A Day in the Life of an HR Professional
Understanding the Value of Connecting Content to Processes

Every day represents a new set of people-process-technology challenges for HR professionals. From the time a prospective employee first comes into contact with an organization to the time they leave or retire, HR professionals must deal with myriad systems including Human Capital Management (HCM).

Typical documents:
- Government forms, references, pay slips, plan documentation, forms.
- Employment contracts, incentive plan documentation, forms.
- Garnishments, leave documentation, payroll slips, plan documentation, government forms, etc.
- Resumes, interviews, applications.
- Offer letters, job description, references.

Content to Processes

- Rules and regulations orientation (legal, policy, procedure, etc.)
- Documentation, forms, benefits, etc.
- Government forms.
- Performance Management.
- Payroll and Benefits Administration.
- Separation or Retirement.
- Recruitment and Onboarding.

5 Metlife, 2014
4 Human Capital Institute, 2018, New Hire Momentum: The only thing you can control...
3 Human Capital Institute study, 2012
2 AIIM, 2018, Enhancing Your RPA Implementation

There is typically a high degree of manual work in each of the core processes associated with HR — and a high degree of business risk if the processes or documents are mismanaged.

- 50% of HR professionals say that HR processes are less than 50% automated.1
- 63% of organizations say that HR processes and document generation are less than perfectly secure and audited.2
- 60% of organizations are spending hours per week to manage HR forms.3
- 78% of organizations are spending more than 50% of their time per employee.4
- 18 months.7
- 10% of newly hired employees will fail within 18 months.7

Retention periods are wildly inconsistent — varying from seven to thirty years to permanent.

Intelligent and Connected content means you can:
- Provide self-service for employees to complete information, etc.
- Empower employees to complete information, etc.
- Work in each of the core processes associated with HR — and a high degree of business risk if the processes or documents are mismanaged.

The business risk of mismanaged information is a huge challenge in automating HR processes.

- 50% of respondents report an increase in employee lost time due to errors in HR processes.
- 46% of respondents cite increased cost in order to have a choice among processes.
- 10% of HR professionals are more than $1 million dollars.
- 67% of employees are less than $40,000.1
- 78% of HR professionals are less than 73%.
- 76% of HR professionals are less than 76%.

As critical to business success, 67% of HR professionals see employee engagement as critical to business success.6

Moving forward

We need tools that intelligently capture and connect information, ensuring that all employees and HR professionals have access to the information they need, when they need it and where they need it.

- AGS
- BIR
- CEM
- eLMS
- HRMS
- IS
- IPRA
- Process
- RPA
- TMS
- WMS
- Workflow

Learn more about OpenText solutions that can help you manage employee documents and interactions:
- Digitize and manage employee documents
- Link employee files
- Monitor employee retention and disposition
- Provide self-service
- Guarantee document distribution
- Empower employees to complete information, etc.
- Work in each of the core processes associated with HR — and a high degree of business risk if the processes or documents are mismanaged.

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