

# How to Efficiently Drive HR Data Accuracy, Visibility and a Stronger Organization



An Executive White Paper



### Summary

Clearly, if your organization is preparing to migrate its HR/HCM data to a new HR system, it's important to make sure that data is as clean as possible. But the accuracy and "health" of your data is critical for other reasons, including your organization's ability to quickly make key business decisions – and to reduce risk regarding compliance and security as well.

*"83% of all data migration projects either fail outright or suffer significant cost overruns and/or delays."*

**~Gartner**

### The Overriding Need for "Clean" Data

Whether your organization is preparing for a major restructuring, implementing talent/succession management initiatives or simply wants a deeper, faster and more actionable view of its workforce, one key is accurate HR information – and an audit or compliance problem is not the time to find out you have data issues. Not surprisingly, 48% of respondents to a recent survey were unsure of their status regarding Sarbanes-Oxley compliance. This is no doubt in part due to the fact that they lack confidence in their HR data.

### Spreadsheets and Manual Processes Are Not the Answer

Manually marked-up paper-based organizational charts. Spreadsheets. Access databases. Custom queries and reports. Manual reconciliation and centralization. Email based communication. Are those your methods for handling data? If so, you already know these processes are slow, error-prone and highly resource-intensive – especially considering their recurring nature. Worse, they are far too risky in a world requiring airtight compliance.

When individual managers share confidential workforce data (performance grades, compensation data, access privileges, etc.) security breaches are a real danger. Security is compromised every time emails are sent out, documents are left on printers and reports are accidentally sent to unauthorized parties. When, for example, data is removed from a secure system and placed into Excel, you're inviting trouble.



### How Bad Data Affects Compliance

Does your payroll data match your HRIS information? Do your users' login rights match up with the rules you've set up? Are your reporting relationships clear, properly set up and being adhered to? Do you have proper segregation of duties? If not, your company could be violating industry-specific or general business compliance guidelines.

Unfortunately it's not uncommon for people to leave companies without having their positions closed, their passwords changed and their clearances lifted. In some cases employees continue to get paid after they've left, because data is inaccurate or isn't shared properly. If job requisitions remain open even after the jobs have been filled or the position is no longer needed, you're wasting recruiter time and your organization's money. But there is another, more insidious effect: If over time your employees come to realize that they cannot depend on the accuracy of their organization's data, then they will inevitably start making their own assumptions, filling in the gaps in data and actions with their own educated guesses. Is that how you want your organization to appear to auditors and, ultimately, to the organizations charged with overseeing compliance?

### Challenges Across Many Verticals

The critical need to ensure accurate data isn't limited to any one business any more than the need to be compliant or secure is limited to a single vertical. Any company working with the FDA is required to keep accurate historical org charts. What happens if there's a problem during drug trials, with lawsuits being filed, and legal discovery compels the organization to reveal who was in the decision chain at a certain date? Likewise, companies doing government work must provide accurate HR data, but they often spend too much time, money and energy producing it. EEOC reporting is another example: Organizations can be audited if their employee makeup appears skewed due to inaccurate records. Energy companies need to deal with the Federal Energy Regulatory Commission (FERC). Airlines, transportation companies and railroads all deal with extensive reporting to various agencies – and all can suffer if what they report isn't accurate.



### How to Drive Accuracy, Visibility and a Stronger Organization

To assure cleaner data and fewer compliance/security headaches, organizations need a more uniform, holistic approach for aggregating, surfacing and verifying HR data – a system that includes:

- > Centralized data and web-based access for easy collaboration.
- > Automated tracking and monitoring.
- > Automated assembling of hierarchy and data structures.
- > Enough automation to minimize manual data entry.
- > Hierarchical security to ensure that changes are authorized.
- > A way to make data visual to ensure data accuracy through better visibility and awareness.
- > Rapid implementation and minimal training required. The tougher you make any system to use and implement, the less it will be used.
- > The option to use a hosted solution, to reduce the need for technical resources.
- > The ability to mirror business policies, procedures, processes and synchronize day-to-day workforce changes.
- > The ability to show the data from the top of the org to the bottom.
- > The strength and integration capabilities to pull data from multiple solutions and applications.
- > The reliability and scalability needed for enterprise-class solutions.

### Results that Lift the Entire Organization

If your organization implements a holistic system for assuring accuracy in its HR data, it can significantly improve visibility and access to workforce information; dramatically reduce the cost, time and risk associated with strategic workforce transitions; effectively structure its workforce for optimal performance; and help mitigate risk with regard to security and compliance.

And if you do need to migrate your HR data to a new system, expect an implementation time savings of 30 to 50 percent AND equal cost reductions when compared to the labor-intensive use of alternative methods and generic tools.

In addition to helping with security and compliance, clean, fresh data:

- > Drives better organizational charting, workforce reporting and analytics
- > Enables what-if modeling, succession planning
- > Simplifies auditing and archiving
- > Enables business processing reengineering, the realignment of cost centers, updating pay grade structures and standardizing on job titles
- > Business rule enforcement



### A General Compliance/Security Checklist

Here are a few of the items clean data will help you with, with regard to potential compliance issues. Your organization will be able to:

- > Show effective controls over who has security access to which systems.
- > Visually demonstrate that all managerial controls are appropriate given the authority and security rights of each subordinate.
- > Avoid paying too much for auditing, due to manual processes.
- > Ensure payroll data matches your org chart.
- > Effectively show separate entities running different payrolls or HRIS systems
- > Discover if your chain of command data is broken and quickly make the necessary changes.
- > Ensure that you don't continue to pay people after they have been terminated. This is a control weakness sure to get the attention of auditors.
- > Display effective segregation of duties. Anyone who accesses files and systems should be tracked.
- > Show who is responsible for managing contractors.
- > Visually demonstrate effective controls over who has security access to which systems. One of the most critical internal controls is the ability to determine who has access to various levels of secure information, and why.
- > Demonstrate that all managerial controls are appropriate given the authority and security rights of each subordinate.

### Next Steps

The path to better, more useful—and safer—data lies in experience and expertise in automated workforce planning and management solutions. From organizational charting and reporting to fully integrated workforce planning and management solutions, Aquire provides leading workforce solutions in use by more than 2,500 organizations around the world. Aquire's easy, efficient tools increase information visibility and accuracy, expedite decision-making and streamline HR activities. To ensure your organization's data, contact Aquire today.



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To learn more about how to efficiently drive HR data accuracy, visibility and a stronger organization visit [www.aquire.com](http://www.aquire.com).

### Additional Resources:

Top 5 Reasons to Chart Your Entire Enterprise.  
[www.aquire.com/downloads](http://www.aquire.com/downloads)

30-Day Trial of OrgPublisher, an Organized Charting and Reporting Solution from Aquire.  
[www.aquire.com/downloads](http://www.aquire.com/downloads)

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