Your un-automated day:
Just a few examples of non-value-added work

In order to come up with a list of non-value-added employee work, it's often as simple as just thinking about your workday and what dominates you and your team's time.

HR Services

If there's any opportunity in an organization to exercise the idea of using automation to "be more human," it's in human resources. With the amount of form filling, data gathering, updating, and disseminating, and request processing, HR has their hands full and may find it difficult to find dedicated time to focus on anything other than administrative tasks. Within the spectrum of HR activities, parts of or entire processes can be automated to help free up time in HR, including:

- Payroll
- W4 management
- Time and attendance management
- Benefits administration
- Stock administration
- Education and training
- Compliance reporting
- Recruiting processes
- Personnel administration

Finance and Accounting

One area where organizations have found automation to be absolutely invaluable is in financial and accounting processes, where personnel time is better spent talking with customers and vendors, or analyzing data. Types of processes that these departments find useful (and extremely beneficial) to automate include:

- Transactional processes: Procure-to-pay, order-to-cash, record-to-report
- Value-acceleration processes: DSO, audit
- Analytics and intelligence - Tracking trends, making recommendations
- AP/AR
- Incentive claims
- Sales orders
- Collections
- Report generation

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