How to Streamline Your Human Resources Processes with Relentlessly Simple Integration

ODYSSEY

Dedicated to Relentless Simplicity.

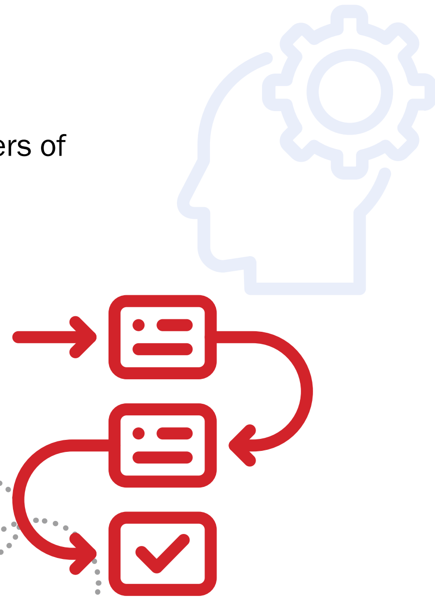
Being the Chief People Officer or VP of HR can often seem like a thankless—and never-ending—job. **You deal with massive amounts of information every day.** From onboarding and training new hires, to navigating compliance issues, to making sure each employee is paid properly, one small process error could result in consequences the entire company feels.

Unfortunately, many HR departments rely on manual processes to get things done. From using paper copies of files and forms to manually tracking employee timesheets or vacation requests, HR teams just aren’t working as efficiently as possible––and to top it all off, they’re less secure.

New technology, like management software or applicant tracking systems, do a lot for making HR’s role easier, but these disjointed systems can create trapped data that makes it hard to work productively. You’ve likely seen it happen–– even with new tech and tools, team members are left manually inputting information between systems.

Powerful yet simple integration like the Odyssey Platform provides can help connect the various HR tech tools and apps your team is using, helping to improve productivity, streamline your workflows, and provide additional layers of data protection.

Here’s how.



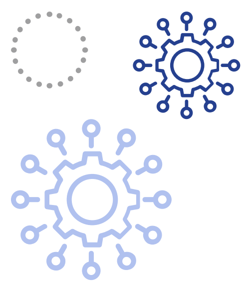
1. Automate job postings for a **more efficient hiring process.**

Reaching the best job candidates available means diversifying where you post your open jobs. However, uploading the same content over and over is time consuming—especially when you're hiring for multiple positions at once.

An automation tool allows you to quickly and easily upload the same content to various job boards. Through creating a designated workflow, the Odyssey Platform allows you to develop job posting templates that you can then fill with data and post to multiple sites with the push of a button.

Odyssey also pulls the unique posting identifier for each post, giving users the opportunity to edit or retract individual job postings without making changes across-the-board.

Not only does automating job postings reduce the amount of time HR team members spend uploading information, it can also help your organization reach a larger number of applicants. By widening your applicant pool, you can continuously connect with and hire top talent.



To learn more, check out our "Job Postings" use case *on our resources page.*

2. Manage employee leave time and **automate vacation approval.**

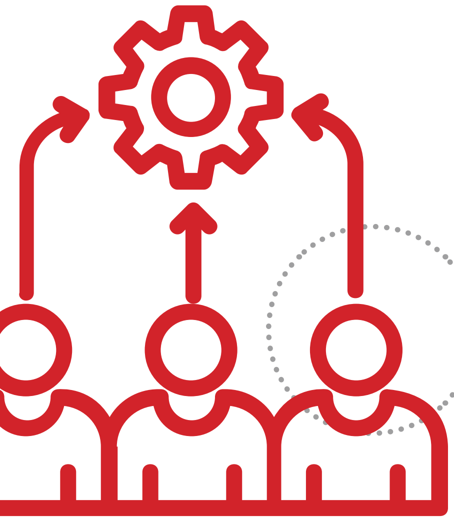
When you're in charge of approving and managing employees' time away from the office, you know just how tedious it can be. Even with a small group, needing to keep count of the number of days each individual has available can quickly eat away at productivity.

With Odyssey, this is one of the easiest processes to automate. The Odyssey leave management workflow uses a form for employees to submit a time-off request. If they don't have the time available, they'll be unable to successfully submit the form.

For employees that do have the time available, if the request is submitted before a designated threshold, the request will be automatically approved. Other requests will be automatically sent to the employee's manager for approval.

At any time after the leave time is approved, the employee can submit for a cancelation or change. When the time comes for the employee's day off, the time is automatically subtracted from that employee's available time off.

To learn more, check out our "Leave Management" use case ***on our resources page.***



3. Make employee onboarding and data collection **more efficient.**

Bringing on new hires involves a lot of work from many different departments. From finance to IT, bringing new members to the team can involve an all-hands-on-deck approach. Integration of the various tools and apps each department uses can ensure each individual is getting the information they need to make onboarding as smooth as possible.

With an integrated system, new hires can input their data and information, preventing the need for manual documents that can get lost or fall into the wrong hands. **The Odyssey Platform offers additional layers of protection**, removing human error from the process to keep your employee's most sensitive information safe.

HR and the new employee's managers can also easily assign accurate permissions to tools or apps the new hire would need. Odyssey allows users to easily see who has access to what, ensuring new hires are able to do their job efficiently without exposing them to protected data they don't need.

With an integrated platform, new employees can get up and running in just a few hours rather than weeks, reducing downtime for everyone involved in the onboarding process.

To learn more, watch the Employee Onboarding video at the bottom of our BPMN page.

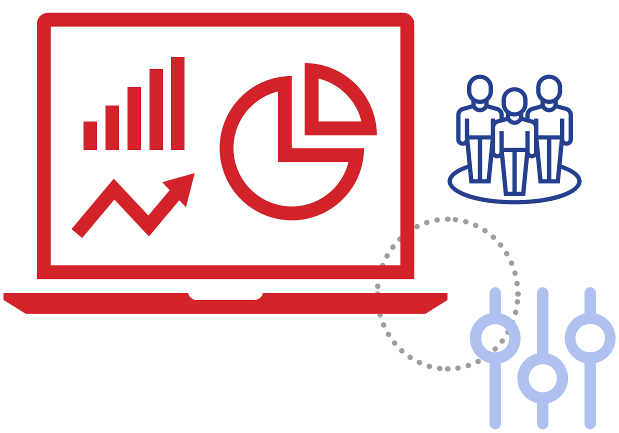
4. **Track, measure, and analyze** employee performance.

Employee performance management is a two-way street. While HR needs to keep track of how well their employees are performing, they also need to be aware of what they need to do to retain their best talent.

An automated performance management platform can provide both parties with the means necessary to appropriately measure professional development and company goals. By integrating data from various apps and tools, HR professionals can get a holistic look at how each employee is performing.

Performance management through a platform like Odyssey can also allow for real-time check-ins and feedback. When employees and managers can easily and effectively communicate about needs, challenges, and strengths, they can continue to move each project in the right direction.

Automating performance management can also create a digital paper trail that makes the process more efficient. Reminders to check in, give feedback, or fill out forms can make the workflow effortless and reduce time spent chasing down employees to get them to complete the next task.



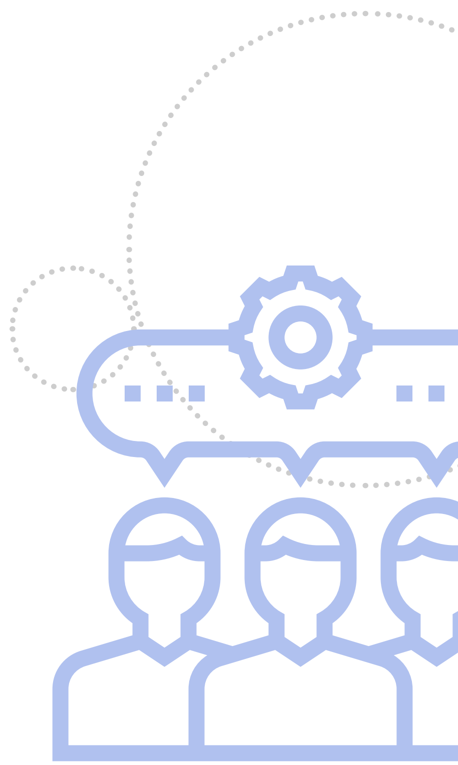
5. **Work efficiently with other departments** for a more productive organization.

HR's responsibilities often overlap with other departments within the organization. Whether it's working with new hires or team leads, HR needs to ensure each team is working with the same set of data. Automating HR processes with the Odyssey Platform can keep data up-to-date, providing various departments with the same information––regardless of other tools or programs they're using.

For example, when it comes to payroll, both HR and the finance department need to be on the same page. If those two departments are pulling data from different platforms or tools, they may find that their numbers don't add up.

The Odyssey Platform uses real-time data to project accurate information across all departments. By eliminating the need for employees to manually update data, it can reduce the risk of human error and keep everyone involved on the same page.

Automating these overlapping processes can not only reduce confusion, but also prevent costly mistakes from happening. Integration ensures all employees are working off accurate information, eliminating constant back-and-forth or accuracy checks. Instead, employees can have peace of mind that they're doing their job correctly.



Using the Odyssey Platform **to Integrate Your HR Processes**

The HR department wears many different hats. From onboarding to payroll, they have a lot of responsibilities that can seriously damage the company's success if they're not done appropriately. With the Odyssey Platform, that doesn't need to be a concern.

Odyssey provides HR, as well as the rest of your organization, with the tools they need to work smarter. By integrating all your apps and devices, Odyssey allows you to easily share data, collaborate across departments, and make the most of the tools your team is already using.

Inside Odyssey's Recruitment Management Service

Odyssey's new Recruitment Management Service application integrates the entire recruitment and interview process, automating HR's responsibilities even further.

By assigning different user roles and teams, each individual involved in the recruitment and hiring process—from the Account Owner to the Interviewer—can gain access to the information and data they need to do their job as efficiently as possible. Each user only has access to the teams they're assigned to, keeping interview results, notes, and ata protected.

Designated recruitment settings allow Account Owners and Recruitment Admins to customize the company's interview sequence, post-interview statuses, track communication types and even designate the default email templates for Interviewers to use, keeping the recruitment process streamlined and organized.

Team members can then register candidates through the Candidate Registration app, submit them to an open position, and schedule interviews. In the Interview and Communication Logs, team members can keep track of all candidate communication, including interview results, phone calls, emails, and more.

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