

Workflows

by *fingercheck* 

DATASHEET 2022

Need a smoother process?

Fingercheck Workflows automates tasks, saves you time, money.

CHALLENGE:

As a small business owner, you are tasked with doing a little bit of everything, from onboarding and training to running the business and maintaining records for audits. That's a lot for you and your HR team.

Do you know the real cost behind human resources-related tasks for small businesses?

Bookkeeping and taxes are the worst part of owning a business.¹



40%

SMALL BUSINESS OWNERS

1/3

Small businesses are punished by the IRS each year for payroll mistakes.

\$875

Average penalty for payroll mistakes.³



35%

Average percentage of HR team's time dedicated to payroll and error correction.²

Workflows from Fingercheck solves these problems for you by helping you automate repeatable business tasks, minimizing room for errors and increasing overall efficiency.

¹Score

²OnePoint HCM

³Zenefits

HOW WE DO IT

With Workflows, managers can make smarter, quicker decisions and employees are empowered to collaborate in a more productive and agile way.

Workflows allows you to streamline your day and take back time spent manually entering data and doing business the old-fashioned way. Workflows also allows you to automate and structure manual tasks and hold all stakeholders accountable for those tasks – in one place.

For example, the area with the most potential cost savings from Workflows is benefits enrollment, particularly around tasks related to providing plan information to employees.

Additionally, Workflows from Fingercheck helps you with everything from onboarding to separation.

In turn, by allowing you to automate task management, Workflows helps you capture the most savings with the least amount of effort. Workflows also reduces mistakes that could cost your business dearly.

Types of Workflows you can create with Fingercheck

Notifications

Assign and set reminders to alert employees of tasks to complete (ex, sexual harassment training: alert employee to complete tasks - watch video, answer questions, sign document about sexual harassment policy, then ping supervisor that job is complete).

Document Management

Format and create reports, store licenses and certifications (ex, storing employee credentials/certifications in the cloud vs. in a paper file).

Profile Management

Set-up HR profiles for employees and assign benefits for your company.

With Fingercheck's Workflow solution, small businesses can save money with HR Automation by doing the following:

Business Problem	Workflow Example	Business Benefit		
		Enhanced	Increased Efficiency	Higher Flexibility / Resilience
Hiring & Applicant Tracking	<ul style="list-style-type: none"> Keep job descriptions up-to-date Track progress with hiring Score resumes 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Onboarding	<ul style="list-style-type: none"> Give access to apps & devices, Schedule new employee training Record I-9 information in the HRIS or other data repository 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Expense Management	<ul style="list-style-type: none"> Create a report, assign tasks, and track progress from a dashboard Collect data and documents Move users through the expense management process 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Employee Management	<ul style="list-style-type: none"> Quickly and accurately process adjustments to employee roles Change company policies so your company doesn't skip a beat Capture employee info in seconds COVID vaccination status Employee Request for IT Assistance Employee Equipment Request Employee Annual or Semi-Annual Reviews 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	
Offboarding	<ul style="list-style-type: none"> Deprovision equipment and access Update payroll and finance Send alerts of any issues along the way 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓

OUTCOME

If cutting expenses matters to your small business, then you need Workflows today. Workflows by Fingercheck helps you do business better and saves you time and money. It streamlines your tasks and eliminates mistakes.

Labor costs comprise nearly all of the total costs related to the most common HR tasks. With Workflows, you get the ability to reduce or eliminate the time associated with performing these tasks and capture significant cost savings.



Want to see what
Workflows can do
for you?

Learn more at:

fingercheck.com/workflows