

# Insperty

*HR that Makes a Difference™*

DERAILED  
BY DATA?

## The Insperty® Guide to HR Technology

### **SIMPLIFY**

Streamline your processes  
and find cost savings.

### **MANAGE**

Store personnel info  
all in one place.

### **EMPOWER**

Provide do-it-yourself  
employee services.



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## Technology has changed the way we do business – especially in the area of human resources.

The HR manager buried under a daunting sea of paperwork is becoming a thing of the past. Today's human resources has evolved into an automated, user-friendly experience for HR managers and employees alike – providing streamlined self-service that saves time, increases accuracy and offers flexible accessibility.

With the ability to electronically tackle your employee onboarding, timekeeping, benefits, expense

management and more, human resource managers are able to invest their energy on supporting their company's most important assets: their people.

Want to know more about how to modernize your HR department and empower your workforce?

**Let's go.**

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# Recordkeeping

When you bring together all the essential functions of your HR using technology, it alleviates the headache that recordkeeping can become.

With no need for most hard copies, it will free your office from unwieldy file cabinets that can be difficult to maintain. Files will be easier to retrieve, too, making it a much more efficient and modern way to run your HR.

But that's just the beginning. Here a few other benefits to consider.



## For you

### **Simplify your people management.**

When all your critical functions are in one database, it eliminates the need for exporting, importing or clunky integrations.

**Get consistency.** You can stop the errors associated with double-entry through integration – from time tracking and benefits enrollment to applicant tracking and onboarding and beyond.

**Access data at any time.** With technology that allows your HR data to live in the cloud, you can access it anywhere, anytime.



## For your employees

**Protect your employee records.** With proper firewalls, password protection and various clearance levels, you'll have the right security in place to protect sensitive employee data.

**Save time.** With integrated systems, employees will have fewer forms to fill and more time to focus on doing their jobs.

**Provide access.** With a dashboard to access or update their own information, employees will feel less reliant on HR managers.

# Onboarding & hiring



Technology can have a dramatic impact on onboarding and hiring.

Finances are obviously a factor, but don't let money be the stumbling block that keeps you from competing with the best. There are affordable things you can do to help applicants and employees be more engaged and productive.



## For you

- Online applications help you narrow the field of candidates and provide job seekers quick answers about your company's culture, policies and procedures.
- Placing all your applicant and employee information in one system prevents manual errors, saving time and money.
- Applicant tracking systems store applicant information in a database to ensure you have a stream of candidates in the pipeline.
- Easily confirm that your workforce is legal and authorized to work in the U.S.



## For your employees

- Online applications make it easier to apply for jobs and track the process.
- Applicants learn about your culture and determine if they want to work for your company.
- A career portal helps ensure a positive experience for applicants applying for work with your company.
- A tech experience with no hurdles creates a positive impression for candidates, and they'll spread the word, whether they're hired or not.



## For you

- **Speed through your expense process.** With the increased efficiency of automated technology, you'll free up time for revenue-generating activities.
- **Easily enforce your company's spend policies.** When employees enter expense items that are out of range or prohibited, the system can automatically block or reject those entries.
- **Save money.** When you can easily run reliable reports and analyze data, you put yourself in a more competitive position to negotiate travel deals.

## For your employees

- **Minimize unnecessary distractions.** The less decision-making there is around what is and isn't an allowable expense, the more your employees can focus on doing their jobs.
- **Plan pre-trip expenses.** Get trip costs aligned with the company's budget before any money is spent.
- **Limit or eliminate printed receipts.** Employees can easily take photos and capture receipt images digitally, attach them to expense reports and ditch the paper copies.

# Expense management

Next to payroll, travel and entertainment (T&E) spend is the most-controllable expense.

The difference between success and failure can be determined by how well this aspect of your business is managed.

Expense management technology allows you to get control of your employee spending. From increased efficiency to policy enforcement, it's the most practical way to ensure T&E spend doesn't wreck your budget.



## Did you know?

**On average, a company spends approximately \$20.18 to process an expense report manually.**

Source: Travel and Expense Management Benchmark Report by Paystream Advisors



# HR Tech Checklist

Answer these questions to  
make the right decision for  
your company.



What made you  
decide you need a  
new solution?

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What features and  
functions are most  
critical to you?

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How do you  
currently collect  
timekeeping data?

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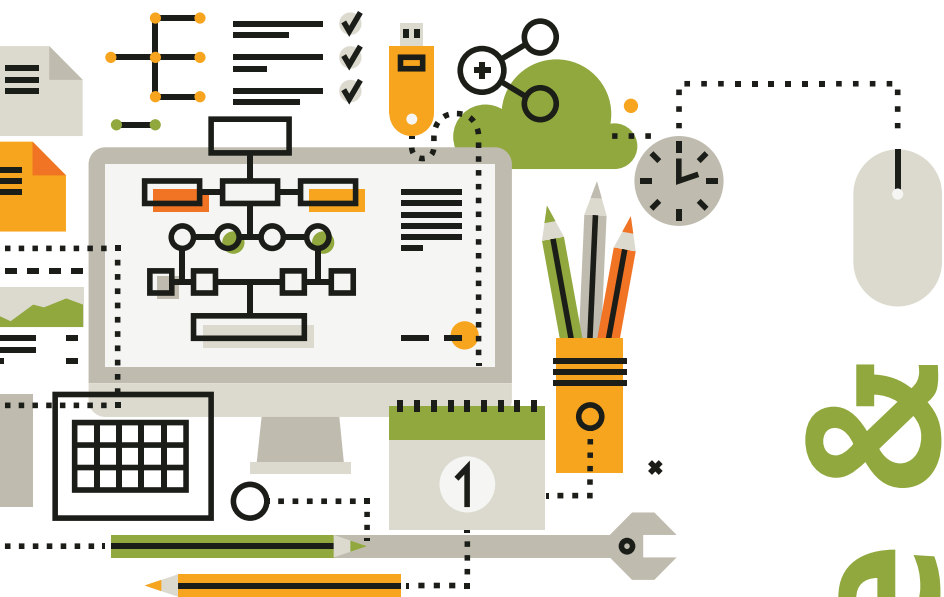


What are your  
compliance concerns?

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What are the must-  
haves for it to be a  
right fit?



# Time & attendance

Automated time and attendance benefits businesses by minimizing errors and cutting down on the time it takes to do payroll. But that's not all.

It also can help your bottom line. When you're managing your employees' time efficiently, you get a better view of your business and how to make it run more effectively.

Employees enjoy less paperwork and a streamlined process to keep track of their schedules and available time off.

## For you

- ✓ **Decrease payroll costs.** Eliminating employee time estimation and calculation errors is critical in helping your bottom line. Automation provides your supervisors with up-to-the-minute overtime information.
- ✓ **Easily track time.** Some software can alert managers when employees fail to show up, are late or fail to take government-mandated breaks. More sophisticated systems track mobile employees via GPS to monitor time spent at each job site.
- ✓ **Save time and maximize productivity.** Don't be bogged down in employee time-off requests instead of using technology that takes care of balancing that for you.

## For your employees

- ✓ **Minimize confusion.** By having an automated, easy-to-use time tracking software in place, employees will be able to save time and avoid errors.
- ✓ **Enjoy flexibility.** Employees can review paid time off balances and make scheduling requests online.
- ✓ **Built-in compliance protection.** Configure alerts to ensure your workers are taking breaks and being compensated for overtime hours.





# Benefits management

Managing workforce benefits is simpler when you have the power of technology.

It's all about providing employee self-service. Open enrollment in benefits plans becomes a snap when employees manage their own information.

Consider retirement savings plans: You're no longer scrambling to answer questions or assist with paperwork because employees can do it themselves online.



## For you

- Having everything in one place makes it simple. You'll be able to track eligibility, participation and total compensation.
- A robust technology platform can help organize all your benefit offerings, including FSA, HSA plans, and COBRA.
- Use the system to streamline communication between employees, managers and HR .



## For your employees

- Self-service empowers employees to manage their own information, make informed decisions and communicate easily with HR.
- No more paper forms to fill out. An online employee service center lets them view plan summaries and make benefit selections – anywhere, anytime.
- Employees don't have to wait until the business office opens – they can print W-2s and tax forms, upload updated information or make changes to their 401(k) on their own.





# Performance reviews

Automated performance reviews help you work faster and smarter by doing away with cumbersome paperwork.

Online reviews can be accessed anytime, and aligning employee goals with your business strategy sets the stage for open communication and a more productive workforce. Automated solutions help increase employee productivity and growth to propel your business forward.



## Business cents

Investing time in your appraisal process directly affects your bottom line.

Reviews help identify unproductive employees and document improvement plans.

Reviews can help you align employee goals and business strategy.



Effective reviews help create an open, receptive organization for your employees.



Performance reviews can be the best tool in your HR toolbox.



Good reviews are a two-way process and provide constructive feedback to management.



## For you

- Store all your employee data in one place with instant access to performance reviews.
- Reduce the time required to evaluate employee performance.
- Shorten the process cycle by increasing its efficiency.
- Streamline your business performance by aligning employee goals with business strategy.
- Identify trends, strengths and potential weaknesses by pinpointing and addressing skill gaps.



## For your employees

- Stay on track with goals, and reference past reviews online, anytime.
- Become engaged in the process through online self-reviews.
- Visualize how each job contributes to the company's success.
- Identify skill gaps, and receive feedback for improvement.
- Recognize that consistent competencies and measurement tools across the organization mean fair and balanced evaluations.

# Mobile

Don't wait till you get to the office to take care of things that you could do with a swipe of a finger. Keeping track of what's going on with your workforce – even when you're not there – is easier with mobile technology.



## For you

- You remain in control and productive. Things don't come to a screeching halt, awaiting your return to the office.
- You can stay accessible. Be able to approve requests for time off or expenses – even when you or your employees are out.
- When considering technology with mobile functionality, make sure login credentials are secure.



## For your employees

- Give your workforce access to the information they need, when they need it. It helps improve employee engagement and productivity.
- Timekeeping, schedules and expense reporting can be taken care of in the field. Staff may punch in or out for work, request time off or submit receipts easily.
- Mobile apps or functionality keep employees from having to go to your HR personnel to get things done. Mobile employee self-service allows them to manage their data.

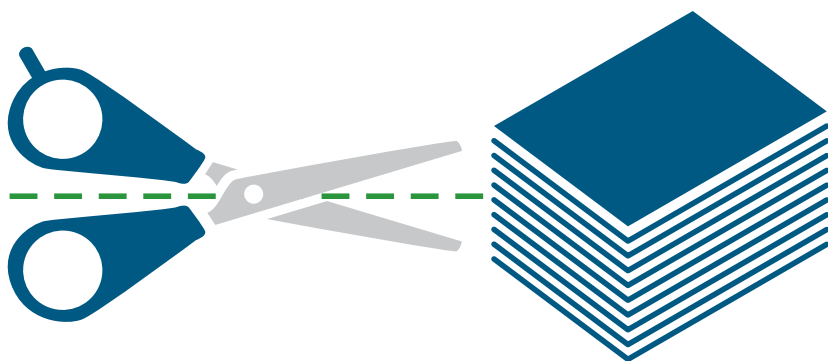


**APP-LICABLE.**  
Increase employee engagement with a mobile app.



**DO IT NOW.**

Productivity increases when you have access to what you need to do right now. Go ahead: File that expense report, check your paystub, change the schedule.



# Scissors beats paper so you can rock.

Cut through the HR and compliance clutter  
to focus more on your business.

**Insperty provides HR solutions for your business challenges.**

As your business grows, your challenges stack up. With Insperty, you don't have to go it alone. We provide administrative relief, offer access to better benefits and help you reduce liabilities so you can focus on doing more business, instead of more paperwork. With our experienced service team and solutions, you have the freedom to spend more time doing what you love – growing your business.

 **Insperty**<sup>®</sup>  
*HR that Makes a Difference<sup>™</sup>*

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