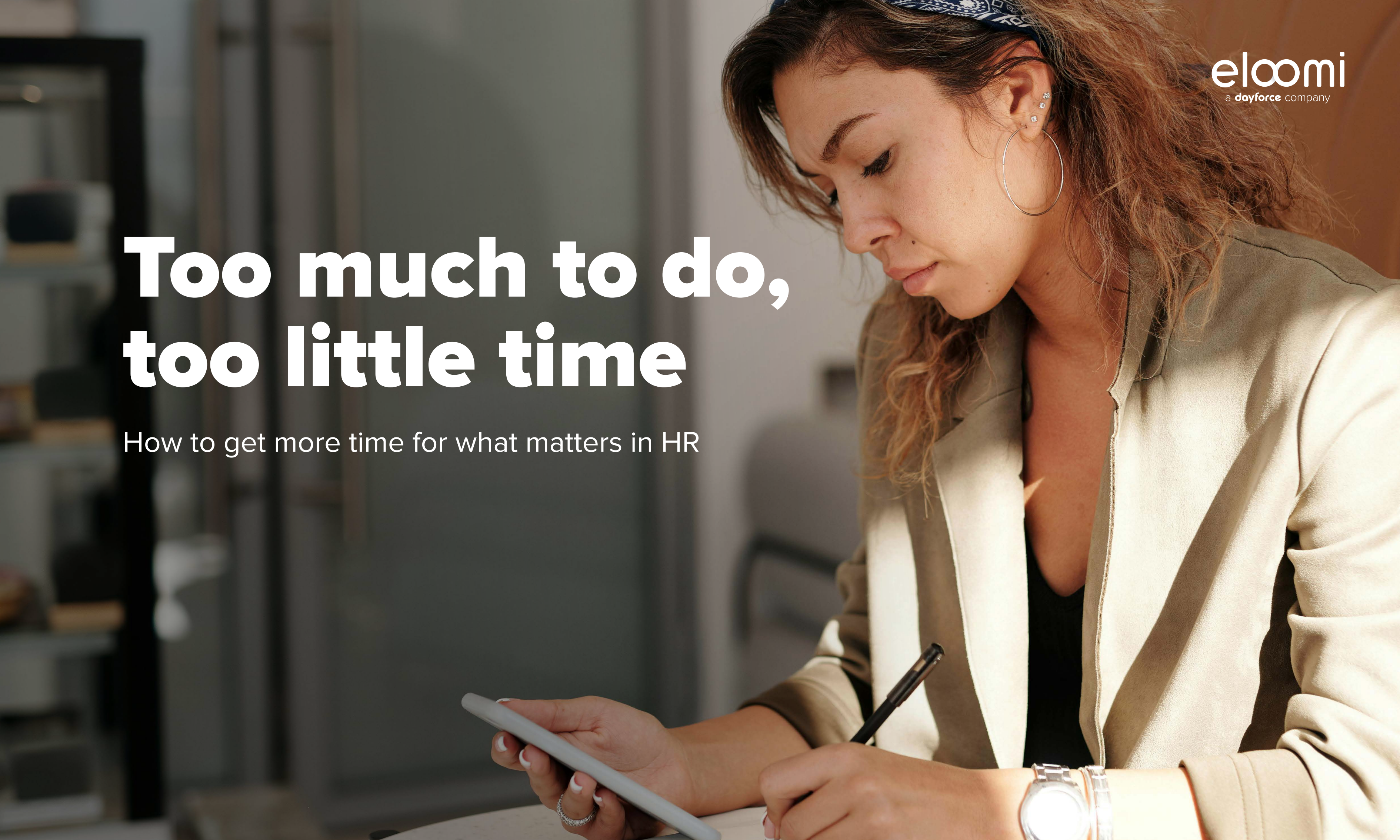


Too much to do, too little time

How to get more time for what matters in HR



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A woman with curly hair, wearing a light-colored blazer and dark trousers, is standing in profile, writing on a whiteboard. She is holding a green marker. The background shows a large window with a view of a cityscape. The overall scene is bright and professional.

Section 1

You're wasting too much time on admin and manual processes

(but you already knew that)

Earlier this year, we asked **over 1,500** HR professionals, senior leaders, and employees about the key people development issues they face on a daily basis.

They were very open in their answers.

A recurring theme was how much time is lost to inefficient manual processes, endless admin, and systems that struggle to integrate.





One person's experience summed it up perfectly:

"It is a dreaded process, manual and time-consuming. It takes hours to complete and people do not have hours to give."

It's a perfect storm. Just when HR professionals are expected to do more than ever, faster than ever, they are losing valuable time they'll never get back.

It's time that could be better used on supporting employees. Or engaging with senior management. Or exploring how HR could increase the value it delivers to the organization.

The reality is: HR pros are being buried in busywork.

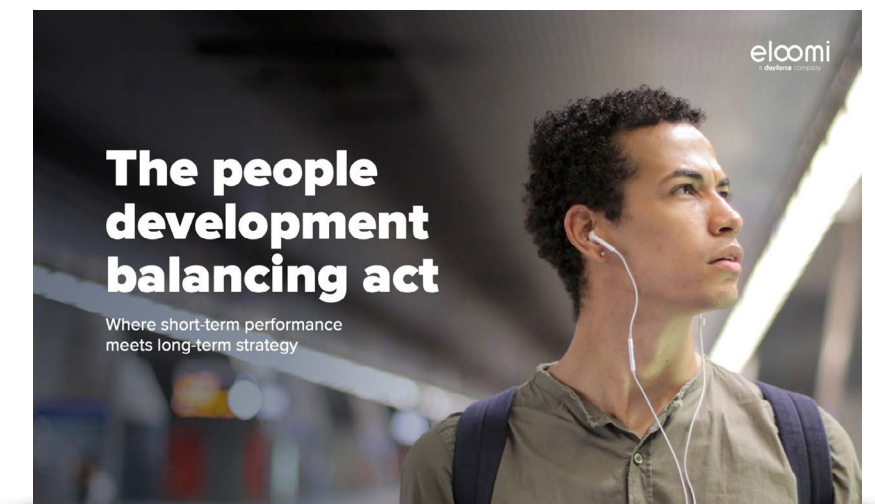
So how bad is the problem?

Our research for [The People Development Report](#) found that almost **a fourth** of HR professionals (**24%**) say too many manual processes are preventing them being more effective in their organizations. Nearly the same number (**23%**) cite inconsistent processes and frameworks.

On any given day, an HR professional can expect to spend around **an hour** on admin and reporting. For an HR pro in a 1,000+ employee business, it's **1.5 hours**. And it's not just our research saying this—other estimates place this number higher.

It quickly adds up.

In other words, every month, **an entire day** is lost to manual admin. Think what you could be doing with all that wasted time.



[Download the report](#) >





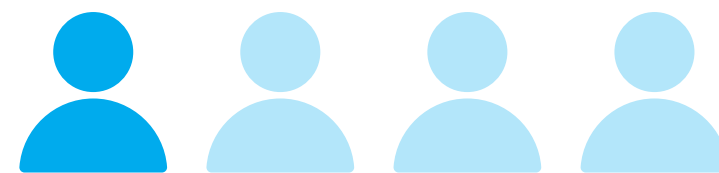
The big question: Does this matter?

Well, consider that in our research **less than half** of senior management believe their HR teams are very effective at supporting the organization's strategic goals. Yet, across businesses large and small, HR simply isn't given the time or resources to support these goals.

It's a Catch 22.

In our findings, **nearly 24%** of HR pros said that freeing up more time for strategic approaches (vs day-to-day ongoing program management) is a key factor in solving this.

In an age where workloads in HR only ever seem to increase, yes, reducing the burden of busywork matters. A lot.



24% One in four HR pros say that a major barrier to being more effective is having to deal with too many manual processes



1.5 hrs

HR professionals in larger orgs spend 1.5 hours a day on admin



1 day

Every month, an entire day is lost to manual admin

“ Too many processes require too much administration. When we think about it, we spend so much time processing things and getting information together. Which leads to the larger problem of having inconsistent frameworks.

ANDREW MINA, SENIOR LEARNING CONSULTANT, ELOOMI



Section 2

Where hours go to die in HR

You've read the self-improvement books telling you how to get more done with the time you have. Of course, the answer is always quick, easy, and definitely caused by your pre-work morning routine.



But the reality is that much of the real problem is outside your control. You could be super-efficient, use every productivity hack on the planet and still see time evaporating before your eyes.

That's because the problem isn't you, it's the processes and systems you work with.

The big three time wasters

In our research, nearly **one in four** HR pros say that a major barrier to being more effective is having to deal with too many manual processes. While there are many ways you can lose valuable hours, there are **three big culprits** that loom large in almost every organization:

- 1 Too much paperwork
- 2 Manual entry into spreadsheets
- 3 The use of multiple disconnected systems

Let's look at each...

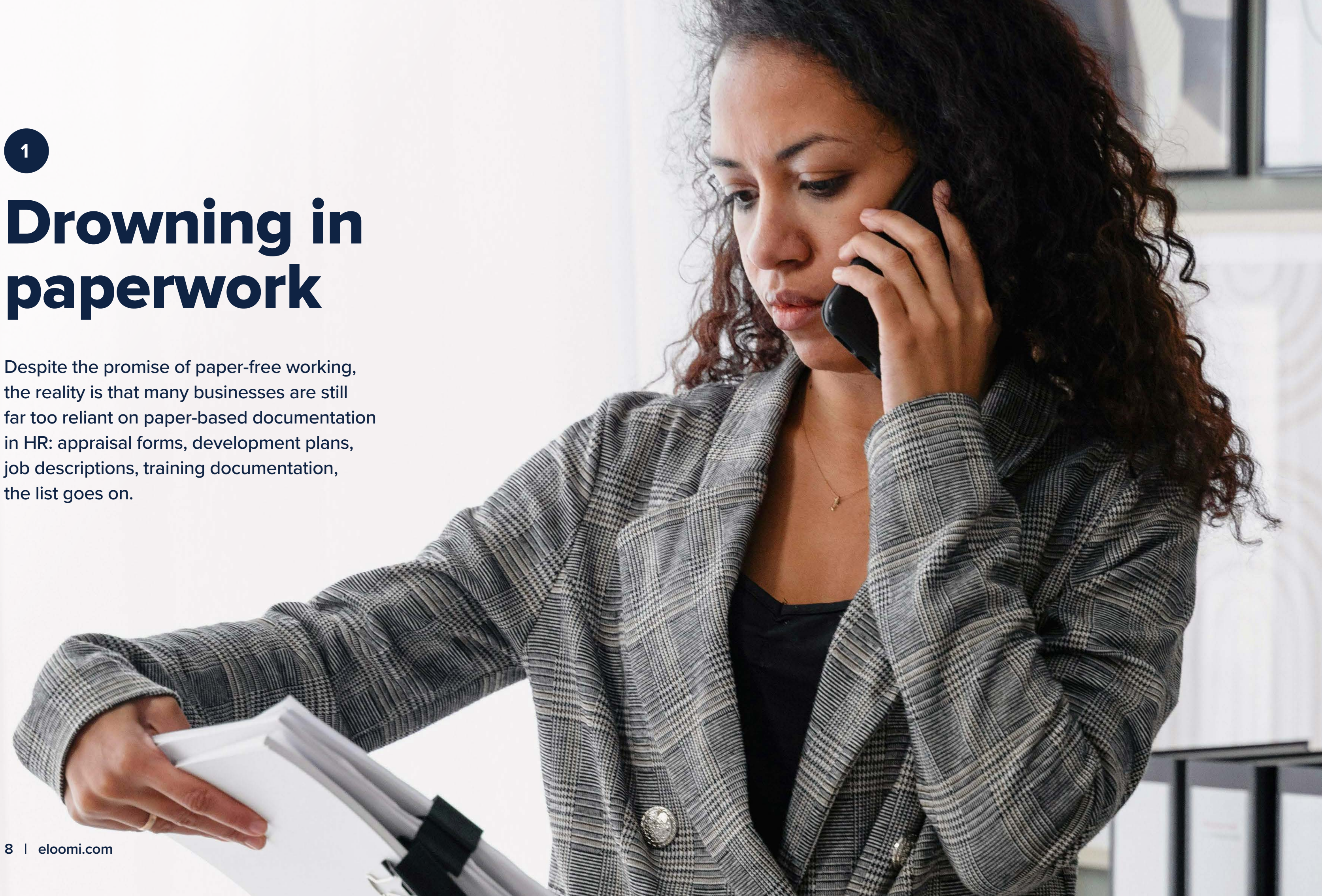




1

Drowning in paperwork

Despite the promise of paper-free working, the reality is that many businesses are still far too reliant on paper-based documentation in HR: appraisal forms, development plans, job descriptions, training documentation, the list goes on.



Each comes with its own stack of paper, its own manual search, and its own costly process.

For example, take development plans. Some **39%** of HR and L&D professionals still track people development using paperwork forms. It adds labor, time, and inflexibility to seemingly easy tasks.

Paper-based workflows are inherently inefficient

Finding what you need, whether the document itself or something within it, is laborious.

Then, you have to wait for a physical copy to reach an employee.

And wait some more for their feedback.

Need it signed? More time lost.

Considering the increasing move towards hybrid and remote work setups, the need to kick the paper habit is more urgent than ever.

Of course, most businesses are also using various digital tools. Sadly, getting information off paper and onto a system is rarely simple.

At odds with a digital-first world

This over-reliance on paper is surprising when most workers today have easy access to PCs and mobile devices—whether they are at a desk in HQ, working from home, or at a remote location on the other side of the planet, there really is no excuse to let paper-based workflows waste so much valuable time.

So why are so many businesses still so heavily reliant on them?

However you look at it, managing physical documents is slow and time-consuming.



39%
of HR and L&D
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people development
using paperwork forms



A man in a dark suit and glasses is shown in profile, working on a laptop. He is seated at a wooden desk in a bright, modern office with large windows in the background. A glass pitcher is on the desk in front of him. The overall atmosphere is professional and focused.

2

Death by Excel

The good news is that many businesses have moved on from paper.

Our research shows **61%** of HR pros use basic software such as Excel and off-the-shelf data management systems (either with or instead of paper). It's an improvement, but these also come with their own share of productivity-sapping issues.



Most of these systems were never built with HR in mind

Generic software is, well, generic. HR and L&D workflows must be adapted to what the software is capable of and often can't be evolved and adapted over time. This puts your HR team on shaky foundations right from the start.

Many rely on time-sapping manual data entry

Manual entry is slow and error-prone. Tapping in information isn't a good use of any HR pro's time. If it can be done by an intern, why are you wasting your valuable time on it?

Finding and sharing information is difficult

Whether with employees or managers, it's often virtually impossible to share information without significant manual effort. That not only slows down HR workflows, but discourages collaboration within the organization.



61%

of HR pros use basic software such as Excel and off-the-shelf data management systems





3

Disconnected systems, disjointed workflows

The complexity of modern HR workflows mean that businesses regularly invest in a mix of systems. Each does a part of the job they need doing. But only a part.

And it's not a case of there being just a few hand-picked systems in any business. Research by Training Magazine shows companies are typically using around **15** different solutions, often from different vendors. **Fifteen.**



It's why that same research found that, on average, businesses around the world spend **\$1,200** per employee per year on L&D. Almost a fourth (**24%**) of that is spent on onboarding and compliance training alone.

Of course, if everything worked seamlessly together, this would be a viable (if expensive) solution. But they rarely if ever do.

Different systems often use differently formatted data in different ways that inherently can't work together. HR professionals end up cobbling something together that never fully meets their needs.



\$1,200

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24%

of that is spent just on onboarding and compliance training



Bad for efficiency, bad for collaboration

Ultimately, these points of friction lead to disjointed workflows, bottlenecks, and inefficiencies across the business—more time lost. And even if you can get the data in, getting the insights you need back out can mean jumping in and out of a range of software.

This makes collaboration more difficult and fails to deliver a single view of the business and its employees. We see this in our research: **36%** of HR professionals say they don't have adequate technology to support their role and **19%** question their team's capability to support the process.

This number only grows the bigger the organization gets.



More than HR and L&D

It's not just HR that feels the negative impact of busywork, the knock-on effects are huge. Employees and those in leadership roles across the organization all feel the frustration.

People don't get the information they need, when they need it.

Every task takes longer than it should.

Employees get the perception that the business doesn't really care.

No one wins.

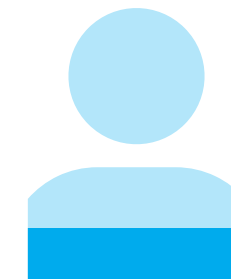
Fighting against technology is simply the last thing you want when you work in a busy environment. And with HR and L&D pros constantly expected to do more and with less in less time, these issues can present an almost insurmountable barrier to progress.

So what's the answer?



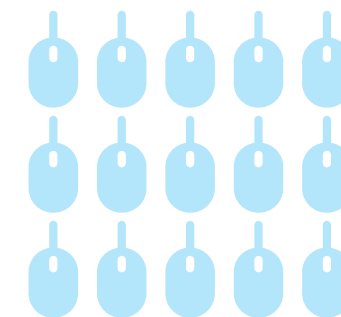
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Section 3

Streamline your workflows, get time back in your day

Manual processes and disjointed workflows are the enemy of more effective HR and learning and development. But making a change can appear complex and, to some, a little overwhelming.





So how should you begin to make the move from time-wasting manual processes to something more streamlined and effective?

Explore our 5-step plan...



01: Understand what you've got

First, you need to get a handle on how things work (or don't) right now. This means going through your existing programs. Specifically, look for areas of duplicated effort or crossover. This will enable you to rationalize what you have and find cases where a template or standardized routine can save you time.



02: Identify repetitive tasks and processes that can be automated

Be it employee training, onboarding, performance management, or a range of other common tasks, look to identify a core set of workflows you can build to optimize the time spent by HR, managers, and L&D teams.





03: Explore alternatives to paper

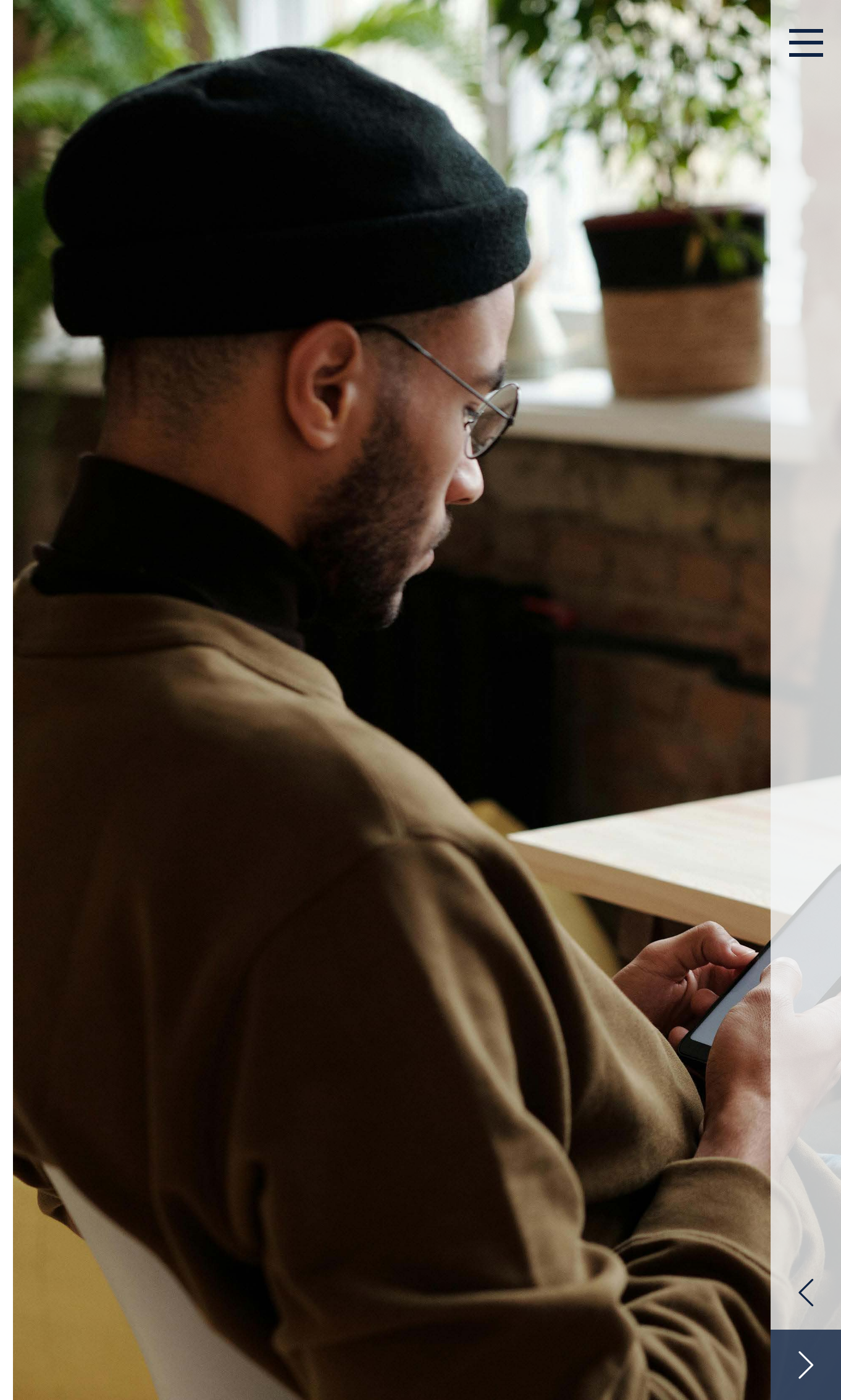
Every program should be able to be managed digitally and the relevant documentation available on any device. This is key to enabling your HR team to do what they do best rather than wasting time finding the right sheet of paper.



04: Build templated workflows

With your core set of programs and a suitable digital platform, you can build workflows that automate onboarding, training, and performance management tasks so your HR team can focus on what's important.

Modern software like eloomi enables you to build these by dragging and dropping your desired automated steps, from scheduling new hire intro sessions to sending annual reminders for compliance training.





05: Test and evolve

In HR, nothing stays still for long. You should look to test and refine your workflows so they deliver the results you need and don't simply shift time and effort from one area to another. Some pointers:











- Ask questions such as: How many of these steps require manual set up? How many programs do we use to organize them? How much time do we usually spend on this process? This will help you find out what can be automated and what can't
- Run pilot programs and get feedback on what's working, what's not, and look for opportunities to streamline processes where possible

- Ensure that employees and managers can easily share and contribute to programs in real-time from any device, anywhere they need to
- See to it that everyone gets the training they need and can access easy-to-understand how-to guides on demand
- Set consistent schedules of activity and automate deadlines and reminders to ensure nothing gets missed

With these steps in place, you will have an effective feedback loop to ensure you are able to evolve and improve your approach over time.

Automated workflows in action

So what does automation actually look like day to day? There are many, many options. With the right digital platform in place, you could automate:

-  Sending welcome letters to new joiners
-  Managing employment contracts
-  Scheduling an introductory session with HR
-  Scheduling onboarding activities
-  Arranging mandatory compliance training
-  Collecting first week feedback via survey
-  Scheduling upcoming appraisals
-  Assigning employee and manager appraisal prep
-  Gathering performance data (eg 360 feedback, 9-grid)
-  Documenting appraisals, performance goals and objectives

And that's just the start.



Time back = time to deliver real value

With all your workflows housed within a single integrated environment, you'll be able to recapture valuable time every day.

To put this into context for training alone, global software providers Monitor ERP **saved 2-3 days per project** by shifting away from manual approaches. It enabled them to train **over 14,000** people online across multiple departments and locations. This would have been virtually impossible otherwise.

With an integrated solution, you'll get a single source of truth you can trust. You'll no longer have to juggle multiple systems. You won't have to re-enter information. And you can say goodbye to complex, hard-to-manage spreadsheets.

Instead, you'll have a foundation for interacting with employees and senior management on the issues that matter. Your reliance on time-consuming, error-prone manual processes will be eliminated. And the good news is that with today's built-for-HR systems, making this move is easier than ever.



About eloomi

Introducing eloomi—a Dayforce company. Our learning and development platform is the simplest way to see success with people development.

From onboarding to compliance, from skill-building to external training, eloomi is where it all comes together. With integrated performance management and HR workflows you can empower meaningful growth, cut out busywork, and drive success in your organization.

Find out how eloomi can help free your time to do what really matters.

Learn more at eloomi.com 

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a **dayforce** company