ROI Calculator Worksheet

Use this handy ROI Worksheet to see where you're wasting the most time on various HR tasks throughout the year and then calculate how much you can save by implementing BizRun HR Software. We think you'll be surprised at how much you can save— and you'll have a powerful tool to make a solid business case for adopting a streamlined HR management system.

ROI Worksheet

Your Processes	HR Hours Spent Per Month	Supervisor Hours Spent Per Month	Employee Hours Spent Per Month	Total Hours
Applicant Tracking				
Onboarding New Hires				
Time Off Requests				
Timekeeping				
Update Payroll				
Electronic Review of documents for existing employees				
Org Chart Updates				
Change of Employee Status				
Training and Licensing Tracking				
Performance Evaluations				
TOTALS				

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Here's How to Calculate your ROI

Value A: Multiply total hours spent by a blended hourly rate (for example, use your own hourly compensation rate) = total cost per month to administer and manage manual and paper based HR tasks and processes.

Value B: Multiply number of employees times $4 per employee per month = BizRun subscription cost per month.

Value C: Subtract Value B from Value A = monthly savings using BizRun HR Software.

Time and Cost Savings Areas

Review these task and process areas to help you fully capture your total time spent managing paperwork, maintaining spreadsheets, and tracking down employees and supervisors reviewing and completing forms and documents.

Applicant & Recruiting Process

+ Complete paper-based new job requisition form
+ Distribute new job requisition form to hiring manager and other approvers
+ Create Task list to track approval status of new job requisition form
+ Manually post approved new position on job boards (i.e. LinkedIn or Indeed)
+ Track (place into categories) and store applicant resumes for new position
+ Create Task list to track applicant review by hiring managers of potential new hires resumes
+ Send PDF Offer Letter to potential new hire
+ New hire must print out Offer Letter, physically sign, scan, and email back
+ Scanning completed Offer Letters into the local network drive storage
+ Or, filing completed Offer Letters in a file cabinet

Onboarding Process

+ Sending paper new hire forms to new employees for review and signature
+ Create Task list to track status of new employees completing their forms
+ Create Task list to track action items current employees need to complete prior to the new hire's start date (ex.: setting up computer, providing key to facility)
+ Reminding new employees by email to complete their new hire forms
+ Manually data entering new employee info from their completed forms into Payroll and employee profile file
+ Scanning completed forms into the local network drive storage
+ Filing completed forms in a file cabinet
+ Time off Request process
+ Employee checks with HR to see what their time-off balance is
+ Employee Filling time-off request form out
+ Distributing request form to approvers
+ Create Task list to track status of people approving request forms

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Onboarding Process Cont'd

+ Reminding approvers to complete the forms
+ Updating the time-off calendar once form is completed
+ Maintaining and updating the employee accrual spreadsheet so that it is accurate
+ Updating the employee's accrual balance in the payroll system
+ Filing the paper request form for an audit trail

Timekeeping Process

+ Employee Filling out paper time cards
+ Distributing the cards to supervisors for approval
+ Reminding supervisors to review and approval paper time cards
+ Reviewing cards for accuracy
+ Manually entering time hours and data manually into a spreadsheet to send to payroll or manually entering time hours and data directly into the payroll system
+ Filing or maintaining the completed paper cards for a period of time

Payroll Process

+ Note: Many processes require entering data manually into the Payroll system.
+ New Employee Data
+ Time-off request data
+ Timekeeping data
+ Updates to existing employee data
+ Change in employee compensation data
+ Perhaps this process can be eliminated from the worksheet because the activities are captured within the other processes?

On-going Documents That Require Review and Signature

(ex: updated employee policy, reviewing new training video)

+ Sending paper, PDF documents, links to URLs, or forms to existing employees for review, completion, and signature
+ Create Task list to track status of employees reviewing and completing their forms
+ Reminding new employees to complete their forms
+ Manually data entering updated employee info from their completed forms into Payroll
+ Scanning completed forms into the local network drive storage
+ Or, filing completed forms in a file cabinet

Career and Compensation Change of Status (COS)

+ Fill out a COS form such as promotion, new compensation, or transfer
+ Distribute COS form to manager and other approvers
+ Create Task list to track status of managers reviewing and approving COS forms
+ Manually data entering employee COS info into employees profile file and Payroll
+ Scanning completed forms into the local network drive storage
+ Or, filing completed forms in a file cabinet
+ Updating the company org chart with new info

Organizational Chart Updates

+ Creating or updating company Org Chart using Visio or Powerpoint
+ Printing out current charts for managers
+ Filing paper charts in file cabinets or three ring binders
+ Making sure you have all manually drawn edits to the chart before making updates

Training, Licensing, and Certifications (TLC) Tracking & Reminders

+ Create and update a spreadsheet to track of all employee TLC transactions including tracking when they are expiring
+ Create and distribute email reminders to employees and managers with expiring TLCs
+ Scanning renewed TLCs documents into the local network drive storage
+ Filing renewed TLC's in a file cabinet
+ Performance Management documentation and process
+ Create and update a spreadsheet to keep track of all future employee evaluations
+ Send paper or PDF evaluations or surveys to existing employees and reviewers for completion and signature
+ Create Task list to track status of employees reviewing and approving completed evaluations
+ Send reminders to employees and reviewers to complete and sign their evaluations
+ Manually data enter employee evaluation info into employee personnel file
+ Scanning completed evaluations into the local network drive storage
+ Filing completed evaluations in a file cabinet