The ultimate HR tech stack

7 must-have tools to automate HR tasks

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Why you need this guide

Modern enterprises are quick to acknowledge that employees are their biggest assets. And the glue that binds these most valuable assets together, are superheroes aka HRs. In 2022, one of HR's greatest allies is tech.

> HR automation can often do a lot of your heavy lifting, allowing you to free up time for tasks that matter.

As a result, you can significantly improve business efficiency, make workflow on your HR team smoother, and reduce errors. Plus, you'll have more time for people' work than paperwork.

This guide will give you a look into the benefits of HR automation and the different tools to automate your monotonous tasks.

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A: A brief intro into HR automation.

B: Tools for HRs to help you automate your tasks like:

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What is HR Automation?

HR automation is the use of digital technologies to minimize human intervention, to a reasonable level, for tedious manual tasks across routine operations.

Technology uses predetermined triggers to manage tasks, ensuring it's done accurately and promptly. This improves overall productivity and effectiveness, streamlines processes, and helps make more precise, up-to-date decisions. Don't forget, it saves you a lot of time while boosting the overall employee experience.

As per a study by Harris Poll & CareerBuilder, HR managers who don't fully automate lose an average of 14 hours a week on these manual tasks.

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The Benefits of Automating Monotonous HR Tasks

There's no way automation platforms can even come close to replacing the "human aspect" of HR. That's what fosters an overall positive work environment and shapes company culture. Such technologies simply free up a chunk of your time so you can focus on more value-added tasks.

If you embrace automation, you can watch your HR department go from an administrative auxiliary to a department that's truly and wholly contributing to the overall growth of the organization.
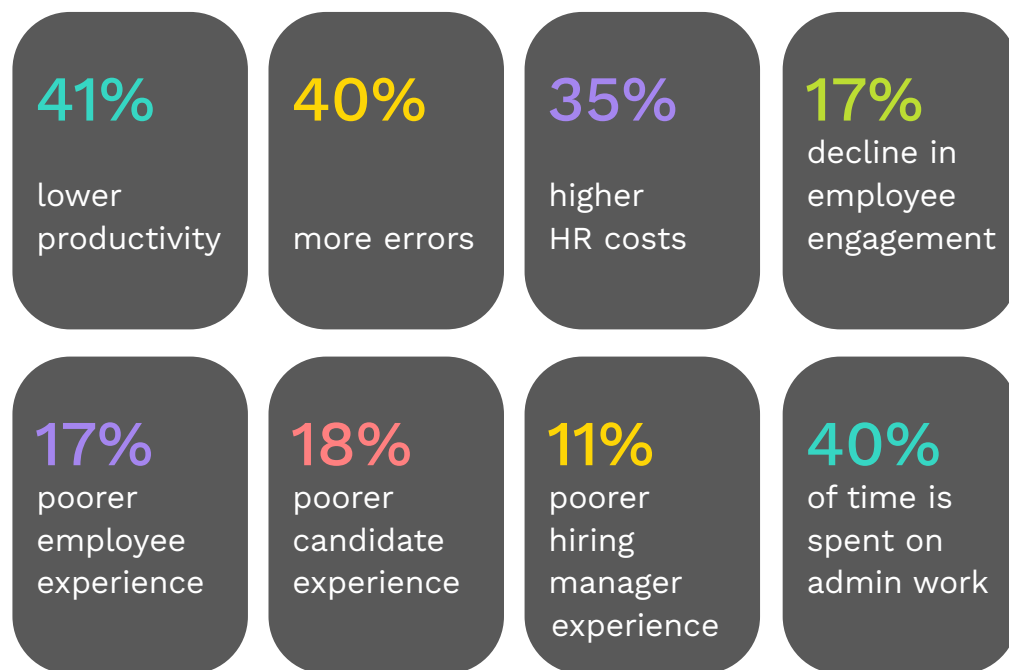
> Automation in Human Resource Management can help you and your organization:
>
> - Create electronic copies of records for easy access.
> - Store documents in standard formats for simplified use.
> - Set up a records repository and aid with the organization of files without any hassle.
> - Enable teams to prepare for audits and other annual processes ahead of time.
> - Improve key HR and business processes.
> - Enhance employee engagement and productivity by removing mundane tasks from their KRA.

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- Enable data-driven decisions via organized and well-managed data.
- Efficiently manage data with master data only required to be entered once and transferred to other systems as and when needed.
- Avoid data silos and establish a clear understanding of which system stores what data.
- Provide round-the-clock access to data and data points for employees.
- Augment scalability by creating systems and processes that you can quickly integrate and adapt to ever-changing business needs
- Improve organizational development, training, and staff retention by freeing up the HR function from repetitive tasks.
- Increase data security, protection against natural disasters and electronic failures as information is stored in the cloud.
- Reduce storage and printing costs associated with the paper-based filing.
- Enable ease of data sharing within and outside the organization.
- Ensure timely compliance and avoid policy violations with better-managed data.
- Allow instant availability of useful data and figures relating to payroll, attendance, and more.
- Improve consistency across all departments and, in turn, improve HR workflow within the organization.

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According to SHRM in 2020, 17% of work was automated, versus just 5% in 2014.

The lack of an automated system results in a manual process with negative outcomes.

41% lower productivity	**40%** more errors	**35%** higher HR costs	**17%** decline in employee engagement
17% poorer employee experience	**18%** poorer candidate experience	**11%** poorer hiring manager experience	**40%** of time is spent on admin work

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Tools to help you automate your tasks

1. Talent Management – Freshteam

⭐ ⭐ ⭐ ⭐ ⯪

4.6 out of 5 on G2

Have you thought about how much time you spend on finding the right resource for a role? A LOT! It's time to consider leaving that to computers, so you focus on more important tasks. That's where Freshteam helps.

Why we like it

Looking at this through a recruiter's lens, Freshteam is here to make all things talent management effortless. Nearly all users find the interface extremely user-friendly and convenient to navigate around. It's a one-stop-shop that saves you a tonne of time. With a few clicks, you can quickly pull up everything you need about a candidate from the status of the interview to any other details.

Pro tip:
Don't forget to rate candidates and add your comments, it'll help in the future!

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A Few Freshteam Features:

- Applicant tracking
- Job requisition management
- Task creation and delegation
- Duplicate candidate prevention
- Publish to social media
- Candidate search
- Resume management
- Email templates
- Job search site posting

Likes as per Gartner:

→ It's easy to use and helps organize daily calls.
→ Gives recruiters organized control over hiring.
→ Fast and intuitive method to input and manage each candidate's information.
→ Recruiters and hiring managers can see every detail going through the process.
→ HR managers can view different KPIs.
→ Fully configurable based on varying needs.

Pricing:

→ Free - For up to 50 employees
→ Growth - ₹. 84/employee/month
        + ₹ 5199 platform fee/month
→ Pro - ₹ 168/employee/month
        + ₹ 8799 platform fee/month
→ Enterprise - ₹ 336/employee/month
        + ₹ 14999 platform fee/month

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2. Employee Onboarding/ Offboarding - sumHR

⭐ ⭐ ⭐ ⭐ ⭐
4.9 out of 5 on G2

This one makes your entire employee lifecycle - from team introductions to connecting managers to employee handbooks to training videos - as seamless as possible. It saves a ton of your time during onboarding and offboarding.

Why we like it

This new-age cloud-based HR software helps you effortlessly make the move from highly unreliable, error-prone spreadsheets, outdated software, and paperwork. Other than handling the onboarding process till the very last, what's great about sumHR is streamlining HR processes and enabling employee engagement within the organization. The only issue that you may face is a slightly slow loading interface, but nothing a quick refresh won't fix.

> **Pro tip:**
> Use **checklists** for successful employee onboarding, seamless training process, and exit workflow automation.

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A Few SumHR Features:

- Onboarding & exit checklists
- Custom workflows
- Multi-purpose helpdesks
- Intelligent policy-maker
- Handover activities
- Exit workflow
- Employee transfers
- Helpdesk categorization

Likes as per G2:

→ No bulky spreadsheets, no complex formulas.
→ Safety of your data, and utmost privacy.
→ Send fewer emails, get more productivity.
→ Excellent responsiveness to every query.
→ Properly manage work from home.
→ Customization allows the tool to blend to the needs of any business Manage employees, their attendance logs, and their shift timings.
→ Dedicated SPoCs.
→ Personalized training.

Pricing:

→ Start - ₹ 75/month, billed annually
→ Grow - ₹ 99/month, billed annually
→ Business - ₹ 149/month, billed annually
→ Make your own plan

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3. Employee Performance Management – Lattice

⭐ ⭐ ⭐ ⭐ ⭐

4.6 out of 5 on G2

An organization is only as good as its people. Give your organization the boost it needs by investing in your people and growing in the right direction. This is where Lattice can help you.

Why we like it

Start to use it and instantly you'll rate it a 5 on 5. The first thing that will catch your eye is the beautiful and user-friendly interface. Then there's the ease of integrating and picking it up. From performance management to achieving bigger picture goals of the organization, Lattice can be your go-to. You can finally bid goodbye to spreadsheets saved in a million different places. All in all, it's excellent as it makes employees, managers, and executives' jobs simpler.

> Pro tip:
> Don't forget to **integrate** one-on-ones, feedback, and goals to really get the most out of Lattice.

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A Few Lattice Features:

- Team/individual OKR
- Performance benchmarking
- Customized surveys
- Employee pulse surveys
- Goal and challenge creation
- Social feedback portal
- Peer recognition
- Performance management and metrics
- Real-time data and analytics
- Training management

Likes as per Capterra:

→ Full-featured OKR system.
→ All parts of employee engagement are neatly tied up in an easy-to-use platform.
→ Slack/Lattice integration for receiving & giving feedback
→ The auto-save feature keeps your work safe anytime.
→ Robust help center answers any questions.
→ Personalized feedback via private 1:1 messages.
→ The weekly update prompts you to reflect on the week.
→ Easy to create engagement surveys.
→ Action items and agenda items roll over to the next 1:1.

Pricing:

→ Performance - $ 9/person/month, billed annually.
→ Performance & Engagement - $ 12/person/month, billed annually.
→ Customized plan - Contact the Lattice team.

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4. HR Analytics – intelliHR

⭐ ⭐ ⭐ ⭐ ⭐

4.8 out of 5 on G2

Work strategically, not just administratively by making data-driven decisions across the entire employee lifecycle. intelliHR lets you run reports with just a click or deep-diving into sentiments, trends, or numbers to get real-time insights. Now, you can understand your people better!

Why we like it

With big data collection and analytics capabilities at its core, this platform is intelligent and intuitive. Just a few clicks and you derive data-driven insights to help you make decisions that are aligned with business goals. This, further assists you at every stage of the employee lifecycle to create exceptional employee experiences. The only thing missing is talent acquisition functionality. Regardless, at the palm of your hands, you have the right tool to support, train and engage your employees.

> Pro tip:
> Don't forget to send weekly happiness reports and monthly check-ins. Your team will love you for it!

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A Few intelliHR Features:

- Advanced HR analytics for better people management
- AI-powered sentiment tools
- Tracks productivity and performance via analytics dashboards.
- Goal setting
- Customizable forms
- Employee pulse surveys
- Dashboard and reports
- Team communication

Likes as per Capterra:

→ Keeps you on track with your goals personally and also within the company.
→ Easily customizable and you can set it up exactly how you want.
→ Response time from the support team is commendable.
→ An intuitive platform that's easy to learn and teach.
→ High levels of data to make data-driven decisions.
→ Effortlessly create workflows.
→ Take big tasks and break them into bite-sized chunks.

Pricing:

→ Employee Engagement - US$ 3.3/employee /month, billed annually
→ Performance Enablement - US$ 5.3/employee /month, billed annually
→ Strategic HR - US$ 8.9/employee/month billed annually

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5. Payroll Management – GreytHR

⭐ ⭐ ⭐ ⭐ ⯨

4.4 out of 5 on G2

What's the one common link between several facets of an organization like company culture, morale, productivity, growth, turnover, and engagement? At the end of the day, it's all about the pay! GreytHR is one of the best payroll management tools out there.

Why we like it

It's simple to use and the perfect solution to end month-end mayhem. It's a multi-faceted tool that along with processing payroll and generating the supporting reports, also supports a majority of customizable functions that both HRs and employees need. The best part is the customer support team who goes the extra mile to ensure you're thoroughly satisfied.

P.S.: They have regular knowledge-sharing and training sessions that prove to be really useful.

Pro tip:
Don't forget to sign up for webinars, hosted by industry experts where you can learn the latest HR and payroll best practices.

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A Few GreytHR Features:

- API
- Customizable reports
- Tax compliance
- Analytics and reporting
- Real-time data
- Payroll management and reporting
- Expense tracking
- Applicant tracking
- Salary structures
- Time, attendance, and PTO

Likes as per G2:

→ Readily available API for any third-party integration.
→ Flexible and customizable platform.
→ Year-to-date summary in just one click.
→ Track income tax YTD reports.
→ Fast response time, self-explanatory features and UX is easy-to-use.
→ Salary breakdown and timely slips for every month.
→ Reduced dependencies on finance and HR teams.
→ Automates the salary crediting process.
→ The mobile app is easy and simple to use.

Pricing:

→ Starter pack - ₹ 0/month
→ Welter pack - ₹ 1495/month (trial available)
→ Super pack - ₹ 2495/month (trial available)
→ Cruiser pack - ₹ 4495/month (trial available)

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6. Workforce Management – Zimyo

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4.6 out of 5 on G2

You've scoured through resumes and weeded out the creme de la creme of talent. Is that enough? Not quite. Matching the right people to the right role is just as important. And swift action and data management is the key. Enter Zimyo.

Why we like it

Your search for an on-the-go platform that meets 99% of your requirements ends here. At the palm of your hands, you can eliminate payroll errors, automate redundant HR tasks, and foster positivity. As a leader, you can make quick, well-informed decisions.

> Pro tip:
> Use the DIY feature that is highly customized for every organization's unique requirement.

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A Few Zimyo Features:

- Integrated and intelligent applicant tracking system
- Generate customized reports
- Reduce time spent on calculating employee hours, wages, and tax withholdings
- Set goals and gauge individual performance
- Cloud-based and fully automated attendance and time management system
- 24X7 customer support

Likes as per G2:

→ Service support is responsive and prompt.
→ Offline and geo-fencing with selfie mode makes it easy to track login and log-off time of employees, especially with remote working.
→ Track employees and performance in real-time.
→ Availability of various templates that are ready for use.
→ Caters to businesses of all sizes.
→ User-friendly UI and is easy to integrate.

Pricing for HRMS & Payroll:

→ HRMS Basic - ₹ 50/month/employee
→ HRMS Standard - ₹ 100/month/employee
→ HRMS Enterprise - ₹ 150/month/employee

Pricing for HRMS & Payroll:

→ Performance Basic - ₹ 40/month/employee
→ Performance Standard - ₹ 60/month/employee
→ Performance Enterprise - ₹ 100/month/employee

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7. All-in-one tool - BambooHR

⭐ ⭐ ⭐ ⭐ ⯪

4.4 out of 5 on G2

Rather than different tools for talent management, onboarding, payroll, if you're looking for more of a one-stop solution, BambooHR is worth checking out. It helps you put an end to the heavy lifting and gives you a single point for getting things done.

Why we like it

BambooHR presents a large set of features and functionality wrapped in an easy-to-use package. It allows applicant tracking, effective onboarding, reporting for decision-making, benefits administration, and more - essentially an all-inclusive HR management package. Tools like performance review processes, reports, directories, and lists add to its value. It doesn't come with a free trial and the cost is slightly more expensive. That said, with the numerous features, it provides a bang for your buck.

Pro tip:
You can choose **add-ons** that make BambooHR a more robust solution.

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A Few BambooHR Features:

- Organization management
- Automated onboarding workflows
- Self-service portal
- Compliance
- Salary structures
- Time, attendance, and PTO
- E-form
- E-signature
- Absence and leave management
- 360-degree feedback
- Applicant tracking

Likes as per Gartner:

→ Streamlines a cast of manual tasks for HRs.
→ Easy customizations to fit your particular needs.
→ Huge timesaver and reduces error.
→ Quickly share information with your whole team, even those who work remotely.
→ Customer services are second to none.
→ Useful for all stakeholders across the business.
→ Ease of Integration using Standard APIs and tools.

Pricing:

→ Essentials package (request for price)
→ Advantage package (request for price)

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8. Employee Health & Wellness - Loop Health

⭐ ⭐ ⭐ ⭐ ⭐
4.9 out of 5
on Google Play

⭐ ⭐ ⭐ ⭐ ⭐
4.8 out of 5
on Apple App Store

For organizations, from the infrastructure to the decor to the laptops and IT tools, everything seems to be modern, except health insurance. Here's where we come in with supercharged modern benefits.

We at Loop Health provide customized group health insurance plans plus a host of added wellness benefits for employees. Besides a dashboard for HRs to seamlessly manage health benefits, add and delete employees, check the status of all live claims, and more, employees also have the Loop Health app.

The app allows users to interact with a dedicated panel of wellness experts round the clock. Believe it or not, they're nearly as fast as chatbots and reply in under 47 seconds!

Anytime you think your team needs a shot of energy, they can attend the wellness sessions. From the Latino beats of Zumba to brain productivity sessions, and even diet and nutrition, there's so much!

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With our dedicated team, 24X7 customer and claims support, the **HR dashboard,** and the Loop app, the time you spend on health benefits is nearly half!

A Few Features of Loop Health:

- Make all changes to your employee roster yourself.
- Instantly make changes and stay updated on the status. No need for email or phone follow up.
- Add one or more employees to a specific policy.
- Remove one or more employees from their database
- Make changes to employee information that's added incorrectly.
- Single source of truth for employee and dependent info.
- Download e-cards for all employees and dependents.
- Engaging 1:1 or group health and wellness sessions including fitness, nutrition, diet, mental health, and more.
- Dedicated medical advisor for every employee to help when they're sick.
- Unlimited and free virtual doctor consults with specialists who are well-versed in multiple regional languages.
- Book lab tests and purchase medicines at a discount.
- 24/7 claims help desk.

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Pricing:

Modern health benefits starting as low as ₹ 499

Did you know 55% of managers spend 8 hours or one full workday per week on manual, repetitive tasks! Looks like we've saved a lot of your time!

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Put your health benefits on autopilot!

Stop losing sleep over health benefits. Loop cares for you and your health, so you focus on your business, your people, and things that matter.

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