

Accelerate your global  
mobility and distributed  
work programs with  
technology



*“Topia has definitely increased productivity and decreased the amount of time we spend on overall mobility processes.”*

— **Global Mobility Lead** at a multinational food packaging and processing company.



# Table of Contents

Introduction	4
The impact of manual processes	5
Outsourcing vs automation	6
Mobile workforce management with automated workflows	7
How much do you stand to save with automation?	9
How can Topia help?	11
Case study: the power of automation	12
About Topia	13



# Introduction

**The scope of global mobility management has evolved far beyond traditional expatriate programs. Long and short-term assignments are back in earnest, there is a rise in employee demand for remote and hybrid work and business travel has returned with all its new complexities. The combination of all these factors means global mobility and HR professionals are having to help manage workforces that are more distributed than ever before, often with limited resources, fragmented technology and an unmanageable number of manual processes.**

The work of the global mobility team stands to play an important strategic role in transforming companies into more agile organizations that are able to attract and retain top talent at a time when demand for work location flexibility is at an all-time high. If your global mobility program is still reliant on manual processes and spreadsheets, it will become harder to manage the new realities of increasingly distributed workforces in a compliant way. This will only be achieved if key tasks are automated using technology.

In this ebook, we will dive into more detail on how technology can transform an organization's global mobility program by:

- Automating time-consuming manual processes
- Reducing outsourcing costs
- Ensuring you can deliver the best experience for mobile employees, even in the face of increases in scale or complexity.





# The impact of manual processes

**In many organizations, global mobility and distributed work programs rely on a significant amount of repetitive manual data entry.**

Mobility professionals spend much of their time logging into multiple siloed systems, manually creating documents, and juggling emails and spreadsheets.

This time-consuming approach is not only tedious - it is also prone to risk from human error. High-impact mistakes and inefficiencies from these manual processes could lead to:

- Exposure to tax and immigration compliance risk
- High costs and hundreds of hours spent waiting on information such as cost estimates from third-party vendors
- Data being fragmented between multiple HR systems
- Burnout from HR professionals who are spending a large proportion of their time doing data entry

Ultimately, relying on purely manual processes makes it more challenging for mobility teams to be as agile and responsive to the changing needs of the business as they need to be.







# Mobile workforce management with automated workflows

**Automation through technology can deliver significant benefits - both operational improvements and cost savings.**

Let's consider the following scenario...

Imagine, for instance, a business unit for a large Fortune 500 company needs to send an employee from San Francisco to London for two years. The HR Business Partner is tasked with working with the Global Mobility team to get this assignment going, but before the relocation can be approved, the business unit needs to understand what the cost will be for the assignment including the necessary benefits for the employee.

The example on the following page looks at the process of requesting a cost estimate through to creating an offer letter.

This snapshot is just one small part of a typical, HR-driven mobility workflow. Each item represents an action a person has to take, and the series of decisions that go into each individual mobility assignment.



# Outsourcing vs automation

**Many mobility teams have attempted to manage workloads by outsourcing some of their key processes, such as the creation of cost estimates.**

Cost estimates are often outsourced to a third-party services provider which can result in costs of around \$500-\$1,500 per estimate. With every cost estimate revision comes additional charges and a several-day delay. If a critical employee ends up turning down a career opportunity due to the process taking too long, global mobility could become a pain point instead of a business advantage.

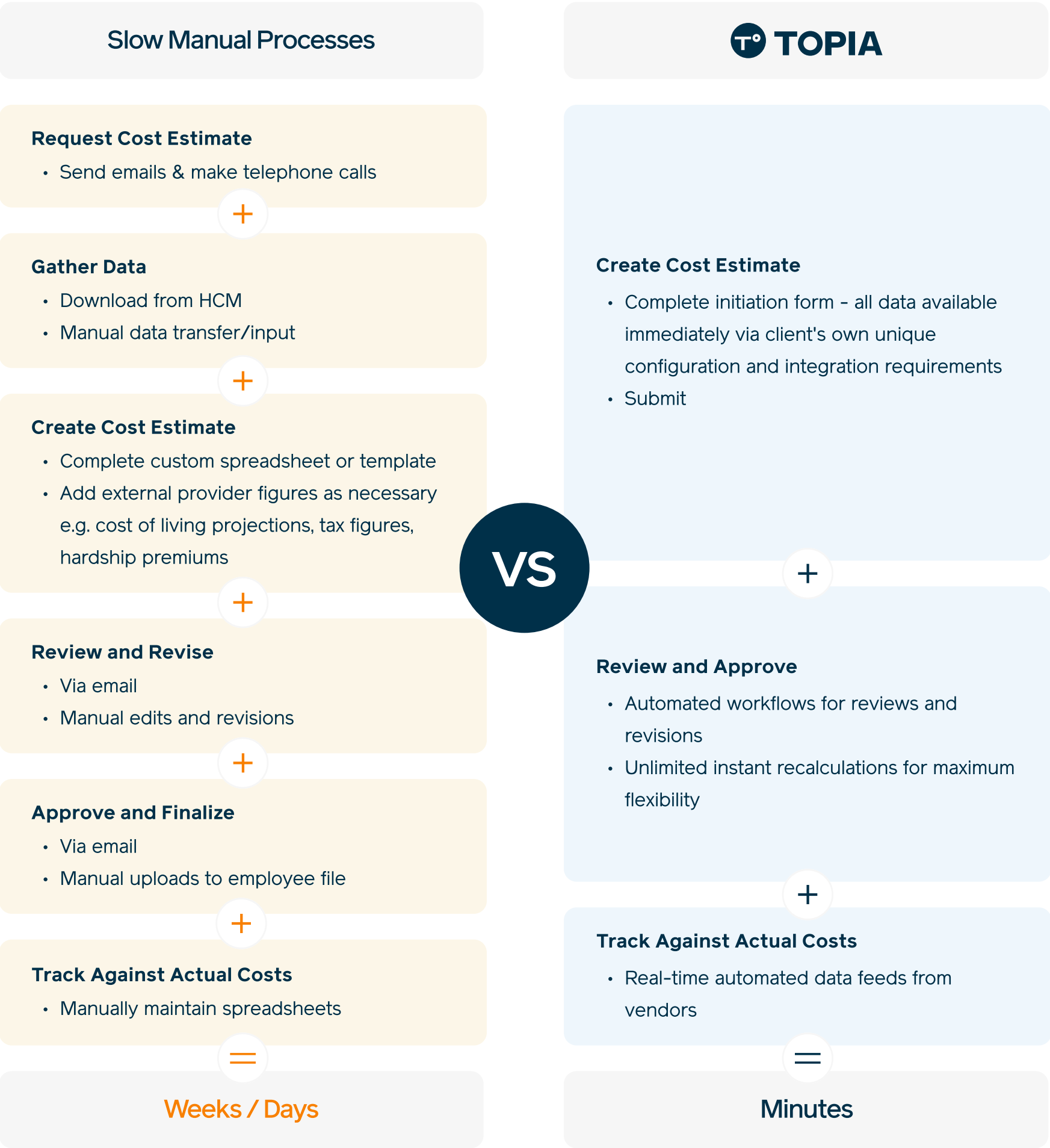
Using technology to automate these cumbersome tasks can both decrease risks associated with manual data entry and speed up your mobility deployment timelines. Once these complex workflows are automated, you'll gain visibility into how mobility is performing against its core business objectives including answers to questions like:

- Are SLAs being met?
- How is global mobility enhancing business performance?
- How diverse is your employee pool?
- How is global mobility driving employee satisfaction?

Putting the right technology in place will drive speed, agility, and scalability, with instant access to intuitive reports and data to answer any questions that you or your leadership team have.



Beyond the time savings identified through automation, when complex mobility processes are completed step-by-step, and managed through an assortment of document files and email chains, it's easy to see how a critical step could get overlooked. It also becomes clear how difficult it would be to maintain consistency amongst the many stakeholders involved.







# How much do you stand to save with automation?

A strategic and effective global talent mobility program requires in-depth understanding— and documentation— of your employee skill sets and work assignments. Topia connects all your employee data sources into a single view.

By automating your mobility workflows, cost estimates, and document creation tasks, you'll boost productivity by eliminating redundant manual tasks while making it easier to delve into the details with data-driven actionable insights to empower business decisions.

Topia's automated cost estimates are powered in part by our proprietary tax engine. Using your supplied tax profile, the system calculates home, host, and hypo taxes including appropriate gross-ups, identifying applicable treaties, assignee profiles, and specific client tax positions. This allows HR and mobility professionals to instantly configure, create, and share personalized cost estimates and balance sheets. No more waiting days or weeks to get the forecasts you need to manage your mobility program.

In addition to the efficiency gains, our customers typically see cost savings by reducing or eliminating:

- Pay per calculation Cost Estimates
- Pay per calculation Balance Sheets
- Pay per document created
- Manual 3rd party expat payroll services
- Development and maintenance of custom in-house software
- Big 4 accounting firm service fees for gathering and cleaning data

Outsourced fees

Global Mobility teams typically spend vast amounts on outsourced fees for many mobility-related calculations and processes, which are usually charged on a per unit basis.

Every outsourced cost estimate and any additional re-run of that estimate incurs a cost. Indicative costs are provided in the table to the right:

Items for automation	Typical outsourced fee
Cost estimate	\$500-\$1,500 per calculation
Balance sheet	\$300-\$500 per calculation
Document creation	\$200-\$400 per document
Mobility payroll calculations	\$250+ per employee per period
Mobility compensation collection	\$250+ per employee per period

Potential savings

The amount you stand to save through automation can be significant. The below table provides indicative levels of savings across reduced costs, increased efficiency and improved compliance.

	Small Program ~100 moves	Medium Program ~500 moves	Large Program >1,000 moves
Reduce Costs	\$200,000+	\$1,000,000+	\$2,000,000+
Increase Efficiency	\$100,000+	\$500,000+	\$1,000,000+
Improve Compliance	\$75,000+	\$400,000+	\$800,000+
TOTAL SAVINGS	\$375,000+	\$1,900,000+	\$3,800,000+

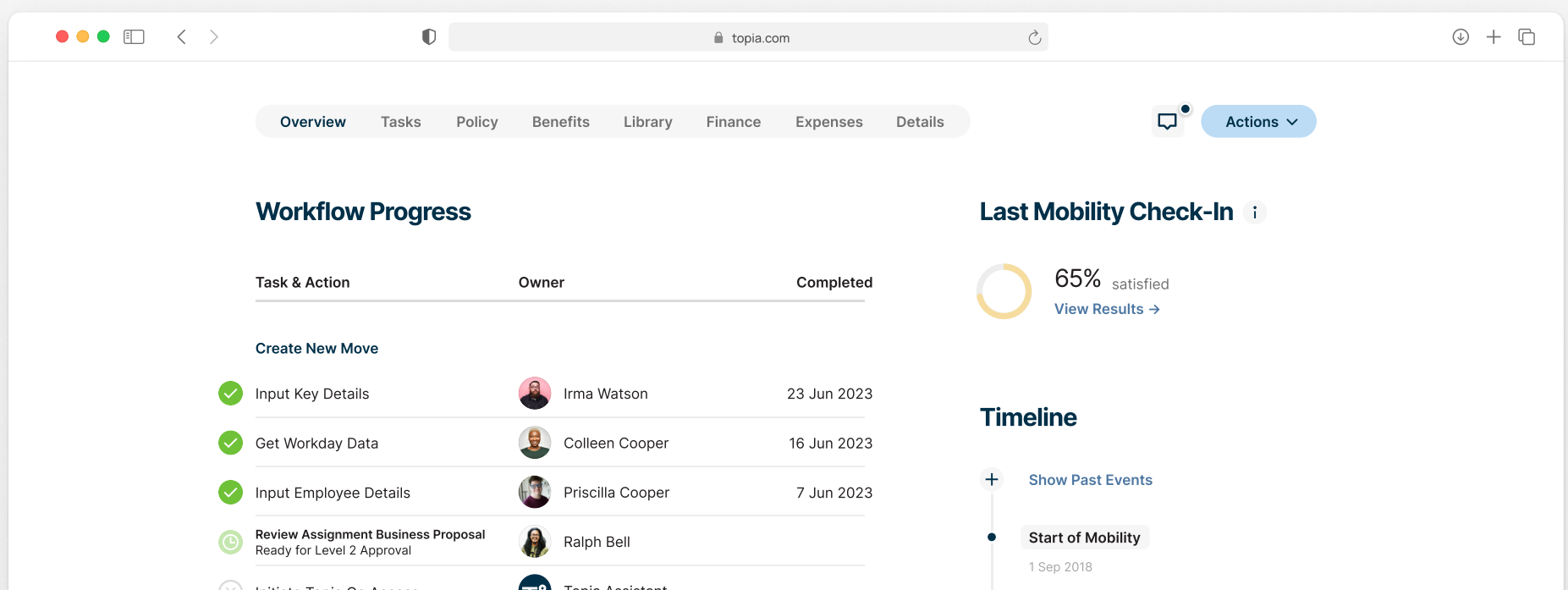
# How can Topia help?

With so many tasks for mobility and HR professionals to accomplish, it is clear that technology has a crucial role to play in the automation of those tasks.

The Topia platform is built to connect and standardize all of the data required to effectively deploy, manage, and engage distributed workforces all across the world, enabling your global mobility program to:

- ✓ Connect and standardize all your employee mobility data into a single view
- ✓ Support agile and dynamic planning across key business stakeholders and drive strategic value for each and every move
- ✓ Plan, initiate, and manage ongoing assignments and relocations
- ✓ Seamlessly integrate with existing HCM and HRIS systems as well as the third-party providers
- ✓ Automate redundant manual processes with flexible workflows and embedded business logic

- ✓ Mitigate risk by monitoring and alerting to potential business travel and distributed workforce compliance events before they occur
- ✓ Empower all stakeholders with the data, insights, and calculations needed for strategic decision making
- ✓ Reduce reliance on costly third-party services such as cost estimates or balance sheets
- ✓ Access intuitive dashboards and reports with key information about your global mobility program
- ✓ Understand and visualize employee footprint





# Case study

## The power of automation

A leading telecommunications and technology company in Asia-Pacific uses Topia's technology to enhance their global talent mobility programs through automation.



700+ hours saved in initiation times thanks to process automation.



Eliminated duplicate work and confusion by managing the entire process end-to-end in one centralized cloud platform.



Cost-estimates generated for every move provides cost control and budgeting insight to the business, all while saving 2 hours per estimate.



Trusted tax logic built-in to cost estimates without needing to spend on third parties.



Instant access to centralized data saved 2 days of preparation time to generate a single report.



Self-service access by Business Unit stakeholders to view the status of assignment initiations, approve cost estimates, and view reports.



Automated vendor initiation and management with workflow tracking, decreased issues reported from mobile employees and instant, self-service reporting at the click of the button.

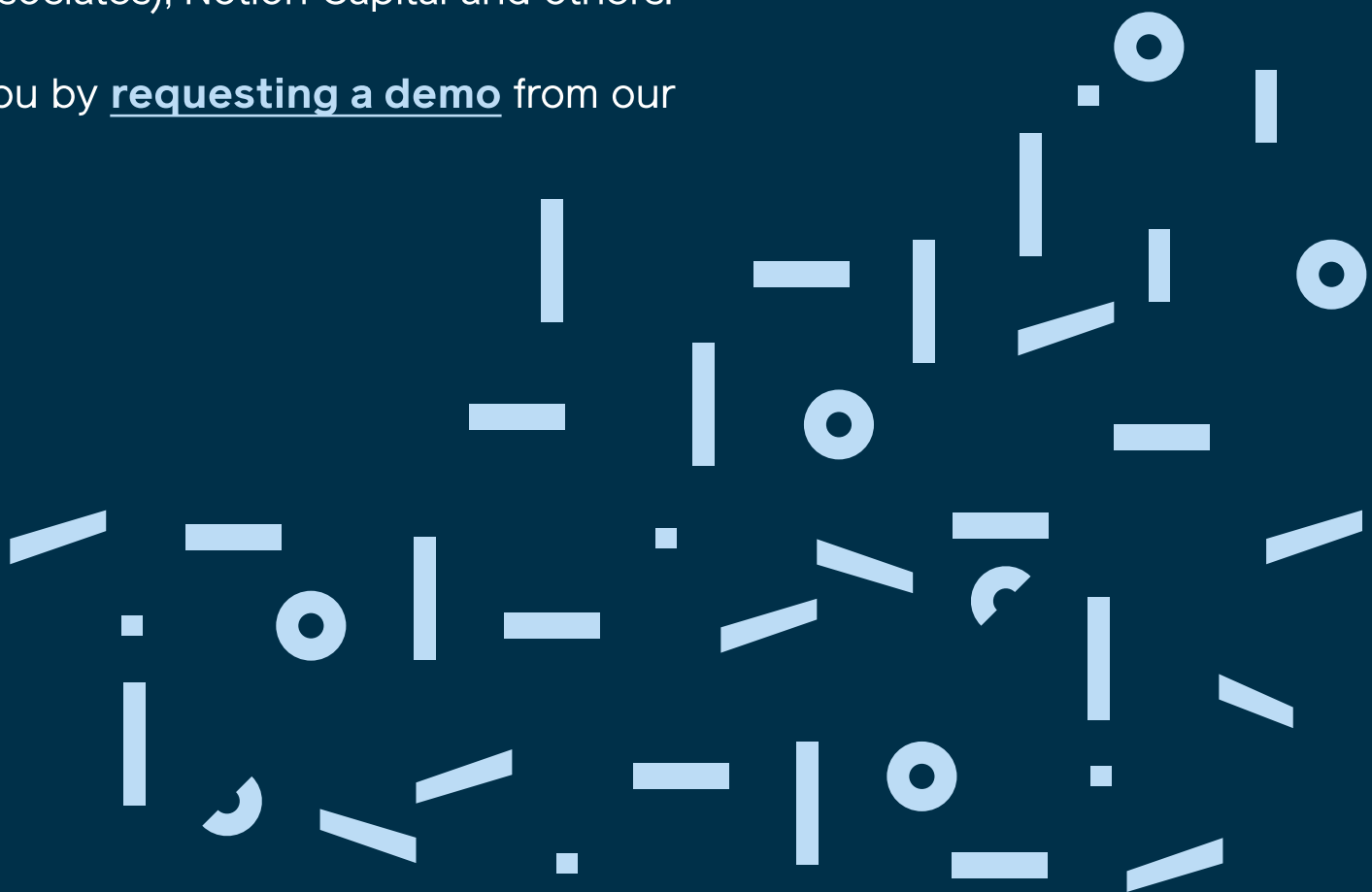


# About Topia

**Topia is the leader in global talent mobility and distributed workforce technology. We empower companies to deploy, manage and engage employees anywhere in the world.**

The Topia platform enables organizations to deliver mobility as part of a broader talent strategy encompassing all types of employee movement - remote and distributed workforces, business travel and more traditional relocations and assignments. This drives enhanced employee experiences and competitive advantage by ensuring the right people are in the right place at the right time while remaining compliant no matter where they are. The Topia platform automates the entire global talent mobility process, including scenario-based planning, expat payroll, tax and immigration compliance, reporting and more. Topia powers global talent mobility programs for world-renowned brands such as Dell, Veolia, Equinor and AXA. Topia is a global company and has raised over \$100M from NewView Capital (formerly New Enterprise Associates), Notion Capital and others.

Learn how Topia can help you by [requesting a demo](#) from our specialist team.



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