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## **Case Study: Employee Self-Service Automates HR Open Enrollment and Streamlines Payroll at Kodak Polychrome Graphics**

Kodak Polychrome Graphics (KPG) is Eastman Kodak's Graphic Communications Group, providing a broad portfolio of digital, conventional, and business graphics arts solutions. With headquarters in Norwalk, CT, KPG has nearly 1,400 U.S. based employees with regional offices throughout the country.

### **The Challenge: Reduce Paperwork for HR Benefit Administration**

Human Resource administrators at KPG found themselves awash in paperwork during their annual Open Enrollment period for employees to select or change their HR benefits. All benefits administration was coordinated through their U.S. headquarters in Connecticut. During the open enrollment period, HR was typically overburdened with requests to review individual employee benefit plans and costs, then manually update programs and submit changes to their benefit providers. The manual process was time consuming, error prone, and sometimes overwhelming for HR administrators.

### **The Solution: On-Demand Employee Benefits Self-Service**

In 2002, KPG began to evaluate automated benefits administration software packages that would reduce workloads for their HR administrators, particularly during Open Enrollment. One of their key goals was to empower their employees to access their own HR records and enroll themselves into their benefits plan of choice, thus removing the manual burden from HR administrators.

“Originally, we were looking for an automated, self-service benefits package that allowed employees to enter their own employee data and enroll themselves into the Benefits program of choice,” said Karen Vining, KPG's Manager of Shared HR Services. “We hoped that an automation package would allow us to provide better service to our employees, reduce our paperwork burden, and free our HR administrators to concentrate on more strategic activities.”

After careful evaluation of several vendors, KPG selected iEmployee's self service HR/Benefits solution. iEmployee's HR/Benefits package is an on-demand, Web-based solution that allows employees to securely access and edit their HR records from anywhere at anytime. During Open Enrollment, each employee can review benefit plan descriptions, co-pay summaries, and other related information; enroll or change all benefit programs; add, change or drop dependents; or cancel benefits – and they can

access the information from any computer with an Internet connection. The HR/Benefits package can also be used to speed the enrollment process for new employees.

Employee benefit information is seamlessly interfaced directly to their Benefit provider without any manual intervention.

“The Web-based aspect of iEmployee works great. We have employees located around the country and they can access their HR and Benefits information at anytime from their home. Often times spouses are involved in the benefits decisions and enabling Web-based access to information makes it very easy for them to review the information and participate in the decision,” said Vining.

HR administrator, Jodi Hasbrouck, added that “making personal benefit information available on-demand without HR intervention has reduced paperwork and employee frustration.”

“Our employees are much happier now that they can access their personal Benefits information whenever they need it, wherever they are,” she said.

### **Self-Service Electronic Timesheets/Timeoff Solutions Further Streamline the Payroll Process for KPG**

Once employees became familiar with their benefit self-service capability, KPG decided to implement iEmployee’s electronic Timesheet and Time Off solutions to further leverage the improved productivity and cost savings of employee self-service.

“More automation means less paperwork,” added Vining.

iEmployee’s electronic Timesheet and Timeoff solutions automate and streamline the timesheet and payroll process. KPG’s self-service employee timesheets are submitted and management approvals are completed online and automatically integrated with the installed Ceridian Payroll system without any paperwork transfer. The Timesheet solution also allows companies to track time by employee by project, providing granular control and management of project costs, scheduling, and labor distribution.

Furthermore, iEmployee makes it easy for employees to view up-to-date time off balances and request time off. Employees are able to track and view their vacation time on-demand, thus eliminating potential confusion with time off balances.

Easy-to-use management reports allow managers and supervisors to gain a global overview and history of time-off status of their department employees at a group level, track time off history, and gain a better overall understanding of their departmental status.

### **About iEmployee**

*iEmployee is a leading provider of on-demand workforce management solutions, enabling companies to eliminate paperwork and dramatically reduce employee administration time from hours to minutes. iEmployee’s full suite of Web-hosted Time & Attendance, HR/Benefit, Pay Stubs/W2 and Self-Service applications offer cost-effective*

*solutions, requiring no IT investment or overhead. Endorsed by leading payroll providers, iEmployee is the solution of choice for over 1600 companies.*