Automated Workflows webinar

Questions and Answers

When will the module be available?

The module will be ready to be implemented in December 2019.

Do we need Kiosk or HR modules to use Automated Workflows?

The only module you need is the Kiosk as it is where AW operates along with the Payroll. However, as the AW module enables automation across WHS and HR modules, you would be able to use AW at full capacity with those extra modules.

Is the AW already available if your organisation is using kiosk or is it an additional module that need to be purchased first?

The AW is an additional module that needs to be purchased.

Regarding leave request and approval on Kiosk. We have multiple departments in the organisation. Do we need to create an Organisation Chart for each department with 2 assigning approver through?

In the leave request type of workflow, you can specify the approvers within the workflow conditions feature without necessarily needing an Organisation chart in place.

Did I hear right in today's webinar that the system will send an update notification to the employer if bank details are updated?

If you decided to allow your employees to change their bank details, with the AW module you can put in place a Database trigger type of workflow to alert anyone from your organisation that bank details have been changed.

I will take a summary of the webinar content to the business owner, could you please provide an approximate indication of the cost of the module?

The cost of the module will depend on your licence. Feel free to reach out to your Customer Success Manager to receive a personalised quote.

This is really useful, when can we implement?

You can start the implementation within a couple of weeks after purchasing the module.

Will there be instructions sent for the kiosk operations?

During the implementation process comprehensive training will be provided along with a user guide.

Are we able to schedule reports from HR3 payroll (not kiosk) as well as data explorer?

The report scheduling is a feature that will be released in a future update of AW. It is planned to be released by the end of the current fiscal year.

Thanks for the demo today - I have questions about the depth of the approval request workflow when it comes to expense claim forms and custom forms.

The Automated Workflows module can provide leave, training, company property, new position with expense claim and timesheets type of requests to follow in a future update of AW. Custom forms are not planned at this time.

Could I use Automated Workflows to manage performance reviews?

With Automated Workflows it is possible for a manager to request a performance review with an employee and attach any document to the automated process.

The simplest question is whether or not HR3 AW will support custom digital forms for approval. Eg. Travel and training requests, expense claim form costing splits etc.

The AW module operates within the HR3 suite framework and supports training requests as standard as many others, with expense requests to follow in a future update.

The webinar mentioned paperless employee onboarding will be available soon, do I need automated workflows for this?

The paperless Onboarding module will be available from January 2020 and will work separately from the Automated Workflows. A webinar will be held about Onboarding in the new year that will provide insights and useful information.

if somebody is on leave what happens to the requests they would normally receive?

There is an auto-escalation feature within the AW module that can be configured to manage this type of situation. Each manager has an Out of Office function and can choose the person to approve in their place.

PDF copy of AW webinar

The AW webinar is only available in video format. However, a brochure is available and can be downloaded on the same page as the webinar recording.

I would really like to see the HR module and WHS module in a webinar, as both these modules are very interesting

The Automated Workflows webinar is the beginning of a series that will cover all the modules of the HR3 suite. If you wish to know more about the HR and WHS modules, we can organise a review or personalised demonstration for you.