



UBTI Enhances HR and Payroll Management with Bulk Processing and Controlled Automation



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WHO WE ARE

“UB Technology Innovations is a Microsoft Power Platform delivery partner offering no/lowcode solutions, virtual bots, RPA, and data insights. We help clients on their digitalization journey by automating tasks, optimizing workflows, and providing a competitive edge through quick app deployment”

WHAT WE DO

- Compliance and Security
- Enhance Productivity
- Improve Time to Market
- Reduce Operational Costs
- Maximize Profits
- Customer Experience



THE CLIENT

The client is a non-profit organization focused on supporting disadvantaged communities through education, healthcare, economic empowerment, and community development initiatives. With operations spanning multiple communities, the organization works to improve the lives of children and families by providing access to education, skills development, healthcare services, and social support programs.



CHALLENGES

The client organization manages a large, distributed workforce that supports community programs across multiple regions. HR teams regularly handled onboarding, employee records, payroll activities, and workforce updates through the organization's internal HRMS portal. As these responsibilities expanded geographically, effective HR and payroll management became increasingly dependent on timely coordination among staff, managers, and payroll teams.

While the system supported daily HR operations, many activities still depended heavily on manual coordination between HR staff, managers, and payroll teams. As employee operations increased, several repetitive processes started consuming more time and administrative effort than expected:

- Employee photo updates became repetitive as workforce volumes increased: Employee photos had to be updated during new onboarding and profile updates. HR teams had to open each employee profile separately and upload the photos manually. As the number of employees increased, this process became repetitive and time-consuming.



- Onboarding depended heavily on manual follow-ups: New employees had to submit personal and professional information before onboarding could be completed. Since this information was collected manually, HR teams had to follow up multiple times and enter the details into the system themselves, which increased the onboarding turnaround time.
- Employee deactivation required repeated manual handling: When employees had to be disabled or deactivated, HR teams were required to process each record individually. Managing multiple staff exits at once became difficult, especially when approvals or pending activities were still linked to those employee records.
- Payroll exceptions required careful manual tracking: Certain employees had payroll holds due to pending approvals, probation conditions, or payment adjustments. Since these exceptions directly affected salary processing, HR teams had to manually monitor approvals and status changes closely to avoid payroll inconsistencies or missed validations.



SOLUTION

To address these operational challenges, our technical experts at UBTI enhanced the client's existing HRMS with HR and payroll automation features using .NET, Azure Functions, and Azure SignalR for real-time processing activities with:

- Bulk employee photo processing: Instead of uploading photos one by one through each employee profile, HR teams can now place all employee photos inside a common folder. The system reads the employee code given in the file name, validates the files, identifies duplicates or invalid entries, and automatically updates the correct employee profiles in the background.
- Self-service onboarding for new employees: We introduced a registration invite process where selected employees receive a secure email link to enter their personal and professional details directly into the HR portal itself. Once submitted, the information becomes available inside the system for HR teams to review, validate, and approve before onboarding is completed.
- Centralized employee disablement workflow: By introducing a bulk disablement process, HR teams can manage employee deactivation activities from a single screen instead of updating each employee record separately. Before disabling an employee, the system displays any pending approvals or incomplete activities associated with that employee. Based on the situation, HR teams can either wait for approvals to be completed or skip them and proceed with the disablement process.
- On-demand payroll processing controls: We implemented automated payroll processing that can be initiated whenever required instead of depending only on fixed payroll schedules. Before processing begins, HR teams can review employees marked as Hold or Pending due to approvals, probation checks, or payroll adjustments on a centralized page.
- Timed payroll lock and freeze mechanism: Once payroll processing is initiated, the system starts a 10-minute timer for final updates and approvals. After this period, payroll-related pages are temporarily locked to prevent overlapping modifications during processing. HR teams can then freeze payroll after final verification before proceeding with bank-side payroll activities.





Tasks that previously required repeated manual coordination became easier to manage with UBTI's HRMS enhancements, resulting in:

- Reduced manual effort in employee profile management: HR teams can now process large batches of employee photo updates through a centralized workflow instead of manually opening and updating each profile individually.
- Improved onboarding data collection and validation: Employees can now submit onboarding information directly through the HRMS portal, reducing repeated HR follow-ups and improving the overall onboarding turnaround process.
- Made employee disable activities easier to manage: HR teams can now review approvals, pending activities, and disable requests from a centralized screen, making large-scale employee record management more organized and easier to track.
- Enabled more controlled payroll processing: The organization now has better visibility into payroll Hold and Pending cases before processing begins, while the timed lock and payroll freeze controls help maintain payroll accuracy during final processing stages.

Conclusion:

As employee operations continued to grow, managing onboarding, profile updates, employee exits, and payroll activities through repeated manual coordination was becoming increasingly difficult for the client organization's HR team. To address this, we enhanced the existing HRMS portal with practical, process-driven features, including bulk employee photo processing, self-enrollment onboarding, centralized employee disablement, and controlled on-demand payroll processing. With these enhancements, the organization can now manage critical HR and payroll activities through a more connected, structured, and scalable system. UB Technology Innovations, Inc. continues to support organizations with growing employee operations by building HR systems that keep onboarding, payroll, and long-term workforce coordination manageable at scale.





ABOUT US

UB Technology Innovations, Inc. (UBTI) is a leading global technology solution provider with over 3 decades of experience across all industries, specializing in Capital Markets (Asset Management), Logistics, and Healthcare. We are the preferred Microsoft Solutions Partner backed by a world-class team of Microsoft Certified experts with rich experience in Azure Cloud Platform and Data Analytics.



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