



Small But Mighty

10 Hacks to Make Your
HR Department Look

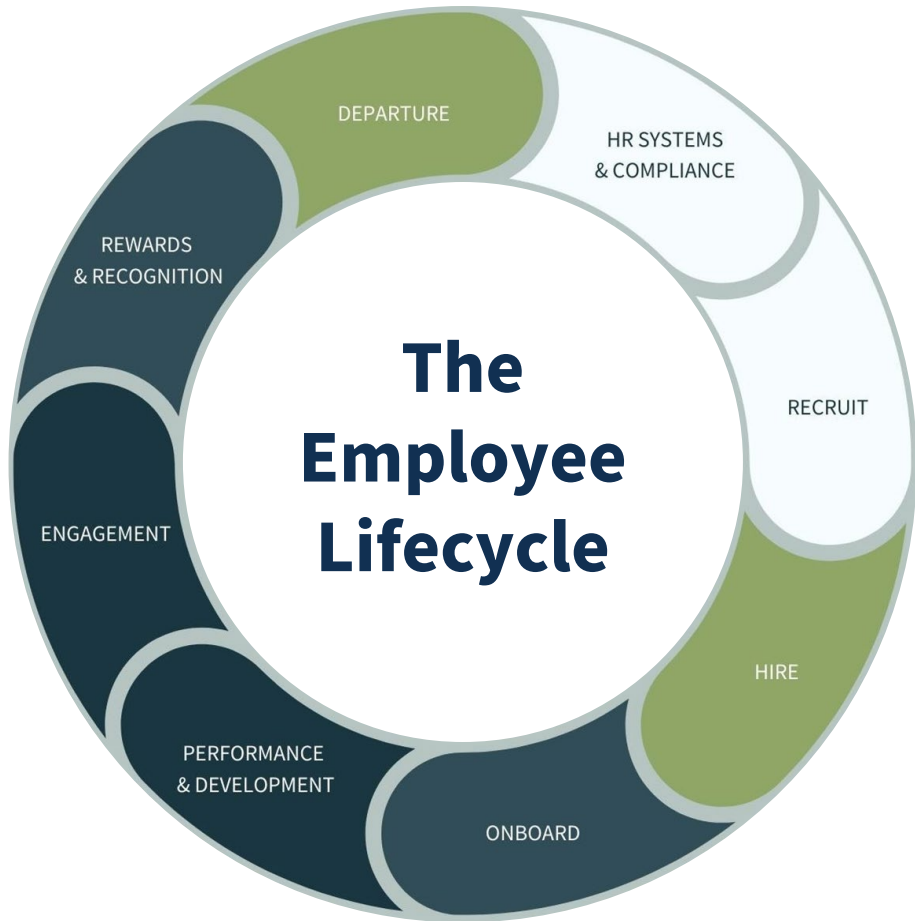
BIGGER



What is Your Most Important Asset?

- Value appreciates over time.
- Usually on the top of the business expense list.
- Brand ambassadors.
- Your differentiator.

HR Accountabilities



- Monitors Culture
- Owns Talent Success
- Keeps Performance on Track
- Source for Compensation & Benefits
- Employee Advocate
- Leadership Advocate
- The Fun Team!
- And, of course, Compliance



AUTOMATE

Elevate Manual
Tasks with **Automation**

TAILGATE

Transition Solo Tasks to
Collaborative Processes

The HR Stretch Plan

ELIMINATE

Evaluate a Process
for its Value

DELEGATE

Move Internal Tasks to
Trusted Partners



10 Hacks to Make Your
HR Department Look

BIGGER

Elevate Manual Tasks with Automation

Let Your Software do the Work for You

- Onboarding, scheduling, & timekeeping
- Employee self-service for benefits & payroll
- Access to handbook

Elevate Manual Tasks with Automation

Create Processes for Lifecycle Activities

- Recruiting process including interview questions template
- Hiring process including offer letter template and new hire checklist
- Performance management process & training supervisors
- Process for tracking KPIs
- Offboarding process

Move Internal Tasks to Trusted Partners

Put Your Vendors to Work for You

- Benefit open enrollment & education
- FMLA tracking
- Training
- Talent acquisition
- Compensation planning
- Payroll
- Staffing Agencies

Move Internal Tasks to Trusted Partners

Use Tools in Your Toolbox

- SHRM & local HR Chapter networks
- O*NET OnLine
- MI OSHA
- GenAI - ChatGPT, Bard
- Internships

Move Internal Tasks to Trusted Partners

Outsource

- Special projects
- Benefits admin
- Recruitment
- Fractional professionals

Transition Solo Tasks to Collaborative Processes

Delegate & Upskill Supervisors

- HR 101 Training
- Conflict Resolution
- Performance Review Process
- Leave Of Absence Training
- Safety Training
- Timekeeping

Transition Solo Tasks to Collaborative Processes

Make Friends with Your CFO

- Develop KPIs
- Discuss overlapping tasks
 - Payroll
 - Benefits administration
 - 401k administration
 - Unemployment

Transition Solo Tasks to Collaborative Processes

Turn Your Company into a Recruiting Machine

- Interviewing process
- Employee engagement activities
- Rewards & recognition
- Build a strong employer brand

Evaluate a Process for its Value

Wait Before You Work on New Laws

- Exempt status salary threshold
- MI paid leave act
- Independent Contractors

Evaluate a Process for its Value

Get Rid of Unnecessary Tasks

- Simplify processes such onboarding, timekeeping, LOA
- Eliminate reports
- Reduce number of meetings

10

Building Blocks for an HR Structure

HR by Numbers

15 – 50 Employees

Part-time HR Admin/Generalist

50-100 Employees

Full-time HR Generalist

100-150 Employees

Full-time HR Manager +
Fractional HR Admin

HR by Need

Hiring Needs

Talent Acquisition Specialist

Employee Development

Training & Development
Specialist

Employee

Compensation/Benefits

HR Compensation/Benefits
Specialist

HR by Navigation

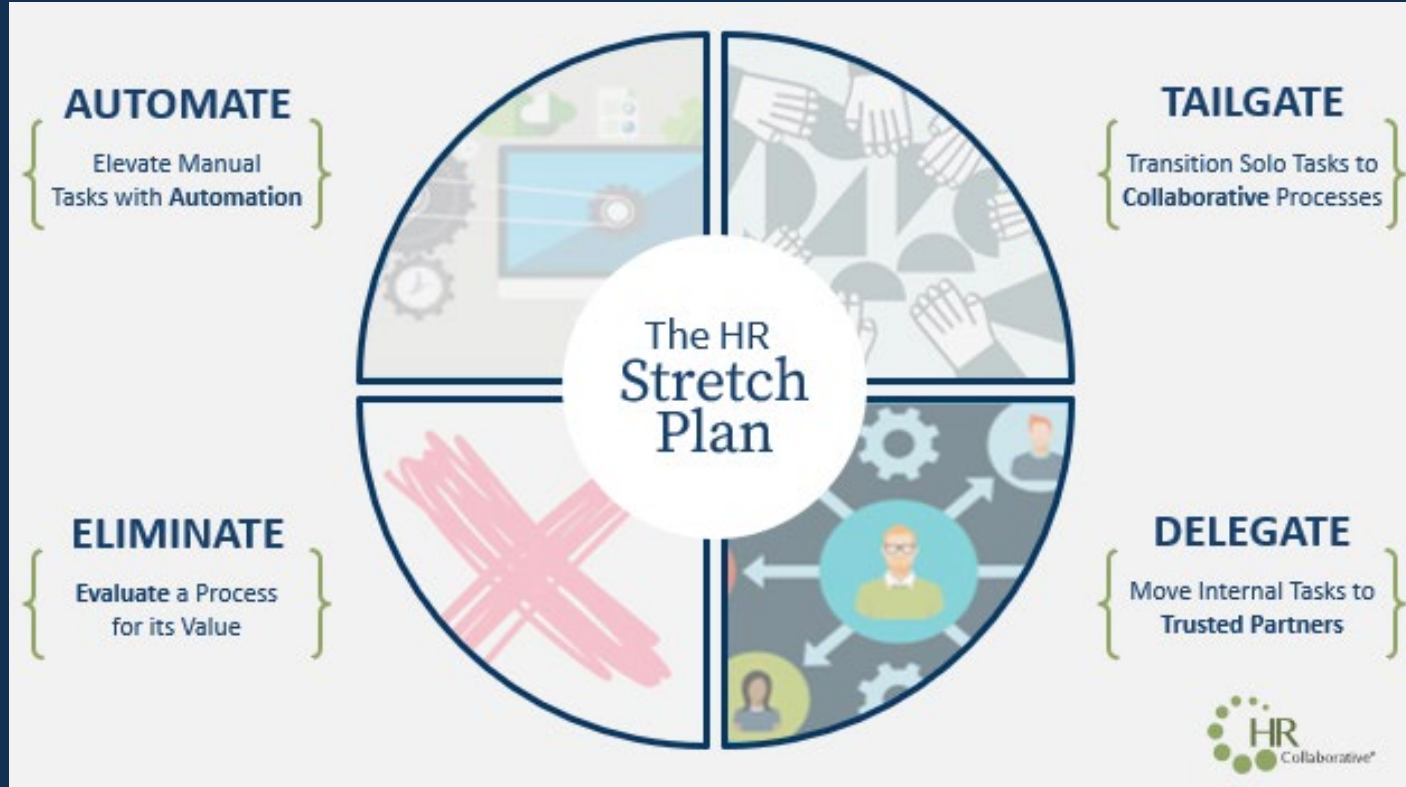
HR Compliance

Strategy

**Employee
Engagement/Relations**
Strategy

**Business Development
& Growth**
Strategy

The ONE Thing?



Question 1 - Eliminate

- Does this task need to be done?
- Does it help the company get to where we need to be?

Questions 2 – Automate

- Can this task be automated?

Question 3 – Tailgate

- Can this task be simplified?
- Can I collaborate with others to complete this task?

Question 4 – Delegate

- Can this task be delegated?

**This program is pre-approved for
ONE HRCI Credit and
ONE SHRM PDC.**



HR Certification Institute's® (www.HRCI.org) official seal confirms that Terryberry meets the criteria for pre-approved recertification credit(s) for any of HRCI's eight credentials, including SPHR® and PHR®.

This program has been approved for 1 (HR (General)) recertification credit hour toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through the HR Certification Institute.

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Terryberry is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP® or SHRM-SCP® recertification activities.

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About HR Collaborative



**Women-owned
and led**



Community of
fractional HR
professionals



Providing
HR talent when
and where you
need it



To fill in the
HR gaps you
have today



And build more
**sustainable people
practices** for
tomorrow



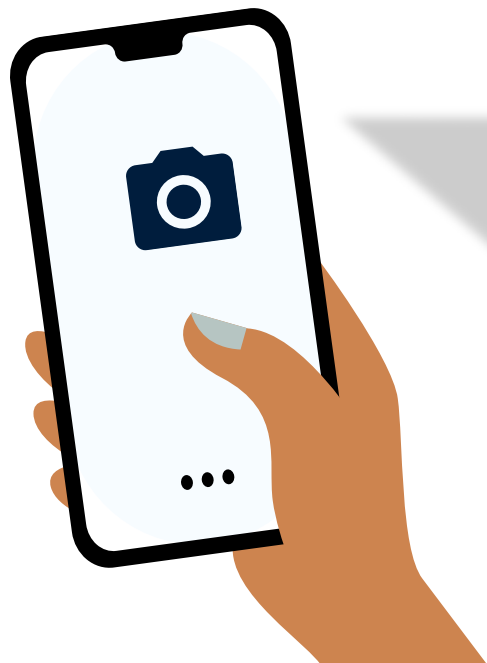
Michigan Celebrates Small Business
50 Companies to Watch
AWARD RECIPIENT




Schedule your free **HR Consultation**



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Find a time to meet with HR Collaborative
< July 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Meeting duration

30 mins

What time works best?

Showing times for **July 16, 2024**

America/New_York

9:00 am

9:15 am

9:30 am

9:45 am

10:00 am

10:15 am

10:30 am