

# 3 Master Keys to Unlocking Your Modern, Efficient HR Department

Just imagine, your HR team's KPIs are off the charts, administrative operations are running efficiently, staff is happy, and you're amazed at the talent your company is attracting and smoothly onboarding. What's going on? Are you dreaming?

Unfortunately, you would be if you hadn't already streamlined your processes and resources by going paperless, which offers better record processing and management, fewer errors, and lower costs.

But if you are dreaming, it is not too late. There are 3 master keys that can help transform your current environment into a modern, efficient HR department.

## The Problem with Paper and Legacy Processes

According to Sage Group, "The role of HR is rapidly evolving. [In 2030], HR leaders will be more strategic, visionary, and transformational in enhancing employee engagement and performance management for business continuity."

For many of today's HR practitioners still using legacy paper processes and tools, this will require significant change in philosophy, processes, and technology resources. The solution is to grab the technological keys that remove the shackles of outmoded practices, and opens the opportunities for better ways of running your business.

### Key #1. Go Paperless

[Rescue your staff and candidates](#) from drowning in paper. Paper documents may feel better in-hand, or be easier to read sometimes, but they can easily get lost, stolen, or destroyed. They also take up a lot of storage space and can be difficult to retrieve.

Scanning your documents to digital files simplifies storage, security, and access. Think about all those forms you have to manage (e.g., disciplinary, direct deposit, I-9s, questionnaires, feedback, timesheets, W-4s), onboarding paperwork, and annual reviews. Digital means better organized, better stored, and better secured with role-based access.

Having HR forms completed with all the required information is crucial for successful HR documentation. This is difficult when your staff is handling paper documents. One of the key advantages of creating and keeping electronic employee records is the ability to specify all "required" information on onboarding forms so the documents can only be submitted as complete.

### Key #2. Adopt Digital Processes

Make it easier for your staff to on/off-board your talent candidates. Instead of working with manual processes that reduce work efficiency, increase costs, and waste your candidates' time,

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why not modernize, and streamline them into digital workflows for an improved onboarding or offloading experience for both staff and candidates?

Digital processes also improve data collection to meet your compliance requirements. For example, digital storage and retrieval makes your compliance management more efficient. All of the data is at your fingertips no matter where it is physically stored.

You have the peace of mind knowing that your HR database can serve up any and all needed information whenever it's called for. For example, instantaneous document retrieval using different indexing categories makes record searches easier for more people in the organization. Documents can be queried according to dates, locations, names, departments or any other classification. By indexing your HR files, you can also keep track of date-sensitive documents, such as those with renewals or expirations.

### **Key #3. Automate for Predictable Outcomes**

Paper records get lost and are often difficult to locate and access when they are stored in file cabinets and various siloed servers. Manual processes cause delays and are subject to human error. On-the-other-hand, automating your processes can provide less risk and better certainty that important tasks are completed as they should be, and on-time. This improves staff productivity and morale.

[Zavvy](#) notes, "Most of today's tech trends are closely related to enhancing people's productivity." In a post-pandemic environment, implementing HR automation workflows allows you to put employees' welfare first with both more flexibility and better business results.

For further information how you can transform your HR practice into the environment you envision today, give us a call.