Accuracy of Data

Issue: User errors and invalid data can be mistakenly entered.

Response: Data validations and conditional formatting rules can be applied to enforce data accuracy across multiple users on a single sheet. These validations can be "locked down" to eliminate any inadvertent removal or overlay of values that can result with an uncontrolled spreadsheet.

Timeliness of Data

Issue: If everyone has their own version of the spreadsheet, it becomes very difficult for the originator to manage the status of each responder, especially if they are dealing with hundreds of potential users. This can cause delays in receiving critical data or may result in missed deadlines.

Response: Since all updates are done in real-time on the centralized XWRPDWHG RPSH VDWLR the current status of each responder is known instantly. Unfilled cells or rows can be filtered and custom exception inquiries or reports can be generated to show what's left open to complete.

No Audit Capabilities

Issue: With users entering data on their own copies of a spreadsheet, there is no way to get a unified view of all the value changes, especially if more than one user can change the value of a given cell. Additionally, if the user can also change the "structure" of the sheet by inserting, deleting or moving sheets, rows and columns, there is no ability to track those changes either. Ultimately, there is no good way to track down any issues that may arise when those sheets are merged back together into a master sheet and then structural or value issues are exposed.

Response: With the single, XWRPDWHG RPSH VDWLR all SUHDGVKH access is controlled in a centralized RPSH VDWLR SUHDGVKHHW and as a result, full audit trails are available. These audit trails can include login and sheet access history, structural changes to a sheet or workbook, row updates and cell-level audit history across multiple users.

User Acceptance

Issue: Many users may not want to have a copy of someone else's spreadsheet on their desktop. This creates an environment of resistance for those users who do not want to respond to emails sent with attached spreadsheets.

Response: The Automated Compensation Spreadsheet preserves its familiarity to the end-user because it maintains the simple spreadsheet interface that users are used to. In fact, it may be the exact same sheet layout that they have been using for years, just now in a centralized setting. Because it is centralized without a copy on their desktops and because the end user is only seeing the rows and columns that they are authorized to see, a user is more likely to accept the sheet faster and respond quicker.

Compliance

Issue: As spreadsheets are part of the overall resources of an organization, they must be accounted for when developing a compliance strategy for the HR department. Key compliance risks exist once the spreadsheet is distributed to multiple users. These risks include unauthorized access and modification of data or formulas which degrades the model's integrity. HR spreadsheets are notoriously difficult to manage as part of an overall compliance implementation.

Response: The Automated Compensation Spreadsheet is centrally managed and controlled with appropriate audit trails. Therefore it's much easier for a corporation to review and certify the spreadsheet as complying with its stated objectives.

Enterprise Compensation Spreadsheet Performance & Merit Case Study

Performance & Merit Process Description:

Every year, each major business unit of a large company conducts reviews for employees to determine increases in annual compensation. Managers are given budgets and guidelines to follow for evaluating pay for direct reports. Close to 1,000 managers across the enterprise are involved in collecting the required data on all their employees. This exercise is conducted once a year and is iterative in nature within defined timelines. This company uses data from their SAP Human Capital Management (HCM) application as the source of their initial list of employees and salaries. The HCM system is also the destination of the compensation data once collected from the managers.

The
Old Way

The Old Way: Unique, individual spreadsheets were manually generated for each manager and included the compensation data for each of their direct reports. These spreadsheets were distributed manually by emailing them to each manager. Due to the magnitude of the manual effort required, many associates including executive assistants were handling the spreadsheets which included sensitive data.

While the spreadsheets were out, **no effective mechanism** existed to monitor the status or progress of the data collection or assigning proxies for the absentee managers. Additionally, there were **no effective controls** that enforced the data integrity of the spreadsheets once they were returned.

After each sheet was returned, they had to be manually reviewed for accuracy and then manually sent back again for revisions if there were any discrepancies. Any changes in employee data had to be manually reflected in each spreadsheet. Finally, once completed, all the spreadsheets had to be **manually merged** back into a "master" spreadsheet where the responses were aggregated to calculate totals. Finally, the completed data was merged back into the SAP HCM application.

The time from start to finish for this process spanned several weeks with managers and executive assistants dreading this yearly ritual. Additionally, this process was **not SOX compliant** for their auditors.

The New Way with the Automated Compensation

The New Way: Now this process is implemented in one single, shared Automated Compensation Spreadsheet. This spreadsheet is still created from the SAP data but exists in one managed location instead of distributed emails. All manager access is accomplished through a secured web site. The data that is displayed to the Manager is automatically limited to employees with direct and indirect reporting relationships. All budgets, business controls, and security are enforced and all updates and reviews are accomplished real-time in one centralized and controlled place.

Any changes to assumptions and corresponding underlying formulas can be updated immediately and made available to all users simultaneously. All updates and communications are real-time. The data collection process now takes minutes for managers versus hours/days the old way. Once all the data is validated and reviewed, it is easily uploaded back into SAP HCM from this single, controlled source. The end-to-end process now takes only days instead of weeks to complete and is SOX compliant.

Conclusion

The new mantra with HR Enterprise Spreadsheets is to **"Transform Your Spreadsheet!"** This goal can be achieved if the spreadsheet itself can be integrated with the security and scaling features traditionally found in HRIS applications. These features include the ability to launch a centralized spreadsheet; securely share sections (rows, columns, cells) to users on a "need to know" basis; and to handle the demands of hundreds of users accessing this shared Automated Compensation Spreadsheet at the same time.

In the world of HRIS application solutions, there is still room for certain HR data collections processes to be managed more efficiently and effectively with HR Enterprise Spreadsheets.

Any questions? Email us at info@securesheet.com, or visit www.securesheet.com for a free Automated Compensation Spreadsheet trial.