



AUTOMATED ONBOARDING

helps you manage
employee lifecycles

A ARTICLE BY **emphas!sHR** CEO
& CO-FOUNDER, LAURENCE MARX

employee lifecycle ...starts here

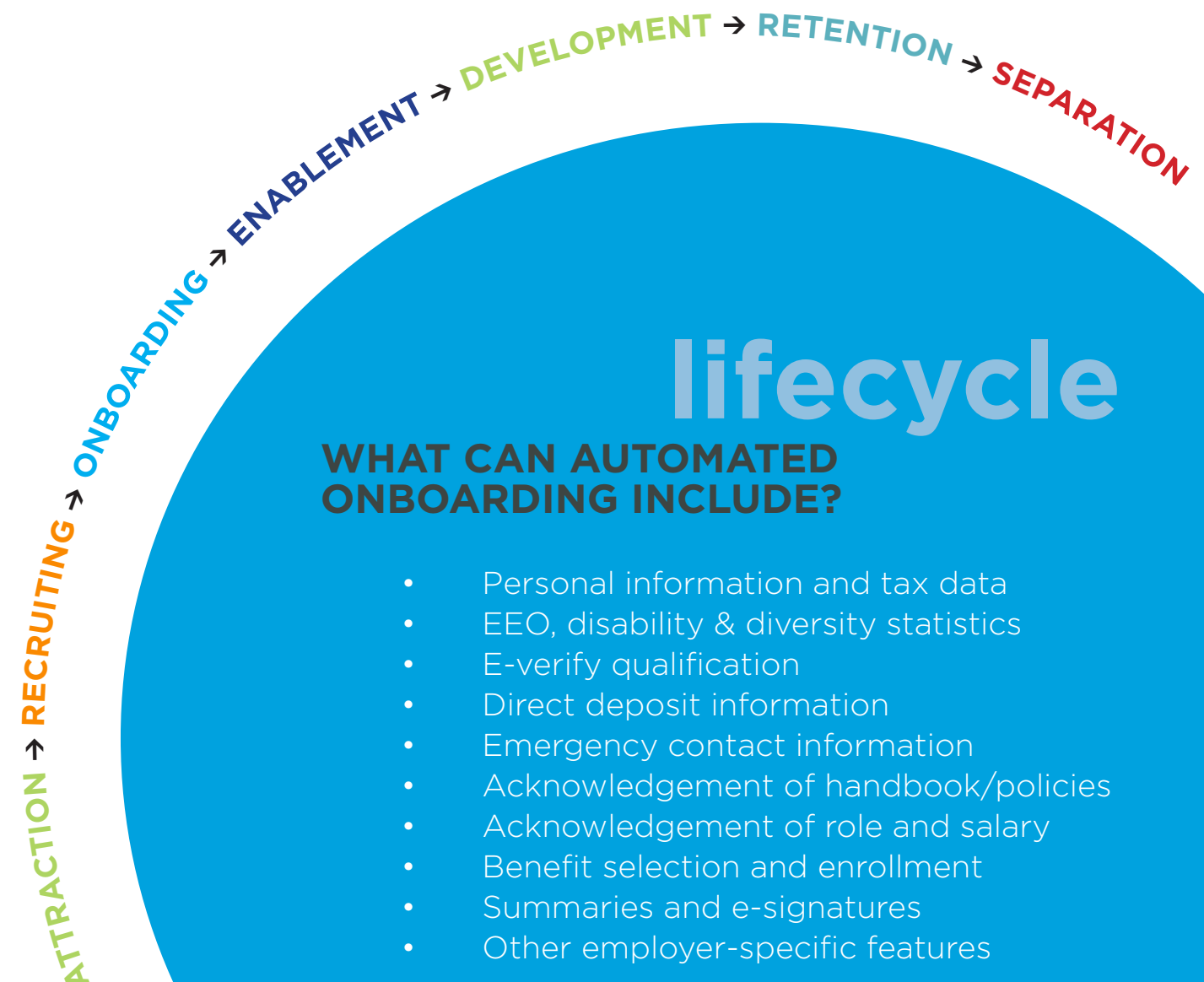


From recruitment to succession planning, the employee lifecycle is a complex chain of events, evolutions and transitions. But perhaps the one stage that has the greatest influence and the longest-reaching impact over the entire cycle is the onboarding stage.

If that strikes you as an odd thing to say, then you may be looking at onboarding strictly as the weeklong process of filling out forms, selecting health plans and retirement plan portfolios and so forth. But there's another, much more significant side to onboarding that many smaller employers overlook, and that's the opportunity to establish the new employee's place within your workplace culture.

The challenge, however is that for many smaller employers it's just not practical (or possible!) to cover off on the mandates of paperwork and compliance AND focus on the cultural assimilation at the same time. You have a narrow window of opportunity to cover off on the things you **NEED** to get done—and the things you really **WANT** to get done.

That's where automated onboarding can take over the **NEEDS** to free you up to take care of the **WANTS**.



SURPRISE: automated onboarding is within your reach

Automated onboarding can remove a lot of unproductive hours from an employer's schedule. Traditionally, getting an externally-sourced automated onboarding platform up and running has been a long process. And some outsource HR partners only offer partial functionality, or limited integration with other legacy or third-party systems.

That hassle has made it hard for smaller employers to take advantage of the time and cost savings that are supposed to make automated onboarding a workable idea in the first place.

That's why emphasisHR has taken things down to the basics—so we can put automated onboarding within their reach, from both time and cost perspectives. Now, most of the mandates can be completed by the new employee, unsupervised, before they even begin their first day of work.



LET'S WALK THROUGH A TYPICAL IMPLEMENTATION

While mileage will definitely vary depending on the employer's need and the choice of outsource HR partner, here's how an EmphasisHR implementation timeline generally looks.

WEEKS 1-3:

We kick off with an initial meeting or call with the employer, followed by an engagement meeting and creation of the engagement map. We begin work on the payroll database and the onboarding/benefit/PTO modules for the online interface. The employee handbook is in final first draft. By the end of week three, everything is in review with the employer and adjusted as necessary.

WEEKS 4-7:

Payroll is up and running. The onboarding, benefit and PTO modules are complete and approved by the employer. We test the general ledger map and 401(k) integration for smooth operation.

WEEK 8 AND BEYOND:

We go live around week 8, and the onboarding system is fully functioning and integrated. New hires can complete their mandates online, in their own homes and on their own time, guided by the Emphasis HR platform. Benefit elections, acknowledgements of policies, legal and regulatory paperwork and even the now-finalized employee handbook are all handled online. The employer gets customized reporting and ongoing refinement of the process.

THE ENTIRE PROCESS IS MAPPED OUT TO TAKE JUST **90 DAYS** FROM CONTRACT TO COMPLETE **FUNCTIONALITY**

and at a cost that's considerably lower than many less-complete, less-integrated options. The bottom line is that automating onboarding mandates with an outsource HR partner like emphasisHR can clear the decks for more important cultural onboarding—though we are equipped to help you with that, too.

Technology is the key to making stronger, more meaningful human connections in those crucial first few weeks. By automating the mandates through an automated onboarding platform, everyone has more time to get to know each other.

