AUTOMATIONWHIZ
by Cygnet Infotech

Automating 80% of manual HR processes

for an Indian Private Sector Bank

COUNTRY
India

DOMAIN
Banking

About Client

A universal bank headquartered in Mumbai offering numerous financial services through its nationwide branches, internet and mobile. It offers services like saving accounts, fixed deposits, home loans products, personal loans, and NRI accounts using technology and service-oriented approach.

The client wanted to automate the HR use cases for the following processes:

• Generating offer letter for their employees.

• Sending the generated offer letters to employees for e-sign via Cygnature (Cygnet infotech Blockchain-based Product).

Business Requirement

- Automating the process of generating appointment letter PDFs and sending an invitation to the candidate to sign them.

- End-to-end automation, starting with picking up appointment letters via SFTP and saving signed PDFs to Oracle Fusion HRMS.
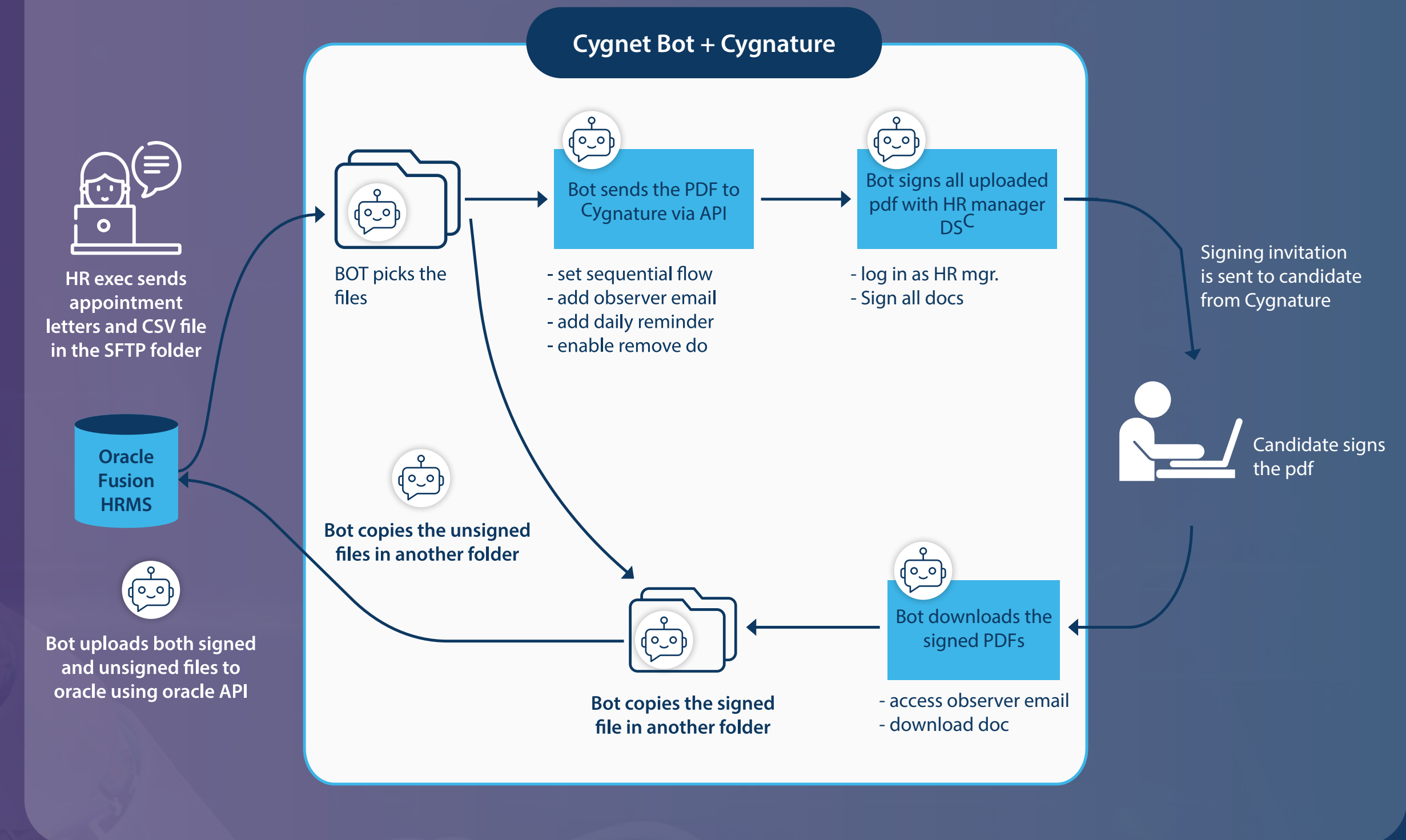
Our Solution

Based on the requirement shared by the client, we have identified these steps to automate the process:

• HR Executive sends appointment letters and CSV files, including candidate details, HR manager details in the SFTP folder.

• The bot picks up the files and sends the PDF to Cygnature via API; the bot then sets sequential flow, adds observer's email, adds daily reminder as per input file, and enables remove doc feature.

• Bot logs into Cygnature as HR Manager and signs all the PDFs.

• Bot sends signing invitation to a candidate from Cygnature.

• Candidate signs the PDF, after which the bot downloads the signed PDFs and the signed document.

• Bot saves signed PDFs in one folder and unsigned in another.

• Bot uploads both signed and unsigned files to client's Oracle Fusion HRMS via Oracle API.

Cygnet Bot + Cygnature

HR exec sends appointment letters and CSV file in the SFTP folder

Oracle Fusion HRMS

Bot uploads both signed and unsigned files to oracle using oracle API

BOT picks the files

Bot sends the PDF to Cygnature via API
- set sequential flow
- add observer email
- add daily reminder
- enable remove do

Bot signs all uploaded pdf with HR manager DS
- log in as HR mgr.
- Sign all docs

Signing invitation is sent to candidate from Cygnature

Candidate signs the pdf

Bot copies the unsigned files in another folder

Bot copies the signed file in another folder

Bot downloads the signed PDFs
- access observer email
- download doc

Key Features

- Generates & personalizes appointment letters as per your requirement in seconds.

- Easily track candidate responses with separate repositories for signed and unsigned letters.

- Automates end-to-end flow providing complete coverage for HR as well as employees.

- Continuous monitoring and support

- Reduced risk of manual errors

Benefits

- The task is automated entirely right from picking up the PDF files from the SFTP folder to saving the signed PDFs to Oracle Fusion HRMS at the client-side.

- The bot can communicate with any API interface or any other ERP system, eliminating the need to develop the application from scratch.

- The bot can be customized as per business requirements.

- Cost-effective

Business Outcome

• Reduces all the manual tasks related to time-consuming HR processes.

• Simplifies the process of onboarding, reducing the average time to hire new employees.

• Full scalable bot solution as it's easy to adapt with your existing software or connect with your ERP.

Cygnet Infotech

Established in 2000, Cygnet Infotech works with clients across 35 countries and has a strong team of over 1000 employees. Cygnet Infotech's offerings range from IT Services, Technology Products, and Tax Technology solutions. Aligned with its vision of providing technology enabled business solutions, Cygnet Infotech delivers end-to-end solutions for clients' most pressing business needs.

Cygnet Infotech's Technology Services enables clients to accelerate growth and optimize business operations through, Product Engineering, Bespoke Solutions, IT Modernization, Automation, Implementation Services, Risk Mitigation Services, Information Security & Compliance Services, and IT Staff Augmentation.

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