



# Do uKnowva & Make Your Employees More Self-Reliant —...

## Whitepaper



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# Executive Summary



An organisation has multiple teams working in different verticals, all trying to achieve their targets and milestones. Their ultimate goal has to achieve operational effectiveness and run on autopilot. That way, they have enough time and energy to tackle escalations at the rate at which they occur due to an overload of information and work related complexities.

Becoming self-reliant is one of the core parts for teams and individuals when they want to grow in leaps and bounds in an organisation. It seems nearly impossible when there is no other assistant in the organisation.

Employees continue to suffer if they have less or no clarity on their job roles, responsibilities, compensation and benefits they unlock or are entitled to.

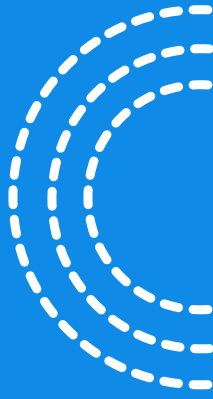
Thus, in this whitepaper of **“Do uKnowva & Make Your Employees More Self-Reliant,”** we understand the depth of challenges employees face while trying their level best to achieve self-reliance in an organisation.

Later, we head over to the features and functionalities your employees, team, and business units can optimise and leverage for ultimate business growth when they do uKnowva.

But that's not all. With the What's Next section at the end of this whitepaper, you get a glimpse of what's ahead down this road of Do uKnowva. Then, it's easier for organisations like yours to evaluate the pros and cons of doing uKnowva for the ultimate success and digital transformation of HR from hire to retire activities.



# Problem Statement



Workplace productivity is a major issue in organisations. Employees find it hard to sit and do their work once they get distracted because of unwanted emails, notifications, and other messages on the social media network. **According to a report on Zippia, 7% of the surveyed employees feel productive for only 2 hours per day when they are at work.** At the same time, 46% of the surveyed employees of the same report feel that digital tools help them be more productive.

Whereas the same report suggests that 69% of surveyed staff want fewer office politics and 70% of those feel they have less stress at work when they commute less. So there is an increased demand for work from home.

Now when employees are indulging in hybrid work models, it becomes difficult for the employer to map their work reports. Employers need to know what tasks the remote staff are working on for the day and how their productivity is at any given hour. While at the same time, employees do not want unnecessary disruptions. Because when the employees are reached out in the middle of their workflow for the day, **it takes approximately 23-25 minutes to get back into the flow of the work.**

But now, employees cannot afford to be missing out on their work for the day when the stakes are high. Companies are planning to make employees valuable assets to the firm. So they cannot afford to be distracted or have less information as to what work to do and whom to report to.



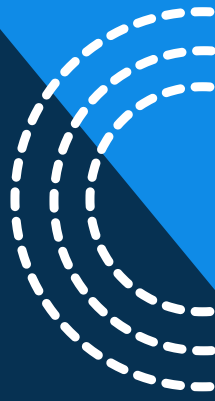
That's why the need to be self-reliant and self-disciplined in the workplace arises. But with the increase of AI in HR and the workplace, employees sometimes are not ready for the drastic change. They get overwhelmed by the disruptors in the market. But 2023 is going to be the year of AI and its functionality. The workplace is no different. **Apps like ChatGPT are already scaring off content writers and content creators.** But AI would not replace humans. Rather, humans who use and leverage AI can replace another workforce who is scared to use the same.

Thus, the agenda of this whitepaper is to be clear about the self-reliance an employee can achieve when they **do uKnowva**. Because uKnowva is one such tool that can help streamline daily activities for employees.

They can get any information from a unified platform within a few clicks. It saves their time and overall effort.



# Challenges Employees Face While Being Self-Reliant



There are many challenges employees face to become self-reliant. Most of the top reasons are below. Read them to understand that when you do uKnowva, you solve all these issues at once for your team members.

## ► Many employees are not tech-savvy

Many payroll employees with years of experience in the industry still have no idea how to calculate their staff's salary and other benefits. They end up wasting hours per day or week when salaries are due.

From the **BELOW IMAGE** from Quixy, it shows that **80% of employees need financial assistance for their staff**. It is not easy for the HR team to keep answering unwanted queries from the employees, especially when payroll generation is around the corner.



We can say, every year, payroll managers end up wasting thousands of hours without relying on the automation of their workflows by smarter HRMS like uKnowva.

### ► Employees do not have the right means to voice their opinion

Both employees and employers suffer when there is no clear-cut communication between them. Even HR teams struggle to bring everyone on the same page when there is no unified platform to communicate and reduce constant back and forth of communication.

Similarly, there are many unproductive meetings employers end up conducting every week or year. But that's a general statement. From the **BELOW IMAGE** by **Quixy**, you can figure out that 24 billion hours are lost by employers yearly at workplaces due to unproductive meetings.



## ► Employees fail to prioritise tasks and end up multitasking endlessly

Prioritising tasks is one of the core aspects of becoming self-reliant for employees. But without the right tech tools, they keep on piling their tasks or their to-do lists. And then, they end up missing deadlines or predefined targets.



From the **ABOVE IMAGE**, we can see the negative impact of multitasking on employees. At least 40% of employees end up being less productive across the board because of multitasking and not prioritising their tasks.

Similarly, 50% of surveyed employees take longer to complete a single task.

Now, why does that happen?

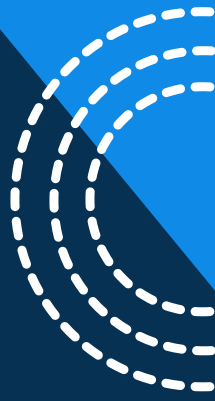
Firstly, they do not have the right means to complete or automate their tasks. Because when they do uKnowva, their tasks can be taken care of to a certain level for optimising the outputs.

Secondly, employees get distracted a lot. And when they come back to the single task, it takes 20-30 minutes of their time to concentrate. When they are unable to do so, that's where they suffer.

Again, according to the same report, **50% of the time, there are more errors when employees multitask**. When the errors of manual tasks increase, employees' credibility will be hampered. They would not get the equity they deserve. And it will be challenging for the managers to assign their team members difficult or critical tasks when they know there will be mistakes.



# How uKnowva Helps Employees Be Self-Reliant?



When employees **do uKnowva**, they have ample opportunities to recover their drawbacks listed above. They can be sincere and more self-reliant. From the pointers, you will learn how that is.

## ► Employees have a unified platform to seek information

Giving employees a unified platform is helpful in streamlining the employee journey and their experience from hire to retire. Employees who can get all the information like who is online, who is in their friend list, who they report to, where they should upload files, where they get their payslips, etc., are important. These information bites must be available at a click.

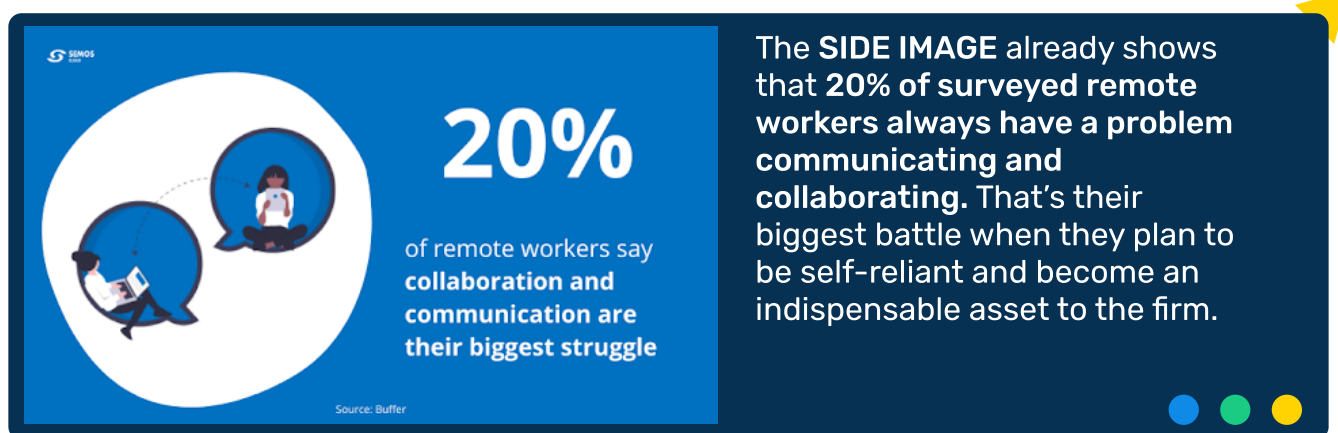
uKnowva HRMS, as a self-serving portal, provides the same and more to employees.



From the **ABOVE IMAGE** from **SEMOS Cloud**, it shows companies get benefits of 3x return on assets and 3x return on sales. That's when they are providing the best employee experience to their staff. And uKnowva promises that from day one, across the board.

## ► **Employees get to communicate with purpose over uKnowva's social intranet**

Employees always had the biggest struggle in communicating with each other. Now with the remote and asynchronous work styles, communication is becoming a real big problem. It makes them dependent on others, and the staff is not able to attain self-reliance until and unless they indulge in the long trail of communication.



However, when they do uKnowva, they have the social intranet to overcome these challenges and streamline communication channels effectively.

The social intranet can empower employees to connect with one another. There is no fear of watching each other on the video call first. Because some employees are introverted and not good at initiating conversations to get the work done on time. This is more often in the case of new hires or new employees.

But when they use the features in the social intranet by uKnowva, that initial hesitation to initiate the conversation with a senior employee reduces to a drastic level. Plus, uKnowva also offers instant messaging integration with the social intranet. If the company wants, it can add it to their network.

That way, communicating with colleagues is even faster. The chat messenger will just be like any other without having to switch between multiple apps or window browsers.

And any employee can connect with the other colleague. They would not need approval from other people to connect and get the job done.



To make things simpler, they can keep their team leader in the loop while talking to the external person in the chat messenger. It is as simple as that.

## ► **Employees can create polls, surveys, and forums to start a conversation**

Another social intranet feature is to add polls, create surveys, and participate in forums. This is one of the unique features uKnowva HRMS provides. Employees can initiate these activities when they do uKnowva and become more familiar with the work culture themselves.

The HR person wouldn't have to teach them how to go about it. The conversation in these polls, surveys, or forums is transparent. Employees have no fear or hesitation in voicing their opinion on these polls and surveys.

In fact, these participation activities make employees engage more. And when employees engage on their own, their relationship with others in the firm improves organically. That's where they learn to be self-reliant without the help of the reporting manager or the HR leader.

## ► **uKnowva offers a streamlined feedback system for employees**

A strong feedback system plays an important role in shaping the employee journey and experience. And when employees are free to review and rate, they become self-reliant in no time in the firm. This applies especially to new employees who might have the initial fear of communicating or coming across as unprofessional when reviewing the process or a team member.



Similarly, 92% of surveyed employees can be receptive to negative feedback if the process is effective, and that can also help them improve their performance rates.



When employees do uKnowva, they experience a streamlined feedback system. From this system, it is easier for managers as well to rate them without going back and forth.

The ratings and reviews are transparent and usually free from bias. It so happens because team members can review or rate one another. And not everyone will be biased. The same is for the project partners and project leads. They all can comment on each other's performance to improve the same in the coming years.

### **Employees can set up and configure their profile without external help**

uKnowva makes employees self-reliant from day one with the immediate profile set up. As soon as they get their credentials, employees can start making their profiles better with new uploads and complete information. The system hints to employees about what is left to upload, like profile picture, permanent address, skills, hobbies, etc.

Now, be it new or existing employees, they do not need an HR leader to explain the different profile components to them. All those components are very similar to what we see in modern-day social network platforms.

Employees can also update their profile information like contact details, address, hobbies, and more. They do not need approval from the other reporting manager to do so. However, the HR person will give a final review on their own for updates on sensitive information like Aadhaar Card, PAN Card, address, contact details, etc.



## ► Employees can rate themselves first before the appraisal is due

Self evaluation is one of the core features that employees take advantage of when they do uKnowva. As they rate themselves, they become more disciplined. Employees will be more aware of their shortcomings, strengths, and how to go about it when they rate themselves.

From the **SIDE IMAGE** by **HubSpot**, we see that the critical areas to cover for self evaluation include **acknowledging weaknesses, creating a plan for improvement, rationalising job performance, and specific statements with evidence.**

When employees acknowledge their faults, flaws, and goodness in them, they become humble and more grounded. That applies to everyone despite their job roles or power in the organisational hierarchy.

### Critical Areas to Cover in Self Evaluation

- Specific Statements with Evidence
- Rationalizing Job Performance
- Acknowledging Weaknesses
- Creating Plan of Action for Improvement

And when employees do uKnowva, they can easily ask their project partners to rate them too. That way, the review and rating system is integrated and helps everyone rate and review one another in the team on time. This could be one of the factors to boost each other's morale. Plus, this activity helps employees become receptive to constructive feedback.



# What's Next?



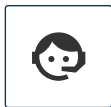
As we all understand, the importance of **do uKnowva** is to reshape the employee experience and their journey from hire to retire; the HR trends will keep surfacing. So is the case in 2023.

From the **BELOW IMAGE** from **SelectHub**, we can see that Hybrid Work collaboration, Human leadership, People analytics, working in the metaverse, and change management are some of the trends we can expect to surface in the HR space in 2023.



Besides these trends, uKnowva HRMS is set to make employee experience (EX) as one of the core objectives for the coming years ahead. And that is effectively attainable for all uKnowva users with the help of social intranet and core HR features. That will improve overall employee engagement rates by 700%-1000%. The same has already been observed with uKnowva users like Powerol, Delhivery, Indus Towers, and others.





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