SoHR

MICROSOFT 365

AUTOMATING HR PROCESSES

S365

Unlock the power of Microsoft 365

Microsoft 365 is used by a huge number of businesses around the world every day, including 330,000 in the UK alone. It's the top choice for business apps, with a 90% share of the productivity suite market. But, despite its popularity, very few of those companies use it to its full potential. At So365, we're on a mission to share the limitless possibilities of Microsoft 365, helping businesses become more efficient, productive, secure, and profitable.

In this guide, we've highlighted just a few ways Microsoft 365 helps HR departments automate their HR processes.

Transform your business with Microsoft 365

Centralised: Improved control and efficiency

Secure: Industry-leading cloud security

Compliant: Exceptional data privacy control and protection

Lifetime value: A future proof investment built to your requirements

Minimal risk: Reliable, accessible, always available

Engagement and productivity: Unrivalled employee experience

Microsoft 365 provides almost limitless possibilities for the automation of your HR processes, offering you greater efficiency, better record keeping, and an easier and more streamlined experience for your employees.

Using tools included in a standard Microsoft 365 license, such as SharePoint, Power Automate and Power Apps, you can create your own workflows and apps that will automate any number of your HR processes.

Power Automate and Power Apps

Power Automate helps HR teams automate workflows with pre-built templates or custom workflows, integrating various Microsoft 365 apps and services.

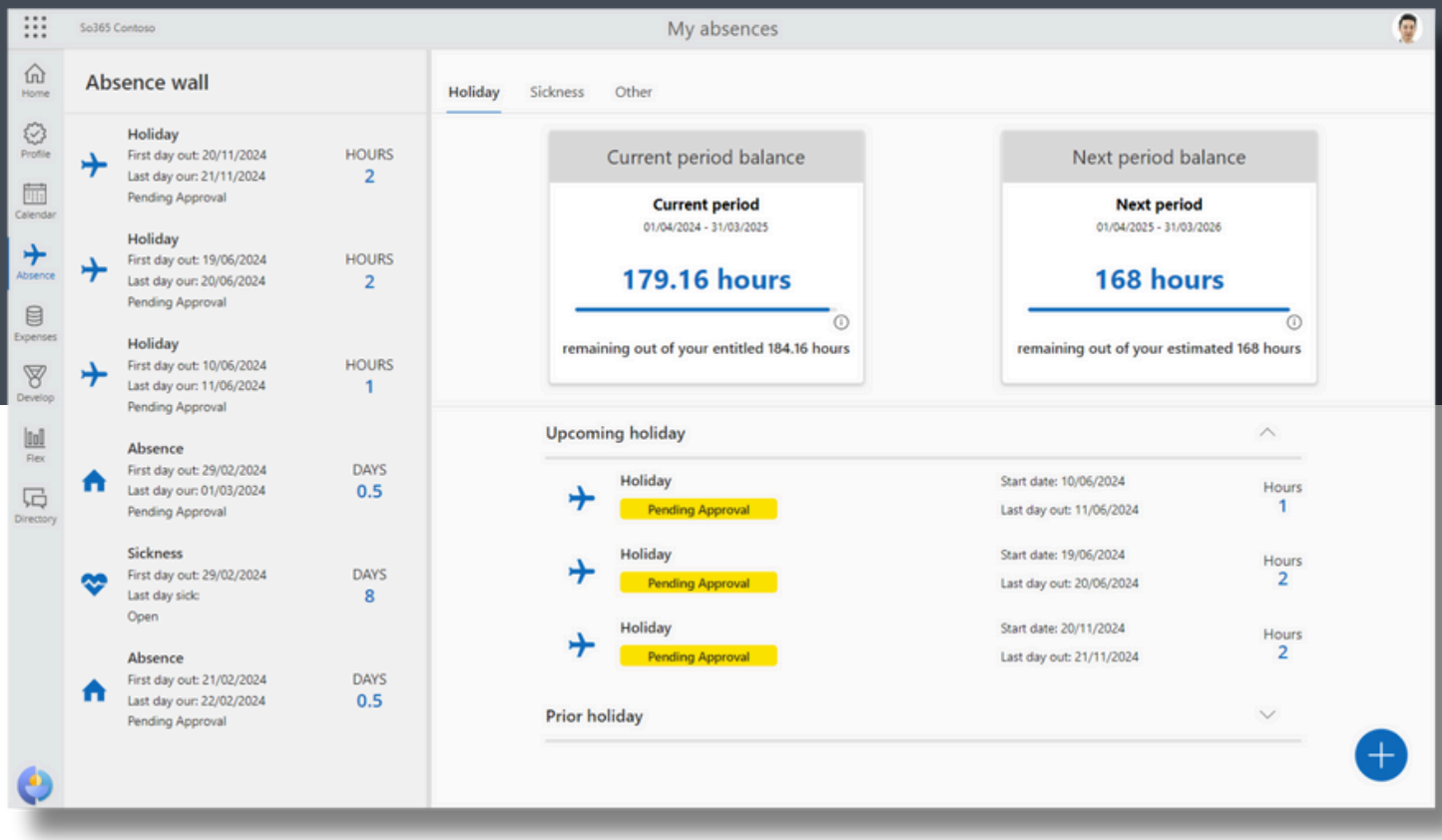
Power Apps is a low-code platform for HR teams to create custom applications to automate HR processes, with features such as SharePoint integration and customisable user interface and functionality.

EXAMPLE USE CASES

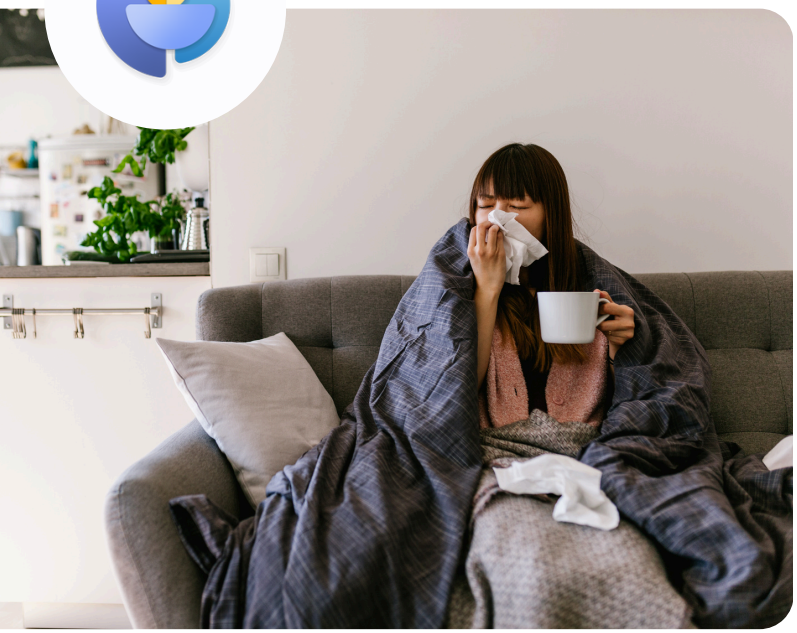
We've picked some example use cases here to show you what's possible when you really start to use the technology that you already have at your fingertips.

Track holiday and other time off

Create browser and mobile apps to allow employees to view their holiday balances, request holiday and other time-off, and track their requests submitted to managers for approval.

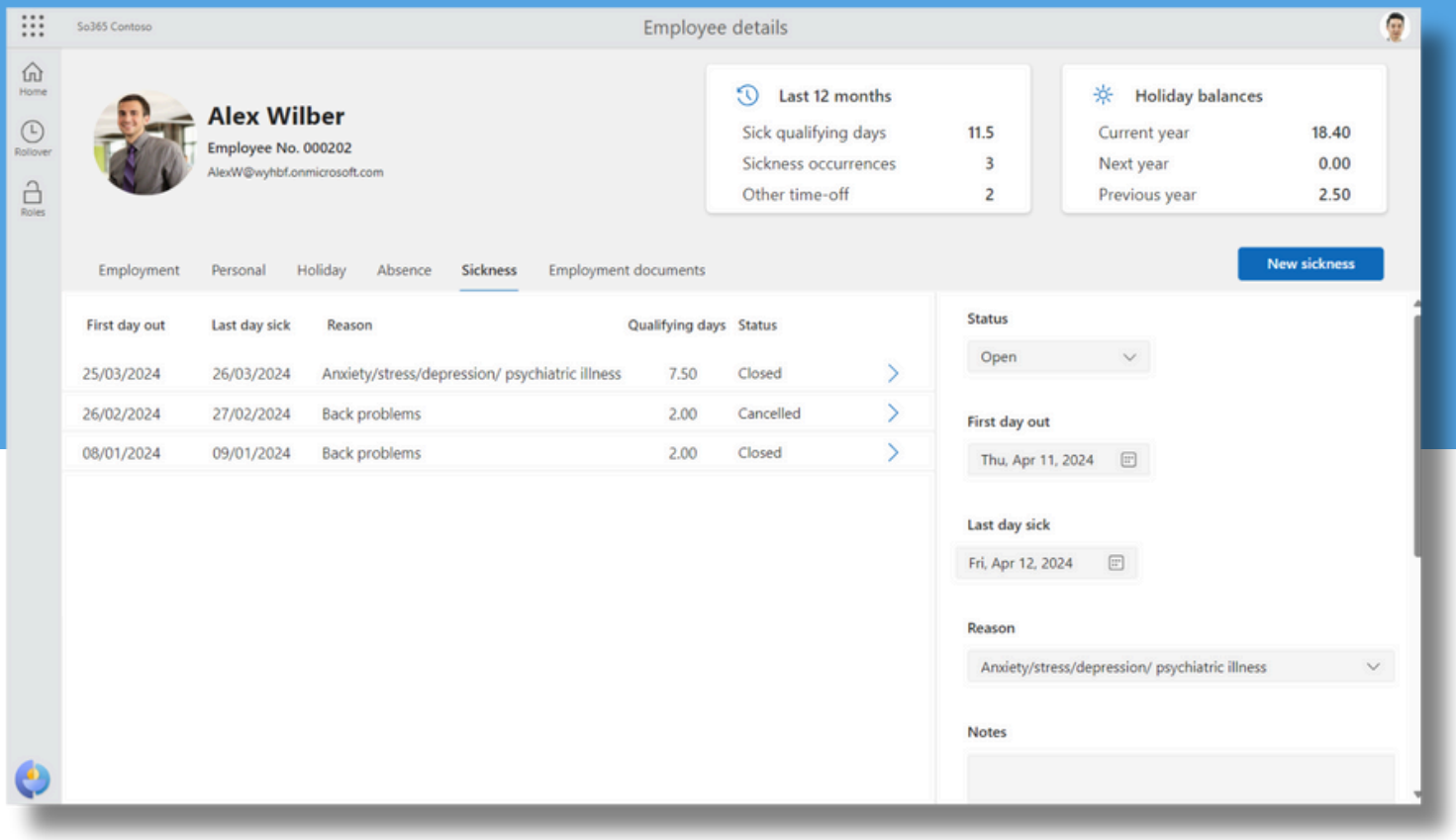


EXAMPLE USE CASES



Track Sickness

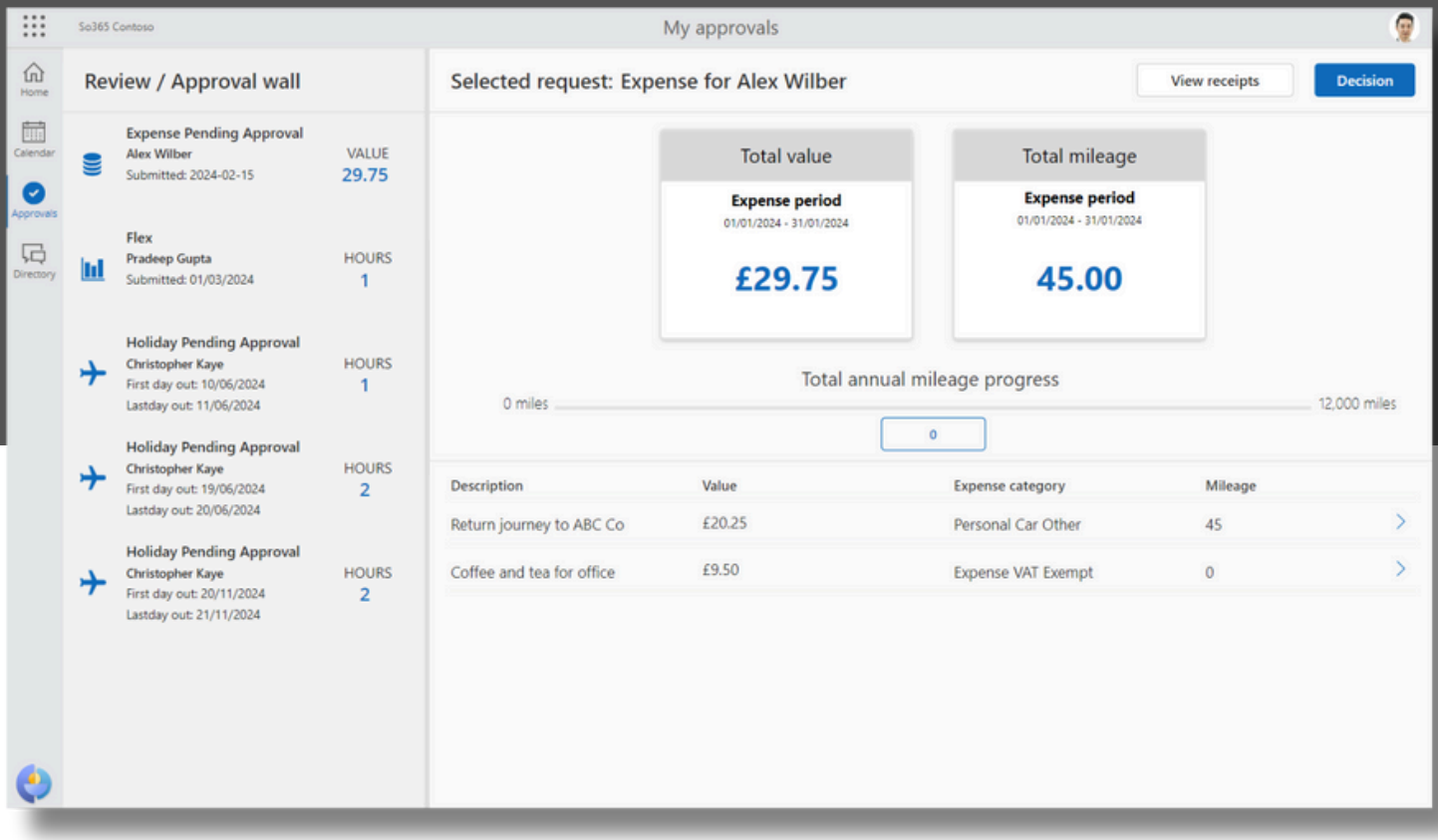
Manage sickness across your organisation with apps to record and track sickness absence. Show a summary of individuals currently off sick, with metrics and sickness history. Build in alerts for triggered milestones like Statutory Sick Pay.



EXAMPLE USE CASES

Track Expenses

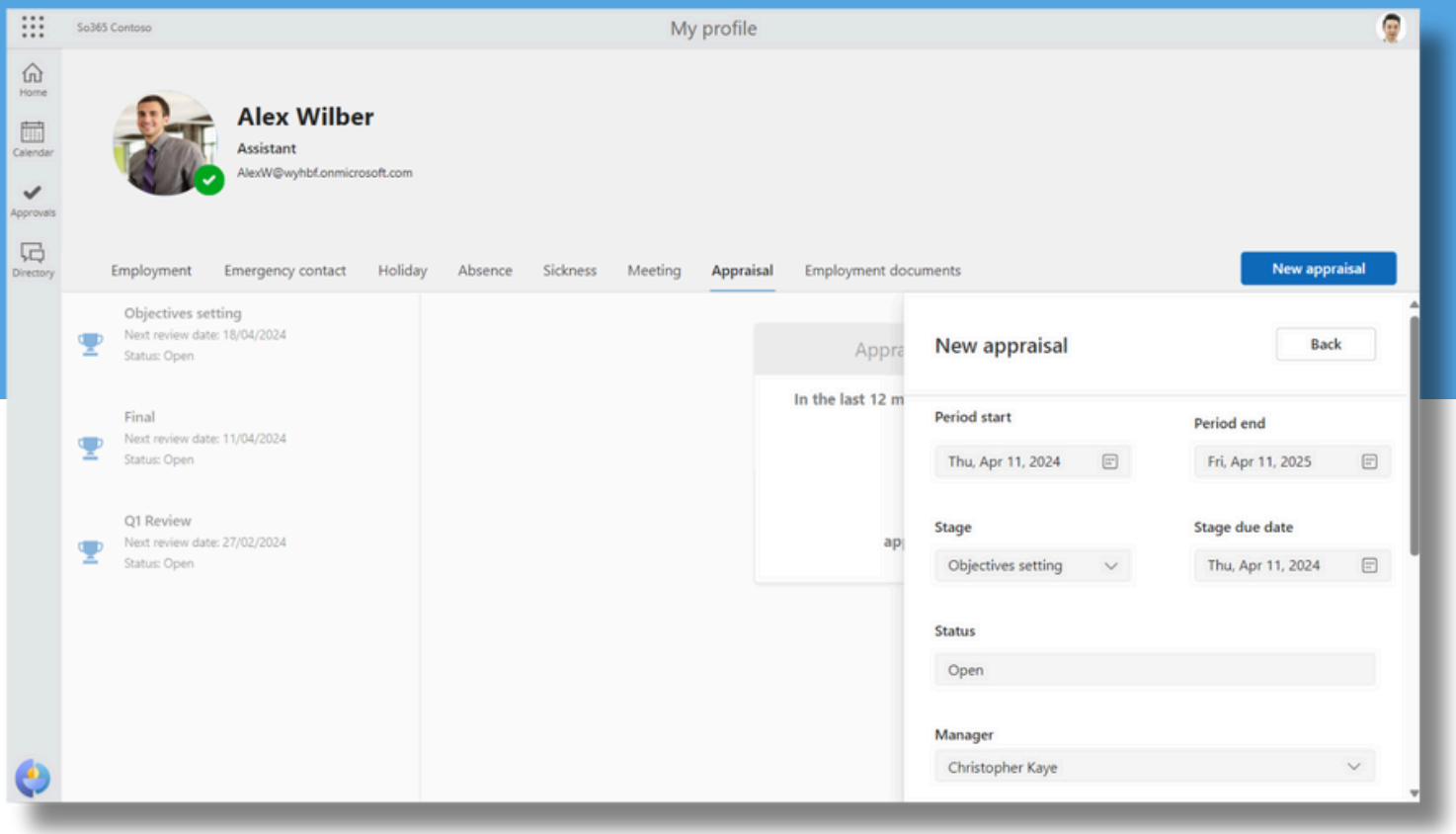
Provide employees with simple apps to submit and track their expenses, including itemised receipts and the use of vehicles and mileage claims. Build your own approval process for managers or finance to approve expenses and give everyone their own dashboards to keep on top of open expenses.



EXAMPLE USE CASES

Appraisal Management

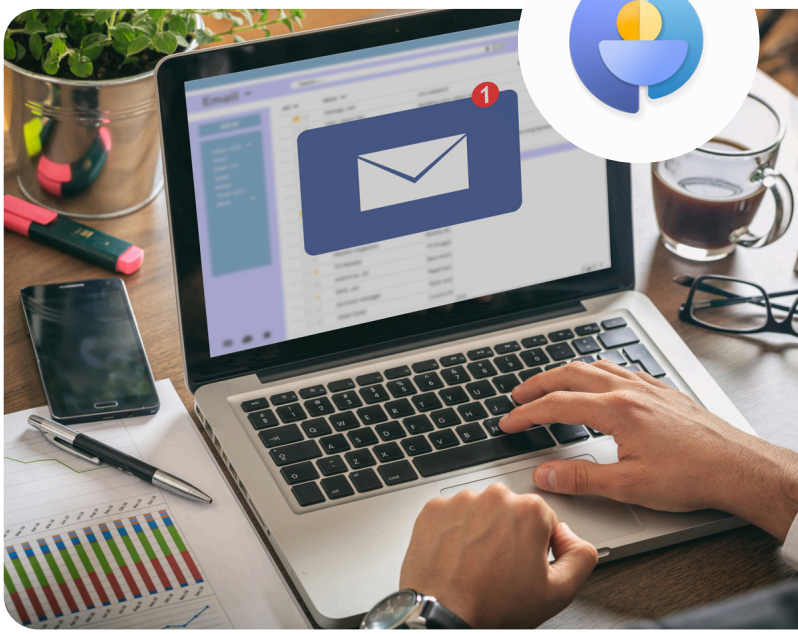
Create automation for your appraisal process, using your own appraisal forms, tracking the status of your own appraisal stages, such as objectives setting, interim and final appraisals. Connect employees with line managers during the process with dashboards and securely shared documents and forms.

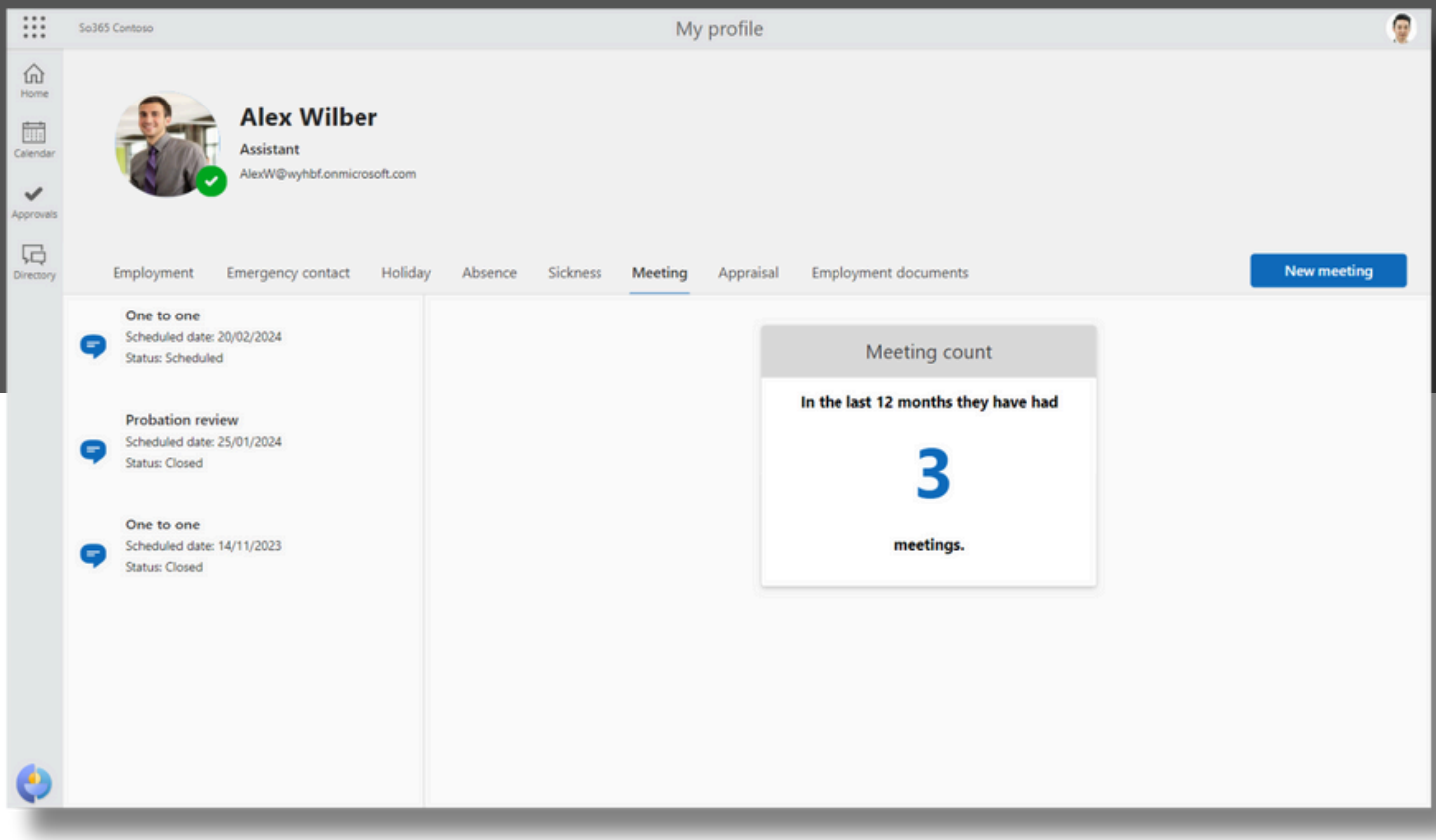


EXAMPLE USE CASES

One-to-one meetings

Give managers and HR the ability to create new one-to-one meetings with employees and team members and to track the detail and outcome of meetings. Make the details visible to employees in their own dashboards and automatically alert them of upcoming meetings they need to attend.

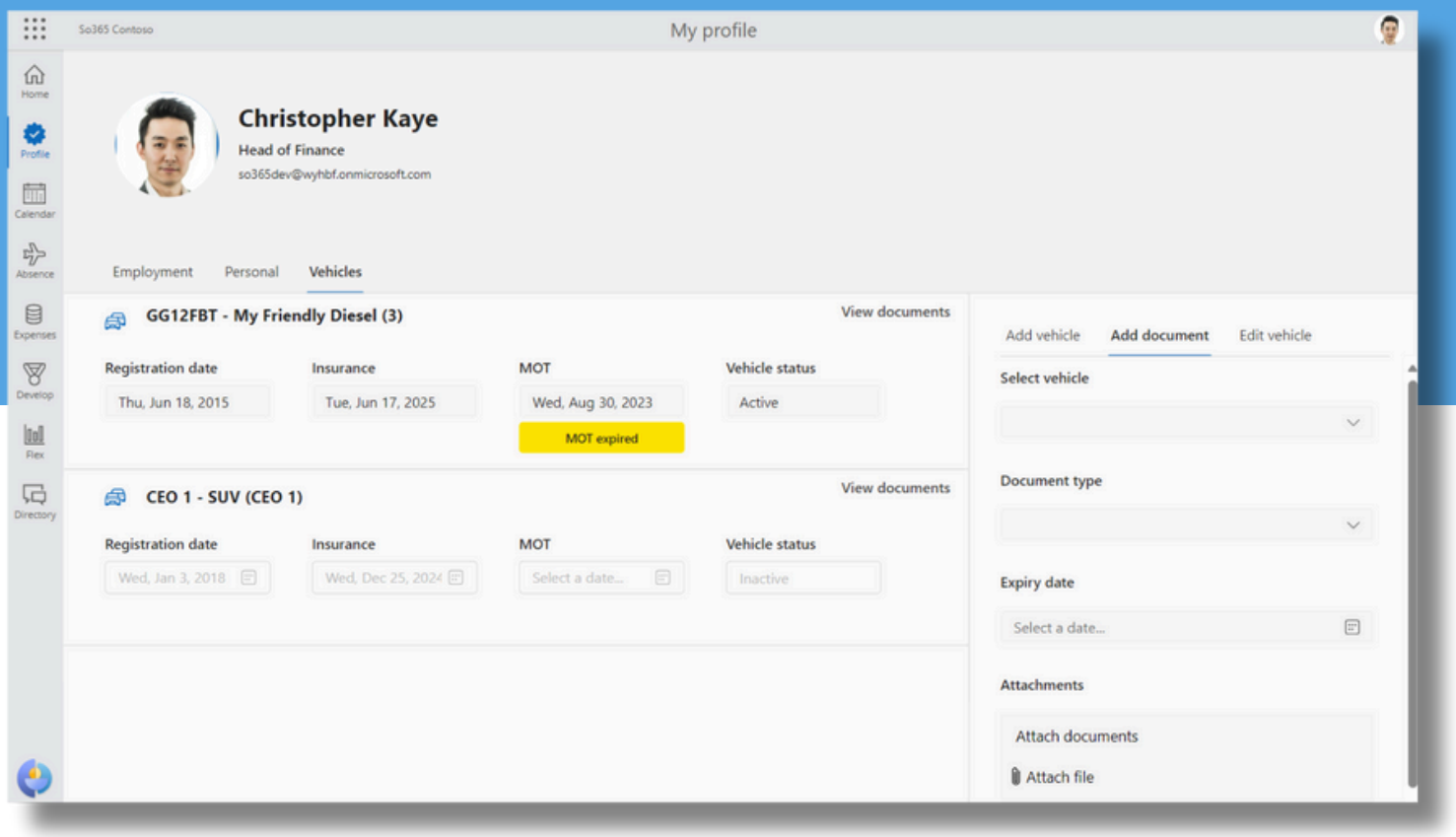




EXAMPLE USE CASES

Track employee personal vehicle use

Make record keeping simple and compliant by enabling employees to maintain a list of the vehicles they use for business journeys that qualify for company expenses. Build an upload and tracking facility for documents required by the company, such as MOT and proof of insurance, and set alerts for expiry dates or missing documents.



SoHR

All the benefits of Microsoft in one out-the-box HR Solution

SoHR leverages all the power of Microsoft 365 to create a fully customisable, out-the-box HR solution inside your Microsoft 365 environment.

The HR solution built for you in Microsoft 365

Designed with flexibility for your business

Unlike most HR systems, SoHR is fully customisable. It can be configured to meet your unique requirements, eliminating functionality that you don't need, and flexing and growing alongside your organisation.

Enhanced Employee Engagement

SoHR provides your employees with easy to use self-service tools and a modern compelling experience for accessing HR information, news and resources.

Fully integrated

To get the most out of your HR system, you need it to easily integrate with your other systems. SoHR is built within your Microsoft 365 environment meaning it integrates seamlessly with all your other Microsoft 365 apps.

Secure, private, accessible, and **owned by you**

HR systems should reduce risk, not increase it. Two of the biggest IT and operational risks to your organisation come from hosting your valuable and sensitive data with third parties, and from an over dependence on outside system providers who make it difficult to get your data back. With SoHR, your data will be stored securely in your Microsoft 365 envionment - meaning you own the data, not a third party.

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