



# Eliminating Paper & Spreadsheets from your HR Department

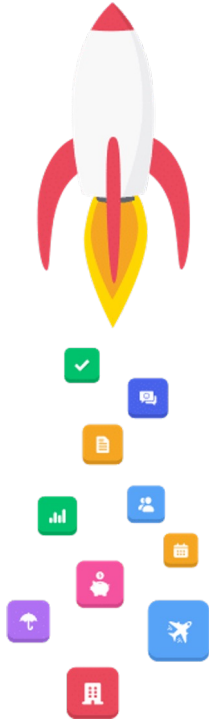
**Presented by:**

Shawn Casemore | President | Casemore & Co.



**Sponsored by:**





## About GoCo

Our mission is to help small businesses spend **less time on manual HR tasks**, so they can focus on growing **happier, more productive teams**



# Meet the Expert

Shawn Casemore | President | Casemore & Co.



Shawn Casemore is the president of Casemore and Co Inc.

where he works with executives and leaders who want to increase their influence in the workplace:

- For nearly 20 years, Shawn Casemore has been helping organizations improve their operational performance.
- Some of his delighted clients include Magna International, Arvin Meritor, Bellwyck Packaging Solutions, and Bruce Power
- Shawn is a highly sought-after national speaker and writer. His articles have been published in both print and online in several industry publications including "Globe and Mail", "CFO Magazine" and the "Association of Manufacturing"

# Objectives

- Actionable tips and strategies to move completely away from paper processes at your organization
- Ways to create a fully seamless process for both internal HR team members and the organization at large
- What processes should even be digital at this point (the answer may surprise you!)
- Free online solutions that can help your transition to paperless easier
- And more!

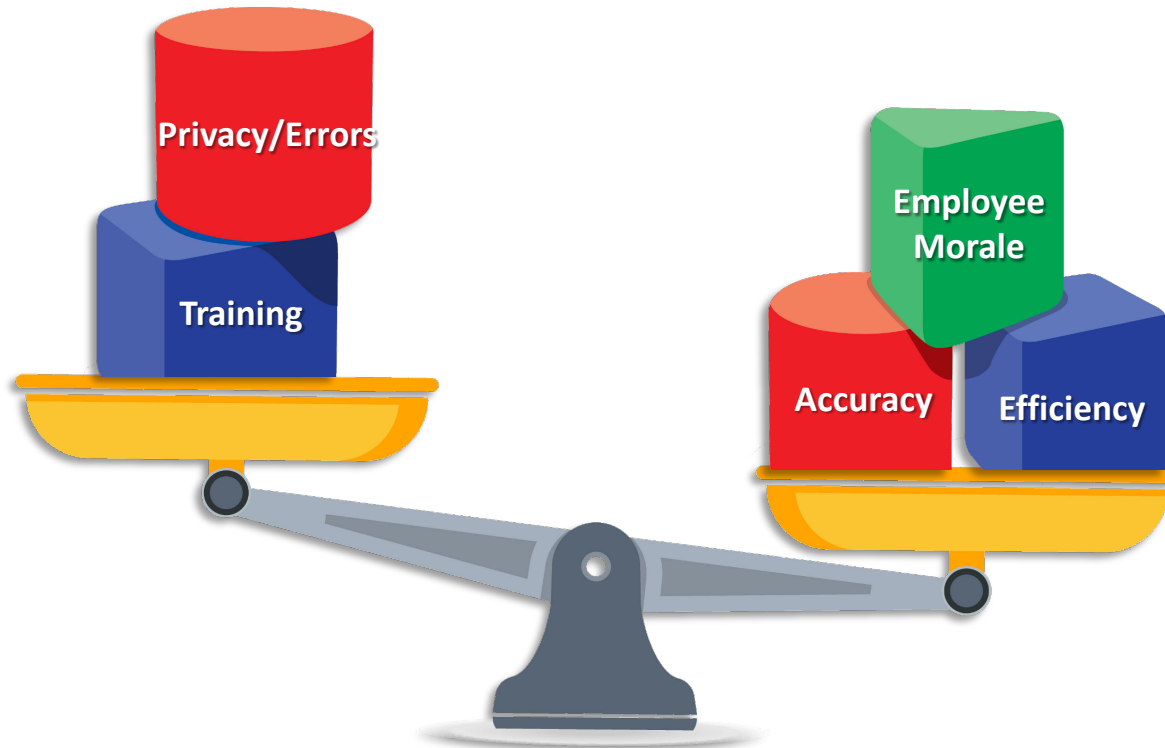


Presented by HRMorning

# Move Away from Paper Processes

1. Move to using digital signatures for all employee documents (i.e., contracts, performance appraisals, etc.)
2. Digitize your timesheet or time collection process (i.e., Google Docs or Software).
3. Move employee documents to the cloud and provide digital access to employees to manage (E.S.S.).
4. Make your Employee Onboarding program entirely digital.\*

# Benefits of Eliminating Paper



# Introduce HRIS Software (with Employee Self-Service Features)

- Allows employees the ability to take care of different human resources and job-related tasks.
- Significant time savings for HR personnel (once the system is set up).
- Empowers employees to manage their own information and records.
- A recent survey found that 78% of 1600 respondents currently use ESS in their organizations, with the number expected to rise.



# Steps to Introducing an HRIS System (with ESS functionality)

1. If you have an existing HRIS system, is there a portal or unlocked feature that will support ESS? If not, is there an “add-on” you can invest in?
2. If you don’t have access to ESS functionality, review options in the marketplace. Some examples include: Enterprise Axis, HRM Labs, Homebase, OptimumHRS and Paycor.
3. Make sure to balance features against your actual needs!

# Key Steps to Introduce an ESS System

- Personal information.
- Payroll information.
- Company policies.
- Time schedules.
- Travel expenses.
- Benefit information.



Priority #1: To digitize your processes  
and eliminate paper you'll first have  
to change behaviors

# Changing Behaviors



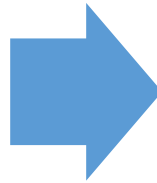
Remove all printers  
from your office

The diagram consists of two circles connected by a right-pointing triangle. The left circle is orange and contains the text 'Remove all printers from your office'. The right circle is gray and contains the text 'We learned during COVID we could adapt without face-to-face meetings if forced too.. It's time to force ourselves (and our teams) to do away with our reliance on paper.' The triangle is also orange and points from the left circle to the right circle.

We learned during  
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our reliance on paper.

# Changing Behaviors

CAPTURE THE COSTS ASSOCIATED  
WITH ELIMINATING PAPER



TO GET SENIOR MANAGEMENT  
BUY-IN, DO A COST- ANALYSIS ON  
YOUR PAPER CONSUMPTION,  
INCLUDE THE COSTS OF PAPER,  
INK, PRINTERS, COPIER LEASES,  
OUTSOURCED PRINTING, TIME  
INVESTED WAITING AT PRINTERS  
AND COPIERS, ETC.

Changing  
Behaviors:  
Introduce Reward  
Systems for  
Timeliness and  
Accuracy





# The Bare Minimum

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With increasing regulations around employee privacy and management of personal information, you should at minimum be using digital means to store and management information.



**POLL:** What solutions are you using today to reduce/eliminate paper?



# Thank You for Your Participation