

## **Payroll reporting process goes green**

### **And saves some green (\$) in the process**

On December 23, 3sHealth moved to an online payroll reporting process in conjunction with the Regional Health Authorities (RHAs), Saskatchewan Cancer Agency (SCA) and affiliate organizations.

Before making the switch to an electronic means of report generation and distribution, 3sHealth (and formerly SAHO) used to have to print, sort and ship paper payroll reports to each healthcare sector employer on a bi-weekly basis. That process was slow (where the information transfer was measured in days), costly (in terms of processing, packaging and shipping), and left employers open to the risk of confidential information being lost or compromised.

By going green, the payroll reporting process is saving tons of paper, and is much more efficient and secure. The switch is also saving some much needed green for the provincial healthcare system in terms of real dollars and cents.

For 3sHealth alone, the move is expected to generate \$90,000 in cost savings annually, solely from lower printing and related contract costs. The equivalent of one FTE will also be saved, not to mention countless hours that were previously spent creating, sorting and distributing paper reports across the province. This means labour may be reallocated from paper report production to other information service activities.

#### **Benefits to 3sHealth include:**

- Reduced paper consumption by 85 per cent or 55,000 sheets of paper per month
- Freed up 275 sq. ft. of valuable office space – enough for three employees – where payroll printing, sorting and distribution activities used to happen
- Eliminated courier costs associated with physically distributing payroll reports to each region/agency

#### **For the RHAs and the SCA, benefits include:**

- More timely access to electronic reports
- Increased security of confidential information
- Reduced reliance on manual distribution of paper internally
- Ability to search and view information electronically without having to sort through paper. In the past, paper payroll reports were distributed to region/agency employees who work in the areas of payroll, benefits, finance and HR. After receiving the records, employees then had to physically process them. The work was labour intensive and time consuming, as they had to receive reams of paper from loading docks, sort it themselves and distribute it within their own organizations. They also had to find long-term storage to house all the paper reports that accumulated over time.

In addition to having significant distribution, paper and labour costs, the old process exposed employers and employees to the risk of privacy breaches due to the numerous handoffs that occurred and the potential to misplace documents on loading docks and in other areas. There was an additional risk of the information being exposed during internal distribution within employers.

Now, all the regions have to do is log in to the DDS and download their reports as PDFs. They are free to either print these documents or save them electronically. Regions now have access to eight weeks worth of data.

On a bi-weekly basis, reports are extracted from the payroll system and are then stored on the data download server (DDS) as PDFs using an off-the-shelf commercial software solution. All weekly reports, period month-end reports and calendar year-end reports are now available on the DDS. As part of this change, the DDS folder structure was updated to improve how reports are organized.

Employees in each region and SCA then log in to the DDS to access and download their payroll reports as PDFs. They can either print these documents or save them electronically. The PDFs are searchable and easily accessible.

The information is secure and available within minutes, not days.

No information needs to be sent via courier, meaning nothing needs to be physically received by each of the regions/SCA.

As well, the chances of errors associated with sorting and distribution are now reduced. This change was many years in the making and involved many people in IT, Payroll and the Kaizen Promotion Office. Thanks to their hard work, the payroll reporting process is now efficient, cost effective and green (in more ways than one)!