TARGETRECRUIT ATS + TIMESHEET

Automation Use Cases

FRONT OFFICE (Candidate, Recruiter, Client-Facing)

1 End-to-End Candidate Lifecycle (Multi-Job Apply)

Scenario

- Candidate applies to **multiple job postings**
- One job requires screening, another direct submission
- Resume parsing auto-fills profile

Automation Steps

- File upload + parsing validation
- Conditional workflows
- Duplicate candidate prevention
- Multi-job mapping

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2 Recruiter Creates Job → Client Approval → Publish

Scenario

- Recruiter creates job
- Client reviews & requests changes
- Job is approved and published on portal

Validations

- Approval workflow state changes
- Comment history
- Versioning of job description
- Role-based visibility

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3   Candidate Status Progression with SLA Tracking

Scenario

- Candidate moves through:

  Applied → Screened → Interview → Offered → Hired
- SLA breached at interview stage

Automation Focus

- Time-based validations
- Status transition rules
- SLA breach alerts
- Audit logs

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4   Duplicate Candidate Detection Across Clients

Scenario

- Same candidate email applied under different clients

Checks

- Deduplication logic
- Merge candidate functionality
- Ownership & consent validation

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5   Offer Letter Generation with Dynamic Fields

Scenario

- Offer letter auto-generated with:
  - Client name
  - Pay rate
  - Start date
  - Employment type

Steps

- PDF generation
- Field mapping
- Approval workflow
- E-signature integration

6 Candidate Portal Access Control

Scenario

- Candidate sees:
  - Applied jobs
  - Interview schedule
  - Offer letter
- Cannot see internal recruiter notes

Validations

- Role-based UI rendering
- API authorization
- Data masking

7 Interview Scheduling with Calendar Integration

Scenario

- Interview scheduled across:
  - Recruiter
  - Hiring manager
  - Candidate

Automation Scope

- Calendar sync
- Time zone handling
- Conflict detection
- Reschedule logic

8 Client Feedback Submission Post Interview

Scenario

- Client submits feedback
- Recruiter notified
- Candidate status auto-updated

Validation

- Feedback form rules
- Mandatory fields
- Status automation
- Email triggers

MIDDLE OFFICE (Operations, Compliance, Timesheets)

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9 Onboarding Workflow Post-Hire

Scenario

- Hired candidate triggers onboarding checklist:
    - Documents upload
    - Background verification
    - Compliance approvals

Automation Focus

- Sequential task enforcement
- Document validation
- Status gating

Consultant Assignment to Engagement

Scenario

- Consultant assigned to:
    - Client
    - Project
    - Pay rate
    - Timesheet template

Checks

- Rate card mapping
- Date overlap prevention
- Multi-engagement rules

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1 1 Weekly Timesheet Submission (Positive Path)

Scenario

- Consultant enters hours
- Submits for approval

Validations

- Hour caps
- Day-wise entry
- Project mapping
- Submission cutoff time

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1 2 Timesheet Rejection & Resubmission

Scenario

- Manager rejects timesheet
- Consultant edits and resubmits

Automation Steps

- Comment tracking
- Version control
- Status history

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1 3 Auto-Approval After SLA Breach

Scenario

- Manager doesn't approve within SLA
- Timesheet auto-approved

Validations

- SLA clock
- Auto-transition
- Notification checks

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1 4 Multi-Level Approval (Client → Internal)

Scenario

- Timesheet approved by:
  1. Client
  2. Internal finance

Checks

- Sequential approvals
- Role enforcement
- Approval dependency

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1 5 Partial Week / Mid-Week Joiner Handling

Scenario

- Consultant joins mid-week
- Timesheet auto-adjusts

Automation Focus

- Date logic
- Pro-rated hours
- UI validation

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1 6 Timesheet Lock After Payroll Processing

Scenario

- Payroll processed
- Timesheet becomes read-only

Validations

- Edit restriction
- Backend enforcement
- Error messaging

BACK OFFICE (Finance, Payroll, Compliance)

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1 7 Payroll Generation from Approved Timesheets

Scenario

- Approved timesheets generate payroll entries

Automation Scope

- Data aggregation
- Rate calculation
- Payroll batch creation

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1 8 Billing Invoice Creation for Client

Scenario

- Invoice generated from approved hours

Checks

- Rate × hours calculation
- Tax handling
- Invoice PDF generation

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1 9 Payroll vs Invoice Reconciliation

Scenario

- Compare payroll cost vs billed amount

Validation

- Variance detection
- Adjustment workflows
- Audit reporting

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2 0 Retroactive Rate Change Impact

Scenario

- Pay rate changed after timesheet approval

Steps

- Retro recalculation
- Impact on payroll & billing
- Audit trail

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2 1 Compliance Document Expiry Handling

Scenario

- Consultant compliance document expires

Automation Focus

- Expiry alert
- Blocking timesheet submission
- Auto-notifications

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2 2 Multi-Currency Billing & Payroll

Scenario

- Consultant paid in INR
- Client billed in USD

Validations

- Currency conversion
- Exchange rate source
- Rounding rules

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2 3 User Deactivation Impact Analysis

Scenario

- Recruiter/Manager deactivated

Checks

- Open approvals reassigned
- Ownership transfer
- Access revocation

2 4 End-to-End Audit Trail Verification

Scenario

- Track:
  - Candidate creation
  - Status changes
  - Timesheet edits
  - Payroll approval

Automation Scope

- Audit logs
- Timestamp accuracy
- User attribution