



White paper

Forget Spreadsheets
Let's Automate Your HR



In this white paper, we discuss why HR professionals should forget about using spreadsheets and resort to using an HRMS (Human Resource Management System) that will help manage the recruitment process for them. This white paper is written for HR professionals who work in small to medium sized businesses, and is focused on why an HRMS like ZenHR is the perfect alternative to spreadsheets.

Here's Why You Should Break Up With Spreadsheets

Many HR departments still use spreadsheets on a daily basis. No one can argue with the fact that Excel helps HR professionals input data, create graphical visualizations, and manipulate data sets. But it may be time to step away from using spreadsheets, as they eventually become a liability. At some point, something is only bound to go wrong when you're deep into a document that has hundreds of columns and rows filled with information.

If two or more people end up sharing the same document to input and update data, it only becomes a recipe for disaster.

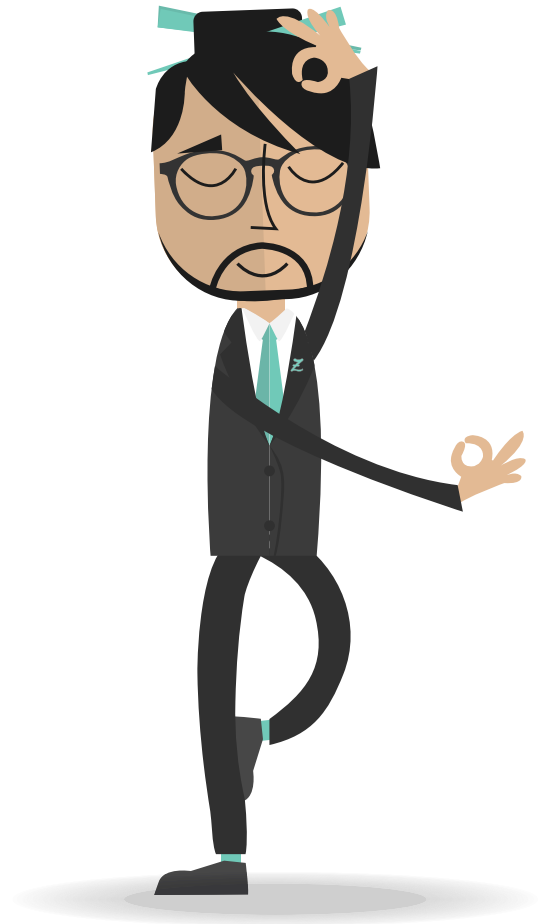
Four reasons why you should stop using a spreadsheet:

1 They're out of date. The process of inputting information into the spreadsheet is not automated. It can be quite of a hassle to consistently record and update every piece of information that you directly receive into the spreadsheet. HR software systems on the other hand, transfer the information directly into the system.

2 They're time consuming. Do you find yourself inputting the same information into multiple spreadsheets? If you use several spreadsheets to store information, it only makes the process of extracting the information tedious and exhausting.

3 You won't have a centralized source of information. When multiple departments are using different spreadsheets, it's only a matter of time before you notice that data has either been duplicated or manipulated.

4 They're easily corrupted. If a spreadsheet is shared between HR professionals, data corruption can occur unintentionally. Rafts of data could be accidentally deleted, or information could be manipulated. In addition, when spreadsheets are emailed between people, and accessed on unprotected devices, the spreadsheet itself can be infected with viruses and the information might not be retrievable.



Are You Ready to Make the Switch?

If you're ready to make the switch from using spreadsheets to an HRMS, then there are a few things you must take into consideration. First of all, the software must not complicate simple tasks for you. Second of all, you must decide on what features you're really looking for. Finally, you should look for the HRMS that saves your organization the time and effort. You must look into having an interface that is not only clean, but also fast and efficient. You want reports and graphical charts to be constantly generated with just a simple click. If you find yourself frequently scrambling with the heavy workload, and you've just had it with the spreadsheet chaos, then you might be ready to make the switch.

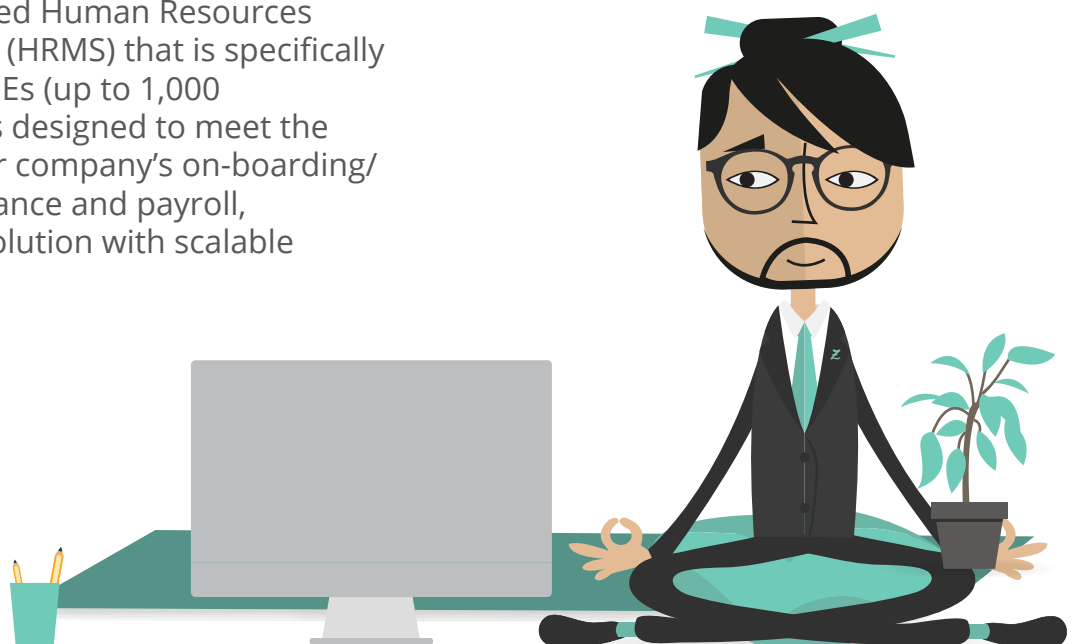
What Now?

If you're worried that this HR vtvre is complicated or hard to learn, then rest assured – you wouldn't need an IT specialist to set up any equipment for you nor would you need to spend lengthy training hours in a meeting room to learn how to use it. It's simple and user-friendly. All you have to do is:

- 1 Visit www.zenhr.com
- 2 Create an account
- 3 Request a demo

What You Need to know about ZenHR

ZenHR is a cloud-based Human Resources Management System (HRMS) that is specifically designed to serve SMEs (up to 1,000 employees). ZenHR is designed to meet the various needs of your company's on-boarding/ off- boarding, attendance and payroll, providing a holistic solution with scalable modules.



Here's a list of ZenHR's features:



On-boarding and Off-boarding

Planning your on-boarding process from A to Z will help ease the transition of your new hires into the workplace. Incorporating cultural aspects of your company into your HRMS on-boarding process will ensure that the attitude, work ethic, and workplace values of your new hires are aligned with your company's. ZenHR's well designed off-boarding process ensures that the procedures for employee departures and layoffs are seamless and well-organized.



Attendance

Attendance Tracking is a major part of human resources and it can quickly turn into a nightmare if you don't have the right, efficient tools. ZenHR's timekeeping solution adds the functionality that you need to automate this mundane task. You can now get precise and real-time attendance reports in less time and with more accuracy.



Employee Directory

ZenHR employee directory will help you search for any employee in your company. It allows you to browse through the organizational structure as well as identify the roles and contact information of each person in your organization.



Company Calendar

ZenHR's Company Calendar is your employees' gateway for all the upcoming happenings in your organization, including holidays, birthdays, or company-wide meetings. ZenHR saves you the time to communicate such information to your employees. You also have the flexibility of addressing an event to certain employees.



Overtime Batch

If an employee has more than one overtime transaction for a specific type of overtime, you will no longer have to enter them one by one, you can simply enter them as a batch on ZenHR.



Managing Personal Dashboard Uses

With this feature you can easily give your employees access to their personal dashboards. You can also complete the process of filling out an employee's personal, professional, and salary package data.



Payroll

ZenHR allows you to sync information specific to the employees such as salary details, vacation days and attendance. ZenHR's payroll features include automated salary calculations, salary history, and localizations for both taxes and social security. You can also get access to financial, tax, and social security reports.



Easy Company Setup

ZenHR's user-friendly and flexible settings page allows you to fully complete your company setup and maintain crucial data about each of your employees in a way that fits your specific company needs of today while coping with scalability and future needs.



Users Setup

Users and employees will be able to access their accounts using their emails and passwords. In order to select what branch the user can gain access to, you must select the role to show or hide financial data, such as salaries and employees' financial records. Moreover, you can designate more than one role to the same user in different branches.



Currency Setup

Now you will be able to select your branch default currency to use it in your financial transactions and salaries calculations. In addition, this feature allows you to manage the exchange rate.



Employee Assets Management

With this feature, HR professionals can view how many assets were given to the employees and how many of these assets are currently in their possession. This feature can also help you keep a clean record of the assets that employees must return when they decide to leave the organization.



HR Tasks Management

With this feature, HR admins can now assign tasks to employees, monitor the progress of the tasks, and sync data. In addition, you have the option to view pending tasks and other important notifications on the dashboard.



Events and Announcement Setups

If you've got an event coming up and you'd like to announce it, you can easily do so through your HR dashboard. The setup pages are removed from the Settings List in order to be added to your calendar and announcements elements.



Social Security and Tax Localized Reports

With this feature, you can now use the official Tax and Social Security forms from ZenHR right after calculating salaries.

Here's What ZenHR Can Help Change in Your Small/Medium Sized Business:

It Will Help Improve Decision Making

ZenHR can automate your HR functions, and make decision making a breeze for you. Everything can be available for you with just a simple the click of the mouse. In addition, ZenHR allows for many areas in the system to be automatically updated, eliminating the need to go through multiple spreadsheets and risk accidentally manipulating information.

It Will Help Reduce Errors

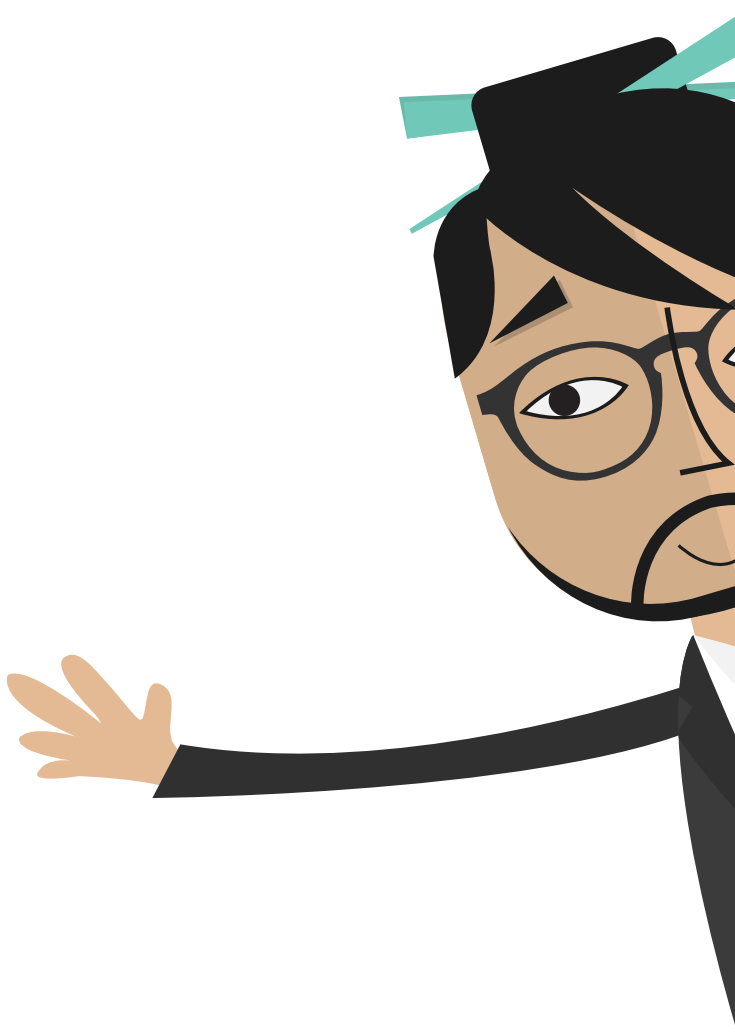
A simple misplaced number, or even a misplaced decimal, can lead to legal and financial impediments. ZenHR will help automate processes in Payroll that will ensure everything is accurately recorded and systemized.

Helps With Data Analysis

Data collected by ZenHR will help you make analytical decisions. For example, data related to training hours, employee characteristics, or department managers, will help you figure out why a certain department has had a high turnover rate. Did all the employees work with the same manager? Did they all equally train for the position?

It Will Improve Productivity

When data is easily available and accessible, HR pr can find the time to focus on other things, such as devising employee-training strategies. ZenHR will help save your time, which as a result can help improve the recruitment process, training and employee evaluation.



Are You Now Ready to Say Goodbye to HR Paperwork?

Spreadsheets might be free, but a simple mistake can make you pay the price. Could a spreadsheet actually cost you your job? Maybe it's time you played it safe, and tried something new that can change your entire HR experience.

ZenHR provides users with a free trial, where you can explore the software further, and test all the features. You'll realize how user-friendly it really is. Making the switch won't be easy at first, but once you learn how to efficiently use the software, you'll wonder why you haven't tried it earlier.

If you're set on making the switch, then rest assured that from this day on, you won't have to worry about handing in a report that might have inaccurate data, you won't have to suffer with consistent headaches, nor will you have to find space on your desk to fit a mountain of paperwork. ZenHR will put your mind at ease, and you'll realize how with just a few clicks, this software can enhance the experience of the whole entire recruitment process.

Request a Demo Today:
zenhr.com/request-demo