

# 5 Ways That Modern Technology Simplifies HR

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From onboarding to offboarding, HR software can streamline the entire employee lifecycle.

# INTRODUCTION

It's a tough job, but someone's got to do it. Being an HR professional at a fast-growing company often means long hours and an even longer list of daily to-dos. Between processing payroll and fielding questions, there isn't much time left over to focus on what matters most: driving business results and helping employees grow.

**That's where HR technology comes in.**

From a new hire's first day to payday, there isn't a part of the employee lifecycle that can't be simplified by HR technology. In this ebook, you'll learn how all-in-one HR, payroll, and benefits software can save your team countless hours and improve your overall employee experience.

Read on to learn the ways technology can empower HR teams to reclaim their days and make an impact.



# **Streamlining the Onboarding Process**

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## STREAMLINING THE ONBOARDING PROCESS

First impressions count. While the old adage rings true during the recruiting process, it's especially relevant on an employee's first day. In the past, the burden of leaving that positive impression was entirely on the new hire. Today, the equation has flipped—it's employers that are tasked with ensuring new hires are taken care of, trained appropriately, and given the tools they need to hit the ground running.

The problem? First days have always been a slog, with new hires subject to an onslaught of paperwork and logins to make sense of and memorize. Those inefficiencies hurt your productivity metrics, retention scores, and even your [employer brand](#).

Let's change that. While HR software has the potential to improve every facet of the employee lifecycle, it can make a big impact during onboarding. Here are some of the ways technology can turn “day one” into one to remember (for the right reasons).





## eSignature

Technology makes it possible for HR teams to simplify the process of getting important paperwork signed and filed away quickly and securely. Leveraging eSignature can pay dividends throughout the entire employee journey, from onboarding to offboarding.

The screenshot shows a web application interface for onboarding a new employee named Mike. At the top is a navigation bar with links for Home, People, Teams, and Company, along with a search bar and user profile icon. The main heading is 'Onboarding for Mike'. Below this is a progress bar with four steps: 1. Personal Profile (checked), 2. Company Documents (checked), 3. eSignature Documents (checked), and 4. Confirmation (not checked). To the right of the progress bar is a section titled 'eSignature Documents' which lists three items: 'W-4 (IRS Employee's Withholding Allowance)' with a green checkmark and 'Complete' status, 'Employee Handbook' with a green checkmark and 'Complete' status, and 'Form I-9 - USCIS' with a blue checkmark icon and a yellow warning triangle indicating 'Your Signature Required'. At the bottom of the section are 'Back' and 'Next' buttons.

eSignature Documents	
W-4 (IRS Employee's Withholding Allowance)	✓ Complete
Employee Handbook	✓ Complete
Form I-9 - USCIS	⚠ Your Signature Required

From the Form I-9 to your employee handbook, there are [plenty of notices](#) that could benefit from eSignature, including:

- USCIS Form I-9
- IRS Form W-4
- Wage Theft Prevention Act notices
- Overtime and break policies

Some eSignature tools even feature a dashboard giving administrators a clear view into what documents have been sent, what's signed, and what forms are due or late. And the best part? Thanks to self-service HR technology, employees have access to their own signed documents as well.

# STREAMLINING THE ONBOARDING PROCESS

## User Provisioning

Installing software and memorizing logins can take up a significant share of a new hire's first day or even week. Wouldn't it be great if there was a way to securely give them access to the tools they need right out of the gate?

By securely bringing together all of the tools we need under one login, user provisioning and single-sign-on (SSO) software makes our lives easier and work days more productive. When you integrate an SSO solution with your HRIS, however, those benefits go further. As employees go through onboarding, they're automatically enrolled in the systems they need to access. That means less time spent creating accounts or memorizing passwords, and a more positive employee experience overall.

For HR and IT teams, there's an additional incentive for integrating the two: data security. A recent study found that [70 percent](#) of companies overlook at least one system or login when offboarding employees. When your SSO solution and HRIS are in sync, employees transitioning into new roles or leaving the company will automatically have their access privileges updated or removed.



# STREAMLINING THE ONBOARDING PROCESS



## Learning and Development

No matter how seasoned, we all need someone to show us the ropes. While [learning and development](#) (L&D) matter for all employees regardless of tenure, they're particularly important when it comes to new hires. What better way to demonstrate your commitment to growth than to automatically enroll employees in the appropriate L&D courses on day one?

When you integrate your HR platform with industry-leading L&D software, you can pre-select relevant courses and training for employees before they even start. If your company operates in a state or city where [anti-harassment training](#) is mandatory, leveraging this kind of integration makes it easy to check off an important compliance requirement, too.

# **Saving Time on Employee Hours**

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## SAVING TIME ON EMPLOYEE HOURS

Time is money, or so the saying goes. Tracking hours for nonexempt and hourly workers can be one of the most inefficient, cumbersome tasks for any HR or payroll department. According to an industry report, [nearly 40 percent](#) of U.S. workers still log their hours on paper or with a punch clock.

As any payroll administrator can attest, it's hard enough getting employees to remember to log and confirm their hours. When those hours don't sync with your [payroll software](#) and need to be inputted manually, it just makes a difficult situation even worse.

Managing hours shouldn't require HR departments to work overtime. Thankfully, there's a variety of tools your team can use to make time tracking easy for employees and administrators alike. Here are some of the intuitive technologies that make recording and managing hours a breeze.



## Desktop Trackers

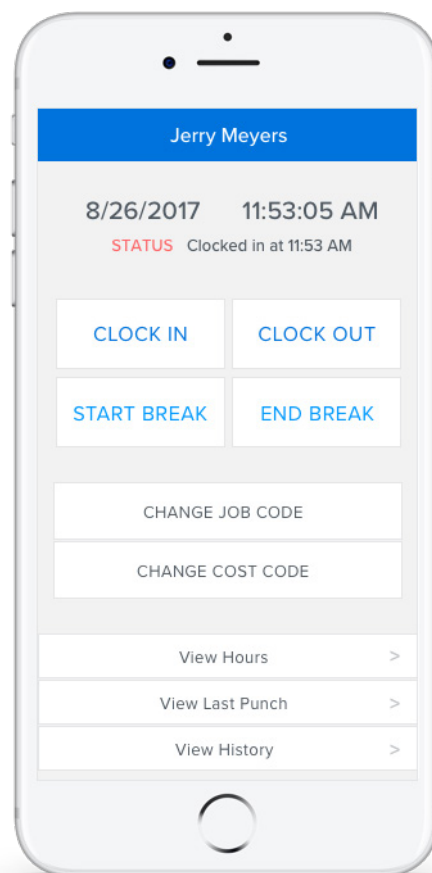
Cloud-based software makes it possible for employees to securely log their hours even when they're working from home or away from the office. Most solutions integrate with your payroll system, saving administrators hours of data entry.

The best software goes beyond just allowing users to punch in or approve hours. Managers will be able to spot runaway overtime before it becomes an issue, review employee schedules, and even generate custom reports.

## Mobile Apps

Whether they're hourly or salaried, today's workers are seldom tied to one place. Being able to punch in and out from a mobile device is often a must for traveling employees. As an additional perk, many apps make it possible for supervisors to approve hours as well. That means fewer payroll processing day scrambles due to managers leaving the office before approving timesheets.

If you're considering [mobile time tracking software](#), be sure that it can work with all devices. You can learn more about Namely's Android and iOS mobile app [here](#).





## SAVING TIME ON EMPLOYEE HOURS



### Digital Time Clocks and Biometrics

Physical time clocks are popular in industries like manufacturing and construction, where employees don't typically have access to a computer while on the job. In these applications, it makes sense to keep a time clock in a central location that employees can easily access. Employees can then use a personal PIN or ID card to indicate that they've punched in, taken lunch, or called it a day.

Want to go even further? Biometric time clocks have been around for years and offer employees a quick way to log their time—and businesses a foolproof way to verify it. Some time clocks will even take a photo of employees as they “swipe in,” providing an additional layer of security.

# **Making Benefits Enrollment Simple**

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# MAKING BENEFITS ENROLLMENT SIMPLE

Employees today, particularly those at fast-growing or mid-size companies, expect a [modern benefits enrollment](#) experience. Intuitive, modern technology is critical in fulfilling that expectation. In other words, the tools you use to administer your benefits are almost as important as the plans themselves.

Whatever technology you use, make sure that it's easy to use for both employees and HR managers. The best software guides employees through their options with contextual help, all without relying on hard-to-understand benefits jargon. Last but not least, [your technology](#) should be self-service—empowering individuals to view or change benefits on their own, freeing up your HR team's time.

The screenshot displays the 'Namely Benefits' enrollment portal. The top navigation bar includes tabs for 'Who's Covered', 'Health Coverage', 'Company Provided', 'Voluntary Benefits', 'Additional Benefits', and 'Retirement'. The 'Health Coverage' tab is active, showing a 'Medical' section. On the left, a sidebar lists 'Your Contribution' as \$59.09 per paycheck and 'Employer Pays' as \$234.97 per paycheck, with a 'Show Details' link. The main content area shows a comparison of three medical plans: PPO, PPO BUY-UP, and HSA. The HSA plan is currently selected, indicated by a green checkmark and 'Selected' text. Below the plan names, a table compares deductibles, out-of-pocket maximums, copays, and RX copays for each plan. The 'Who's covered' section shows 'Employee + Spouse' with an icon of two people.

	PPO	PPO BUY-UP	HSA
Current Plan			
Who's covered			
Who's covered	Employee + Spouse	Employee + Spouse	Employee + Spouse
Cost	\$74.39 per paycheck	\$140.90 per paycheck	\$41.89 per paycheck
Action	Select	Select	Selected
Plan Detail	Plan Detail	Plan Detail	Plan Detail
Deductibles Individual/Family	\$1,000 / \$2,000	\$500 / \$1,000	\$2,000 / \$4,000
Out of pocket Maximum	\$2,000 / \$3,000	\$2,000 / \$3,000	\$2,000 / \$3,000
Copay Office/Specialist	\$15 / \$30	\$15 / \$30	\$2,000 / \$3,000
RX Copay (Generic)	\$10	\$10	\$15 / \$30

## MAKING BENEFITS ENROLLMENT SIMPLE



Because employee benefits are largely paid for through payroll deductions, consider [all-in-one software](#) to eliminate the need for dual entry. When it comes to something as sensitive as healthcare, a mis-entered number or miscommunication between systems can cause serious problems. If you can't switch systems just yet, at the very least consult with both your benefits and payroll vendors to confirm that their technologies are compatible.

Whatever you settle on for benefits technology, keep in mind that your broker should have ready access to the platform as well. This provides them with deeper insights into your employee demographics and enrollment preferences, meaning you can more effectively measure future needs ahead of your next open enrollment.

# **Simplifying Payroll Administration**

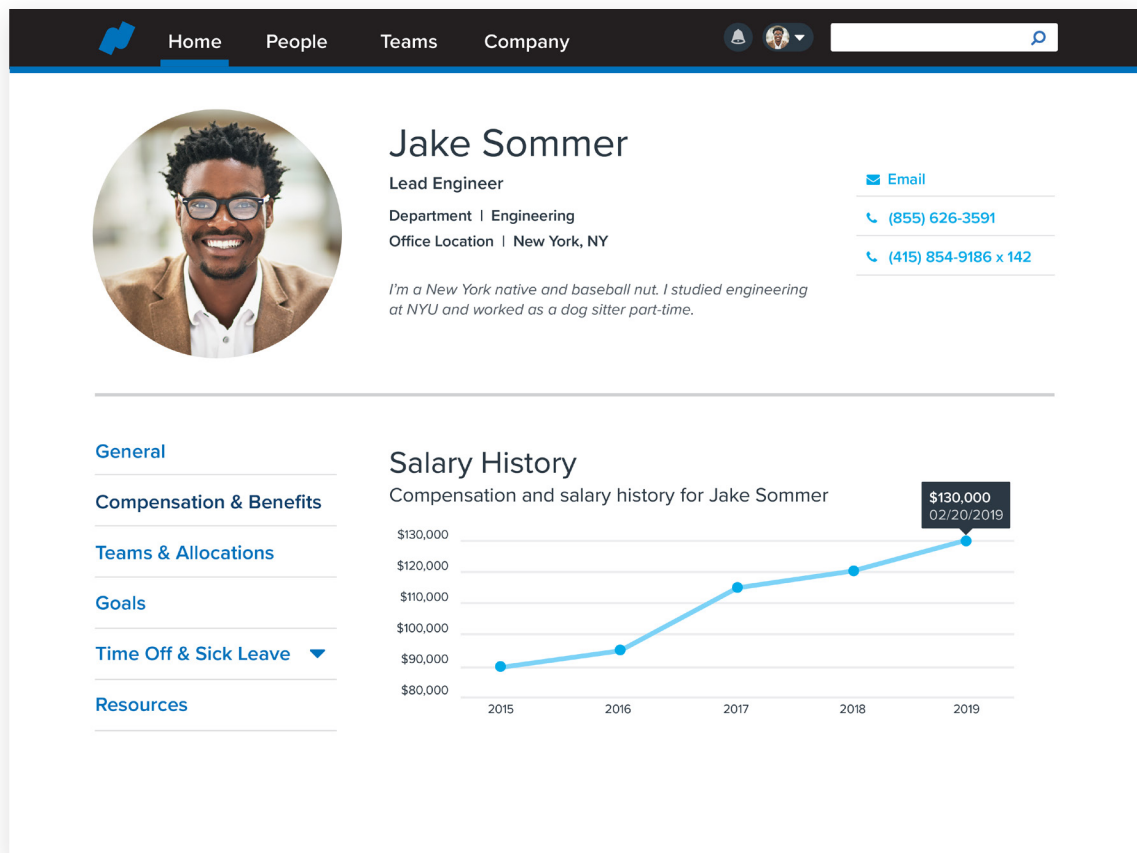
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# SIMPLIFYING PAYROLL ADMINISTRATION

Make no mistake: It's taxing work ensuring that employees get their due on payday. At a small or mid-sized company, payroll often represents HR's most essential responsibility. Unfortunately, "essential" rarely translates to simple. Processing payroll consistently ranks as HR's biggest administrative headache, sapping time from what should be the profession's primary concern: working toward the success and growth of employees.

Thankfully, there's no shortage of options for businesses looking to streamline payroll and make "processing day" a non-issue. [Payroll software](#) has evolved to meet the needs of businesses large and small, making it easier than ever to make payday a reality. Here are just some of the benefits of using payroll software.





## Tax Compliance

We've all heard that the HR profession is constantly evolving. While that's certainly the case figuratively, it's literally true in payroll. Year to year and even month to month, tax rules at the federal, state, and local levels are in flux. Contribution limits are adjusted, tax rates change, and the rules governing [overtime eligibility](#) get revisited on a regular basis.

While HR professionals can make do with paper and spreadsheets for some processes (albeit uncomfortably), keeping track of tax changes in the same manner isn't feasible. Thankfully, [payroll software](#) can give you the upper hand. Because the best providers are focused on updating their systems' rates and rules in real time, you don't have to worry about whether your employees' paystubs are referencing outdated tax rules. This becomes critically important if your company operates in [multiple cities or states](#).



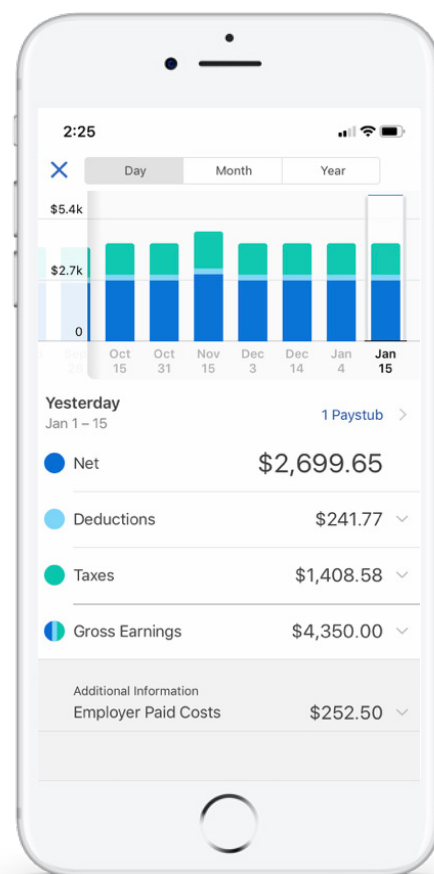
## Self-Service

Beyond external changes, there's a lot of internal upkeep surrounding payroll. Employees can change their banking information, benefits elections, and mailing address throughout the year. If your business is growing fast or already on the larger side, that's a lot for an HR team to maintain. Thankfully, modern HR and payroll software gives employees the tools they need to be [self-sufficient](#), allowing them to update their direct deposit information, adjust their Form W-4 allowances, and more—all at their convenience, without having to submit a case or wait for someone to process it.

## Dynamic Paystubs

[Paystubs](#) are one of the most important documents you can provide employees. These statements include a breakdown of how much they're being taxed, what benefits are being paid for, and other pieces of critical information.

Beyond just fulfilling a compliance requirement, paystubs tell a story. When you partner with a [payroll provider](#) that gives users insight into their overall compensation and associated deductions, you're demonstrating value. The best vendors go beyond the traditional paper statements of yesteryear. Modern technology enables employees to view detailed breakdowns and even visualize how their earnings and deductions vary over time—even from their mobile device.



# Making Reporting and Analytics Easy

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## MAKING REPORTING AND ANALYTICS EASY



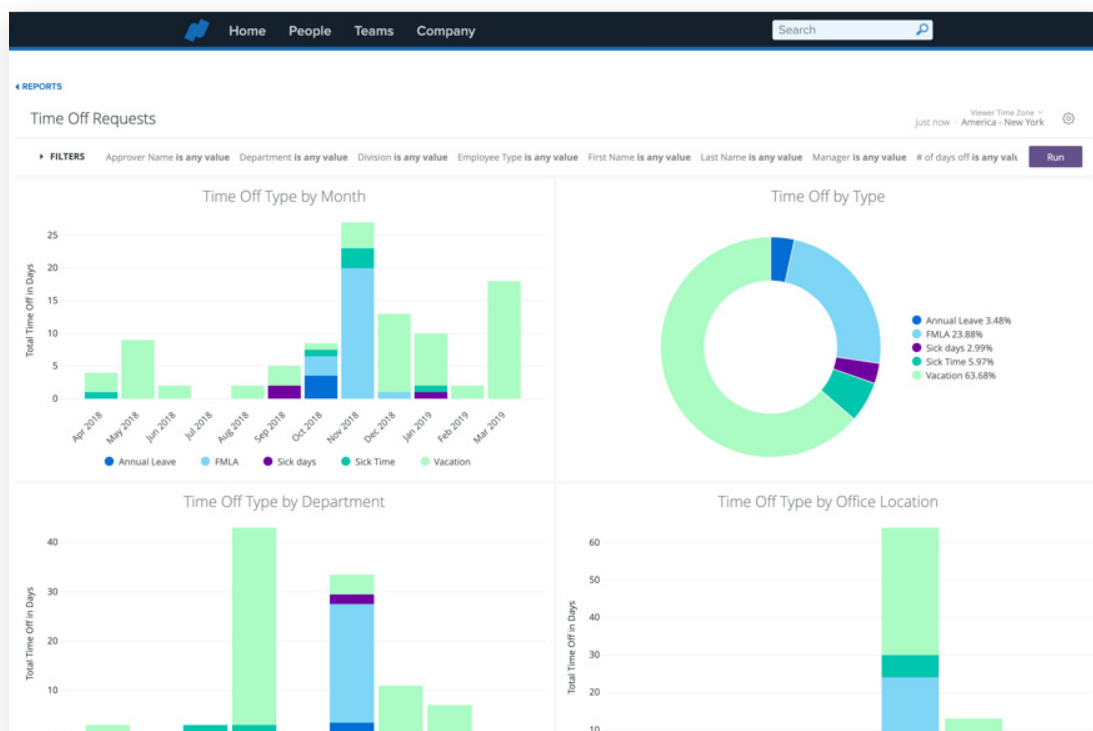
In today's HR profession, being data-driven isn't a plus—it's a baseline expectation. But wowing the boardroom with all the right metrics poses serious time and logistical challenges for time-strapped HR teams. According to survey data, [nearly all companies](#) admit to having difficulty gleaning meaningful insights from their people data, and 60 percent of HR professionals say they'd have a hard time communicating even basic metrics like turnover to their CEO.

Whether you're trying to make headway on diversity and inclusion or simply track employee retention over time, having easy access to employee data can pay dividends. This is where easy-to-use technology makes all the difference.

## Integrated Reporting

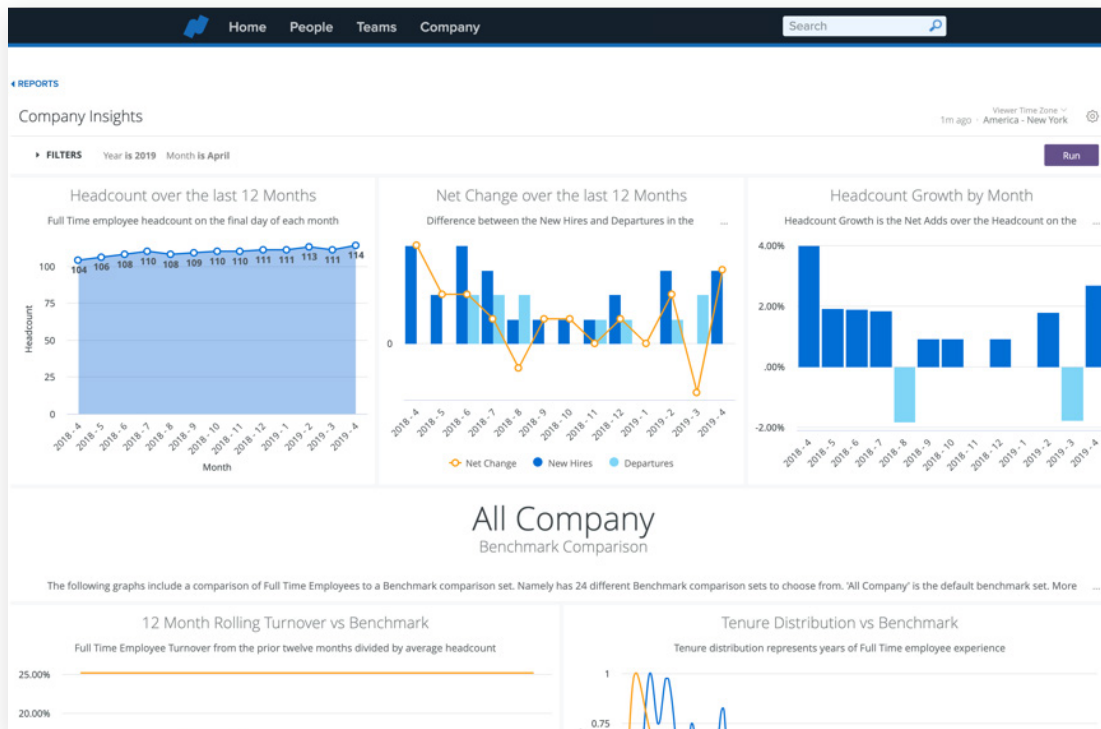
Stop wasting time memorizing Excel formulas or trying to make the most of spreadsheets. Bringing together HR, payroll, and benefits data together in an all-in-one platform saves you time by making reporting easy. Being able to reference employee [demographics](#), [compensation](#), [promotions](#), and [more](#) becomes a whole lot easier when the data resides in one place. That means less time spent building and trying to consolidate multiple spreadsheets.

Want to track changes over time? Doing so in a spreadsheet can get messy quickly, requiring you to manually update and save multiple iterations of the same file week by week. When promotions, raises, and other important changes are timestamped and logged in your HR platform, point-in-time reporting becomes simple.



## Benchmarking Data

Being able to easily report on key metrics like headcount and turnover gives you insight into the state of your business. But without context, it can be difficult to grasp how positive (or troubling) your numbers really are. That's why it's important to understand what's typical for companies that share your industry or geography.



While you might be tempted to simply ask others in your professional network, there's an easier (and more secure) way to really know where you stack up. When you use an all-in-one HR platform with [built-in benchmarking](#), you gain access to anonymized data from hundreds of companies just like yours. Want to see how diverse your organization is compared to other mid-sized companies? How about employee tenure? Those are both reports that HR professionals have easy access to in Namely.



## Roles and Permissions

While you don't necessarily want them to have access to broader employee records, managers and executive leadership might want to keep tabs on their teams' headcount, attrition, and time off usage.

That's where having a robust permissions engine becomes critical. When you can grant users access to the data they need (and only that data), you empower managers to be proactive and spot trends on their own. When you couple the time savings with the other benefits of self-service HR, roles and permissions can free up hours of your teams' calendar each week.



# Conclusion

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## CONCLUSION

With unemployment at record lows, today's workplaces (and their HR teams) have never been busier. And where there's work to be done, there's a need for technology.

Over the last decade, hundreds of exciting companies serving all parts of the employee lifecycle, from recruiting to performance management, have emerged to help businesses and their people grow. All in all, HR software's market share is expected to soar past [\\$10 billion by 2022](#).

At Namely, our mission is to help mid-sized companies build better workplaces. We believe that all-in-one HR technology can accomplish a whole lot more than just save time. [Over 70 percent](#) of Namely clients report that our software has increased employee engagement productivity.

By empowering HR professionals to focus on what matters most, HR software can, quite literally, change the way the world works. To see what makes Namely different, [schedule a demo](#) of our platform today.



# ABOUT NAMELY



Namely is the first HR platform that employees actually love to use. Namely's award-winning, powerful, easy-to-use technology allows companies to handle all of their HR, payroll, time management, and benefits in one place. Coupled with dedicated account support, every Namely client gets the software and service they need to deliver great HR and a strong, engaged company culture. Namely is used by over 1,300 companies globally.

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