

How Workforce Automation Can Transform Your Company



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INTRODUCTION:

Why is Workforce Automation so important?

Workforce Automation offers employers a more efficient and cost effective way to manage their team. In the time of COVID-19, remote work, and the 21st century, not having automation of HR data set-up could mean vital things fall through the cracks, leaving you vulnerable to litigation, employees who are frustrated, and systems and processes that are old and outdated.

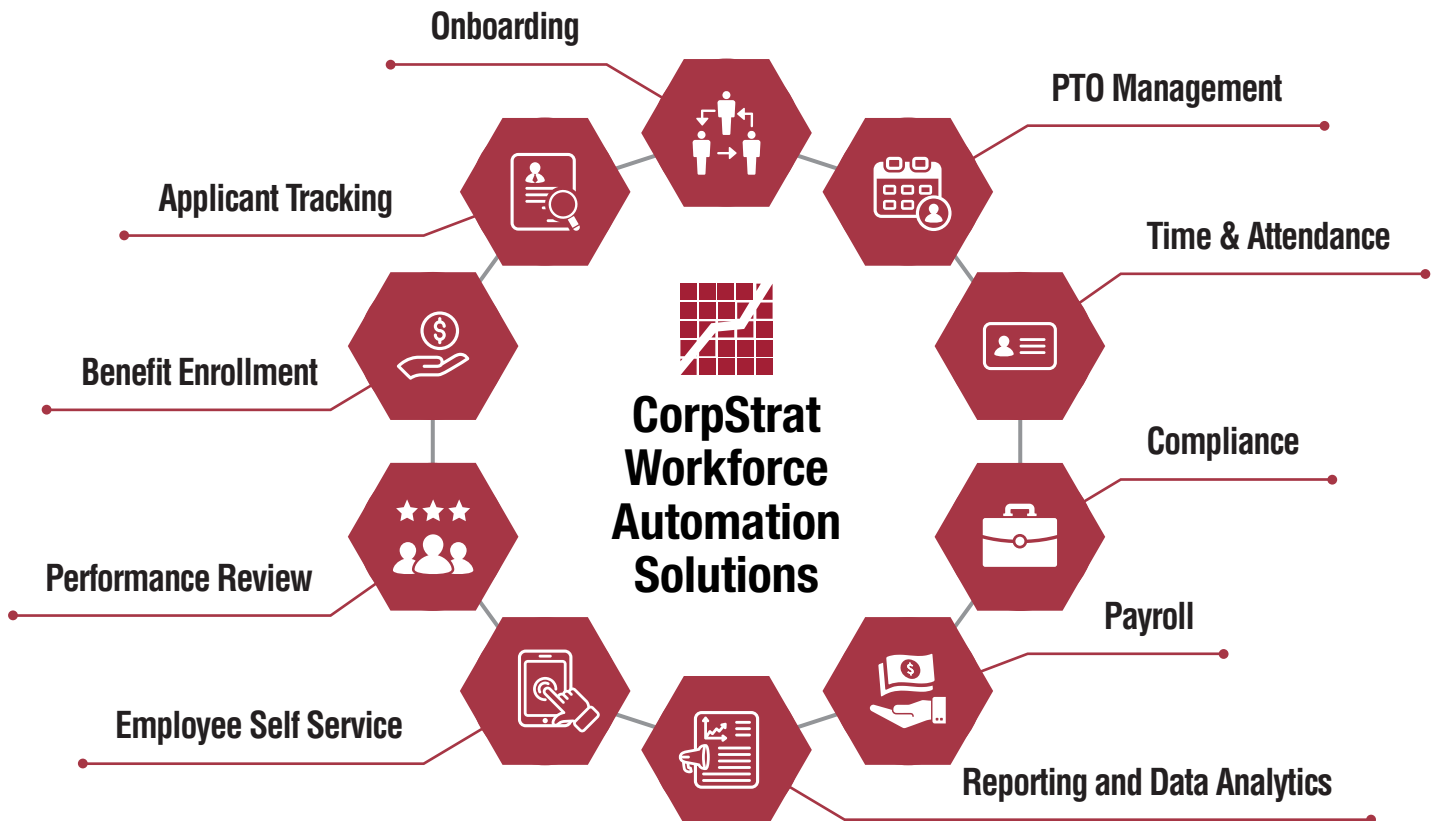
What you'll learn in this White Paper:

Our deep dive into the benefits of workforce automation and Mini HR Audit will give you a clear picture of how automating can help you keep track of all key points in an employee lifecycle while saving you time and money.





THE POWER OF WORKFORCE AUTOMATION



Workforce automation takes all the duties involved in managing your employees—from applicant tracking to managing PTO to enrolling in benefits—and combines them into one easily-accessible system. It can automate nearly every management function and be scaled up as your business grows.

Many businesses still track every event in the employee lifecycle on a piece of paper or in a master spreadsheet. This makes your management system prone to human error and can be the sneaky culprit of significant duplication and increased manual effort. On top of that, without real-time data, you may lack visibility into your business. This can mean that when employees are on-time, late or absent, it can be difficult to respond quickly and provide additional coverage where it's needed.



HOW CAN WORKFORCE AUTOMATION BENEFIT MY BUSINESS?

Great Visibility: Cloud-based time and attendance platforms allow you to see when and where your people work, and give you real-time access to the data.

Automates Tedious Manual Processes: Having a remote workforce is tricky enough as it is. Don't make it trickier by keeping manual processes that only create more work for management and HR. Automating processes frees up time, saves you money, and ensures nothing falls through the cracks.

Instant Reporting: Reports from fully automated programs are far more robust than what you can whip up with cumbersome spreadsheets. With real time data, you can track your scheduling budgets, actual timesheet costs, sales transactions and other employee variables to keep your business on the fast track.

Compliance: As an employer in the US, you are required to maintain employee records for multiple years post employment. These records must be available for inspection by the U.S. Department of Labor Wage and Hour Division's representatives. Having software manage these compliance-related issues allows you to pull up records and anytime, which frees you up to focus on running your business.





MINI HR AUDIT

**Does your business need Workforce Automation?
Take our mini HR audit to find out where you stand.**

How do your employees sign their handbook?

- | | |
|---|---|
| A We distribute a paper handbook that they sign. | B They sign the handbook electronically. |
|---|---|
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How do your employees request a day off?

- | | |
|--|---|
| A They turn in a paper form or send an email. | B They go online and request it. |
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How do your employees enroll in benefits?

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| A Paper brochures and applications are passed out. | B They access the employee benefits marketplace through an automated system. |
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How do you track applicants?

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| A We post jobs on several job boards and manually track applicants. | B We create a job listing within a system that posts to multiple boards and captures the applications. |
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How do you onboard employees?

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|-----------------------------------|---|
| A They get a paper packet. | B They are able to do it online electronically |
|-----------------------------------|---|
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How do you track employee hours?

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|---|---|
| A They punch in and out with time cards or email in their hours. Our HR team tallies up hours in a spreadsheet and sends it down to payroll. . | B We have a system that automatically connects to payroll. |
|---|---|



How does an employee complete a performance review?

- | | |
|---|---|
| <p>A They get a paper packet or an email with a PDF. They have to fill it out and turn it in by hand or send it in an email.</p> | <p>B Our electronic system has 360 review capability, employees are able to give and receive manager feedback.</p> |
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How robust is your financial reporting?

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| <p>A Multiple reports are manually merged together to get the reporting you need.</p> | <p>B We can export the exact reports we need easily from one database.</p> |
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How do you get payroll into your accounting system?

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| <p>A We manually enter payroll into our system.</p> | <p>B We have a general ledger that pulled everything into one system.</p> |
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How do employees make changes to their W-4?

- | | |
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| <p>A They have to walk into HR and fill out a form.</p> | <p>B They can do it through their self-service portal.</p> |
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How do your employees change their address?

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|--|---|
| <p>A They have to walk into HR and fill out a form.</p> | <p>B They can do it through their self-service portal.</p> |
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Where do you keep your employee files?

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| <p>A We keep our paper files in a drawer.</p> | <p>B They're securely stored electronically in a database.</p> |
|--|---|
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• If you answered 5 or more “**A**”s, we can really help you get out of the weeds! Please give us a call today at (818) 377-7260.

• If you answered mostly “**B**’s”, you’re in a great spot but there are areas that we can continue to streamline your processes.



HOW CORPSTRAT CAN IMPLEMENT WORKFORCE AUTOMATION

We Think Differently

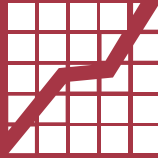
When it comes to choosing the right HR and Workforce Automation strategies for your company, it's not just about superior technology, it's about having a partner that knows the ins-and-outs of this complex business. 90% of tech fails because both the implementation and the service team don't work together to get the job done—we've made it our top priority to ensure that there is synergy on both ends. We know when to let computers do the grunt work and how to utilize our industry know-how to set up tailor-made strategies and solutions for your business.

We Simplify the Complex

There are a lot of systems out there but selecting one that can accomplish everything you need, is easy to understand, and can scale as you grow is absolutely key. That's why we partner with best-in-class products and apply our 25+ years of experience and wisdom to make sure you're maximizing your team's potential.

We're Multidisciplined

Our dedicated support team is equipped with a wide berth of knowledge about every facet of the industry—we have dedicated HR professionals, labor law attorneys, credentialed payroll managers and insurance specialists at the ready to answer any questions. Our experts don't just work on your account and leave, they take the time to truly understand what you want to accomplish and work with you to build a tailor-made experience.



ABOUT CORPSTRAT

CorpStrat offers a best in class, full-service Human Capital Management Solution to small and medium sized businesses, which includes employee benefit plans, payroll, HR workforce automation, HR consulting, and executive planning. CorpStrat is known for providing high-end tools for companies to create efficiency and compliance while saving time and money.

For over 25 years, CorpStrat has offered top-notch tools, top-notch technology, and top-notch people to help solve problems, exactly when our clients need it most. When you work with CorpStrat, you never run into frustrating 800 numbers or call centers. Instead, every time you call, you'll speak to a person who will work with you to provide the solution that you need, all with an "I'm on it" attitude.

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