



Five Advantages to Having Human Resources “Go Green”

Your organization’s HR function is a critical part of the business and requires a great deal of recordkeeping to ensure compliance with current federal and state employment laws. Here are five tips to help your company continue to communicate effectively with your employees while also increasing efficiencies and benefiting the environment by “going green.”

- 1.) **Publication of Employee Information** - Rather than sending out employee communications by mail, send out employee communications and mailings via e-mail or by posting on the company’s intranet or Web site. For those employees who do not have computer access while at work, ask for their personal e-mail address to send information to their homes. This will not only save on paper resources, but will also save your company money and time.
- 2.) **Employee Forms** - Rather than processing paper forms for changes in employee information such as benefits enrollment or pay increases, develop a process to have these basic HR transactions completed online.
- 3.) **Employee Policy Manuals and Employee Handbooks** - Have these large documents available for employees through the company intranet or Web site and eliminate printing of these large documents. Utilize technology to tab certain sections so that employees can go right to the section that they need directly by clicking on that topic.
- 4.) **Eliminate Paper by Placing Personnel Records on the Computer or Microfilm** - When considering to move to a completely paperless personnel file, there are several factors to keep in mind:
 - a. **Safety** - No matter how your files are stored, make sure they are protected from damage or loss.
 - b. **Accessibility** - If a regulatory agency such as the Immigration and Naturalization Service (INS), the EEOC, the Department of Labor, etc., conducts an audit, the files must be readily accessible and readable, in order to produce a photocopy if required.
 - c. **Privacy** - It is important that disclosure of personnel files be made only to those with a “need to know,” so passwords and other security measures must be taken to ensure this level of privacy.

- d. **Special Requirements** - If a record needs to be maintained, but cannot be scanned or photocopied, then special arrangements will have to be made. An example of this might be a cassette tape of a call from a customer, or a chest x-ray that is required by OSHA.

5.) **Transit Reimbursement Account** - Talk to your benefits provider about offering this to assist employees in commuting to and from work.

Contact Jeff Green, PROXUS Principal at 215-654-9140 ext. #102 OR jgreen@proxushr.com to explore how best to leverage our HR expertise and payroll/hris system capabilities to help you achieve greater efficiencies in managing your workforce.

May 26, 2009