



Help Your Company Kick Its Paper Habit: Adopt an SaaS HR Management System

In an effort to enhance their organizational value—both as strategic business partners and as internal change agents—Human Resources professionals have spent the better part of the past decade championing innovative business practices and processes. Take green initiatives, for example. HR has been widely responsible for leading the charge to “go green,” instilling the business benefits and cost savings of doing so throughout the organization.

Now, HR departments nationwide are taking another powerful step toward greener operations by adopting HR management systems delivered via software as a service (SaaS). One of the greatest benefits of these systems is that they help companies to go paperless.

Kicking the paper habit offers a number of substantial rewards including:

- **Cost savings**—Paperless systems mean energy savings, as you won't be using the printer, copier or fax machine as much. You also can reduce the number of staff devoted to talent acquisition and management, so you'll have fewer computers sucking energy and potentially fewer offices to keep lit and heated. Plus, automated processes enable you to slash costs on paper, printer ink, copier toner, folders and other office supplies.
- **Improved recruiting and hiring efficiency**—After switching from primarily manual HR management processes to an automated HR management system, companies can see a dramatic decrease in time spent on hourly candidates' applications and a much faster time-to-fill for corporate openings. SaaS systems help eliminate paperwork and processing steps, enabling staff members to work more efficiently and, ultimately, concentrate on more critical tasks.
- **A stronger brand**—A green reputation strengthens your hiring brand, especially among younger talent. And it can stand as a differentiator when these candidates are deciding on an offer. In addition, many of your current employees will feel a greater sense of satisfaction and increased loyalty to your organization because of its conservation efforts. Studies have shown that green initiatives increase retention and engagement levels.

Did you know?

- The average U.S. office worker wastes 1,500 sheets of paper every year according to printer manufacturer Lexmark.
- Government waste audits have found that nearly 40% of all pages printed by workers are never used.
- Citigroup estimates each sheet of wasted printer paper costs 6 to 13 cents.
- The U.S. is the world's largest consumer of paper. Every year, each person uses the equivalent of one tree (100 feet tall and 16 inches in diameter). That's about 665 pounds of paper per American.



Selecting the Best SaaS Solution

As you consider your options for a SaaS HR management system, answer the following five questions. They can help you choose a system that will not only meet your immediate needs but serve you effectively in the future:

- 1. Is the system you're considering compatible with your payroll system?** Searching for a SaaS solution that integrates with your current payroll system might not be absolutely essential but it can be a real blessing, particularly in terms of speeding up the implementation process and eliminating hassles both before and after launch.
- 2. Does the system offer you an integrated solution?** Although some companies end up using multiple systems to handle the full range of talent management processes, you'll be better served by a single system that is as comprehensive as possible. Comprehensive systems eliminate problems such as having systems that aren't able to "talk to" one another or being forced to duplicate data inputs into multiple systems.
- 3. Does the system offer flexibility and easy configuration?** Systems that don't often spell trouble, especially when it comes to candidate screening and assessment. Flexibility and configurable features help you improve candidate testing, selection and retention; ensure uniformity of these efforts throughout the organization; and potentially reduce safety and security issues—all of which adds up to greater efficiency, improved service to your customers and additional cost savings.
- 4. Does the system deliver tailored reporting?** Systems that offer cookie-cutter reports are worthless. You simply can't leverage the data locked in your system nor can you improve processes and results on an ongoing basis with sub-par reportage. Therefore, the system you choose must aggregate data effectively from across the entire organization, and the reports you get should contain the exact the amount of detail you need (a lot or a little) for whatever period of time you demand (quarterly, monthly, weekly or even more frequently).
- 5. Is the user experience simple and straightforward?** Obviously, you want a system that offers a pleasant user experience but what does that mean exactly? For internal users, such as hiring managers and HR staff, it means being able to use the system effectively without hours of training up front. It also means being able to customize, navigate and manage the system without the need to call in IT support. For external users, such as job candidates, a pleasant experience boils down to simple navigation, clutter-free screens, and tools that aren't complex or overwhelming.

About ActionHRM

ActionHRM offers small and midsize organizations the only fully comprehensive Human Resources management system delivered via software as a service (SaaS). Incredibly easy to implement and use, our multi-platform solution automates, integrates and streamlines core HR processes seamlessly. With offices in Australia and the U.S., and a growing ecosystem of global resellers and integration partners, ActionHRM is helping clients across the globe transform their HR operations to improve compliance, enhance productivity and control costs. For more information, visit www.actionhrm.com.

