



HR Data Insights

Helping You Navigate COVID-19



The Metrics Hold the Key

We're all certainly feeling the impact of the Coronavirus Disease 2019 public health emergency — on our families and on our jobs. As HR and payroll professionals, you're juggling all of that in addition to helping your employees manage them as well. In the constant flow of news, statistics, and changes to your operations and processes, it's hard to know where to focus your attention or energy.

An HR and payroll solution with robust data and analytics can give you actionable insights into quick and easy steps you can take to make the greatest impact as your business finds a new way forward. This ebook shows you how to anchor your decision making in metrics rather than anecdotal feedback so you can prioritize and make a positive impact.

Stay on Top of the Legislative Impact

As families and businesses adjust in response to the pandemic, federal and state governments have worked to provide relief and protection as well. For example, the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Families First Coronavirus Response Act (FFCRA; H.R. 6201) include measures to expand paid leave and unemployment benefits, protect small businesses, stimulate the economy, and more.

To ensure your employees and business are able to take advantage of all provisions offered, be sure you can access these data points:



Number of employees by location and state

Particularly if you have employees in multiple states, this information will help you stay aware of state-specific legislation and guidelines, so you can take any necessary action quickly and effectively.



Percentage of employees with paid sick leave

If you haven't done so already, take inventory of those in your workforce who can potentially take paid sick leave if they or a family member becomes ill with the coronavirus. This information helps you prepare for the impact on your operations as well as an increase in administrative tasks.

Enable Connection at Any Distance

Working relationships took a sharp turn into unfamiliar territory with social distancing guidelines and issue shelter-in-place orders. Break room bulletin boards and face-to-face meetings aren't available anymore to share critical information. It's more important than ever to keep your workforce connected and informed with accessible, frequent, transparent communication.

Here are some ways to help ensure employees are getting important company updates, messages from leadership, and chances to engage with their managers and peers:



Percentage of employees missing contact info

Be sure you're equipped with a variety of ways to get in touch with your employee base. Identify and address missing contact information in employee records like email address, mobile numbers, and emergency contact.



Percentage of employees accessing company info on mobile devices

Mobile devices are a critical access point for all kinds of information. Ensuring your employees can get company information and updates on their phones and tablets keeps them updated and connected. Social collaboration tools that offer apps, for example, allow you to send push notifications and enable conversations from anywhere.





Let's Call It a Comeback

The return to business as usual will be gradual and slow (and may not resemble “usual” at all), but that doesn’t mean companies have any time to waste in preparing for that return. Managing the change of coming out of this state of crisis will be as important as how you got through it, with long-lasting impact. Because the virus won’t be eliminated for quite some time, vigilantly protecting employee health and safety will continue to be integral to your business’s health as well.

Prioritize reducing risk to avoid major disruptions and prepare for the possibility by watching these metrics:



Percentage of employees with direct deposit

Limiting physical contact at the office is one of the most effective ways to help employees avoid exposure. Direct deposit encourages employees to take paper-based processes digital. Eliminate paper in other processes like expense reports, timesheets, schedules, and tax forms.



Percentage of your workforce in each exposure risk level for COVID-19

[OSHA's Guidance on Preparing Workplaces for COVID-19](#) categorizes workers into four risk exposure levels. Identify the portion of your workforce in each category and tailor a plan for each group with appropriate control measures.



Number of critical roles with no business continuity plan

The past few months may have made it painfully obvious which areas in your business do not have a crisis plan. Take this time to prepare for an extended or resurgence of disruption and document your plan for keeping business running through your critical roles.

Surviving to Thriving

The current pandemic is temporary, but we can be sure that we'll continue to face change and even times of crisis. Preparation may not make these things easy, but they can help you focus on the impact on your people, which is what matters most. HR and payroll solutions offer data insights that help you know just how to best support your employees during times like these.

As a leading provider of cloud-based HR and payroll software solutions, Paylocity can help your business make strategic decisions in the areas of benefits, core HR, payroll, talent, and workforce management, while cultivating a modern workplace and improving employee engagement. Our comprehensive product suite delivers a unified platform, and our client-first service approach means we are a partner and advocate for your success.

We're in this together.

Check out our [COVID-19 Resources page](#) for legislative updates, helpful guides and templates, and Micro Kits that offer tips on using the Paylocity suite to support your employees and business. Stay up to date by following us on [LinkedIn](#), [Facebook](#), [Twitter](#), and [Instagram](#).

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