

HUMAN RESOURCE

Use Case:

New Employee
On-boarding

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**New Employee
On-Boarding**

APPROVALS

100%

2 out of 2 approvals
have been approved

TASKS

100%

4 out of 4 tasks
complete

DUE IN

2 Days 4 Hours

Due for completion on
02/05/2019 2100 GMT

STATE

Completed

Process
Completed



Employee
Record
Creation



Account
Setup



Hardware
Allocation



Payroll
Setup



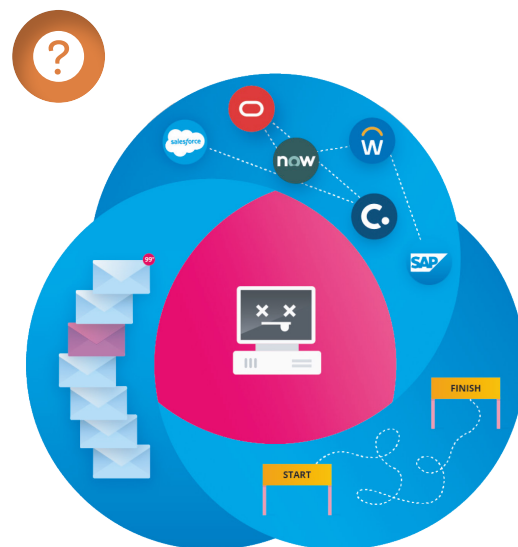
Expense
Account



Sales Profile
Creation

Why Heed?

On-boarding a new employee seems like it should be one of the simplest processes in any business. In a large enterprise it is often a daily event and certainly something everyone must go through. However, the reality of employee on-boarding is that it is often not complete by the time the new starter joins the business. Not only does this cost the enterprise money if the employee is unable to start work, it wastes the new starter's time and gives a terrible first impression.



Time for Change

Through the Heed digital experience platform, employee on-boarding is transformed from a complex mismatch of enterprise applications and departments into a structured, transparent process with complete end-to-end visibility for all involved. Not only does Heed ensure the process is complete well before the employee arrives, which creates a great first impression, it significantly boosts efficiency by removing the need to chase colleagues and highlighting any pitfalls in the existing process lifecycle.










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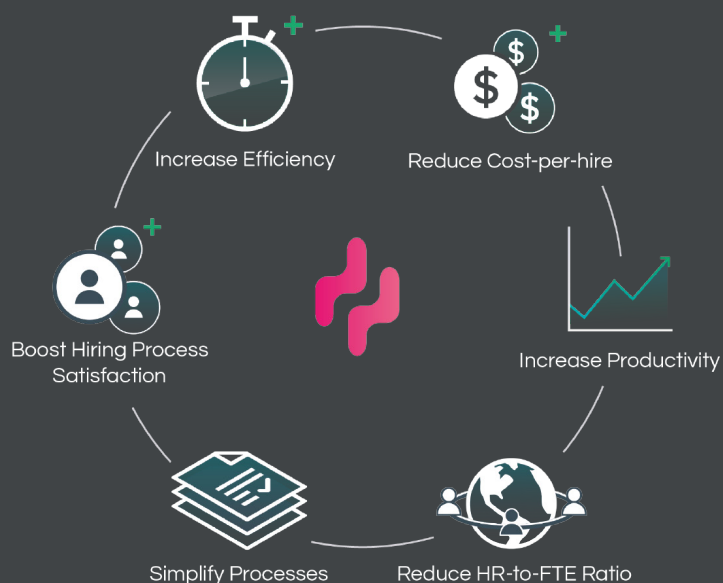
How it Works

Heed acts as a lightweight layer that sits on top of existing enterprise applications, consolidating them into one interface that allows users to interact with their systems from a single screen. By connecting existing systems, Heed is able to provide end-to-end visibility over complex business processes. From the moment a process is initiated, Heed automatically distributes alerts that allow users to take action immediately, driving productivity across departments. As users complete tasks at each stage of the process lifecycle, Heed updates the other enterprise systems in real-time, keeping the process in sync across the business.



Use Case: New Employee On-boarding

| Request Items | Approvals | Tasks |
|---|--|-----------|
|  | Employee Creation in Workday Created: Today 13:04 TASK0010001 | Completed |
|  | Order from Vendor or move f... Created: Today 13:21 TASK0010002 | Completed |
|  | Configure Hardware and Test... Created: Today 13:22 TASK0010003 | Completed |
|  | Deliver to Customer Created: Today 13:25 TASK0010004 | Completed |
|  | Initiate User within Payroll in SAP Created: Today 15:01 TASK0010005 | Completed |
|  | Set Expense Limits Created: Today 16:43 TASK0010006 | Completed |
|  | Set Expense Approval Limits Created: Today 17:04 TASK0010007 | Completed |



Saving Time & Money



On-boarding new employees through Heed transforms the experience for everyone involved, from the process owner to the new starter. By ensuring everything is ready for new employees when they arrive, hiring process satisfaction is greatly increased. The visualisation of process lifecycles ensures that employees can see the current progress of any on-going process in real-time, completely removing the need for chasing.

This significantly improves process efficiency, reducing the cost per hire for the business. Within HR, the HR-to-FTE ratio can be reduced as more employees can be on-boarded without the need for more staff.