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Onboard HR Process – Generating Offer Letter, Welcome Message Using RPA UiPath

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ABSTRACT:

The automation process of Onboard HR process, generation using UiPath involves utilizing the capabilities of UiPath's Robotic Process Automation (RPA) platform to create, populate, and customize documents for candidates in an efficient and error-free manner. The automated workflow streamlines the Onboard HR process generation process by eliminating manual tasks, reducing the chances of human error, and increasing overall productivity. The process begins with the UiPath robot accessing the necessary input data, which typically includes candidate information, job details, and any predefined templates or formats. The robot then applies data extraction techniques to retrieve the relevant information from various sources, such as spreadsheet or databases. Based on the gathered employee information, the automation will generate various documents required for Onboarding, such as offer letters, Welcome letter and other HR-related data extraction. Templates can be created in advance and populated with the employee-specific details. Prepare the offer letter, welcome message by populating the template with the candidate-specific information. Save the generated offer letter, welcome message as a Word or PDF document. After document can be saved in some specific folder attaching the offer letter, welcome message to an email.

Key Terms: Onboard, Uipath, Robotic process Automation (RPA)

I. INTRODUCTION

In today's technologically advanced world, organizations rely on various systems and processes to streamline their operations. The purpose of this project is to automate the onboard process for new employees in the Human Resources (HR) department using UiPath Studio. The onboard process typically involves several manual tasks and paperwork, which can be time-consuming and prone to errors. By implementing an automated solution, we aim to streamline the onboarding process, reduce manual effort, and improve efficiency. The automation will start by collecting employee information, such as name, address, contact details, job title, and department. This information can be obtained through a web form or by importing data from a spreadsheet. Based on the gathered employee information, the automation will generate various documents required for onboarding, such as offer letters, Welcome letter and other HR-related data extraction. Templates can be created in advance and populated with the employee-specific details.

II. LITERATURE VIEW

New Employee Onboarding Process Onboarding that is known as an organizational socialization is a process for new employee to acquire knowledge and skill to become successful employee in the company. Onboarding process has an aim to introduce the new employee to the culture of the company (corporate culture). Onboard experience and turnover intention have mutually opposite relations. The higher the onboard experience the lower the turnover intention and vice versa. There is a positive and significant correlation between self-efficacy and turnover intention which is mediated by orientation experience. According to there are four main aspects in the onboarding process, there are compliance, clarification, culture, connection.

1. Compliance is a basic level that includes teaching new employee about the rules and regulations, legal basis and policies. In addition, it also informs the employee about work documents, identities, email account, computer, and workstation according to the needs of a particular job. Company that are capable of exercising compliance effectively will be able to train its employee more easily to follow the habit in the company so that they are not overburdened.
2. Clarification is related to the details and context of an individual job, including the understanding of the requirements of the job, the standard of work completion, and how things are explained internally and externally. The earlier the new employee understand their jobs, the more quickly they become more productive.
3. Culture refers to the teaching about the company culture. Just like an individual who has a personality pattern and a different expectation, a company also has the same things. The earlier the employees understand and interpret the company culture and subcultures, the better the opportunity for them to get a long term success.

4. Connection refers to the interpersonal relation, mechanism support and information network that have to be built by the new employee at the time they enter a new company. The transition from an employee candidate to an employee in a company is a hard enough process, but with an effective onboard process, it is more easy to get new employee who are connected to their new jobs, their new coworkers, the company objectives and vision. Only some company were aware that onboard is a critical part of the human resources management that can bridge the gap between the candidate's experience and the life cycle of an employee. It has a significant effect on engagement. An effective onboard does not stop on the first day the new employee work but the important dimension of the onboard process occurs for 90 days or more of staying in a company. Software Development Onboard when new employee worked in a software development startup, they have to understand the scope of the software development. New employee has to understand the landscape of the software development project such as product architecture, team communication strategy, and development process. In a study there were some project landscape features as the bases that need to be known and learned by new employee of software developer.
5. Product. A product produced is central of the project landscape. Some aspects that are related to product are software development architecture, low-level design and runtime behavior, design and implementation rationale, product/domain, and technology used.
6. Processes and Practices. The processes and practices adopted by the team for developing a product influence how the new employee learn the project landscape and find the characteristics of the flow used by the team members. Some aspects related to the processes and practices are development process, task process, development environment and tools, and software configuration management.
7. Team. All employees in doing a project have their own roles and communicate with each other to work well together. New employees must learn how they work together in jobs and find an efficient way to get information and help from other employee. The aspects that are related to the team are roles and expertise, formal meetings, communication strategies, assistance/mentoring culture, and physical layout.
8. Documentation. There are many documents produced during an execution of the project that can help new employee to learn about project landscape. The aspects that are related to documentation are developer-oriented documentation, learning material, and repository, indexes and search.
9. Context. A project landscape is a part of a broader context that consists of organization and inter-team organization. Understanding organization and inter-team organization helps new employee to understand the scope of their jobs.

III. INTRODUCTION TO RPA

Robotic Process Automation (RPA) is an advanced technology that utilizes software robots or "bots" to automate repetitive, rule-based tasks within business processes. RPA enables organizations to streamline operations, increase efficiency, and reduce manual effort by automating routine and mundane tasks that were traditionally performed by humans. RPA software robots are designed to mimic human interactions with digital systems, such as navigating through applications, entering data, performing calculations, extracting information, and making decisions based on predefined rules.

Benefits of RPA

- RPA automates repetitive, rule-based tasks, enabling organizations to complete them faster and with higher accuracy .
- RPA reduces operational costs by minimizing manual effort and human errors.
- RPA eliminates the risks associated with human errors and inconsistencies in manual data entry and processing.
- RPA enables organizations to scale their operations quickly and efficiently.
- RPA generates valuable data and insights on process performance, bottlenecks, and exceptions.

IV. PROPOSED METHODOLOGY

A proposed system for Onboard HR process generation in UiPath can be designed using a combination of UiPath Studio, UiPath Orchestrator, and various automation activities. Here's an overview of how such a system could be built:

- **Requirement Analysis:** Begin by understanding the requirements for generating documents. Identify the necessary input data, such as candidate information, job details, and offer terms.
- **Data Collection:** Design a process to collect the required data from relevant sources, such as database or Excel spreadsheets. Use UiPath activities like data scraping, API integration, or database connectivity to fetch the data.
- **Template Creation:** Create a standardized offer letter template using tools like Microsoft Word. Include placeholders or variables within the template to be replaced with specific data for each candidate.
- **Offer Letter, welcome message Generation workflow:** Build a workflow in UiPath Studio to automate the offer letter generation process. The workflow could follow these steps:

- a. Fetch the candidate data from the collected sources.
- b. Prepare the offer letter, welcome message by populating the template with the candidate-specific information.
- c. Save the generated offer letter, welcome message as a Word or PDF document.
- d. After document can be saved in some specific folder attaching the offer letter, welcome message to an email.
 - **Error Handling and Validation:** Implement error handling mechanisms within the workflow to handle scenarios where data is missing or incorrect. Perform validations to ensure accuracy and completeness of the generated offer letters.

Advantages of proposed system

- Time savings
- Accuracy and consistency
- Standardization
- Scalability

V. DIAGRAM

1. DATA FLOW DIAGRAM

A data flow diagram (DFD) maps out the flow of information for any process or system. It uses defined symbols like rectangles, circles and arrows, plus short text labels, to show data inputs, outputs, storage points and the routes between each destination.

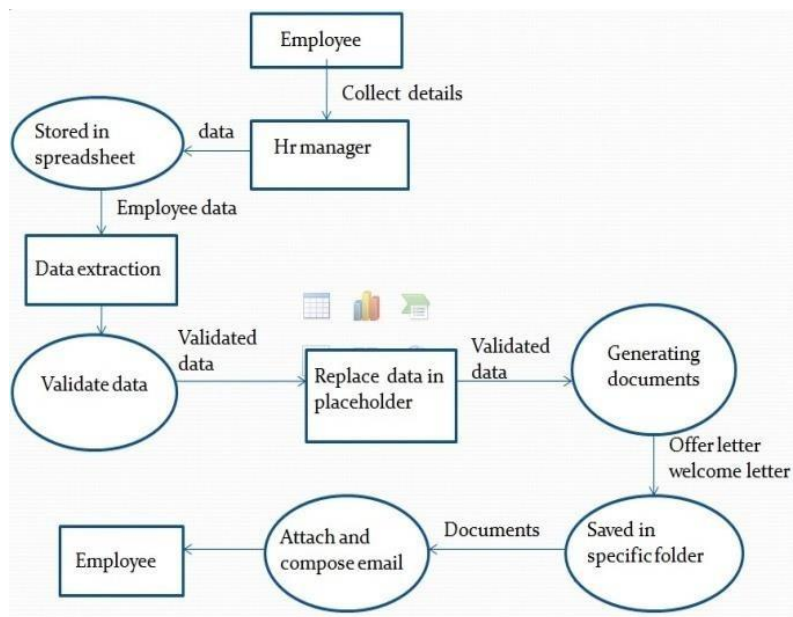


Fig.No:1

2. SYSTEM ARCHITECTURE

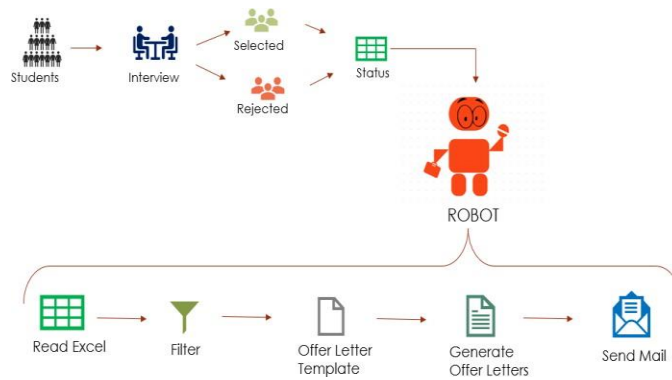


Fig.No:2

VI. FUNTIONS

1. **Data Input:** UiPath automation process to collect the necessary information from the employer. This can include fields such as candidate name, job title, salary, start date, and any other relevant details. UiPath provides activities like "Input Dialog" or "Form Activities" that can be used to collect user input.
2. **Read Template:** Start by reading the offer letter template from a file or a predefined template stored within your automation project. In this process "Read Text File" activity to extract the content of the template.
3. **Replace Placeholders:** Identify the placeholders in the template that need to be replaced with actual data. Common placeholders could be candidate name, position, salary, joining date, etc. Use the "Replace" activity or string manipulation functions to substitute these placeholders with the corresponding values.
4. **Document Generation:** Use string concatenation or string formatting functions to construct the final offer letter content. Combine the modified template from step 2 with the data obtained in step 3 to create the personalized offer letter.
5. **Save Document:** Save the generated offer letter to a file or a specific location. Use the "Write Text File" activity to save the content of the offer letter into a file with the desired format, such as a Word document or PDF. Specify the file path and provide the offer letter content to be written to the file.
6. **Compose Email:** Use UiPath's activities to compose an email with the offer letter as an attachment. In this process use the "Send Outlook Mail Message" activity or "Send SMTP Mail Message" activity. Fill in the email subject, body, recipient's email address, and attach the generated offer letter file.
7. **Send Email:** Finally, send the email with the offer letter attachment using the selected email activity. Ensure that you provide the necessary email server settings or credentials to successfully send the email.

VII. CONCLUSION

In conclusion, introducing an onboard HR process in UiPath Studio offers numerous benefits by automating repetitive and manual tasks, streamlining the employee onboarding experience, and improving overall efficiency. By leveraging the capabilities of UiPath Studio, organizations can create powerful automation workflows to handle various HR tasks such as collecting employee information, verifying documents, generating offer letter, welcome message sending through email for each hired employees, and more.

Limitation of the System

- RPA UiPath may struggle to handle unstructured data sources, such as hand written forms or documents with complex layouts.
- Extracting data from such sources accurately can be challenging and may require additional manual intervention or preprocessing.

VIII. FUTURE ENHANCEMENT

When considering future enhancements for the employee onboard HR process in UiPath Studio, you can explore various possibilities to further improve efficiency, user experience, and integration capabilities. Here are some potential areas for enhancement:

Intelligent document processing: Incorporate intelligent document processing capabilities, such as optical character recognition (OCR) and natural language processing (NLP), to automate the extraction of information from documents like resumes, identification documents, or educational certificates. This enhancement can reduce manual data entry and streamline the document verification process. Mobile app integration: Consider building a mobile app or integrating with existing HR mobile applications to provide employees with a mobile-friendly onboarding experience. This can allow new hires to complete tasks, access information, and communicate with HR conveniently through their smart phones or tablets.

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