



Saving time, talent and trees

Theresa Allen has been the payroll and HR extraordinaire at Home Federal Savings Bank since she came onboard in 2017. On any given day in her role, anything from onboarding to compliance paperwork to payroll to compensation reviews might cross her desk. With that in mind, Theresa knows that efficiency and accuracy are her best friends when it comes to keeping this 200-employee operation running smoothly. Partnering with ADP Workforce Now® has been, in Theresa's words, a "game changer." They've been able to save on time, recruit more talent, access their data analytics more easily, and even keep the environment in mind by reducing paper use.

Saving time

Before partnering with ADP Workforce Now, I remember when things were much more manual. Performance was literally 200 pieces of paper that were handed out to managers, and we had to keep track of when they were returned, if they were returned and then scan them into employee files. It would take a week of total time. Now for the HR team and payroll, we are down to half of that.

For Compensation, I was responsible for putting them all in, and then doing the bonuses separately. It would take literally weeks. You'd have to run reports, break them out by manager for the spreadsheets and then send out the spreadsheets. Then remind managers to get the spreadsheets back to you and make sure that they were within the boundaries of what the percentage was for the raise that year. Then all the manual entry ... that was hours right there. Now we are down to a grand total of probably a day. That compensation module has been a life changer, and the biggest time saver that we have implemented so far.




Data management

The new ADP® reporting dashboard is excellent because everything is in one place. Everything is where I need it to be to process my payroll, including all the reports that I need either before, during or after. I can put my favorite reports in the favorites area. Then I don't have to go looking for them. It's one of my favorite spots when I'm doing my payroll.

Theresa Allen
Payroll specialist/
HR administrator



Quick facts

-  **Company:** Home Federal Savings Bank
-  **Headquarters:** Rochester, Minnesota
-  **Product:** ADP Workforce Now



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Talent acquisition

The reason we decided to implement the ADP analytics module was for the benchmarking. We wanted to make sure we were competitive with other banks in the area and across the country. We want to be competitive in this new job market with the salaries. We have adjusted some of our starting wages because of ADP analytics. ADP analytics is helping us recruit quality employees.

Trees and typos

Before ADP Onboarding, onboarding was all paper, which is my least favorite thing in the world, paper cuts, killing trees, landfills even. No ... Now with the onboarding through ADP, I've eliminated the paper. And then everybody can verify their information themselves in the onboarding process. With ADP Onboarding, I'm spending five minutes getting new hire information into ADP instead of a half an hour. I don't have to chase people down to correct anything because it's all in ADP.

Empowering employees

We have mobile turned on for all our employees and that is a great feature because if they need a pay statement or their W-2 and I'm not available, they can get it on their own and they don't have to wait for me to get it for them. We have a younger employee base coming in and they're super tech savvy. And they love being able to have everything at their fingertips. ADP self-service saves our HR team time every week. It's all tied together. We do everything through ADP even with benefits enrollment. Open enrollment is self-service through the ADP portal. All self-service that we can have turned on, we have turned on. ADP Workforce Now is awesome!

Implementing ADP modules

The ADP implementation teams that we've worked with have been amazing. They are a wealth of information and made the process super seamless. Our ADP implementation team was prepared beforehand. And they were available to answer questions anytime that we needed them, even after implementation. They were very knowledgeable, and they were able to give us suggestions. Every time they implement something, it's for the better.

How ADP is working for Theresa and Home Federal Savings Bank

ADP reduces paperwork and saves me so much time so I can focus on my employees. They're [ADP] always working for me and they are always making things easier for my day-to-day processes. With ADP, everything is there. Whether you need to pay people, whether you need to have HR, or you need to onboard people, terminate people or enroll them in benefits. Everything is right there in ADP Workforce Now.

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