

Modernizing HR: 5 Ways to Streamline HR Tasks with Budget-Friendly Web Apps

February 2019



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What We'll Cover

- The top HR functions that can easily be handled with inexpensive cloud apps
- The “5 degrees of integration” that determine whether cloud apps will really save you time
- The biggest benefits you can gain from using cloud apps for HR
- What to look for in a vendor

The Case for Better HR

- Many businesses stick with manual processes despite the existence of technology that can streamline activities
- Inefficient paper methods rob you of time that could be spent on more important matters
- Common reasons not to change include expense and ramp-up time

Overcoming Objections

- HRIS systems are effective – but expensive
- The cost can be prohibitive, and you pay for features you probably won't use
- Individual web-based apps are an affordable option to get exactly what you need

Bottom line: You'll spend significantly less, and you won't be overwhelmed trying to learn a complicated system

Choosing the Right Solution

- HR web-based apps are an affordable alternative to HRIS systems
- However, countless HR web apps are available
- Selecting the one that's right for your business can be difficult

1. Solve Specific Problems with Individual Apps

- “My employee records are a mess”
- “I’m losing track of time-off requests”
- “Employees keep asking me about our company rules”
- “New hire paperwork is a pain”
- “We need a consistent discipline procedure”
- “Staying on top of hiring processes is making me crazy”

1. Solve Specific Problems with Individual Apps

- Employee Records
- Attendance Tracking
- Time-Off Request
- Company Policies
- New Hire Paperwork (Form I-9, W-4)
- Online Job Applications
- Applicant Tracking
- Progressive Discipline

2. Use Apps that Work Well Together

- Minimize overlapping functionality
- Look at degree of interaction and data sharing (“integration”)
- There are five degrees – or levels – of integration

1st Degree: None

- Data is maintained separately
- Edits must be manually entered multiple times in multiple apps
- This means extra work to maintain the same information
- Data can easily get out of sync

2nd Degree: Import/Export

- Data is still maintained separately
- Data can be extracted and uploaded across apps using a manual process
- Must export/import data to keep it in sync

3rd Degree: API Integration

- API = Application Program Interface
- Data is still maintained separately
- Data can be synchronized directly between apps
- May still require manual process (but it's easier)
- Data can get out of sync temporarily

4th Degree: Shared Database

- Best scenario for data management
- Single source of data used across apps
- No synchronization required
- Updates made in one app automatically apply to others
- Typically includes “single sign-on”
- Shared login for all apps

5th Degree: Shared Database

- All apps accessible through one interface or “dashboard”
- Common functions across apps work the same way
- Mimics a sophisticated HRIS system
- The “Holy Grail” for efficiency

3. Look for Built-In Compliance

- Legal compliance should be a key feature
- Look for a partner with:
 - considerable HR expertise
 - an in-house legal staff
 - Ongoing monitoring of federal and state regulations

4. Leverage Employee Self-Service

Employee self-service allows employees to log in and view/update certain personal information and complete certain tasks on their own.

Typical self-service activities include:

- Updating address or phone number
- Requesting time off
- Completing mandatory forms (e.g., the Form I-9)
- Viewing company policies

5. Choose Vendors with Care

When choosing a provider, look for:

- Stability (longevity, solid business model)
- Multi-level security
- Simplicity/ease of use
- Accessible customer service
- HR and compliance expertise

4 Warning Signs

Four red flags/warning signs to look out for:

1. Compliance is an afterthought
2. Start-up company
3. Inadequate customer support
4. Doesn't offer multiple levels of data security

HR Solutions

AVAILABLE NOW:



Employee
Records



Job
Application



I-9 & W-4



Attendance
Calendar



Time Off
Request



Progressive
Discipline



Poster Guard 1



Applicant
Tracking



Company
Policies

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