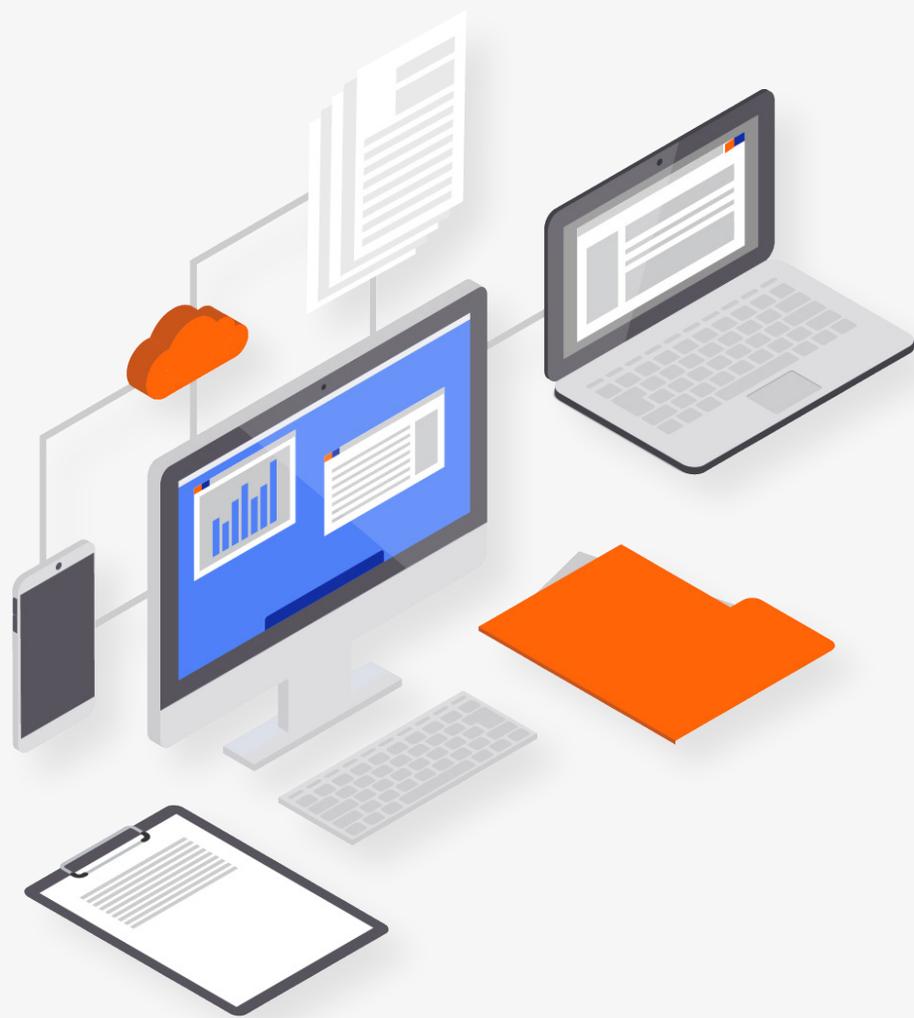




7 Challenges of Managing HR Documents in Distributed Organizations

Managing HR can be tough — especially in distributed organizations



Organizations need to use their human resources wisely, which means hiring and retaining talent, building skills, and ensuring regulatory compliance. While most HR staff would love to focus more on the first two goals, paperwork and compliance typically take 60 percent of their time.¹

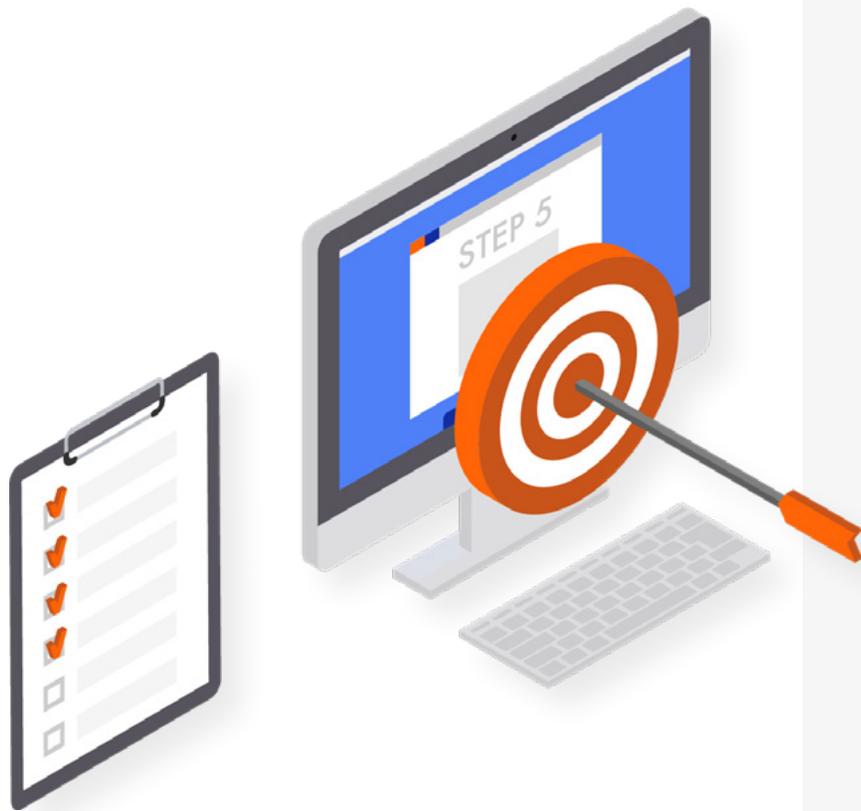
The administrative burden is even greater for distributed organizations because sites may have different processes and document storage practices. Shared services organizations can help centralize document storage and handle some administrative details, but that may not solve all the HR challenges that organizations face.

Read on to see if you recognize any of the following seven challenges in your organization — and learn how you can combat them to minimize the paperwork burden and risk of noncompliance.

¹ Society for Human Resource Management, "Role of HR Becoming More Strategic, New Report Shows," Sep. 9, 2015

- **Challenge #1**

Maintaining organization-wide consistency and accuracy



Distributed organizations need consistent HR processes and accurate data, but different locations often use their own processes and terminology. This complicates even routine HR tasks; for example, a few small variations in onboarding processes and forms among sites can become a big problem if there's a lot of seasonal turnover or rapid growth. Inconsistent HR document management practices can make every audit or information request a nightmare.

94% of survey respondents believe that one or more parts of their employee files are missing or incomplete.

- **Challenge #2**

Putting everything in the right place



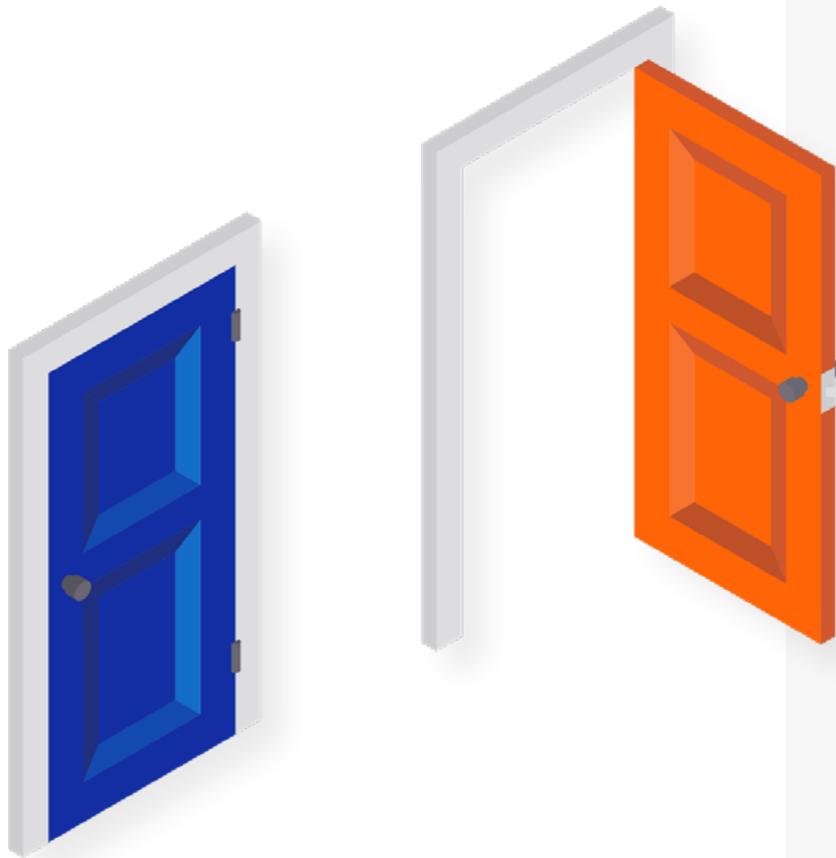
Digitizing and properly storing paper files can pose a logistical challenge. Even if you have a centralized HR department that receives and processes paper documents and emailed forms from various locations, are local HR teams and managers submitting those files promptly? Is your central HR staff able to keep up with the management and digitization of documents? A good process, supported by smart technology, is essential to enable immediate access to digital files and prompt delivery of original documents to support an audit or claim.

**60% of HR staff time is
taken up by paperwork
and compliance.²**

² Society for Human Resource Management, "Role of HR Becoming More Strategic, New Report Shows," Sep. 9, 2015

- **Challenge #3**

Supporting employee mobility and turnover



Transferring employees between locations and dealing with employee turnover are key parts of a distributed organization's HR responsibilities. You must ensure employee files are up to date, manage permissions to allow new managers access to necessary documents, and check that proper certifications are in place for new locations or jobs requiring new qualifications. Plus, when employees move, you may need to comply with different federal, state, or corporate rules. A centralized, digitized HR repository simplifies this process and minimizes the time your HR team must spend on transfers.

33% of an employee's salary: The estimated cost of employee turnover by The Work Institute.³

- **Challenge #4**

Making HR information easily accessible, everywhere



Accessing important employee information when you need it can be difficult when files are stuffed in file cabinets at multiple locations or spread across different file management solutions that don't work with one another. Even employees may find it difficult to figure out which system to access to fill out needed forms. With a good cloud-based HR solution, siloed data is unleashed. Employees can easily access the information they need and are authorized to see. Remote workers and workers without company email addresses can complete forms and view their HR information using self-service HR applications from any location and on any device. This empowers your employees and frees up your HR team from answering simple questions and performing rote tasks.

52% of organizations that implemented a cloud-based HR solution reported an increase in employee usage of self-service tools; 47% reported an increase in manager usage.⁴

- **Challenge #5**

Protecting data from unauthorized access



Digitizing HR information and storing it in the cloud transforms HR security from the old days of locked (or worse, unlocked) rooms full of HR files. Role-based permissions mean people can only see the data they are authorized to view. You can track who views a file, when they accessed it, and whether they changed it. At last, you can ensure (and prove!) you're following regulations like HIPAA, ADA, and EEOC for protecting personally identifiable information.

7 billion data records were compromised in cyber incidents in the first three quarters of 2017, a near 4x increase over 2016.⁵

- **Challenge #6**

Complying with regulations



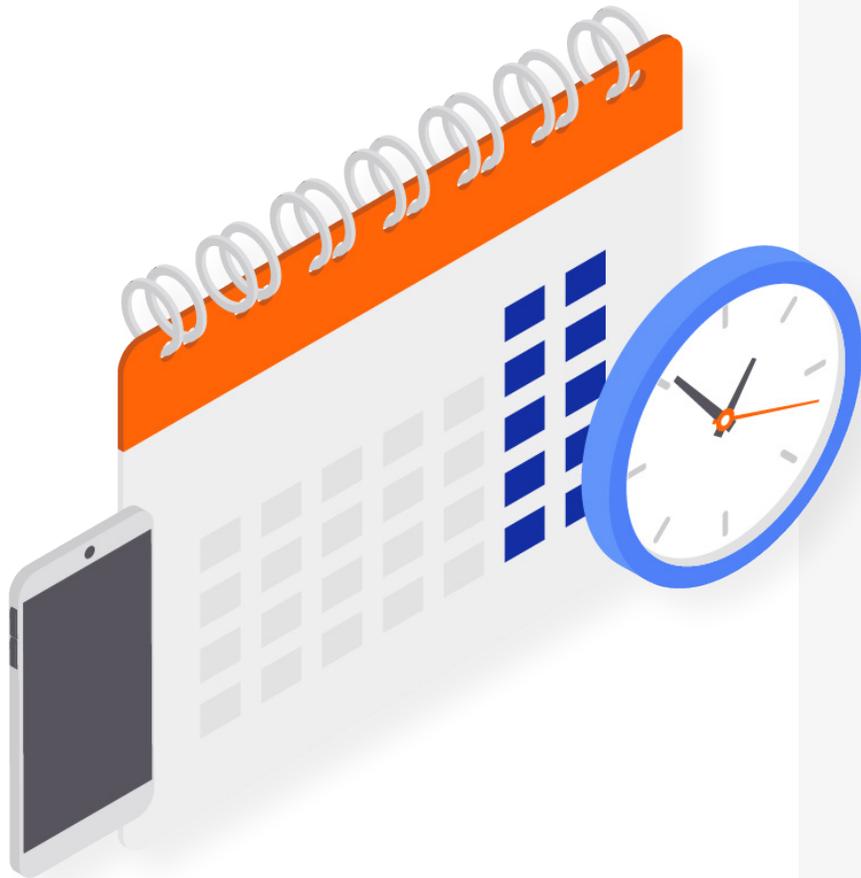
Regulatory requirements for HR document retention and mandatory training and certification compliance differ from one industry to another, and from one state or country to the next. Setting up a central cloud-based HR solution simplifies the process of applying different rules to employees based on residency or role. And if there's an audit in any of the regions you serve, a well-run system makes it easy for you to compile all relevant information and share it securely.

If ICE or DOL knocks at your door, are you 100% certain that you have:

- Signed non-compete documents for all your employees?
- I-9s with proper, non-expired backup?
- Certifications, licenses, and training documentation for your employees?

- **Challenge #7**

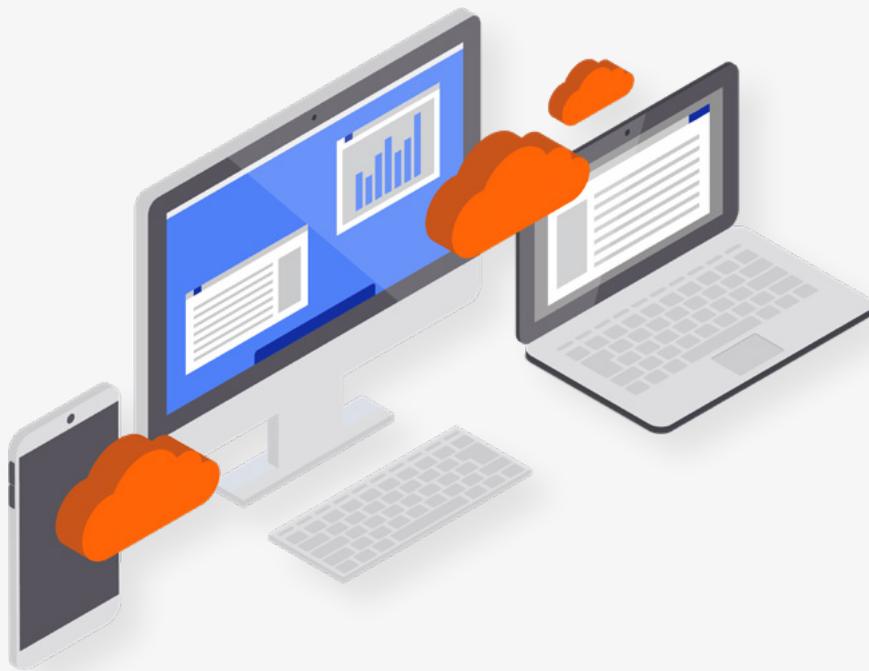
Preparing for the future



Every business must transform to thrive in a digital future—and distributed companies often have to prepare for multiple futures, depending on where they operate. For example, companies that employ EU residents must comply with general data protection regulations (GDPR) immediately, while companies that don't have more time to strategize about how to adapt to similar regulations. A distributed organization may have to do both—but a state-of-the-art HR document management solution can help you become more agile in the face of a changing business landscape.

56% of surveyed companies were redesigning their HR programs to leverage digital and mobile tools in 2017.⁶

Need HR centralization for your distributed organization? We've got this.



With the right solution, you can master the HR challenges facing your distributed organization. [Contact us today](#) to learn how CartaHR can help your organization implement consistent data and employee document management practices across locations and stay compliant with regulations, while providing secure permissions-based access to the data people need.