

HR Reporting Accelerates Small Business Growth

Do you use HR reporting to guide business strategy?



Many HR teams don't use HR reporting because they think it's too complicated or they don't have the time.

This is unfortunate because **not using metrics and reporting is hurting you** more than you think.

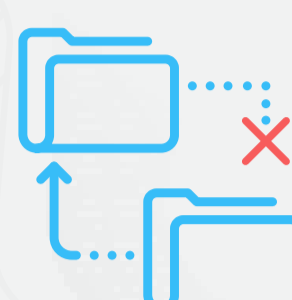
How so? Without using reports, you are **flying blind**.



Did you know?

Over **1/3**

of HR departments **struggle** to move beyond basic measurement and metrics



Unreliable data and lack of analytic capability are significant barriers to moving forward



You **don't need** complex, advanced analytics to add value right away



Solid **time and labor insight** allows HR to channel resources on what will have the highest impact

Let's talk about some key HR reports:

1. Labor Reports

Track hours and earnings per employee, job, department, or task

What it tells you:

- Which teams generate the most revenue per labor hours
- If job bidding reflects the actual labor resources required
- Which shifts, teams, managers, or individual employees accrue the most overtime
- Approved PTO to use for shift planning and FMLA compliance

2. Timecard Report

A summary of timecard activity broken down by employee

What it tells you:

- Who reports significantly more work time than others
- How many employees are habitually tardy or clock in early
- Which employees have hours that don't correspond with their schedule
- Which managers and employees have made manual changes to timecards

3. Work Week Report

Calculate full-time and part-time status based on historical timecard activity

What it's used for:

- To ensure you pay non-exempt employees correctly
- To maintain compliance with state or local meals/breaks laws
- To identify number of Full-time Equivalent employees (FTEs) for ACA compliance
- To create a yearly hiring plan

4. FMLA Report

Detail on FMLA use

What it's used for:

- To verify compliance with the Family and Medical Leave Act
- To know who is on leave so you can adjust schedules

5. Hire By Source Report

A breakdown of where your new hires come from

What does it tell you?

- Which job boards produce the most candidates
- If employee referral programs are working
- If internal recruiting programs are working
- If passive recruiting is worth the time and effort

- Which recruiting agencies are bringing the most candidates

6. Performance Review Report

Breakdown of employee and manager review data

What can it tell you?

- If training programs are improving performance
- Which teams are hitting their performance targets
- Which managers haven't conducted reviews
- Which managers may need more training
- If high-ranking job candidates outperform lower-ranking new hires over time
- Which employees may be at risk of quitting
- If you need to invest more in training

7. Benefits Report

Detail on benefits management and disbursement

What does it tell you?

- Which employees have enrolled in benefits with corresponding plan choices
- Which employees are approaching the end of open enrollment and haven't enrolled
- Which new hires are nearing their benefits eligibility date
- Which benefits are the most popular

We Take the Mystery out of HR Metrics and Reporting

WorkforceHub, our unified small business HR solution, has built-in reporting. With a couple clicks, you can generate any of the reports discussed here. We also have ADA, Eeoc/EEO-1, ACA/1095 and Drivers License and Certification expiration reports.

You can also compile your own reports from the goldmine of data WorkforceHub tracks.

Learn more at workforcehub.com and request a free demo!

See our companion infographic HR Metrics Accelerate Small Business Growth

Source for statistics: McClean and Co. HR Trends Report (<https://hr.mcleanco.com/research/ss/2018-hr-trends-report>)