

## ONBOARDING

# HR Onboarding Suite

At Awara IT, we help you launch seamless self-service for employees and a centralized console for HR — digitally transform paperwork, workflows, and asset provisioning with Power Platform.

## WE OFFER

-  **Employee Self-Service Portal:** A low-code app where new hires submit documents, request equipment, and track onboarding progress.
-  **HR Management Dashboard:** A centralized console for HR to review submissions, approve requests, and trigger provisioning tasks.
-  **Automated Workflows:** Power Automate flows that handle notifications, escalations, and integrations with IT systems.
-  **Deployment & Training:** Full solution setup, configuration, and hands-on training so your team can manage and extend the process.

## BEST FOR

- Mid-to-large organizations modernizing HR processes
- HR teams seeking to automate paperwork and provisioning
- Companies on Microsoft 365 looking for low-code, Teams-embedded solutions

80%↑

faster end-to-end onboarding

50%↓

reduction in manual HR steps

30%↑

increase in new-hire satisfaction

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## KEY BUSINESS OUTCOMES & BENEFITS



**Consistent Experience:** Every new employee follows the same guided process, ensuring compliance and quality.



**Streamlined HR Operations:** Automated checklists and approvals free your team from repetitive tasks.



**Consistent Experience:** Every new employee follows the same guided process, ensuring compliance and quality.

## Basic Information

 Ask HR



**Debra Berger**

Full Name: Debra Berger

Mail: dberger@awara-it.com

Date of employment: 01.12.2022

Manager: Patti Fernandez

Position: Administrative Assistant

Address: office in Madrid

Floor: 5 Office 3

HRBP: Anna Gu

It is necessary to attach the following documents in order to proceed with the registration:

Passport

 Attach file

Registration at the place of residence

 Attach file

Labor book

 Attach file

Military registration documents

 Attach file

Diplomas and Certificates

 Attach file

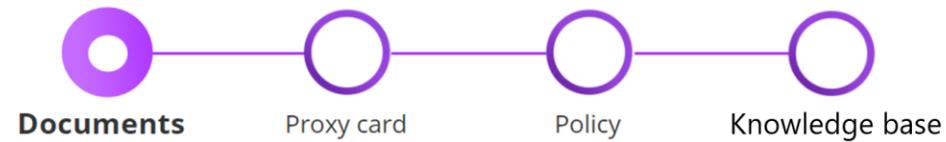
TIN and pension certificate

 Attach file

Medical book

 Attach file

Send to HR



## Knowledge Base

Ask HR

On this page you can find useful materials and documents.



[New Employee Handbooks](#)



[Introductory briefing on Fire Safety](#)



[Company Labor Rules](#)



[Office Map](#)



[Company structure](#)



[Application for inclusion of an employee in the corporate rollout list](#)



[Employee Contacts for Technical and Domestic Counseling](#)



[Telephone Directory](#)



[The Executive's Guide](#)



[Job description and subdivision regulations](#)



[Instructions for working with software and PCs](#)



[Introductory briefing on information security](#)

You can access to company resources such as teams in Teams, our CRM and other resources. Your request will be sent to IT.

[Get access to resources](#)



Documents



Proxy card



Policy



**Knowledge base**

Adding a new employee and viewing documents ↻

 All Employees

 Add Employee

Proxy Cards

 Insurance

 Knowledge Base

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Date of e \_\_\_\_\_

Address: \_\_\_\_\_

Floor: \_\_\_\_\_

HRBP: \_\_\_\_\_

Manager: \_\_\_\_\_

Employee: **Olga Watson**



**Employee's Personal Documents**

✓	Passport	 
✗	Registration at the place of residence	
✗	Labor book	<a href="#">Send request for registration</a>
✓	TIN and pension certificate	 
✓	Military registration documents	 
✗	Diplomas and certificates	

[Remind an employee](#) [Approve](#)

ts of employees.

The employee sent the documents

-  Lee Gu 
-  Lidia Holloway 
-  Lynne Robbins 
-  Lynne Robbins 
-  Isaiah Langer 

## Proxy Cards ↻

-  All Employees
-  Add Employee
-  Proxy Cards
-  Insurance
-  Knowledge Base

### Employees who submitted a proxy card request:



Debra Berger

[Order a card](#)



Christie Adams

[Order a card](#)

#### Send a request to the ISP to issue a new proxy card



Debra Berger  
Manager: Patti Fernandes  
Email: dberger@contoso.com

Comment for ordering a proxy card

[Send](#)

### Proxy card release status



#### Request sent to ISP



Johanna Berger

[The card is ready](#)



Irvin Sayers

[The card is ready](#)



Isaiah Langer

[The card is ready](#)

#### The card is ready.



Adele Vance

# ABOUT AWARA IT

We automate key business processes and implement the most innovative solutions, use world-class technologies, manage IT assets, help companies switch to cloud technologies and work in a secure information environment. We work with a wide range of software, from classic office products to large-scale international solutions. We have in-depth knowledge of local implementation specifics, helping clients to optimize their global business.

**17+**

years on the IT consulting market

**200+**

certified experts on our team

**250+**

support and Implementation projects

**10+**

industries proficiency



## Our Team

- Certified consultants, developers, architects, trainers and technical specialists
- Microsoft Most Valued Professionals (MVP)
- Microsoft Certified Trainers



## Microsoft Awards

- Microsoft Solutions partner
- Member of Microsoft Inner Circle
- Microsoft Partner Awards Winner
- Microsoft Managed Partner
- Custom Solutions for Microsoft Teams



## Geography

### PROJECTS

- Europe
- North & South America
- CIS countries
- Australia
- Asia

### OFFICES

- Spain
- USA
- Bulgaria
- Finland
- Italy
- Qazaqstan
- Cyprus