



# How An HR Management System Like ZenHR Can Impact Your Bottom Line

WHITE PAPER

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## What can an HR Management System (HRMS) like ZenHR do for YOU as an HR?

Are you tired of managing your organization's workforce all by yourself? An HRMS like ZenHR can definitely simplify this process by providing you with a holistic HR software that can automate and manage the Human Resources process for you from A to Z. Investing in an HRMS can do wonders for your organization. Here's why:

- ZenHR **eliminates the redundant administrative tasks and reduces paperwork** which will allow you to focus more on what really matters: Your Personnel.
- ZenHR **reduces the excessive cost of HR compliance procedures** which results in enhanced data protection, more accurate record keeping and better reporting.
- By automating your core HR processes, such as payroll, attendance, and personnel, you will **enhance your productivity as an HR and contribute to reducing other relative HR costs**.
- ZenHR **improves your decision making process** with its accurate built-in reporting and analysis tools.

## How Can ZenHR Impact Your Bottom Line?

It's quite simple; when your business processes aren't streamlined and organized in a smart way, you simply cannot generate enough revenue.

ZenHR's automated HR processes such as onboarding, offboarding, payroll management, and employee self-services can contribute to better

company processes and eventually, that will impact your bottom line. As a result, there will be a reduced need for human intervention, ZenHR will save you time and effort so you can focus on what really matters!

ZenHR provides ongoing technical support for its users.





## Delivering Value for Your Personnel

An HRMS like ZenHR will not only improve your HR productivity, but it can also reduce errors and maintain compliance. An HRMS is critical for any organization, in a sense that it provides a speedy onboarding process and enriches the experience of your new hires. One of the most important benefits of using an HRMS like ZenHR is that it can keep your employees happy with its fast, efficient and revolutionary features.

## ZenHR Ensures an Efficient Onboarding Process Which Results in a Lower Turnover Rate

It's quite normal for employees to feel like they need to seek out other opportunities in the job market, especially when their jobs don't offer any growth opportunities. We all know the detrimental cost of turnover. When an employee leaves your organization, the cost of their termination can be high, particularly when you have to incur costs to the administrative staff for their time and effort. That's why investing in an HRMS to ease the onboarding and offboarding process will reduce the cost of offboarding your employees.

An HRMS eases the hiring process; it saves new employees the trouble of going through a series of disorganized hiring steps.

Employees will no longer have large amounts of forms to fill out, or be confused by vague job descriptions. When new hires are happy with your smooth onboarding process, they will be more satisfied with your internal HR procedures.



## 1. Employee Self Service

Implementing employee self service can do wonders for your organization. First of all, employees won't have to wait on the HR department to access, retrieve or update their files. Adopting employee self service will allow employees to manage information related to their payroll records, health insurance, and vacation days. Second of all, employee self services alleviates the HR department as well! For instance, it reduces their paperwork and workload. In addition, clerical-type tasks can also be reduced, where it frees up their time to focus on tasks that demand their undivided attention. Reduced paperwork means that transaction accuracy will increase and catching data entry errors will not be an issue anymore. Trusting your employees will make them feel valued, and as a result, it will maximize their contribution to your organization. High performing and happy employees will allow you to run your organization smoothly, without the fear of deteriorating productivity.

## 2. Manager Self Service

Rest assured that you will reduce the cost of running your business when all the information that you need is a simple click away. Instead of leafing through all the paperwork in your drawer, you can now find the right data about the right employee. In addition, you will be able to access information related to your employees' attendance and work-hour shortages. If you notice a pattern of consecutive tardiness, you can tackle the issue before it turns into a problem.



As a manager who uses ZenHR, you will start to feel more efficient and effective in a sense that you can now track see where your employees need improvement. As a result, you can create better strategies that fit the current situation of your team, and you will eventually begin to realize an increase in compliance.



## Time Management

An HRMS like ZenHR will not only improve your HR productivity, but it can also reduce errors and maintain compliance. An HRMS is critical for an organization, in a sense that it provides a speedy onboarding process and enriches employee opportunities. One of the most important benefits of using an HRMS like ZenHR is that it can keep your employees happy with its fast, efficient, and productive features.

### Employees can now enjoy the flexibility of managing their own entries in real-time.

When HR spends the majority of their time recording, approving, and checking every single time off request, their time will run short, and their work productivity will progressively get worse. When employees update their own information, it makes it easier for the HR to view the visible trends and patterns in employee absences, which can help them keep track of how many vacation days they have left. The concept of time management applies to both the employees and the HR department. When tasks are

properly distributed it promotes the beauty of time management, where employees' working hours will not go to waste on mundane tasks. We all know how an employee's work productivity will drop downhill when he or she has to work extra hours repeatedly. When employees don't find the pressing need to work overtime, you will not have to pay them for overtime work and they won't produce sloppy work as a result of exhaustion and de-motivation.



# The Impact a Payroll System Will Have on Your Business

Do you struggle with a manual payroll process? Do you find yourself dealing with unreliable spreadsheets a mountain of paperwork? An automated payroll on the other hand, won't only make your life easier, but it could also impact your bottom line. Rest assured that with ZenHR's payroll system, you will no longer have to worry about administrative costs or payroll legislation. A payroll system can improve your employees' experience and keep everyone happy. An efficient payroll system won't only make employees happy, but it will also improve productivity, thus making your business more cost-efficient. Here are a few extra advantages of investing in a payroll system:

## Record Keeping

ZenHR's payroll system will allow you to keep detailed employee records safe, secure, and backed up. You can easily monitor how much you're paying for overtime and you can keep records of annual leaves. A payroll system can also allow you to store information in one place and you wouldn't need to use any other software packages. Record keeping will let you to comply with all laws, and eases the process of end-of-year tax preparations.

## Accuracy

A payroll system will permit you to pay your employees in a timely and accurate manner, which will help you retain valued employees as well as keep them motivated and satisfied. In addition, our payroll system accurately stores information

related to employees working hours, as it reduces the chances of human errors. As a result, such systems will produce accurate data for you and that is crucially important for processing payments correctly.

## Tax Management

We are all aware of the headache that tax calculations can cause for many HR practitioners. ZenHR's payroll system will definitely minimize your stress, and will allow you to keep your sanity even when it comes to computing tax. All records are stored in the computer, which means you'll no longer need to keep piles of pay-slips in your desk drawer. You'll also be up to date on all tax laws and regulations. An automated payroll system will also give you easy access to accurate tax records, where you won't have to manually handle tax-related computations anymore.

## Time Efficiency

Finally, with ZenHR's payroll system, you will no longer have to worry about manually managing employee sick leaves, attendance hours, absences, or pay slips. This way, employees can keep record and update their own personal information. This will eventually leave HR practitioners with some extra time to spare on other tasks that might require their undivided attention. In addition, payroll systems aren't only time efficient, but they are cost efficient as well. Manual payroll can take hours to complete depending on the number of employees in an organization. Whereas when the payroll process is automated, pay-checks will be automatically generated, and administrative time will be cut short, thus making your business more cost-efficient.

## Why Now is a GREAT Time To Invest in an HRMS?

Considering how global economic growth rates for 2017 seem more promising than the previous years, organizations are now focusing on hiring, developing and retaining their employees by relying on HR management systems.

Recruitment is one of the major challenges that HR departments are facing today. Acknowledging how the market is overflowing with skilled candidates, selecting the best ones from amongst thousands is becoming a challenge for many HR practitioners. However, according to a recent research study conducted by the Society for Human Resource Management, it is estimated that by 2022, employee retention will be HR's greatest challenge.

### So why now is a good time to invest in an HRMS?

An HRMS like ZenHR will allow your HR department to better plan and prepare for all the recruitment challenges that may lie ahead. You can now stay ahead of your game by investing in ZenHR, as you will be able to enjoy HR scalability, a promising cloud-based platform, accurate insights, and cost savings.



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