



HCM INTEGRATION PLANNING GUIDE

Time for an HCM upgrade?

Now more than ever, businesses are moving toward integrated human capital management (HCM) systems. Trends in technology, workforce demographics and employee engagement indicate that businesses can benefit greatly from end-to-end solutions that use shared data and employee self-service. Full-service HCM solutions deliver a seamless employee management experience that maximizes efficiency and aids compliance and communication across organizations.



Top reasons to consider an HCM system

Manage a workforce that is global, widespread or relies heavily on contractors and seasonal workers.

Reduce cost and time spent on implementations.

Improve efficiency, reporting accuracy, employee engagement, security and compliance.



Preparing to evaluate HCM solutions

Assess talent, payroll, recruitment, technology and workforce management processes in your company.

Note pain points and key problems to solve.

Identify your company's long-term goals.

Prioritize requirements and problems to solve based on short and long-term goals.

Work with finance to develop a business case.



The big question

Does an investment in a sophisticated HCM system make sense given your long-term plan?
Would an incremental system work better?



5 ways your business can benefit from HCM integration

1. Integrity of employee data and greater ease of onboarding

Starting when a candidate applies for a job opening at your company, their data can go into the recruitment module within your HCM system. When the employee is hired, this data can be ported over to the employee module, so there's no need to re-enter it.

Employees can update their own records, enter time, apply for benefits, manage retirement accounts and more.

2. Comprehensive HR management

Accurate and complete employee histories include data such as pay increases and leaves of absence.

Workflow automation prompts employees to keep information and certifications up to date.

Attendance data can be used to generate payroll and by HR for planning (scheduling, budgets and more).

3. Increased efficiency and productivity

A single source of data for your organization that automatically flows to support all business areas helps eliminate duplication and provides simplified recordkeeping, data management and processing with fewer errors.

A sophisticated HCM solution can automate tasks like retro pay calculations and help save time and reduce variances.

Changes to an employee's benefits are processed in real time; there's no need to enter a manual catchup for the next pay cycle.

4. Employee empowerment

Self-service gives employees the ability to check their paid time off (PTO) accruals, and the balance is the same in every system.

Employees can view the company handbook, past performance reviews, pay statements and update their personal information as needed.

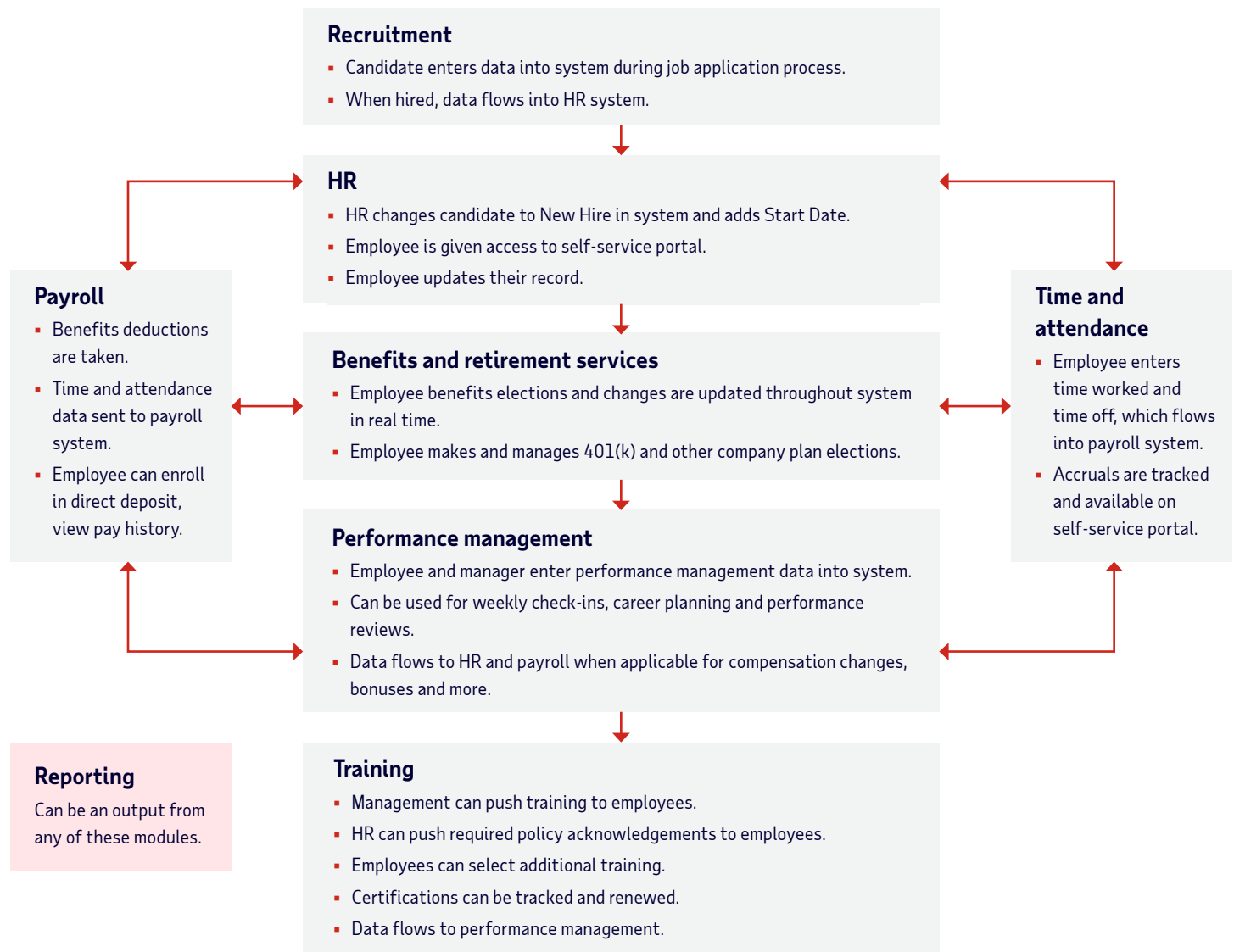
5. Improved compliance management

Established audits and controls help reduce compliance risk, while proactive planning supports ongoing regulatory efforts. Helpful alerts keep teams informed of key requirements and deadlines, helping organizations meet important obligations with greater confidence.



How data flows through an HCM system

Below is an illustration of how data can flow automatically through all business areas in an integrated HCM system. A single database and workflow integration provides efficient, simplified data management, recordkeeping, processing and reporting, with fewer errors.



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