

# How Small Businesses Can **Simplify HR Processes**

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Many successful businesses have the following in common: their greatest, most prized resource is their people. Behind the scenes of an effective business of any size, there's likely a stellar team of individuals from all departments working hard towards a common goal. It takes a village.

A high-functioning, streamlined human resources department is integral because it manages and cares for your employees—the key to growth and prosperity. Yet many businesses are still using outdated systems rife with inefficiencies, squandering resources on the administration of benefits, insurance, leave management, pension, payroll, and more. It's time to simplify.

In our increasingly digital world almost all industries are in a state of flux. All organizations—especially small businesses—must develop, grow, merge, restructure, explore new markets, and adapt accordingly. Making use of technological advancements and innovations to simplify and streamline human resources is essential. It's obvious that HR departments are buzzing hives of activity with many moving parts. And things are only becoming more complex. But it doesn't have to be disorganized and unwieldy.

Gone are the archaic days of HR departments being flooded with piles of paperwork. Cloud

computing, innovative software, mobile apps, and other tech solutions have cleared the way for a more clear-sighted and functional HR department. However, even given these advancements, some businesses are struggling with integration and connectivity across all HR tasks.

Are you a small business searching for some ways to simplify your human resources department to better serve your employees, improve overall efficiency and accuracy, and grow your business in a competitive market? Read on to discover some solutions.

# Leverage the Power of Paperless

How appealing does a “paperless office” sound? While some employees may be loath to let go of analog completely, it is truly time to make the commitment to going fully digital. Just because your workplace seems fairly technologically adept, your HR department might still be producing massive quantities of paper, causing much disorder, inefficiency and waste. Think about it: computers make it easier than ever to print, scan, and photocopy things—easier than ever to be inefficient. Don’t let the illusion of computerization give you a false sense of organization.

Too much paper is a waste of time, money, and resources, and can make for a cluttered work environment and an equally cluttered workflow. Many digital document management systems can save you a ton of time that you would have otherwise spent rifling through a mess of papers. When files are stored and backed up digitally using an online platform, you will save on physical storage space, save money on resources, and ensure nothing ever goes missing again.



# Stop Managing HR Functions Separately

Human resources is a tidy umbrella term that encompasses dozens of varying functions. Some examples of what the typical HR departments is responsible for includes insurance, group benefits, pension, payroll, and other forms of employee compensation. Administering these various functions and forms of compensation properly is integral to your business operations, as well as the key to retaining and recruiting happy, high-performing employees.

However, things can quickly become chaotic if there's no integration within your HR

department and each function is being managed separately. Human resources works with other departments, carriers, and third parties, and it's easy for wires to get crossed if everything is functioning independent of each other. Tasks get pushed to the backburner, processes take longer, there's a greater margin for error, and it's costly to have various HR professionals using up their resources on separate administrative activities.

Cloud computing is one great way to make use of a technical innovation

that can help to streamline HR processes. Use of "the cloud" is sweeping all industries, and it can be of particular advantage to an overtaxed, disconnected human resources department. Less physical storage space is required for digital records, information is easily accessible and available in one place, and connecting is as easy as having an internet connection.

A cloud-based HR technology platform is the most powerful tool you could ever have in your arsenal if you're looking to simplify and streamline human resources.



# Automate Your Workflow

According to the U.S. Small Business Administration, the average business owner can spend anywhere from 7% to 25% of their time processing employee-related paperwork. That's not including all the questions from your team that you field every day regarding compensation, benefits, and time off. Just think about all of the processes and policies that need to be overseen: onboarding, leave approvals, benefits enrolments, and more. By reducing this burden through the automation of communication, training, and especially workflows, you can save

your organization a lot of time and money (and yourself a lot of stress).

Integrating the HR department's processes by using online software that is highly configurable can greatly streamline workflows and more. Administering benefits using an automated online system can give employees easy access to essential information, forms, and documents, without having to use resources printing up manuals that quickly become out-of-date. It may also allow you to process payroll and benefits information more efficiently,

maximize productivity, and deliver consistent and effective HR tools, templates, and best practices across your organization.

The bottom line? Automating the implementation of processes, policies, and procedures that reoccur can greatly reduce administrative overhead. It will save HR time and resources that can be more effectively allocated elsewhere, and will save your organization money.

## Take Control of Benefits Administration

The maintaining and managing of benefits on behalf of your business consumes a lot of resources. It can be a lengthy, disruptive, and demanding process for both employees and administrators. It can also be difficult to discern how to be most cost effective. For example, changing benefits carriers might save money, but when it's time to renew with an increase should the HR administrator absorb the cost or invest even more time looking elsewhere?

Making use of an online platform to aid HR in administering benefits can reduce overhead and risk, while ensuring better compliance and greater accuracy. A powerful software solution will have inclusive services that may include an electronic transfer of data to your insurance carrier, a high level of expertise when it comes to rules and guidelines that vary by location, risk mitigation for compliance and audits, a variety of monthly billing options, and more.



# One Platform for All Your HR Needs

Jungo is the cloud-based HR technology platform that combines expertise, technology, connectivity, and administration.


Jungo makes business growth easier and more accessible for small businesses in Canada. Our all-in-one HR platform allows you to streamline your HR processes and unify pension, benefits, insurance, human

resources, and payroll. Jungo helps companies maximize their return on compensation and makes business growth easier and more accessible. Our all-in-one technology platform is the foundation to automate, streamline, simplify, connect, and empower your organization.

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