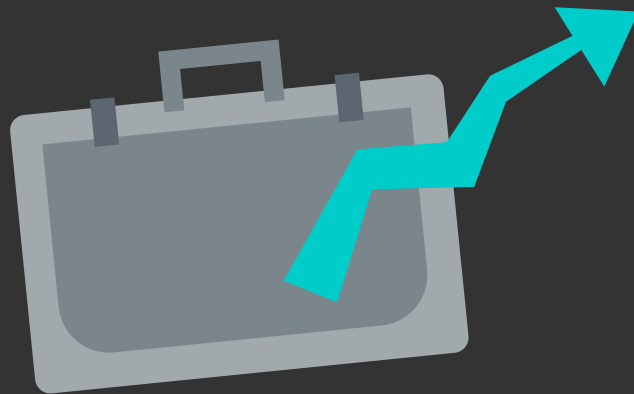# WORKPLACE
TRENDS
in 2021

The past year has brought on many changes and challenges. Covid-19 has officially left its mark on the way we live and work. With that said, HR priorities have shifted and progressed to accommodate the new world we live in. In this guide, we will reflect on the top HR trends you should follow in 2021.
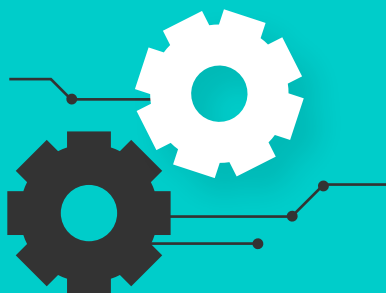
TOP HR TRENDS IN 2021

HYBRID OFFICES

A flexible workplace grants employees the option between working remotely or on-site and the flexibility of scheduling their working hours.

CLOUD-BASED HR SYSTEM

A cloud-based HR solution hosts essential company and employee data all under one secured, accessible, and centralized hub.

AI & AUTOMATION IN HR

Artificial intelligence (AI) provides HR departments the ability to automate redundant, low-value tasks and processes to free up their time to be used elsewhere more creatively and strategically.
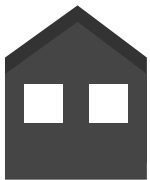
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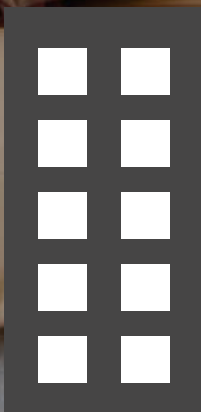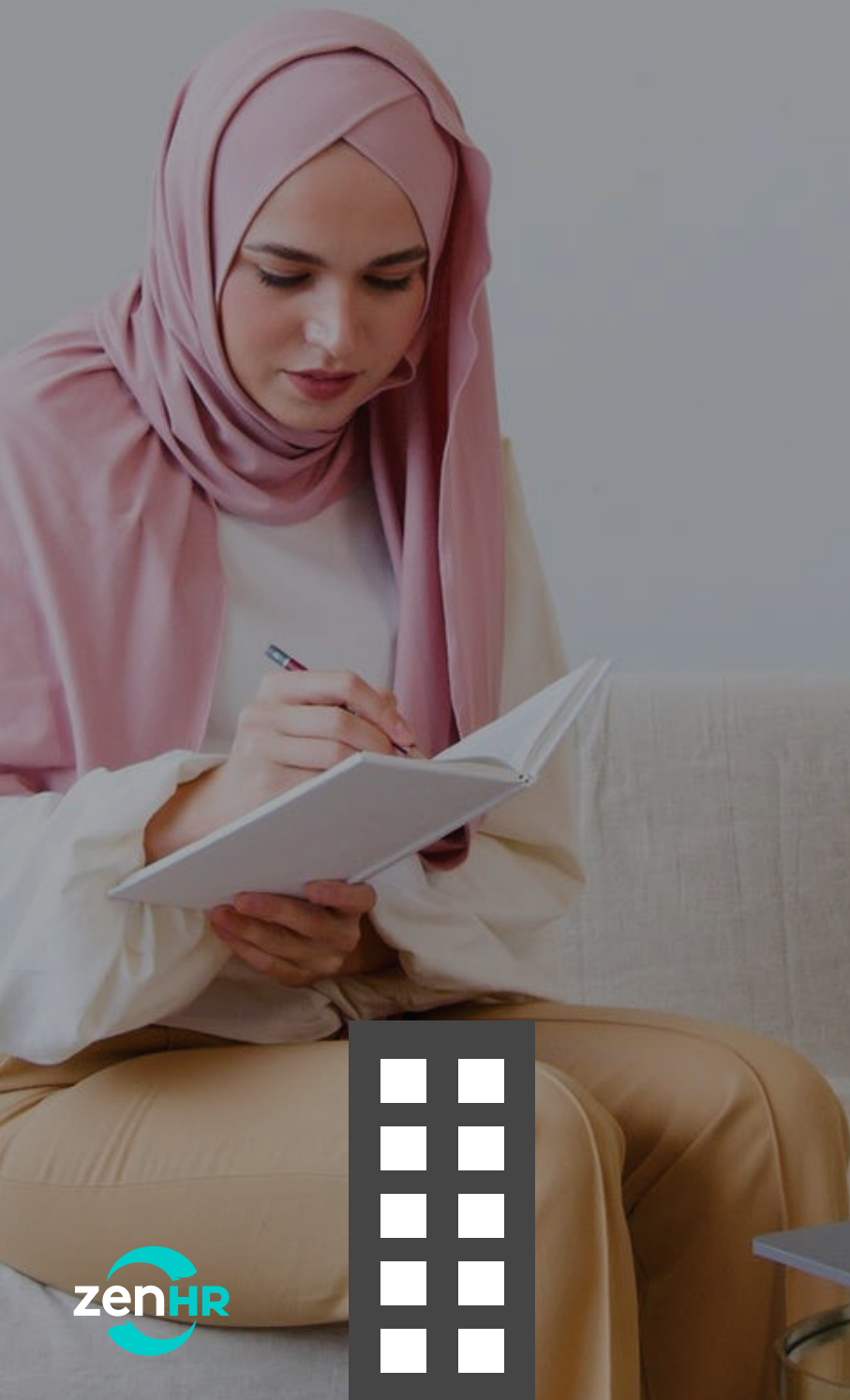
HYBRID OFFICES

Since early 2020, companies and employees around the globe shifted to working remotely due to the uprise of the Covid-19 pandemic. Those who haven't already, have recently begun adopting remote work as an option for now and as a complete alternative. With the pandemic starting to subside and people gradually integrating back into the workplace, hybrid offices have become the newest trend.

A survey among 127 companies revealed:

47%
of companies will allow their employees to work remotely even after the pandemic.

43%
of companies will give employees a choice between remote and on-site work.

WHAT IS A HYBRID OFFICE?

A hybrid office is a versatile approach to the workplace. It introduces flexibility that allows employees to have flexible working hours and allows them to choose If they would like to work remotely or at their offices, leading to a partially remote work-force.

• **Flexibility** introduces flexible working hours and flexible remote days. Employees get to schedule their working hours or choose when to work remotely, allowing them to attend to personal and other matters if needed. This leads to employees attaining greater work-life balance, which increases overall employee morale and satisfaction.

• **Partially remote** signifies that a portion of a workforce is working remotely while the remaining employees are working on-site at the office. Employees are also given the option to divide their work week between the office and their remote workstations.vcvcv

CLOUD-BASED HR SYSTEM

CLOUD-BASED HR SYSTEM

For the past few years, companies have begun investing in HR technology, even more so since the Covid-19 situation, and with time more will continue to do so. Cloud-based solutions have made it easy for HR to go about their tasks all while monitoring employees working remotely. Accessibility and privacy are just some of the key features that keep HR running smoother than ever.

HOW CAN A CLOUD-BASED HR SOFTWARE HELP?

- **Employee attendance and time-tracking**
  Manually tracking employee attendance can lead to mistakes and inaccuracies that may impact monthly payroll. A cloud-based HR system automates this process and makes managing attendance and time-tracking easier, more precise, and error-free. The software also enables HR teams to implement contactless and touchless attendance tracking as well.

- **Securing and storing data in a centralized hub**
  Instead of storing confidential and personal information in multiple locations that may be unsecured, you can securely store all kinds of documents, data, and information in a single place that can be easily accessed anytime from anywhere.

- **Employee self-service (ESS)**
  Employees have the flexibility to perform HR-related tasks on their own. They can update their personal information, request time off, upload documents, and access company information directly.

- **Employee engagement**
  A user-friendly cloud-based HR system engages employees through seamless accessibility. It permits employees to navigate and access anything they need, from an employee dashboard and company-wide calendar to company docu-ments.

- **Effective performance management and evaluation**
  A structured approach to managing employee performance and evaluations. Employees can create and monitor OKRs and KPIs, which keeps them motivated throughout the year. Evaluation features include reviewing and tracking employee progress in multiple areas easily.

AI AND AUTOMATION IN HR
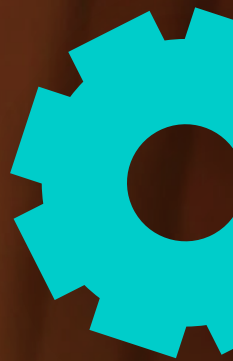
AI AND AUTOMATION IN HR

Artificial intelligence (AI) has been changing our lives for decades and has become an integral part of everything we do. HR employees all around have benefited immensely from the integration of AI and automation in HR.

WHAT ARE THE BENEFITS OF AI IN HR?

- **Automation of time-consuming tasks**
  AI in HR will automate repetitive, time-consuming, and tedious tasks, enabling the HR department to spend their time on more important tasks and be more strategic with their time increasing overall productivity.

- **Identifying causes for employee turnover**
  Managing employee data can help track turnover. Spotting trends in employee turnover and pinpointing potential causes over time is essential when trying to remedy or prevent further problems.

- **Chatbots and virtual assistants**
  AI software such as virtual assistants and chatbots stimulate conversations with users through a website, messaging applications, mobile apps, and even voice-activated interfaces. Chatbots do more than just answer simple questions; they can also perform tasks and automate workflows, fulfilling needs in a faster and more convenient way.

- **Provided reports and analytics**
  Spend less time compiling reports and more time assessing them. An automated process generates these reports accumulating analytics that assist in drawing insight, conclusions and making predictions for future needs. Generally helping in making smarter and more objective decisions regarding employees and the company.

- **Speeding up the recruitment process and increasing the quality of new hires**
  Find better candidates and reduce overall hiring time. A recruitment module speeds up the recruitment cycle by screening CVs and manages vacancies and all stages of the application process.

- **Automated onboarding and offboarding process**
  Hassle-free automated onboarding processes are fully customizable, allowing companies to give new hires an onboarding pack to get familiar with the team and the company culture from day one. An HR software will also enable you to manage asset returns and other employment termination matters during offboarding.

- **Error-free payroll**
  Automated payroll calculations, managing leaves and vacations, and employee time-tracking are performed faster and free from manual error, allowing you to consistently streamline the process while keeping payroll running smoothly.
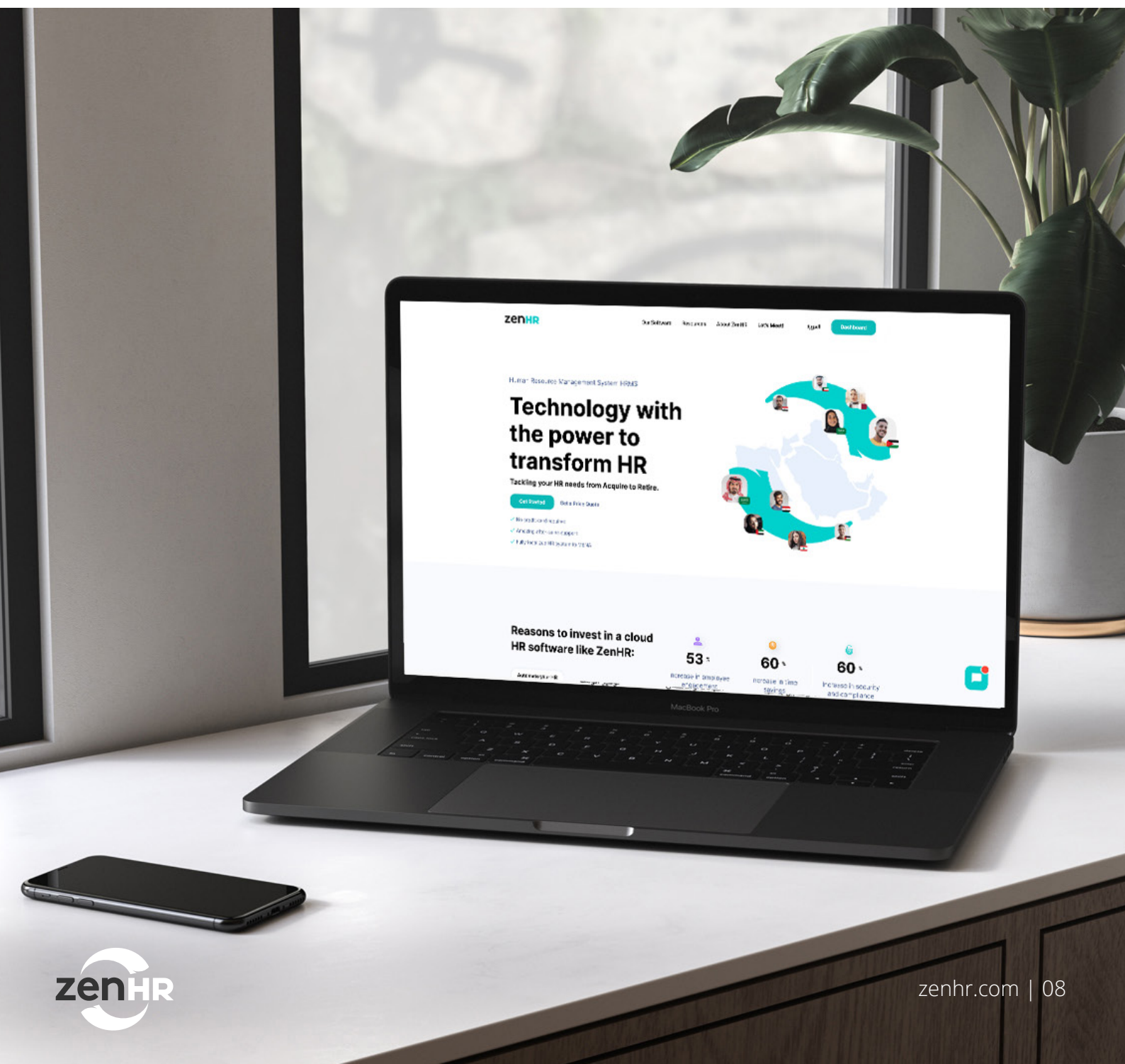
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