

B2B PUBLISHER SAVES TIME & REDUCES PAPERWORK MANAGING LARGE WORKFORCE

GLOBAL BI, RESEARCH, AND INFORMATION FIRM MANAGES INTERNATIONAL TEAM SEAMLESSLY USING PAYPRO WORKFORCEONE®

Euromoney Institutional Investor, providing business intelligence, research and information to the global financial community, managed its large, geographically dispersed, US workforce with a paper-based system that limited efficiency and visibility. Switching to Paypro WorkforceONE enabled the publisher to move to an electronic system that saves time, reduces errors, and gives global managers the workforce insights they need.

THE CHALLENGE

A large workforce reporting to managers on two continents.

Founded in 1967, Euromoney Institutional Investor is a an international business-to-business information company focusing on the global financial community. Being a global, multi-brand information business which provides critical data, price reporting, insight, analysis and must-attend events to financial services, commodities, telecoms and legal markets, it is listed on the London Stock Exchange and is a member of the FTSE 250. Managers in UK and the USA need visibility into schedules for the 334 permanent and temporary U.S. employees in New York, Pittsburgh, Chicago, Santa Monica, San Francisco, and remote locations.

Euromoney Institutional Investor PLC

EUROMONEY INSTITUTIONAL INVESTOR AT A GLANCE:



LOCATED IN 5
U.S. CITIES, WITH
A REMOTE
WORKFORCE



334 U.S.
EMPLOYEES



CLIENT SINCE 2013

Paper-based records system require storage solutions and limit visibility into workforce.

Euromoney Institutional Investor used paper-based systems to manage its large, dispersed workforce with different reporting lines to managers in the UK and the USA. Managing employee benefits and healthcare open-enrollment created reams of paper records and email attachments with data that had to be entered manually, creating the risk for error. A paper-based system made compliance with state and local employment law challenging. Moreover, the firm found it difficult to manipulate data from paper records for reporting, since it wasn't available in a digital format.

The firm began to look for a solution that could handle its complicated general ledger and that could grow with the firm into the next decade. Euromoney Institutional Investor wanted to eliminate paper records by integrating its HR, payroll, and timekeeping system and enhancing its reporting capabilities. The firm also needed to streamline its onboarding process and manage Affordable Care Act (ACA) compliance with more efficient ways of tracking eligibility and 1095 reporting. In addition, Euromoney Institutional Investor wanted to improve visibility into operations, giving international managers the ability to access schedules and approved time off.

THE SOLUTION

Paypro WorkforceONE reduces paperwork, increases efficiency.

With Paypro WorkforceONE, electronic versions of employee records are now uploaded directly into employee profiles and information can be automatically populated in multiple forms. Open-enrollment and managing benefits are quicker and easier with less risk of error. Employees complete forms online and upload backup documentation for reporting status changing events. Paypro WorkforceONE streamlines annual benefit renewal processes such as; updating plan summaries, terminating discontinued plans or creating new plans, and updating dependents and beneficiaries. HR saves time with



Paypro WorkforceONE's "mass edit" feature, accessing plan summaries from one, central location, and the ability to communicate with the entire workforce or with specific groups based on benefit enrollment status. New hires can complete onboarding prior to their first day at work, and HR updates are automatically shared with payroll. In addition, Euromoney Institutional Investor has the option to migrate to a totally electronic recordkeeping system, eliminating the need to share paperwork between locations.

Streamlined processes and real-time data access.

Paypro WorkforceONE also gives Euromoney Institutional Investor the tools it needs to manage a large workforce more efficiently. Managers from international locations are set up as users in the system so they can view and manage their team's time off requests. In addition, some locations have activated single sign-on and others have the option to reset their own passwords, saving HR time helping individuals regain access to their accounts. Reporting, too, is faster, easier, and more accurate — and based on up-to-date data that's entered directly into the system. Paypro WorkforceONE also allows the firm to produce and customize Excel reports with options to share templates and streamlines the process of ACA tracking and creating 1095 forms.

THE RESULTS

- Paperwork and reporting time are dramatically reduced.
- Onboarding time is reduced by 1 to 2 hours per employee by enabling new hires to complete forms online prior to their first day.
- Over 135 hours saved per year.

Since adopting Paypro WorkforceONE Euromoney Institutional Investor has automated many manual processes and integrated systems to save time and improve accuracy. The auditing process is facilitated by reports that quickly reveal missing information or errors, and HR now has an easy way of communicating through company announcements or to send notifications regarding benefits. With new, more efficient processes Euromoney Institutional Investor's HR department saves multiple hours each month.



"From the payroll point of view we like the option to load spreadsheets with various pay information, for example, large bonus or commission runs or salary increases, instead of inputting each item individually."

**- MICHAEL COLLETTI,
PAYROLL MANAGER**