7 WAYS SPREADSHEETS ARE SABOTAGING YOUR BUSINESS

Spreadsheets probably infiltrated your business early on. They may have seemed harmless at first, but they have been steadily sabotaging your organization.

Let's look at seven ways spreadsheets are subverting progress and how **unified HR software can set you free.**

1. Spreadsheets Are Time Thieves

Spreadsheets stealthily but steadily devour your time. Searching multiple files for information is exasperating. It's tedious and time-consuming to enter data manually and transfer it from one spreadsheet to another.

With a unified HR system, you enter information when you hire an employee, creating a master record. The software pulls the data for all the other functions.

The onboarding module sends new hire paperwork. The time and attendance tool creates an online time card. The modules sync and update automatically. Think of all the time you'll save! Now you can finally focus on high-impact, strategic activities.

### How do unified HR systems save you time?

- Manage new hire documents digitally and monitor completion of paperwork
- Track employee hours for payroll and reporting
- Manage performance reviews, training and benefits enrollment
- Configure and scale your HR processes
- Receive updates, alerts and notifications

2. Spreadsheets Impede Reporting

Extracting a report from a spreadsheet is like interrogating a hostile witness. Spreadsheets aren't made for analytics like time-to-hire, turnover, or absenteeism. With specialized HR software, you don't need to be an Excel ninja or analytics wizard.

How does HR software make reporting easier?

- Compiles a report with just a few clicks
- Presents the data in an easy-to-understand graphical format
- Provides real time visibility into all HR functions
- Reveals trends so you can make better decisions and prevent problems
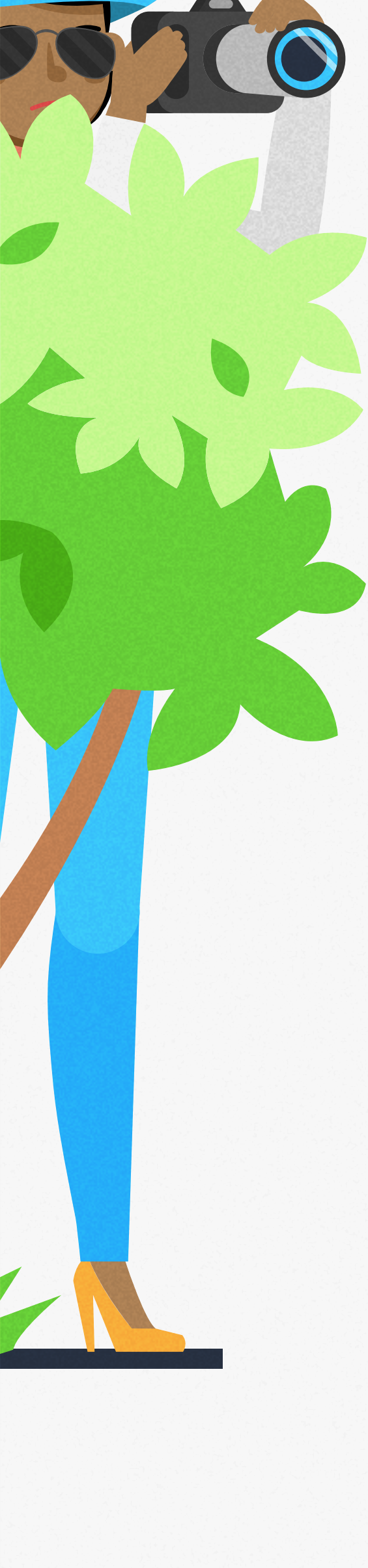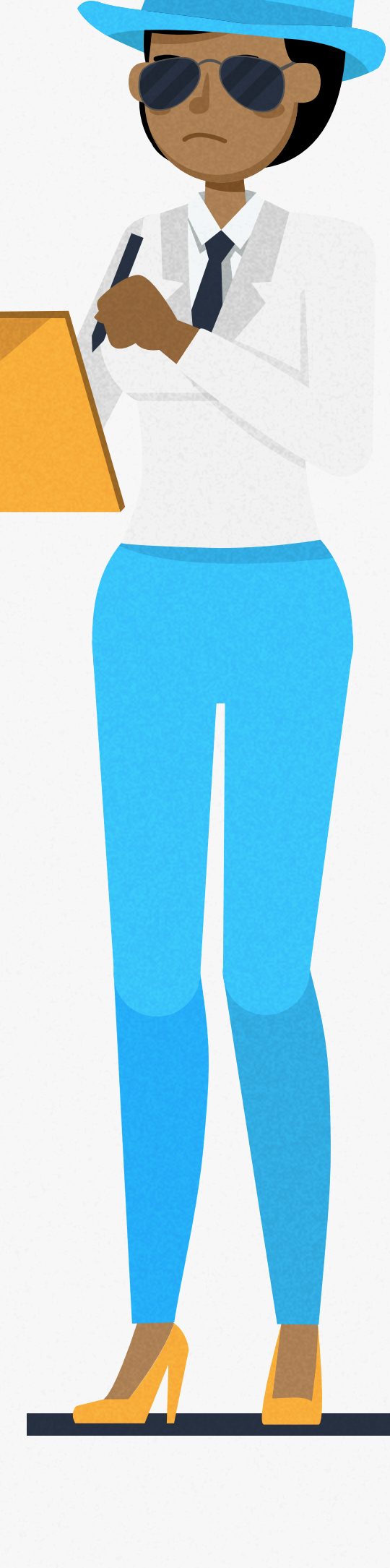
3. Spreadsheets Don't Let Employees Handle Their Intel

Companies dedicated to a great employee experience provided self-service HR years ago. Without fail, employee self-service improves engagement.

With a spreadsheet-based HR system, when an employee needs to access or update information, they have to call or email someone in HR. Since unified HR software is both affordable and easy to use, this level of inefficiency in 2021 is ridiculous!

How does a unified system elevate the employee experience?

- Provides a single, personalized dashboard for all HR processes
- Employees can see their schedule, timecard, and paystubs 24/7
- Employees can update their benefits and tax information securely
- Employees can clock in and swap shifts from a mobile device

According to G2's "State of Software Happiness Survey," more than 95% of survey respondents reported that they would be more satisfied at work with access to better software.

4. Spreadsheets Torpedo Recruitment

Spreadsheets stymie hiring team collaboration and can't automate the countless tasks involved in recruiting. Applicant tracking modules in unified systems make hiring faster and easier.

How does a unified HR system streamline recruiting?

- Post jobs to job boards, social media sites and careers pages
- Track applications and filter candidates
- Configure workflows with checklists and alerts
- Collaborate with candidate scorecards and task reminders
- Manage templates for job descriptions, applications, and interview scripts
- Automate candidate emails and texts
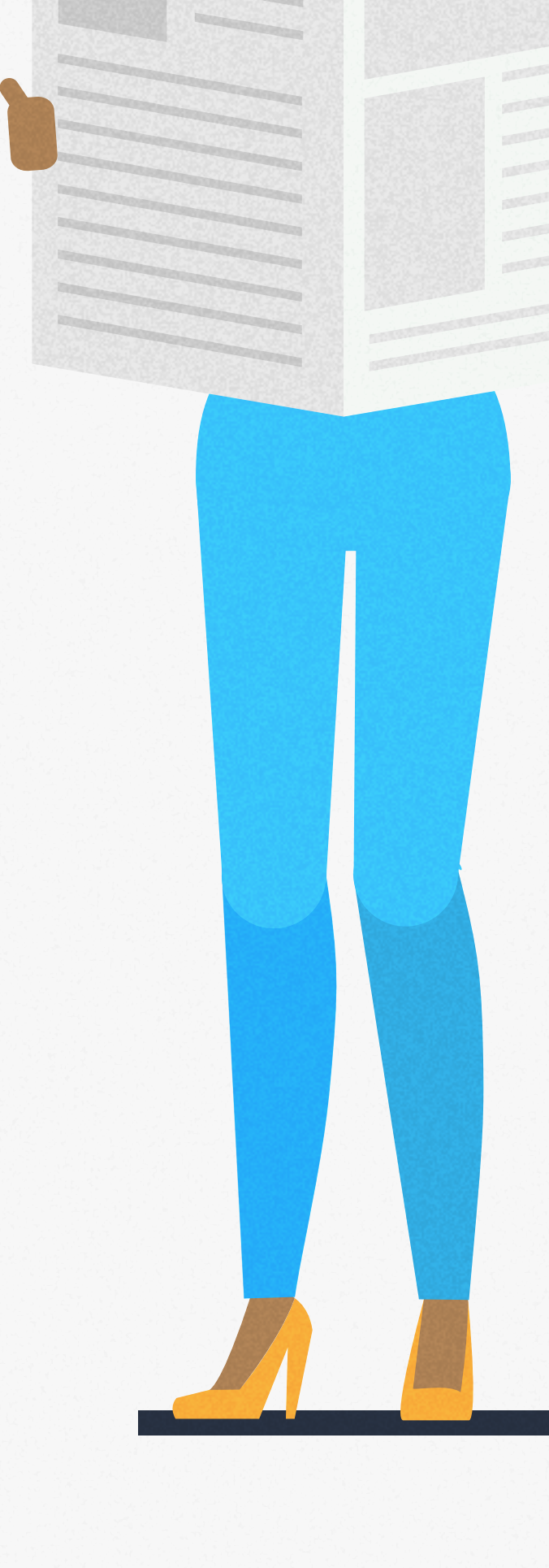
5. Spreadsheets are Compliance Time Bombs

A spreadsheet is an ever-present compliance threat. Spreadsheet error rates can be as high as 88%. Companies of all sizes are at risk. JPMorgan Chase, for example, suffered a $6 billion (yes, with a 'B') loss due to Excel errors.

How do spreadsheets increase compliance risks?

- Spreadsheets don't update themselves for regulatory changes
- Manual data entry is fraught with human error
- They can't prevent or detect mistakes and are easily manipulated
- It's easy to forget to password-protect a spreadsheet when several people use it

6. Spreadsheets Subvert PTO

Many small businesses use spreadsheets for PTO accruals.

Here is a question about a PTO formula on an Excel forum:
*The employee was hired 11/14/19, and accrues 1 day monthly from 1/1/20 to 11/14/20, so DATEDIF(11,1,20,11,14,20,"m")*accrual rate of 1 day per month. On 11/14/20, she begins to accrue 1.25 days a month until 1/1/21. I just can't figure out how to take this number, and then add it to what accrues at the different rate from 1/1/20-11/14/20, or how to construct a formula that encompasses both date ranges and accrual rates.*

Huh? How many people want to learn formulas like that? What if you change your policy? Do you want to dive back into the macros?

How does a unified system solve PTO management?

- Configure for your PTO policies and leave laws
- Employees can see their vacation balance 24/7 from a connected device
- Managers have all requests in the same place and can treat them equitably
- PTO tracking is integrated with scheduling and will send an alert if there's a conflict
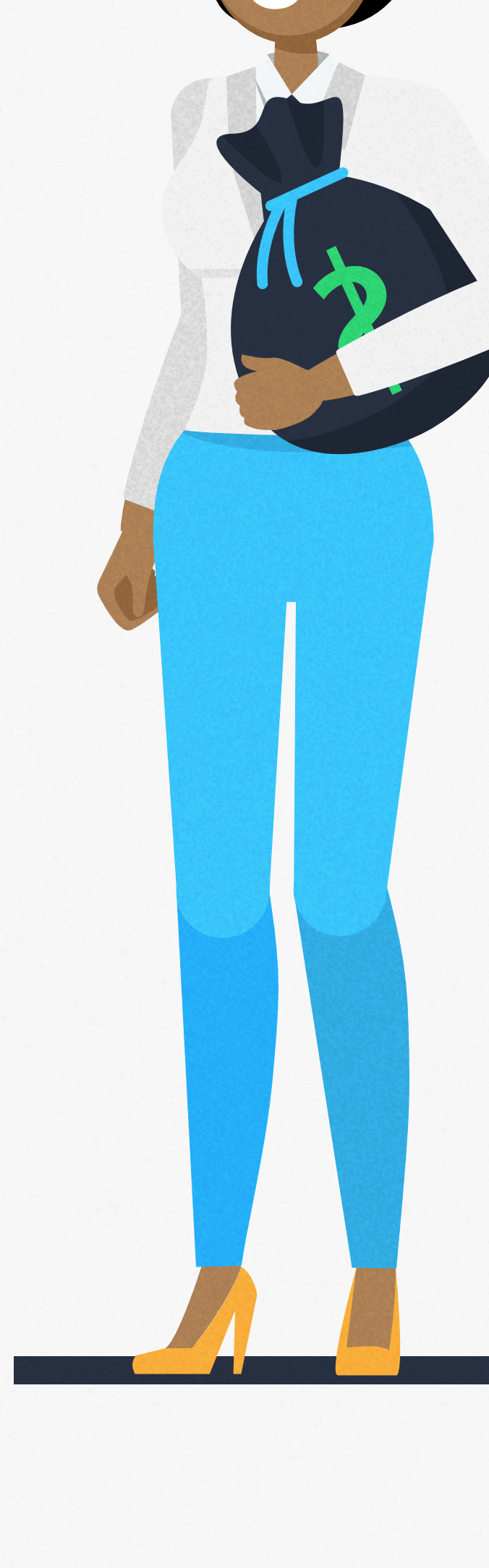
7. Spreadsheets Undermine Your Managers

Spreadsheets are designed to store and organize data. As such, they have no built-in management tools. They are always out of date. Small business HR software is a manager's secret weapon for efficiency and performance.

How does HR work tech help your managers excel?

- Managers can approve timecards, shift changes, and PTO requests in a centralized location
- Managers can monitor onsite, mobile, and remote employees
- Managers can build flexible schedules without coverage gaps
- Managers can limit unplanned overtime without missing production goals
- Managers can identify top performers and reward accordingly
- Automation frees up time to engage with employees and help them succeed

End the spreadsheet sabotage!

Spreadsheets have your business under the siege of inefficiency. Eradicate spreadsheets and automate mission-critical HR processes with a unified system.

Want to learn more about replacing spreadsheets with work tech designed specifically for complex small business workforce management challenges? Visit www.swipeclock.com