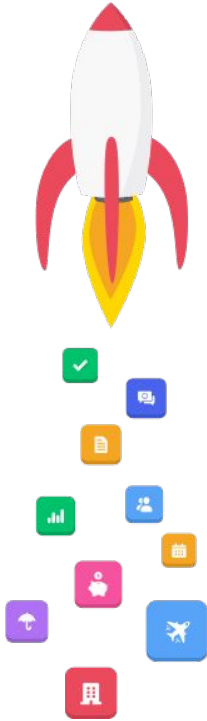# Reduce the Manual Tasks of Your HR Department

Sponsored by

GoCo

Presented by: Shawn Casemore

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

Who Am I?

Goal for Today's Presentation?

Objectives

- What is a self-service model in HR?
- What areas are most prone to self-serve? Why?
- What are the risks and pitfalls in moving to a self-serve system to be aware of?
- How can we introduce and gain buy-in to self-serve – by our employees?
- What are the specific benefits of self-serve that I can share with leadership to gain their support?
- Does self-serve support empowerment of employees?
- How can I spend the additional time I gain to elevate my value to the business?
- What should my initial steps be to introduce self-service?

What is a Self-Service Model in HR?

Also known as Employee Self-Service

What is a Self-Service Model in HR?

- A feature available in most HRIS systems today.
- 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.
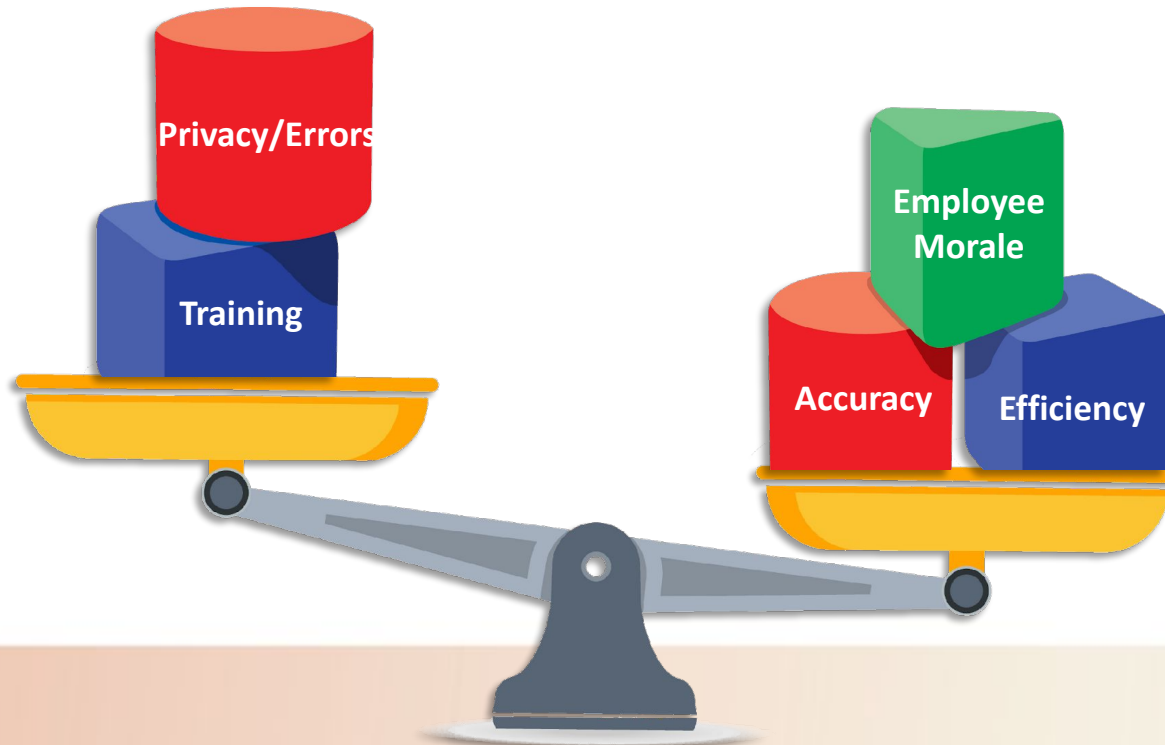
Poll: Who Has an HRIS System (with ESS)?

Introducing an ESS System

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

Benefits versus Risks of ESS

Longer Term Benefits of ESS

1. Empowered Employees.

2. Increased Retention.

3. Improved Accuracy of Data.

4. Ease of Data Reporting.

5. Transfer to other HRIS Systems.

Meeting Needs of Younger Generations

Gaining Buy-in to ESS

To prepare employees to adopt ESS, consider the following five steps:

1. Identify benefits that best serve employees.
2. Demonstrate ease of data updates and changes.
3. Ensure sufficient training *
4. Provide ongoing tips and resources (drip).
5. Have a clear deadline (and repercussions).

Problem: We need to remind employees to keep their data up-to-date.

Develop a program to reward accurate or updated information.

To Gain Support of Senior-Leadership, Highlight Benefits for Them

- Ease of access to information.

- Less "hounding" from HR.

- A clear process to support on-boarding.

- A tool that supports retention.

- Engaging younger team members.
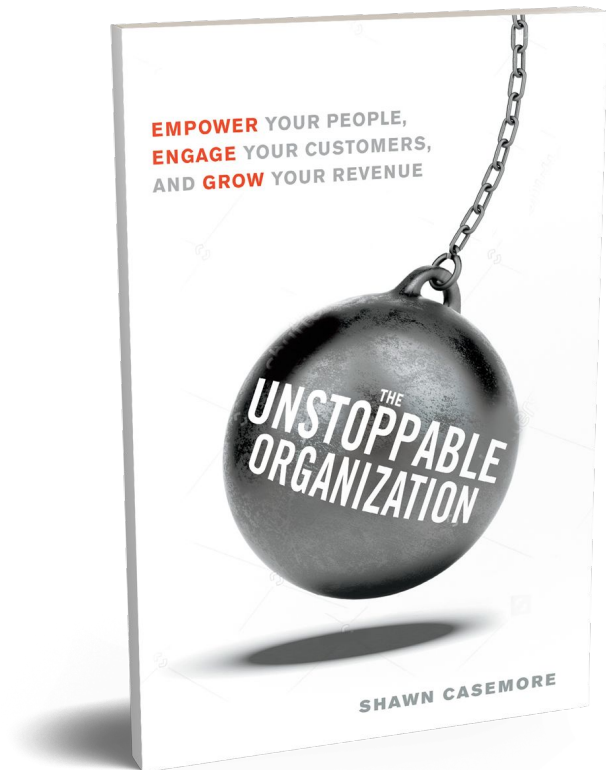
Investigating ESS options

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!

How will you use this information to reduce the time you spend on managing employee information?

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