

Using OnTask for Your Human Resources Department

Automation allows HR team members to focus on what really matters at your organization.

On average, OnTask customers saved \$43,702 in 2020 by switching to workflow automation.

ONTASK
powered by accusoft

Human resource employees face a number of challenges each day, leaving them with little time to focus on enhancing company culture and care for employees.

COMMON DILEMMAS FOR HR DEPARTMENTS

-  Attracting the Right Talent
-  Document Management
-  Keeping Employees Engaged
-  Lack of Time

OnTask's HR automation tools help solve for many of the key dilemmas that modern day HR departments face.

HR PROCESSES THAT CAN EASILY BE AUTOMATED WITH ONTASK

-  Job Applications
-  New Hire Onboarding
-  Vaccination Tracking
-  Employee Reviews
-  PTO & Vacation Requests
-  Offboarding Documentation

KEY FEATURES OF ONTASK

OnTask allows HR employees to take a more hands-off approach to paperwork, reducing errors and boosting productivity.

User-friendly Digital Forms

Digital forms are an easy way to collect data from participants, and are the perfect solution for online job applications. OnTask's digital forms are completely customizable, and all data collected through them can be used in subsequent steps in a workflow to save participants' time.

Legally Binding eSignatures

New hire paperwork requires a number of signatures to be completed. OnTask's secure eSignature feature includes audit trails to show progress of documents and certify once they have been signed.

Automated Document Routing

Important HR documents are often required to pass through the hands of multiple people. OnTask's automated routing eliminates the need for emailing documents to each involved party, and instead automatically sends for review and sign.

Built-in Reminders

HR professionals spend a great deal of time following up on documents. OnTask features built-in reminders that can be set for any specified amount of time to give participants a gentle nudge when a document is awaiting their review.

Custom Branding

Having a branded look for all of your documents can help make the right first impression with applicants. Documents created in OnTask are fully customizable with the ability to add your company's branding.

Secure Record Keeping

Staying in compliance is a top priority for HR departments. OnTask is fully HIPAA and SOC 2 compliant, giving HR members a safe place to store and access data.

Reusable Templates

Searching for the right documents can be time consuming. OnTask features reusable templates for workflows and documents, so that the documents needed can easily be found in one central location.

FOCUS ON PEOPLE, NOT PAPERWORK WITH ONTASK.

Quickly turn paper based processes, forms and documents, into digital workflows. OnTask is a cost effective, scalable solution, perfect for small, medium and growing businesses.

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