



# Achieving Operational Efficiency



**How efficient is your business? That is, how well can your organization — especially your HR team — do its job effectively while using the fewest possible resources?**

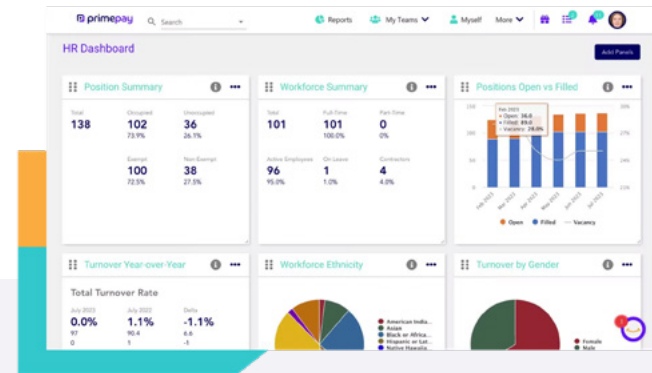
## Don't Overlook the Details

While many business leaders tend to focus on productivity — how much work is done — they often overlook measuring how much time, effort, and money goes into doing it.

Operational efficiency is defined as an organization's ability to reduce wasted time, effort and materials, while still making a high quality product or service. It's not about cutting budgets to the bone and seeking out slightly higher margins at the expense of substandard results.

Instead, it's looking at all aspects of your operations and determining how to make them work with fewer slowdowns, errors, and duplications to enhance your business performance. This is especially important in HR, as your employees form the backbone of your organization and your HR department the heartbeat.

Minimizing inefficiencies to reduce costs, improve performance, and enhance the employee experience are just a few reasons organizations of all shapes and sizes are adopting technologies that help streamline processes and operations for greater efficiency.



## HCM Software for Operational Efficiency

Back office functions are virtually synonymous with time-consuming, repetitive, but often low-value tasks that take focus away from more strategic, higher value pursuits. In fact, research shows that HR professionals spend nearly 75% of their time on simple administrative work and answering employee questions.

No doubt, these aspects of the job are necessary, but this leaves little time or opportunity for back office employees to be the strategic partner businesses require. HCM platforms can help unburden your team of mundane, repetitive, and low-value tasks to greatly improve efficiency and productivity.

These software suites incorporate Human Resource Management, Benefits Administration, Payroll & Tax Management, and Time & Attendance Management solutions that automate many of the common administrative processes like manually updating new employee records, reconciling payroll discrepancies, and enrolling employees in training to free you and your team to focus on critical issues like growth, revenue, and culture.

# PrimePay is Changing Operational Efficiency

PrimePay's cloud-based, fully integrated platform is changing how organizations approach operating efficiency with a range of tools, workflows, and unique capabilities that help your team work smarter, faster, and with far fewer errors that kill productivity:



## HUMAN RESOURCES MANAGEMENT

Save time and sanity when addressing new hires and attrition with a unique position-based architecture that keeps all your role-based data — title, place in the org chart, compensation, and job qualifications — even when an employee leaves. This alternative to conventional people-based architecture spares your team from having to recreate entire job profiles when an employee leaves or changes positions, eliminating hours of manual data entry and potentially costly data entry errors.

This design has the added benefit of providing a consistent, updated snapshot of the health of your business. The persistent data makes it easier to compare projected budget vs. actual headcount and even historical trends to help right-size staff and resources for more efficient use of every dollar.

At the same time, PrimePay's dynamic org chart will ensure reporting relationships are always accurate, even in the event of turnover and transition, while also automating essential onboarding communications for new hires and training enrollment for all employees who need it.

With a centralized core system of record, PrimePay ensures data is accurate, accessible, and in real-time, across the organization-- which makes compliance reporting easier.



## PAYROLL AND TAX MANAGEMENT

Payroll is rarely simple. PrimePay allows you the flexibility needed to process non-linear payroll, make mid-period changes and mass pay entries.

Gain insight into payroll data with the reporting and analytics functions. A single dataset incorporates payroll inputs from HR and benefits to ensure you have a centralized core system of record. The software also automates complex calculations with every data update, lowering your risk of falling out of compliance because your data is always current, auditable, and accurate.

Ensure payroll tax compliance as payroll taxes are automatically loaded and calculated using the GPS coordinates of the employee's address, taking out the guesswork out of which local tax is applicable in complex jurisdictions.

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## BENEFITS ADMINISTRATION

Take the confusion and headache out of benefits enrollment and administration with PrimePay's streamlined benefits administration and management tools. With this system, you can configure eligibility and event rules to what your organization requires and automatically send carriers benefits changes for new hires, annual enrollments, and life events.

The system also offers helpful benefits selection and evaluation tools for employees, helping them determine their best benefit options without having to rely on an HR representative for help.



## TIME AND ATTENDANCE MANAGEMENT

Time and attendance is more than checking that employees come to work as scheduled. PrimePay's HCM platform includes a Time and Attendance tracking, a tool designed to simplify and streamline time management for less hassle and more efficient scheduling.

Our Time and Attendance Solution gives HR teams the ability to capture time data from time clocks, web portals, and mobile apps for low-friction, touchless timesheet management. HR and line of business leaders can combine that data with other factors like employee availability and schedule preferences to automatically create and implement schedules that tightly align staffing with operational goals. They can also use the data to:

- Track and understand true labor costs by creating and enforcing user defined pay rules
- Maintain compliance with real-time visibility into exceptions
- Automate attendance tracking and accruals for peace of mind



## PrimePay is with you every step of the way.

PrimePay delivers highly configurable cloud-based software and services enabling clients to hire and retain great talent, manage and pay their workforce, and optimize their business in an ever-changing compliance landscape. Learn more at [primepay.com](https://primepay.com) or reach out at (833) 968-6288 to connect with one of our experts today.

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### UNDER 149 EMPLOYEES?

Learn how we are uniquely positioned to serve organizations with an employee size under 149.

### 150-500+ EMPLOYEES?

Learn how we are uniquely positioned to serve organizations with a large employee count.