:

- Lack of visibility across the organization and siloed data makes it hard to efficiently access and share the right information.

- It takes too many manual reminders and escalations to have requests, surveys, and notices acknowledged by employees and company leaders.

- HR-based audits can exacerbate the difficulties in getting the right information safely to the right place.

- Software and hardware purchases are managed and dictated by the timing, technology, and financials of other non-HR teams, like IT, who have little knowledge of the challenges HR faces.

- Manual oversight requires an outsized effort, is prone to errors, and keeps you in the weeds when you would rather be making higher-level, more strategic moves.

Enter no-code process automation, empowering employees at every level of the organization with self-service efficiency and saving HR managers time. When mundane, repetitive to-do list items are taken off of your plate, you have more time to concentrate on driving value for your employees and the broader company.

Transform Your HR Processes with TAP, Mitratech's No-Code Workflow Automation Solution

Mitratech delivers best-in-class process automation solutions — customized around your business challenges — to help your team automate routine tasks and unlock new levels of efficiency. Human Resources teams across industries are excited about the quick adoption, drag-and-drop ease-of-use, customizability, and seamless integration with existing platforms that our solutions deliver.

Ways Your Team Can Leverage TAP

See what others are automating with TAP:

Voluntary resignations

Employees who are voluntarily resigning often have to send emails to different people and relay information multiple times. A predefined form captures all information necessary for HR to start the offboarding process.

Work Authorization Revalidation

Every year, companies need to recertify their foreign national employees I-9s. Automated kick-off and notifications make this recertification quick and easy.

Human Resource Development

Manage a unified portal for training requests, organization reports, quarterly event ideas, peer-to-peer recognition and awards, mentoring pairings, tuition reimbursements, etc.

Employee Workplace Services Portal

Address common questions, triage questions to the appropriate HR function, and capture employee feedback in a singular dashboard.

Business Travel Request

Maintain business continuity amid air, train, subway, or other non-distanced travel by making it easy for employees to request and receive trip approvals.

Employee Lifecycle: Offboarding

When it's time for someone to leave a company, HR has one set of offboarding requirements while counterparts in IT, Finance, etc have their own. Ensure everyone is aligned and collaborating efficiently.

Events & Meetings Approval Process

The invitation to co-host a panel or lead an event comes with many emails, session outlines, and updates that get lost in your spreadsheets or inbox. With automation, store all requests, contracts, and assets in a central location and automate escalations and follow-ups.

Employee Lifecycle: Onboarding

Replace new-hire checklists with self-driving workflows to ensure a smooth handoff from recruitment to an employee's first day. Prepare hardware and software from IT, get the right information to the right teams, and keep the employee updated with each step.

Contractor Onboarding & Change Request

Your contract workers will likely sign 3-to-6-month contracts — and that's a lot of employment forms. Using workflow automation for contracts, work orders, and change requests means your contractor checklist is self-driving.

Why are HR teams turning to TAP for process automation?

- **TAP shortens employee lifecycle challenges** by expediting processes and capturing all relevant information for routing to those who need to be notified about employee activities, whether that be IT, hiring managers, Legal, Finance, or others.

- **Pre-built workflow templates** are designed to help with onboarding, offboarding, and I-9 processes – and can be customized.

- **Rapid ROI** from immediately automating repetitive and high-volume processes.

- Staff members are freed to **focus on more strategic and high-value work**

- **Centralized dashboards and audit trails** for tracking and auditing all process steps drive better governance and compliance.

- Mitratech's **co-innovation community** allows global users to share workflow ideas, best practices, and advice.

Empower your end-to-end HR tech suite with Mitratech

TAP**WorkflowAutomation**

No-code automation software to transform high-volume workload into streamlined workflows.

Policy**Hub**

Policy management becomes easier than ever before, as intuitive built-in tools ensure policies are efficiently managed and enforced and accurately maintained, distributed, and attested to.

Tracker**I9**

The market's only end-to-end I-9 compliance software solution with a perfect 20+ year track record of zero client fines in federal & ICE audits.

Talent**Reef**

The only talent management platform purpose-built for location-based, high-volume hiring.

INS**Zoom**

A comprehensive, secure, and compliant cloud-based platform for more efficient immigration case management and applicant support.

Assure**Hire**

The industry's fastest and most modern end-to-end screening and new hire verification experience.

Learn More About Mitratech's No-Code Solution

Meet TAP: Mitratech's flexible, no-code, centralized solution that can be customized for any of your process challenges.

Explore TAP

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