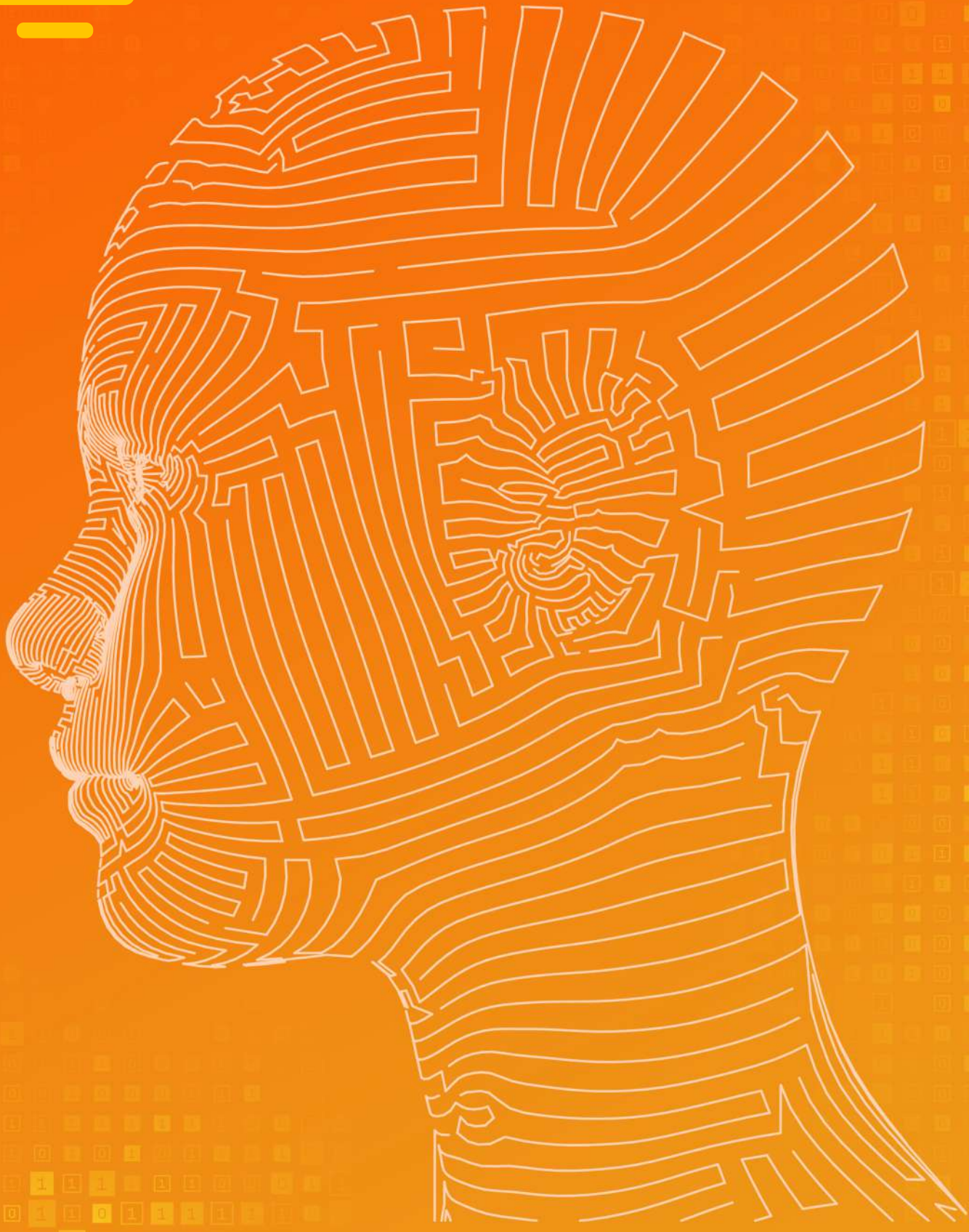




The IT Manager's Guide to Digitalizing Human Resources





Content

- Going Digital
- Enabling Innovation
- Digitalizing HR
- Do Things Better, Faster, and Cheaper
- The Single Platform Solution



Going Digital

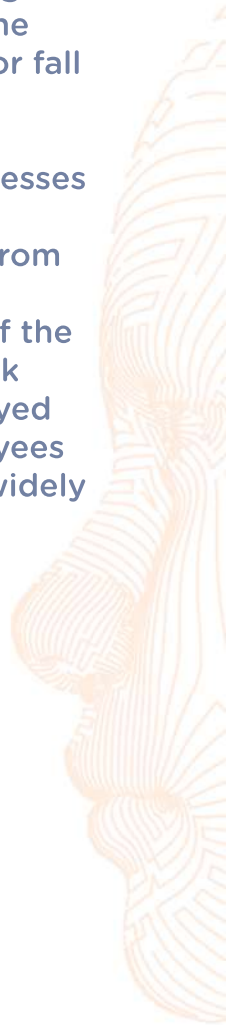
There's no doubt technology has drastically changed how the world lives, socializes, and does business over the last few decades. Unprecedented growth in the technology sector has sparked a digital revolution that has spread across the developing world. While less than 7 percent of the world was online in 2000, today over half the global population has internet access, and there are currently more cellphones in the world than people.

To remain competitive and relevant in today's business environment, all businesses—from the smallest mom-and-pop shop to Fortune 500 corporations—must integrate technology into every facet of their operation. A McKinsey Global Survey on digital transformations reports that more than eight in ten respondents say their organizations have undertaken such efforts in the past five years. Clearly, IT executives must either lead the way, keep up . . . or fall behind.

Then the COVID-19 pandemic brought a new sense of urgency, forcing businesses to fast-track their digitalization to meet the new technological reality and changing needs of the roughly 42 percent of US employees who now work from home. And that number is not likely to change. In a survey conducted by LiveCareer, an online resume and job search consulting service, 61 percent of the white-collar workers surveyed said they want their company to let them work remotely indefinitely, while 90 percent of 130 human resource leaders surveyed by Gartner (a global research and advisory firm) said they plan to let employees continue working remotely at least part of the time, even after a vaccine is widely adopted.

But what does digital transformation mean? It can mean everything from going paperless, to data analytics and artificial intelligence, to automating processes, depending on your perspective. However, for just about every business, it also means:

- ✓ increased efficiency and productivity
- ✓ revenue growth
- ✓ improved workflow
- ✓ increased connectivity with customers
- ✓ higher customer and employee satisfaction
- ✓ optimized processes
- ✓ empowering employees





Enabling Innovation: The Role of IT Managers

Spending on digital transformation is expected to reach \$6.8 trillion by 2023. But while digital transformation is imperative to a company's success, research shows that 70 percent of digital transformations fall short of their objectives, with \$112 million lost for every \$1 billion invested. This is in large part because companies must relinquish long-standing business practices in favor of new ones that may seem vague or overwhelming. Let's face it—change is unsettling.

Much of a company's success in going digital depends on the IT manager. The role of CIOs and IT managers has changed significantly along with technology. Today, IT managers are the primary drivers of business innovation and play an important role in both instigating and executing digital transformation strategy.

These five key factors influence a company's ability to realize the successful implementation of a digitalized workplace.

Five Factors of Success

- 1 A Digitally Driven Culture - While technology is important, the people factor is crucial to success. Commitment and engagement from the CEO to middle management is key to affecting change.
- 2 Defined Goals - In order to successfully digitalize, companies must determine what they need and why they are digitalizing. What is the goal? Once there is a clear vision, the IT manager can then determine the best strategy linked to specific outcomes.



Top Goals for Digitalizing:

- Cope with emergencies
- Save time
- Make compliance easier
- Increase flexibility in staffing (especially when working remotely)
- Streamline operations
- Improve response time and efficiency
- Cut costs
- Increase customer and employee satisfaction

- 3 Finding the Right Solution - Most companies rely on their IT manager or IT department to identify the best solution to meet their goals. The IT manager has the expertise and knows the technology landscape the best, and is therefore uniquely positioned to research and find solutions for a seamless user experience. In many cases, IT managers look for “freemiums,” or free, open-source software. Open source software options may suit a company's needs as-is; if not, most offer more customized options for a fee.
- 4 Implementation, Hosting and Maintenance - Clearly, being able to implement, host, and maintain your digitalized platform is integral to its success. IT managers can often download and implement free open-source options themselves, or opt for a software solution that offers turn-key services, including consultation, system configuration, training, and rollout; hosting; and/or ongoing support services.
- 5 Collaboration - Digital transformation is three times more successful when businesses invest in digital talent, such as an IT team. Success also requires the IT team collaborating with managers, employees, and colleagues to determine their needs, as well as training team members once technology is implemented.



Digitalizing HR: An IT Manager's Guide

Digitalizing your company's human resources department may be one of the best moves you can make as an IT manager, particularly during the COVID pandemic, when a majority of employees are working from home. As with any digital transformation, aligning the objectional transformational objectives of organizations with the HR department is key.

Human Resources management software can be classified into three main categories:

- Payroll Software
- Leave and Attendance Management Software
- Employee Management Software (recruiting, training, evaluation, etc.)

1 Moving from Paper to Digital

Moving from a paper-based to digital HR environment offers a wealth of benefits. Paper document management and archiving can be intensive, time-consuming, and expensive. According to *Developing People Globally*, 57 percent of office workers spend one hour per day searching for documents. Automating your HR system means that with a couple of clicks, users can readily find the documents they need, saving time that can be better spent elsewhere and minimizing human error. Digitalizing HR documents also ensures sensitive data is protected and can help meet regulations or industry compliance guidelines.

2 Centralizing Systems

Going digital also streamlines processes. Traditionally, HR departments utilize multiple systems for different functions. Adopting a centralized system allows HR managers to adjust and enhance business processes quickly and efficiently. Staff can easily develop and implement consistent processes for payroll, benefits, recruiting, onboarding, time off, and recognition. And with numerous employees currently working remotely, a centralized system provides better organizational support. With a centralized system, human resource managers can also more easily communicate with employees—whether they live in New York or Timbuktu.



3 Self-Service Facilities

Finally, digitalizing your HR system allows for self-service facilities, optimizing the employee experience. Employee self-service is a common component of HR software that allows employees to handle many HR-related tasks themselves. Not only does this save time and reduce the administrative load for HR professionals, but it also simplifies and streamlines communication *and* increases employee satisfaction. It's a win-win.

Key Features of Self-Service Facilities

- Time and Attendance
- Online HR documents
- Benefits Enrollment
- Payroll
- Employee Training
- Notifications

4 Do Things Better, Faster and Cheaper: The Benefits of Digitally Transforming Your HR Department

HR management software can help your HR department function at its best, with modules that cater to all of your HR needs from recruitment and onboarding to development and retention, and even separation. Digitally transforming your HR department can lower costs, increase productivity and employee satisfaction, and improve security and accountability. HR management software also allows managers to supervise employees no matter where they are, which is particularly advantageous during COVID.

How? Consider all the things HR management software can do:

- Employee Management: manage and access all your sensitive employee data through one organized, secure, and centrally located database.
- Leave/Paid Time-off Management: create and manage multiple types of leave.
- Time Tracking: track your employees' time, overtime, and efficiency.
- Performance Management: track employee performance tied to customized objectives.
- Recruitment: streamline the hiring process.
- HR Administration: securely store and maintain employee data.
- Travel and Expense Tracker: manage expenses.
- Graphic Reporting: create and view customized reports.
- Employee Discipline: track and maintain all disciplinary cases along with actions taken.
- Employment Compliance: make policies and procedures easily accessible to all employees.
- Document Management: reduce manual workload and centrally manage all your important company documents in one place, plus publish new documents and edit existing documents as needed.
- Training: create and manage in-house training courses.



With four-plus million active users in over **100 countries**, OrangeHRM is uniquely qualified to help you digitally transform your HR department to meet your objectives and goals. OrangeHRM offers a single, integrated platform for HR functions which speeds up the learning curve for managers and employees, requires less data entry, allows HR managers to generate comprehensive reports, and creates a beneficial collaboration between managers and employees.

In addition to a multitude of software modules for every HR need, OrangeHRM provides implementation services, worldwide customer support, hosting, and system maintenance. OrangeHRM's Starter edition (open source) is a free, feature-rich and intuitive HR software that offers an essential HR management platform to a broad community of users, and includes on-premise installation and a variety of modules. However, unique businesses often require unique solutions and reporting requirements. That's why OrangeHRM also offers their Advanced version, a highly customizable, full-feature HR system.

“

“There is no alternative to digital transformation. Visionary companies will carve out new strategic options for themselves – those that don't adapt, will fail.” – Jeff Bezos, Amazon Founder and CEO

”

OrangeHRM. Personalized HR Software That Brings Your Employees Together.

OrangeHRM