



An Essential Guide to Reducing Paperwork

In your day to day payroll and HR processes

PAYROLL, HUMAN RESOURCES, AND
COMPLIANCE SOLUTIONS TO HELP
YOUR BUSINESS THRIVE.



Why save on paper?


Business and office workers use a great amount of paper every day. According to the U.S. Environmental Protection Agency, office and school settings consume the largest amount of paper per year. Reducing paper usage in the office can save your business money and optimize your employees' time.

Key Statistics



10,000

The average office worker produces 10,000 sheets of paper per year.



≈ 40%

An office worker spends about 40% more time looking for documents in a filing cabinet.



\$1,500

Each file cabinet costs an average of \$1,500 per year. Every 12 file cabinets requires an additional employee to maintain them.



> 70%

More than 70% of businesses would fail within 3 weeks if a majority of paperwork was lost or damaged.

[Source](#)



Cloud Based Storage

The most important step in reducing paperwork in your HR and payroll process is by storing your files **electronically**. Electronically storing your files will not only save physical storage space but also the difficulty of tracking down the right document at the right time. Using a cloud based system where multiple users have access to all files from any location saves the need for storing hard copies for long periods of time.



Once all of the documents are saved to the cloud, remember to dispose of hard copies in a secure and timely manner to stay risk compliant. Using electronic files as opposed to paper will also save your company a great deal of **money** on supplies over time.

Integrated HCM Software

When trying to decide on a cloud based system for storing all of your documents, try to find a software that enables **accessibility** while providing **security**. The best way to do this is to institute a fully integrated human capital management software. Having a platform, like isolved, that allows you to perform the following HR tasks is essential in reducing paperwork for your business.

- Running payroll
- Staying compliant with taxes
- Tracking time and attendance
- Managing benefits
- Onboarding new employees
- Recruiting applicants
- And much more!



Keeping all the tasks in one platform as opposed to a collection of "linked" applications allow you to store all of your company's important files electronically in one centralized place.



Digital Hiring

The hiring process involves all type of paperwork. Files such as *job descriptions, resumes, applications, offer letters, and employee handbooks* are just some of the types of paperwork involved in this process. Moving this process to the internet not only saves paper, it will save your managers **time and energy** by easily sorting through qualified candidates.

Whether you are using an integrated HCM platform or one of the many online hiring sites, think Indeed or Monster, your company should be completing the hiring process virtually. Posting jobs online, allowing applicants to apply and send their resumes electronically, and sending offer letters and handbooks through email is a great way to eliminate a great deal of paperwork in your business. Potential candidates will even realize your company has an organized and efficient HR department.





Paperless Onboarding

The onboarding process requires **A LOT** of paperwork. Going through this journey electronically will save your company **A LOT** of paper. Most of the steps in onboarding require paperwork to be completed and signed, all of which can be done digitally. By using an all-in-one HCM software, new employees can complete the onboarding process quickly and efficiently. They can complete steps such as:

- Providing personal information
- Completing the i9 and W4
- Adding direct deposit accounts
- Signing up for benefits
- Getting started in the Employee Self Service Portal
- And more!

A software that allows your employees to do this will free up more time for your managers to spend on revenue generating tasks. **ENGAGING** and **EMPOWERING** your workforce is essential to employee retainment.

Electronic Signatures



isolved



Consider using *digital signatures* for any documents that require a signature. Digital signatures require no printed copies and allow you to keep your **cloud** based files in the **cloud**! Using an e-signature technology that seamlessly integrates with your HR software provides efficiency and security. E-signatures also offer reliability while maintaining compliance.

Digital signatures are easier and more time effective for your employees. Important documents that employees are required to sign can be done at their convenience with e-signatures and using fillable PDF files.



Paperless Reviews

Paper based employee reviews are a thing of the past. They are long, extensive, and a waste of paper. Using a platform that allows you to perform employee reviews electronically is a great step towards *paperless HR* processes.

"WELL DONE ON
THAT PROJECT"

"Keep up the
good work!"

"We appreciate your commitment"



"YOU'RE GETTING
A RAISE!"

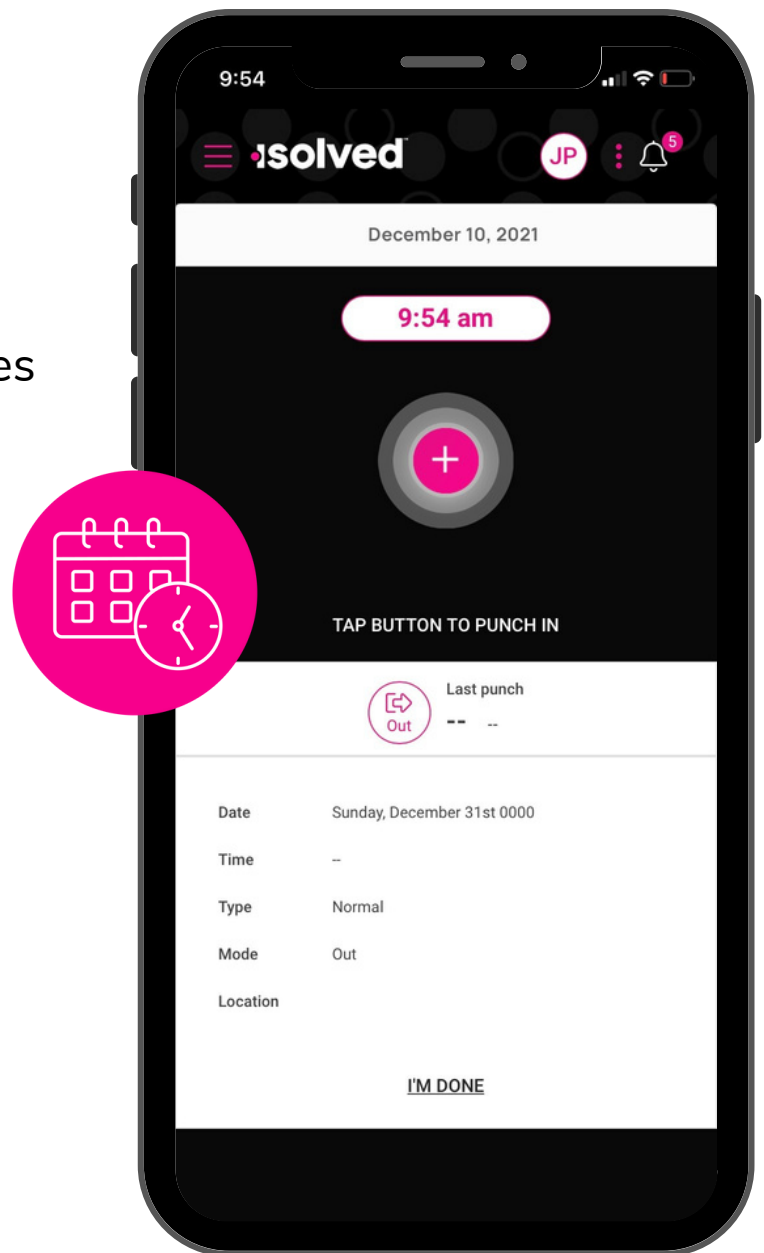
All steps of the process can be done virtually. From scheduling an employee review, to writing and performing the review, and even having an employee verify that they have read and acknowledge the review, can *all be done* in the isolated software. If you are not using an HCM software, create documents, spreadsheets and folders for each employee on your company's network to keep track of employee reviews electronically.

Time & Attendance



Physical employee time cards and paid time off tracking sheets can result in an enormous amount of wasted paper. Having a time tracking software not only eliminates the need for wasted paper, but *enhances employee engagement and accessibility.*

Mobile punches or **electronic time clocks** options should be used in place of paper time cards. These types of time clocks often seamlessly integrate with payroll software to eliminate the need for manual time entries while **IMPROVING ACCURACY AND SAVING TIME!**





Daily HR Processes

Businesses use many HR related documents in a normal day. These standard day-to-day HR processes that use hard copy forms and documents should be performed on a computer. Consider creating electronic spreadsheets, PDF files, or using a HCM software that allows you to complete HR tasks digitally. Save your business money by using these tools and reduce printing costs!

HR tasks that isolved allows you to complete *online and eliminate* the risk of lost documents include:

- Benefits enrollment
- Company alerts and messages
- Company wide schedules
- Employee direct deposit changes
- Employee address changes
- Viewing a copy of a paystub
- Viewing a copy of the W2
- Viewing paid time off balances
- And more!

