

CSB Technology

HR & PAYROLL SOLUTION CHECKLIST



A
SECRET
RECIPE FOR
HELPING YOUR
BUSINESS THRIVE

 Scissortail **HCM** POWERED BY **UKG**

HOW MAPPING SYSTEMS TO NEEDS CAN HELP YOUR BUSINESS THRIVE

The Employee's Continuum of Needs is a tool that indicates the six most important factors that a workplace must provide in order for its employees to feel adequately supported.

Think of it like a puzzle. Without the connection of each individual piece, you can't expect your employees to feel motivated to bring their whole selves to work. →

So, how can you guarantee that these needs are met? By putting operational processes in place and taking actionable steps to ensure that your people's mental, physical, and financial wellbeing is the top priority, you can rest assured that you're doing the right things for your employees so they stay engaged and committed.

SURVIVAL

I feel physically safe at work, confident that I have a steady job, and sure that I'll be paid on time.

SECURITY

I feel respected, heard, and supported emotionally and mentally at work, am compensated fairly, and have access to meaningful benefits.

RELATIONSHIPS

I feel connected to my coworkers and my manager in healthy ways, trust my employer's reputation, and have opportunities to both lead in my area and serve and support others.

AUTONOMY

I feel that I'm trusted to work independently, manage how and when I work, and complete my tasks.

ACTUALIZATION

I feel that I've achieved something meaningful through my work, can explore new ideas and possibilities, and have the chance to inspire and lead others.

FULFILLMENT

I feel that I'm reaching my full potential, my purpose connects with my employer's purpose, and I'm working toward a greater good through what I do.

What keeps highly valued employees from leaving an organization? Purpose. Studies have shown that when people feel their work is "more than just a job," their commitment increases anywhere from two to six times depending on the industry.

VENDOR EVALUATION CHECKLIST

Use this checklist to ensure that vendors' HR & Payroll solutions enable you, at minimum, to execute the features based on the Employee's Continuum of Needs listed below.

Mapping Systems to Employee Needs	Vendor 1	Vendor 2	Vendor 3
Survival			
Integrated fair scheduling and pay tools			
Anywhere, anytime access to pay			
Affordable healthcare access			
Transparent communication platform			
Clear, compliant, and readily accessible safety standards			
People-focused crisis response plans			
Security			
Flexible working hours, locations, and time off			
Extended leave options			
Employee support systems and benefits			
Assurance of privacy			
Proactive guidance on wellbeing			
Tracking of DEI&B benchmarks			

VENDOR EVALUATION CHECKLIST (CONT'D)

Use this checklist to ensure that vendors' HR & Payroll solutions enable you, at minimum, to execute the features based on the Employee's Continuum of Needs listed below.

Mapping Systems to Employee Needs	Vendor 1	Vendor 2	Vendor 3
Relationships			
Employee community for connecting with peers and mentors			
Regular coaching and nudges for managers to check in			
Time-off donations and shift swapping			
Consistent, equitable goal mapping			
Welcoming onboarding experience provided for new hires			
Peer-to-peer feedback and team development integrations			
Autonomy			
Self-service scheduling that takes employee preferences into account			
Regular conversations and feedback about goals			
Learning and development opportunities			
Recognition of successes and milestones			
Clear job requirements and activity tracking			
Access to the latest organization standards and resources			

VENDOR EVALUATION CHECKLIST (CONT'D)

Use this checklist to ensure that vendors' HR & Payroll solutions enable you, at minimum, to execute the features based on the Employee's Continuum of Needs listed below.

Mapping Systems to Employee Needs	Vendor 1	Vendor 2	Vendor 3
Actualization			
Proactive workforce planning to support team growth			
Built-in succession planning to map career paths			
Platform for regular employee feedback on culture and process			
Burnout and flight risk prediction			
Mentorship opportunities			
Fulfillment			
Leadership training and action recommendations			
ERG communities			
Charitable giving and community involvement			
Opportunities to mentor others			
Financial wellness support and retirement planning			
Recruiting and onboarding team involvement			