



Seasonal staff
onboarding:
preparing your
business for
Christmas

roubler.



The key challenges when onboarding seasonal staff



The key to dealing with the Christmas chaos is streamlining your onboarding and induction process.

For many businesses, the Christmas holidays represent 'silly season', and that means many look for extra help in the form of Christmas staff.

With such a competitive labour market and the peak period fast approaching, it's crucial to ensure you have processes to seamlessly onboard staff, allowing them to hit the ground running in the countdown to Christmas.

Onboarding new employees is all about efficiency. The most successful businesses have a thoughtful, well-planned onboarding strategy. One that leverages technology to remove paperwork, build customised experiences and automate the entire process.

Thankfully, Roubler's all-in-one workforce management software provides businesses with just that.



Challenge 1: Legacy systems and processes

Speed, efficiency and accuracy should be key considerations when onboarding seasonal staff.

Unfortunately, many still onboard new employees using dated systems, or worse, rely on receiving physical copies of paperwork.

All too frequently, this results in the hiring manager having to chase for additional, missed or incorrect information with little time to spare.

As a result the hiring manager is burdened with additional pressure and employees may not feel as confident going into the busy festive season.



Challenge 2: Compliance data that doesn't sync

It's a common misconception that compliance starts at payroll. In truth, it starts at onboarding, if not before.

Onboarding is your first (and best) chance of recording crucial employee data that will form the backbone of your business and its ability to meet compliance obligations.

Despite this, many businesses rely on disparate systems and processes for different stages of the employee lifecycle.

This results in data being lost or not recognised at crucial points such as rostering or payroll. Blunders like this can easily result in compliance breaches.



Challenge 3: One size fits all approach

Different roles require different qualifications, skills and certifications.

Similarly, different locations require different licences, have different rules and different policies they may wish to make new employees aware of.

Yet, when onboarding, many businesses use the same workflow for all employees, regardless of their role or location.

This 'one size fits all' approach can lead to vital information being missed or lost, compliance issues forming later on, and more generally, a confused employee experience.



Challenge 4: The last-minute scramble

With little time to onboard and train staff, hiring at Christmas can be a nightmare for some.

Last minute scrambles to gather the right information and train employees can cause all sorts of inefficiencies that could easily be avoided with the right system and processes in place.

Furthermore, seasonal employees will be eagerly awaiting their first pay packet so setting them up on payroll needs to be fast-tracked.

Without a system like Roubler in place, teams are already at a disadvantage before the crowds have started.

Creating efficient onboarding practices for a great employee experience

End-to-end automation

Roubler's employee onboarding software automates the employee onboarding process without the need for paperwork or manual data entry. Thanks to our all-in-one workforce management system, all data flows seamlessly to rostering, time and attendance, payroll and beyond.

Compliance embedded from day one

With Roubler, compliance doesn't just begin with payroll, it's best practice embedded throughout your business. During onboarding, managers can mandate that new employees in certain positions or locations supply specific documentation or qualifications. These requirements synchronise through to the roster process and will block any employee from working a shift unless they meet the requirements. As a result, it helps you avoid instances of non-compliance from day one.

Multiple and custom workflows

One size doesn't fit all when it comes to onboarding new employees. Roubler recognises that businesses can operate over different locations and different positions may have different requirements. That's why we enable you to create as many different workflows as you require which are all completely customisable to your employees' needs.

Live progress tracking

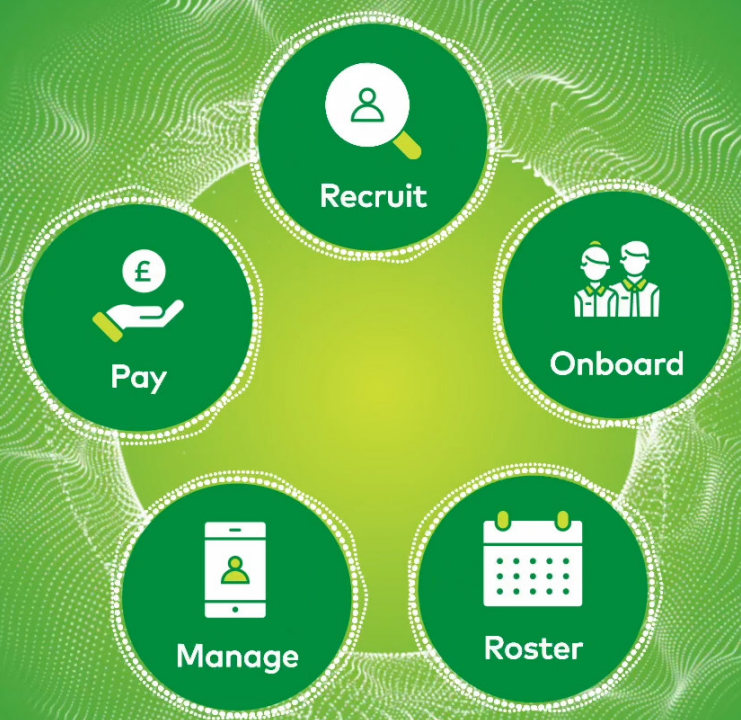
We understand how important it is to get your employees up and running as smoothly, and as quickly as possible. Roubler's onboarding function has live progress tracking, so you can monitor your new employees progress, recognise if they are stalling and jump in to help them where possible.

Customised training for employees

With Roubler, you can incorporate employee induction training into onboarding, to help new hires prepare for their role. You can build out a training program that includes video content, documents, and other course content to ensure employees complete the necessary training before their first shift.

Data integrity risks eliminated

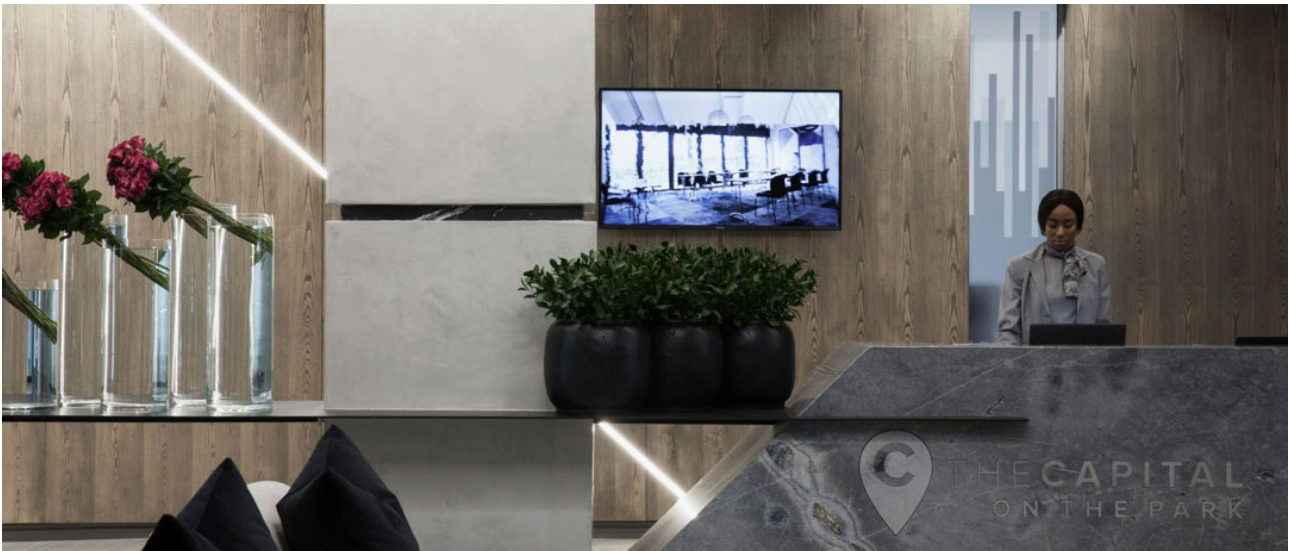
With no need for manual data entry or messy integrations, Roubler eliminates the risks associated with poor information integrity. Having one source of truth for all workforce-related information provides crucial clarity and ensures data is error-free. Being an all-in-one solution, Roubler ensures this data flows through every aspect of the employee lifecycle, from the time an employee is onboarded to when they are rostered, and eventually through to payroll and beyond.



One seamless system. Business-wide impact.

Roubler enables business-wide efficiencies by bringing together everything you need to recruit, onboard, schedule, manage and pay your staff in one seamless system.

Roubler + The Capital Hotels & Apartments



The Capital Hotels & Apartments (The Capital Hotels) is the fastest growing hotel group in South Africa, disrupting the market in the apart-hotel sector.

With a network of hotels and apartments across South Africa, The Capital Hotels required a flexible and modern workforce management system to support their expansion.

With ambitious plan and growth throughout 2020 despite the significant challenges faced, they didn't want to be held back by inefficient software or disjointed processes. With rules and regulations around travel and the hospitality industry changing constantly, flexibility was critical.

The Capital Hotels sought out a partner that was as disruptive in the technology industry as they were in hospitality, and Roubler fit the bill perfectly.

With Roubler in place, new staff are onboarded faster, managers spend less time on admin, and employees can manage their work life via the app.

The Capital Hotels benefits from a system that includes the complete employee lifecycle: from onboarding, to time and attendance to rostering and payroll.

They now have oversight across the entire group to ensure employees are working the right hours and being paid correctly across their various locations.

At a site level, managers save valuable time with features like smart rostering and management features built into the mobile app.

Employees can view their roster, book leave and update personal information via the app, without the need to log in to different systems or request information from HR.



All-in-one workforce management

Roubler is a unique workforce management solution trusted by businesses all over the world including IGA (HG Retail), Estee Lauder, WHSmith and MAC.

We'll help you to recruit, onboard, schedule, manage and pay your staff, all while providing data clarity and real-time analytics across every aspect of your workforce.

We bring you true peace of mind, knowing that Roubler's always-on compliance and risk management tools are with you every step of the way.

By harnessing the latest AI, machine learning and automation we are providing a new depth of insight and intelligence, and shaping the workforces of tomorrow.

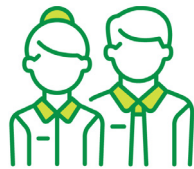
Want to find out more?

Call us on +27 10 500 2223
or email info@roubler.com



Recruit

Find and attract the very best talent to join your team.



Onboard

Automate employee onboarding and go paperless.



Roster

Create efficient rosters with a single click.



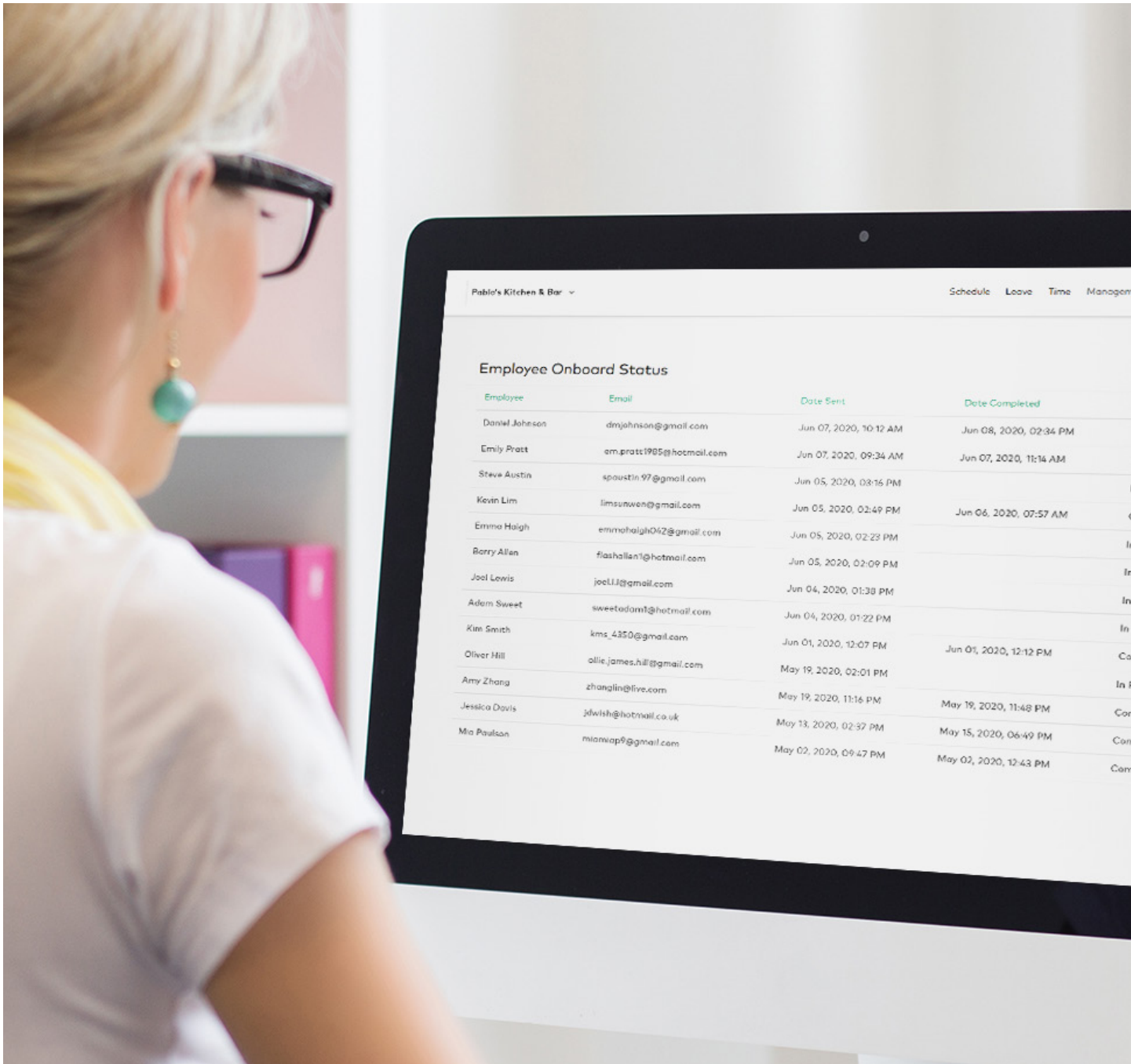
Manage

Manage employees seamlessly at every stage.



Pay

Enjoy peace of mind with built-in compliance.



Pablo's Kitchen & Bar

Schedule Leave Time Management

Employee Onboard Status

Employee	Email	Date Sent	Date Completed
Daniel Johnson	dmjohnson@gmail.com	Jun 07, 2020, 10:12 AM	Jun 08, 2020, 02:34 PM
Emily Pratt	em.pratt1985@hotmail.com	Jun 07, 2020, 09:34 AM	Jun 07, 2020, 11:14 AM
Steve Austin	spaustin97@gmail.com	Jun 05, 2020, 03:16 PM	
Kevin Lim	limsunwen@gmail.com	Jun 05, 2020, 02:49 PM	Jun 06, 2020, 07:57 AM
Emma Haigh	emmahaigh042@gmail.com	Jun 05, 2020, 02:23 PM	
Barry Allan	flashallan1@hotmail.com	Jun 05, 2020, 02:09 PM	
Joel Lewis	joelLJ@gmail.com	Jun 04, 2020, 01:38 PM	
Adam Sweet	sweetadam1@hotmail.com	Jun 04, 2020, 01:22 PM	
Kim Smith	kms_4350@gmail.com	Jun 01, 2020, 12:07 PM	
Oliver Hill	ollie.james.hill@gmail.com	May 19, 2020, 02:01 PM	Jun 01, 2020, 12:12 PM
Amy Zhang	zhanglin@live.com	May 19, 2020, 11:16 PM	
Jessica Davis	jdwlsh@hotmail.co.uk	May 18, 2020, 02:37 PM	May 19, 2020, 11:48 PM
Mia Paulson	miamiap9@gmail.com	May 02, 2020, 09:47 PM	May 15, 2020, 06:49 PM
			May 02, 2020, 12:43 PM

Find out more

Want to learn more about creating cost efficiencies?

Call us on +27 10 500 2223 or email info@roubler.com

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www.roubler.com/za