

List Open Activities of Terminated Employees (4JF)

Bot Capability and Feature Highlights

THE PROBLEM

When employees leave the company or the project, a number of recurring or one-time activities of the employee continue to exist in the system. The Project Manager needs to identify the open projects activities for which the employee was staffed as well as manage the purchase requisitions and purchase orders which were created by the employee for the project.

Also during the course of project, some activities may come-up with actions required by terminated employees which the Project Manager needs to identify and address.

Typically, these are manual tasks carried out by the Project Manager and are at the risk of getting missed / delayed.

BOT SKILL DESCRIPTION

- Input for the bot : Employee IDs of terminated employees and their corresponding termination date in the input Excel template file.
- Based on the Employee IDs in the input Excel file, the bot identifies and compiles a list of :
 - Projects for which the employees are assigned.
 - Purchase Requisitions and Purchase orders for the services performed by the employees.
- The bot logs the data into an Excel file and sends an email notification to the appropriate stakeholder.

BUSINESS VALUE – BENEFITS

- Reduce the time required for uploading manual search
- Provide file tracking to ensure that all files are both uploaded and posted.
- Reduce manual efforts and time for data entries.
- Increase accuracy of extracting data from system and entering data into system.
- Use an API for faster data load.

