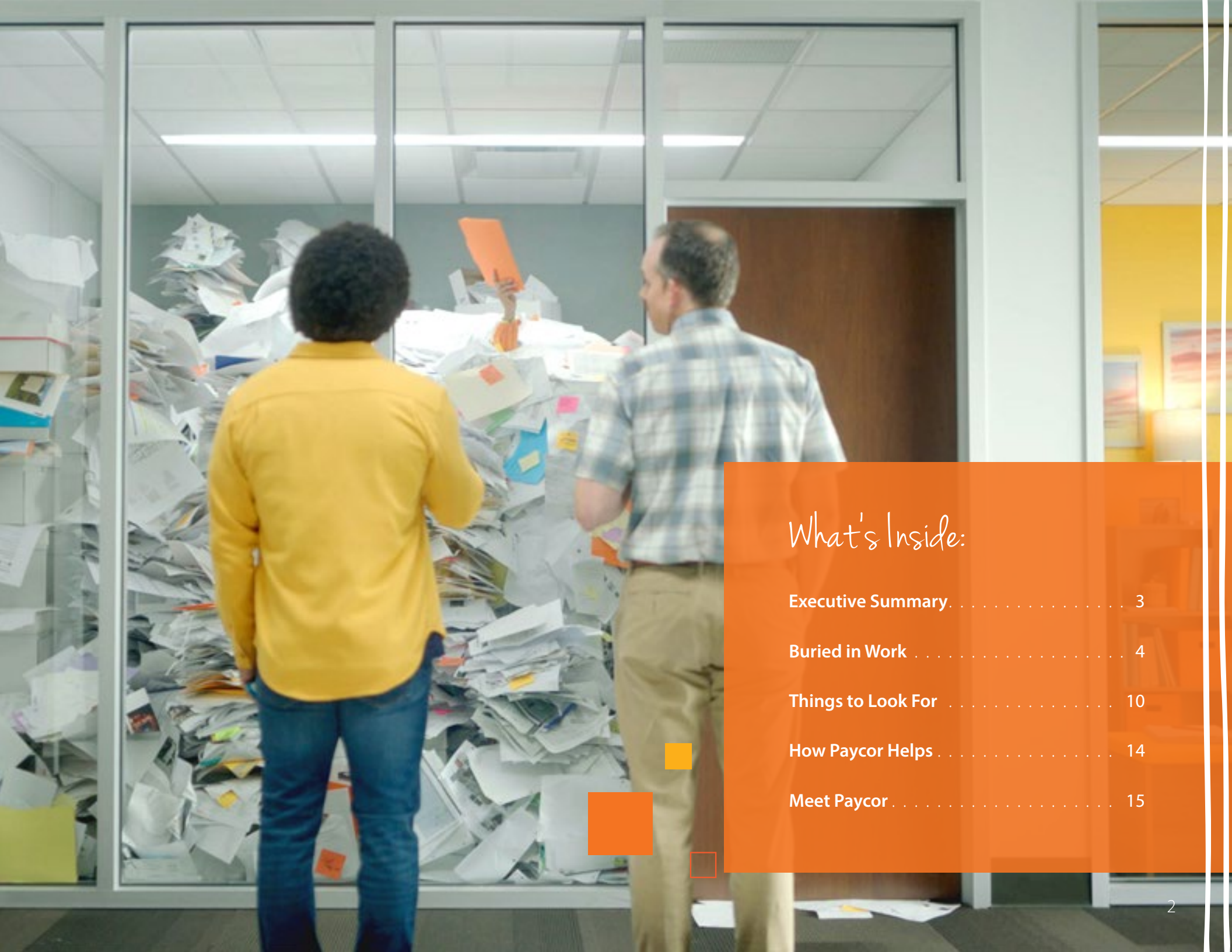




Buried in Work:
The HR Leader's
Survival Guide





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EXECUTIVE SUMMARY

HR professionals are too often “buried in paperwork,” overwhelmed by outdated, manual processes that prevent them from meeting the strategic expectations of the C-suite. It’s no wonder HR has become the most burned-out profession, with turnover rates through the roof and experience levels plummeting.

But fear not, buried HR heroes! There is hope for survival and even thriving. By adopting the right technology, paired with expertise, and ensuring compliance is built into systems, HR can move beyond the mountain of paperwork.

This guide is here to help you escape the paperwork prison and reclaim your strategic superpowers. We’ll navigate the world of HR tech, ensuring you find systems that are more partner, less paperwork generator. Compliance will become your cape, not your kryptonite. And as you grow, your HR solutions will scale, not sag. It’s time to trade burnout for brilliance and make HR the powerhouse the C-suite knows it can be.

A hand in an orange sleeve reaches up from a desk completely buried under a massive, chaotic pile of papers, sticky notes, and folders. The background is a blurred office setting with a globe and a plant.

Ever feel absolutely buried in work?





You're not alone.

There's a disconnect between what the C-suite expects from HR and the day-to-day realities of the job. In a recent [Paycor survey](#), we asked C-suite executives what caused managers at their companies to be ineffective. They said "lack of HR support" is the #1 reason. When we asked HR professionals they said "burnout" was the number one reason (and everyone from VPs to individual contributors agreed with HR; sorry, C-suite). The top of the organization looks to HR for strategy, and they see leadership development as one of HR's most important objectives. But life for many HR professionals looks like a mountain of paperwork.

73% of HR's time is spent on administrative tasks (*Zavvy*).

If your boss expects you to be developing leaders but most of your time is spent buried in paperwork, it's no wonder that 95% (!) of HR leaders say they are overwhelmed by their workload. The "buried in work" feeling is only exacerbated by outdated technology and paper-based, manual processes (*PeopleSphere*).



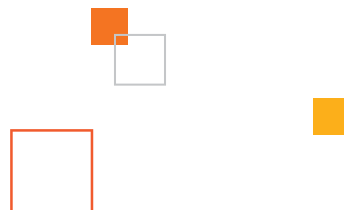


HR is the most buried profession.

HR leaders ranked the highest among white collar professionals on two key burnout metrics—willingness to quit their current job and reported inability to maintain work/life balance (*Executive Networks' Future of Working and Learning Report*).

According to LinkedIn, HR has the highest turnover rate of any job function and in [Paycor's own survey](#) we found that nearly half (46%) of HR professionals have been in their roles for two years or less, which suggests there's a high level of inexperienced HR professionals in the industry.

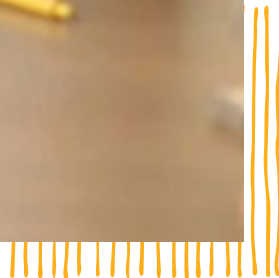
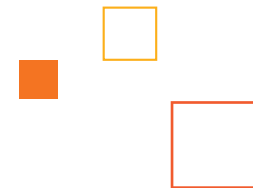
Put it all together—the pressure from the C-suite to be strategic, the outdated technology, manual paper-based systems, and relatively inexperienced HR professionals—and you come to the obvious conclusion: HR needs help.



The good news:
you can claw your way out.

If you're not satisfied with your current HR operations, you're not alone. The right HR technology can enable you to better manage, develop, and engage people while also helping you make better strategic decisions. However, the opposite is also true. Sticking with outdated HR processes can tank a business and leave you feeling buried.

Your HCM platform affects nearly every aspect of your business.





With best-in-class HCM software, you can begin to imagine an entirely new way to work.

At 9am you log into a centralized HCM platform and easily update a new hire's contact details and adjust a team member's pay rate, all within the same interface. The change is instant throughout the entire system.

- No more shuffling paperwork or waiting for manual approvals. Everything is automated and connected.

By 10:30, you've effortlessly reviewed and approved timecards for the week, with the system automatically flagging discrepancies.

- No more logging into multiple systems, reviewing paper timecards, and managing spreadsheets.

By noon, you've onboarded 15 new employees and used the integrated communication tool to send welcome messages, assign digital orientation documents, and set up automated reminders for the new hires and their managers to complete necessary tasks.

- No more chasing down new hires for their paperwork. You've made them feel like a part of the team before they ever step foot in the building.





Finally you can breathe.



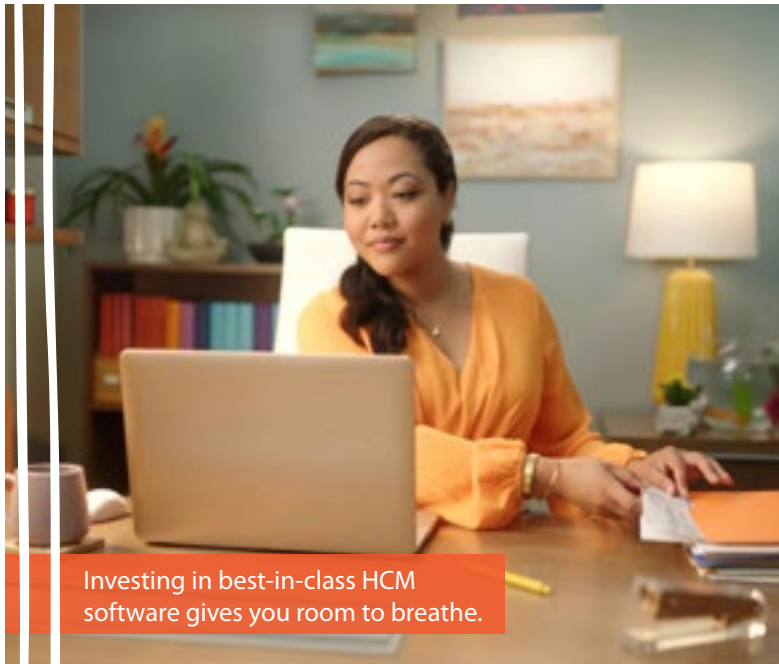
Before, you were buried in outdated, manual HR processes.

After lunch (yes, in this world you get to have lunch), you meet with your boss on strategic workforce planning. Your HCM software has created a report you can share that visualizes future headcount needs based on historical trends, industry benchmarks, skills distribution, and potential talent shortfalls, all based on your company's current and future growth goals.

Around 2pm, you show your direct reports how to use the goal tracking feature to map their personal projects to the overall objectives of the company. (This will make weekly 1:1's and quarterly reviews with the team much easier.)

At 3pm, you use the recognition tool to shout out co-workers for a job well done and then you review the results of the last employee engagement survey.

Before you leave for the day, your HCM software helps you tackle one of the CEO's biggest concerns: succession planning. Your system creates visual org charts highlighting flight risks and ready-now successors. It suggests potential successors based on skills, experience, and performance. You can run "what-if" scenarios, like: "If we move Sarah to a new role, here's how we could restructure her current team."



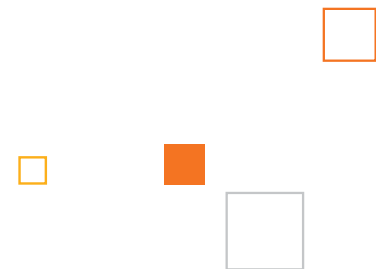
Investing in best-in-class HCM software gives you room to breathe.

If you're buried in work and looking for an escape route, Paycor can help.



The 3 Most Important Things to Look for in a HR & Payroll Provider

- 1) Technology is important, but it's not enough. **You need technology plus expertise.**
- 2) Compliance must be **built into the system**; it's not a "nice to have."
- 3) Look for a provider that can **deliver a seamless, efficient experience** with the flexibility to add solutions and the right vetted partners as your company grows.





**Technology is important, but it's not enough.
You need technology plus expertise.**

Why do so many HR tech implementations fail? It's because technology alone fails to address your challenges. And yet, it happens all the time; environments are set up with off-the-shelf technology and then left with minimal support. To elevate the unique value and talents of your people, you need technology PLUS expertise.

Key Questions to Ask Potential Partners:

- What kind of ongoing support will I receive? Do you offer responsive, personalized care?
- When I call support, will you know who I am, my company's history with you and our most recent inquiry? And then route me to the right person or resource?
- As part of our demo, can you run through a payroll and show one-time changes?
- Can you help facilitate the transfer of information between my organization and our healthcare and/or 401(k) brokers?
- How much of your company's revenue is reinvested into research and development?

(The best HCM tech providers invest at least 12-14% back into their technology.)





2.

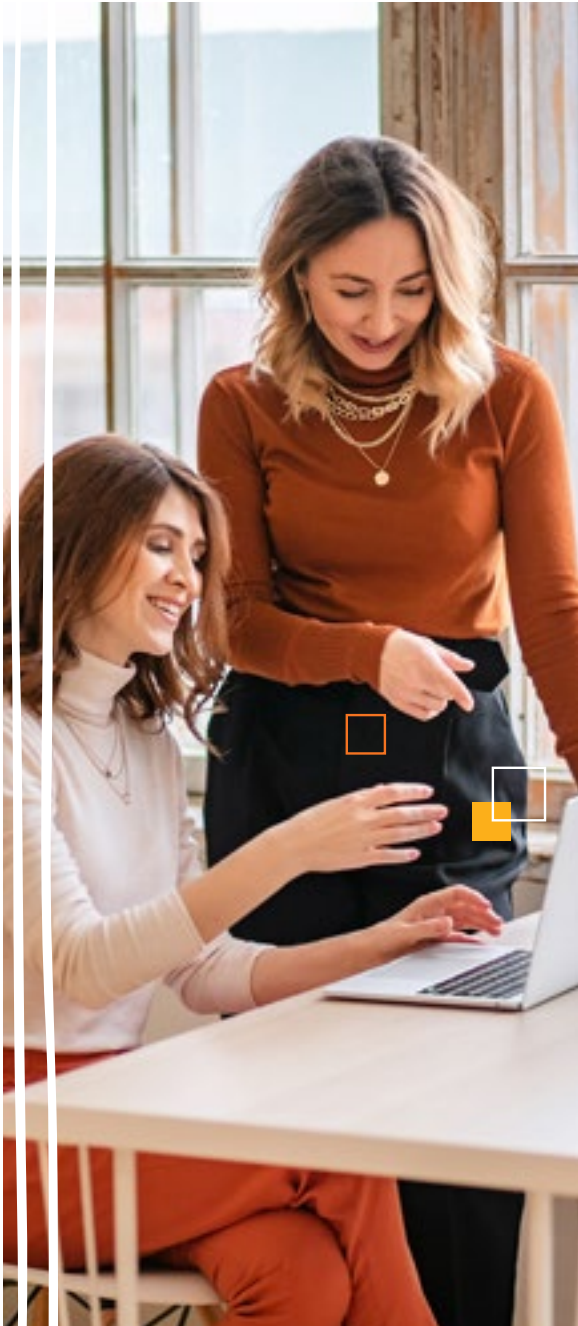
Compliance must be built into the system; it's not a "nice to have."

Your HCM provider must provide you with what you need to stay compliant with IRS guidance, the Department of Labor, the Equal Employment Opportunity Commission, the Affordable Care Act, and other federal and state requirements. Your provider should also be able to help reduce your risk of an audit and give you peace of mind in case one does happen.

Key Questions to Ask Potential Partners:

- How does your system handle compliance regulation updates or tax rate changes?
- Do you have a support team that proactively monitors compliance changes and updates clients when regulations go into effect?
- Do you have a support team that helps with tax notices from the IRS, state, and local agencies?
- How quickly do you update your products in response to new laws and regulations, such as all the policy changes that occurred with COVID-19?





3.

Look for a provider that can deliver a seamless, efficient experience with the flexibility to add solutions and the right vetted partners as your company grows.

Beware the flashy demo. Many HCM vendors offer solutions that may look great on the outside, but you'll soon find they are actually cobbled together, unfriendly and disjointed. **Look for a company with the best technology who offers an amazing user experience to drive efficiency.**

Key Questions to Ask Potential Partners:

- Login screens and dashboards are important, but can you show me the information behind those screens, since that's where I'll be spending most of my time?
- How many usernames and passwords does an admin/manager need to use the system?
- Can I access all employee data from a single employee record or do I need to switch between products (time, payroll, benefits, etc.)?
- Can I easily make changes to the system, like tax changes, GL changes, and earnings, without contacting my HCM provider or sending them a spreadsheet?





How Paycor Helps

First, we give leaders everything they need to run their business and reliably automate mission-critical back-office jobs. From hire to retire, we offer it all: payroll, automated employee self-service, effortless employee communication, scheduling, time management, and more. Then we give leaders the tools to coach, optimize, and retain employees through continuous feedback, performance and talent recognition, career pathing and custom training for all levels.





Meet Paycor

Paycor's human capital management (HCM) platform modernizes every aspect of people management, from recruiting, onboarding and payroll to career development and retention, but what really sets us apart is our focus on leaders. For more than 30 years we've been listening to and partnering with leaders, so we know what they need: a unified HR platform, easy integration with third party apps, powerful analytics, talent development software, and configurable technology that supports specific industry needs. That's why more than 30,000 customers trust Paycor to help them solve problems and achieve their goals.

LEARN MORE AT PAYCOR.COM

CALL 844-981-0040

