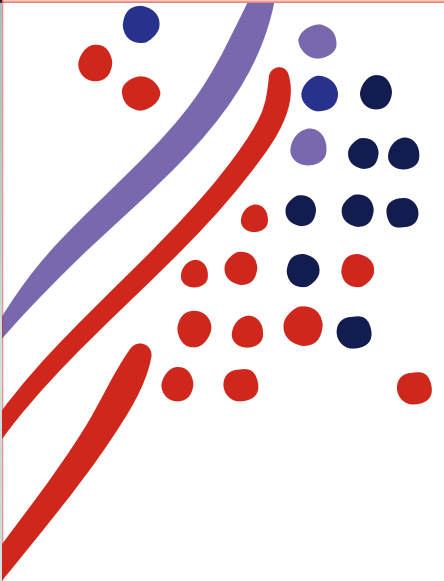


# Human Capital Management Integration Planning Guide



Always Designing  
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Now, more than ever, businesses are moving toward integrated human capital management (HCM) systems. Trends in technology, workforce demographics, and employee engagement over the last few years have indicated 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 both 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 employee module, so there's no need to re-enter.
- Employees can update their own records, enter time, apply for benefits, manage retirement accounts, etc.

## 2. Comprehensive HR management

- Accurate and complete employee histories include pay increases, leaves, etc.
- 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, etc.).

## 3. Increased efficiency and productivity

- A single source of data for your organization that automatically flows to support all business areas eliminates duplication and provides simplified recordkeeping, data management, and processing with fewer errors.
- A sophisticated HCM solution can automate things like retro pay calculations and save time and errors.

## Empowerment of employees

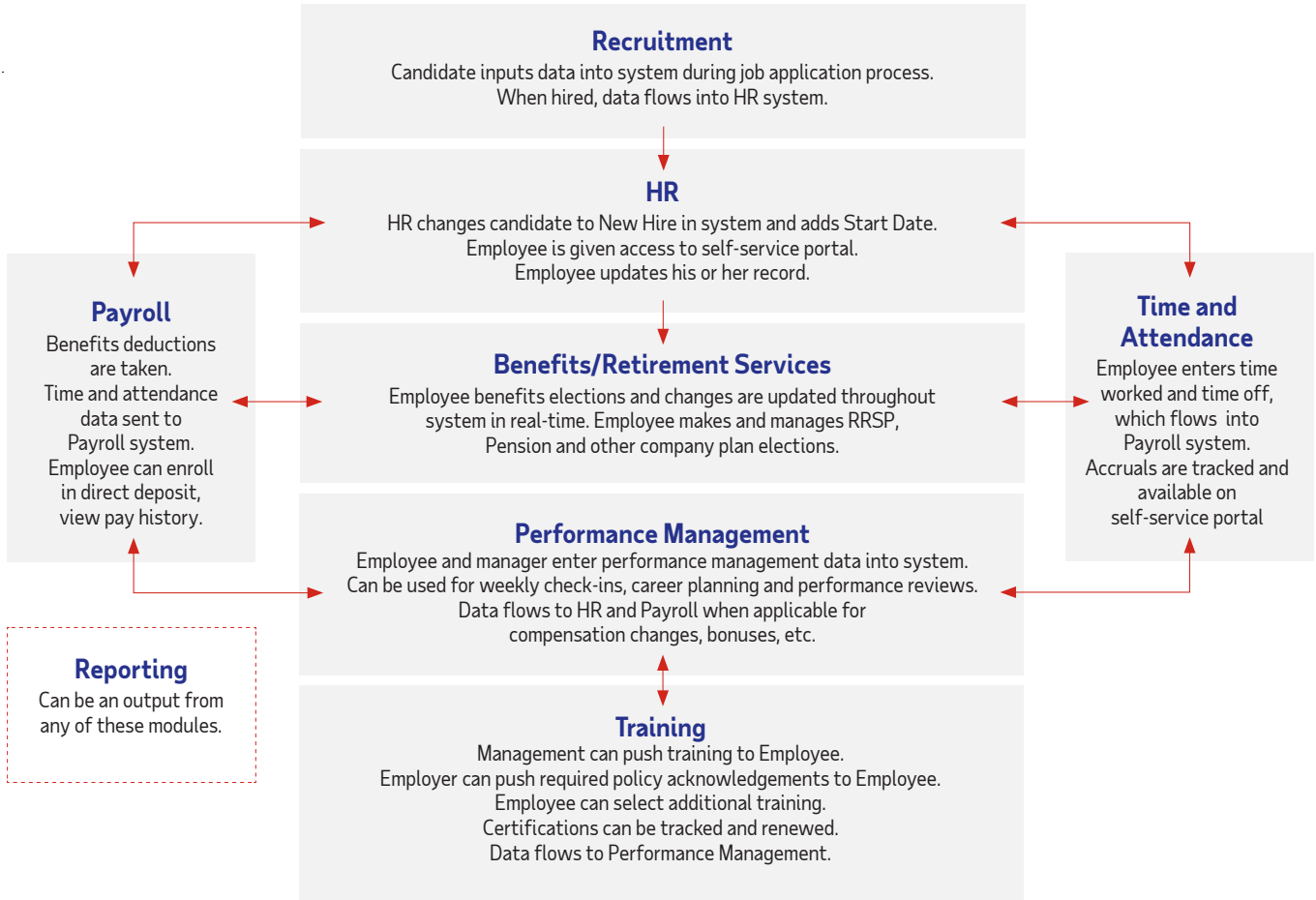
- Self-service gives employees the ability to check their paid time off (PTO) accruals and the balance is the same in every system.
- Employees can view the company handbook, past performance reviews, pay statements, and update their personal information as needed.

## 5. Improved compliance

- Established audits and controls
- Streamlined compliance

# Data Flow 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.



## Streamline employee management from hire to retire.

We offer an integrated solution for managing employees across your organization that includes payroll, HR, time and attendance, and employee and manager self-service. Learn more at [ADP.ca](https://www.adp.ca).

