



HR departments administer a great deal of information, and one big issue is to be able to find relevant information when needed. Retrieval of information is important in order to service employees satisfactorily in day-to-day contact.

A key aspect of employee information management is compliance and security. It is important that access to employee data is restricted to the people working in this area, and that not everybody in the company (or from outside) can access this kind of information.

In addition, the HR department is involved in drawing health insurances for employees, union negotiation, medical bills, creating forms for grievances, termination papers, interviews, appraisal forms, retirement enrolment – the list goes on. Many of these HR processes are paper and labour-intensive, costing time and money.

Conversely, streamlined HR departments are evolving from a pure tactical delivery-driven operation, to a more strategic function, adding real value to recruitment, employee on-boarding, learning and development, and talent management . This is not possible unless the administrative burden is relieved.

Common HR problems include:

- Existing HRMS and ERP limitations – inadequate , and disparate systems
- Inefficient processes – held back by paper
- Manual filing mechanisms, for both paper AND electronic personnel files
- Missing information and misfiled information – security breaches and high risk operations
- Multiple documents and forms – manual data entry procedures
- Little or no time to focus on talent nurturing and strategic activities

Benefits of an automated HR solution include:

- Increasing agility and speed-of-service
- Reducing cost without sacrificing efficiency
- Mitigating compliance risk relating to sensitive data
- Reduced administrative burden
- Controlled HR records governance
- Re-focus on people strategies and talent management