



Get Your Time Back!

Technology to help HR & Operations gain work-life balance

ARCORO®



Today's experts



Anne Pflieger, CIT

NAWIC Past National President
Director of Operations
Hancock Structural Steel, LLC



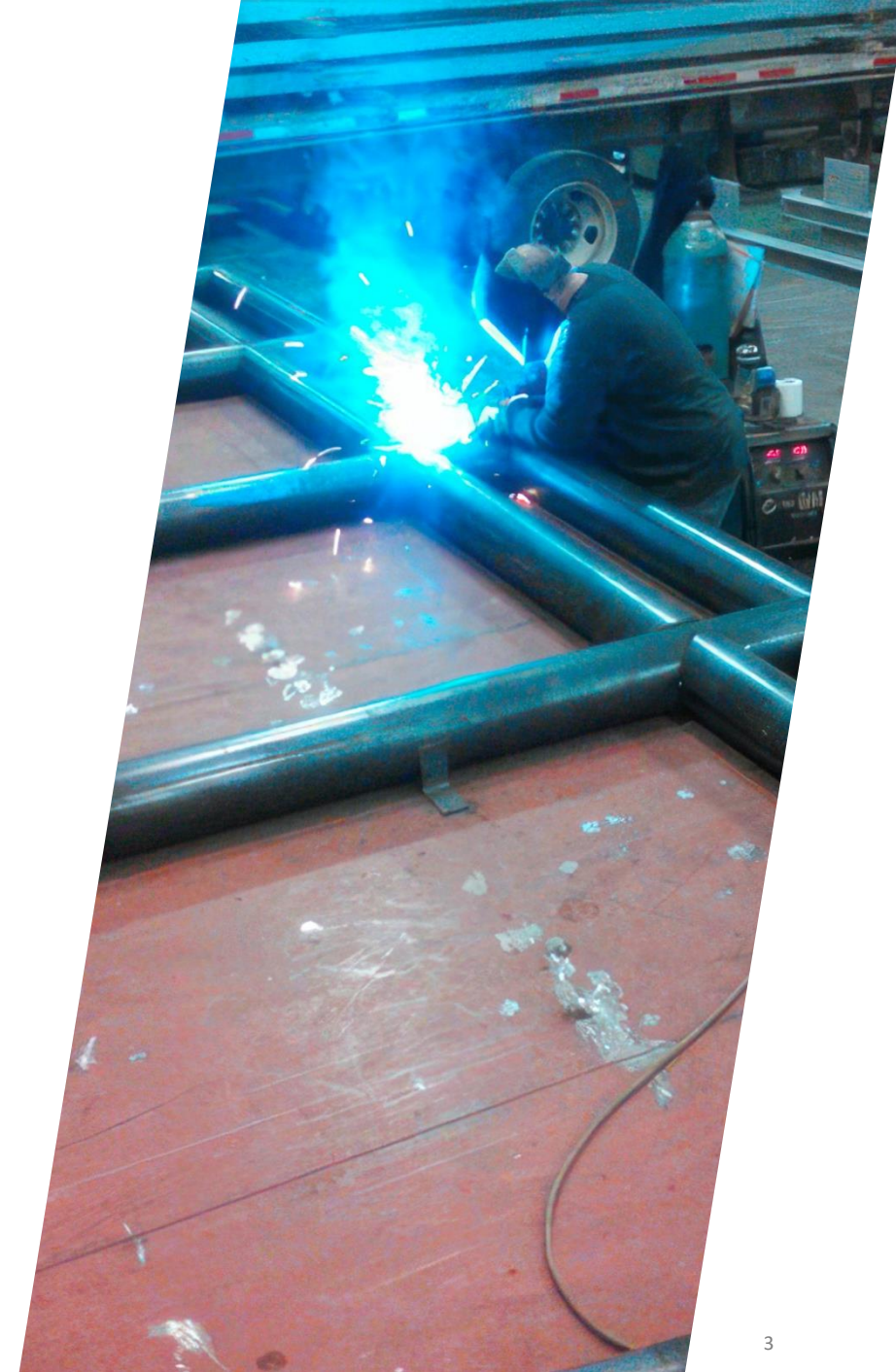
Carrie Gardenhire

Associations Manager
Arcoro





- Findlay, OH
- 20 Employees
- Over 100 years of combined experience in the steel industry
- Full service fabrication shop specializing in crafting architectural, structural and misc. steel



Modular, cloud-based HR software built for construction



Unparalleled Construction Partner Ecosystem



How it started...

- Arcoro & Hancock Steel partnerships started at NAWIC Nationals 2022
 - Free HR Assessment for NAWIC Chapter Donation
- Hancock Steel now Arcoro Customer
 - Applicant Tracking (ATS), Onboarding, Core HR, Benefits, ExakTime and integration with Foundation payroll



Today's focus:

- Process of selecting technology to help improve HR & Ops processes
 - ID the challenges or issues to address
 - Evaluate vendors for potential partnerships
 - Presenting the business case to key stakeholders
 - Best practices for successful implementation
 - Managing change and technology adoption with your employees
- Examples of moving from paper to technology to get your time back!



How can NAWIC members benefit from leveraging HR technology?

- Combat workforce shortage
- Champion a growth initiative
- Measurable, positive impact
- Improves work/life balance



What was driving interest in technology for workforce processes?

- Time Savings
 - Drive efficiencies
 - Move from paper-based time cards
 - Speed up time to hire and finding diverse candidates
- Change in company ownership/leadership
 - Interest in reducing HR task time
 - Interest in technology















ATS Job Posting/Distribution – Job Boards
















Your Career Page(s) ⓘ

Yes BrittsFlowerShop

Your job will be distributed to these free destination(s) ⓘ





 No ArcoroEngineeringJobs	 No ArcoroJobs	 No BetterJobs	 No CareerJet	 No Direct Employers
 No GlassDoor	 No Indeed	 No JobsJob	 No JobRapido	 No MEPJobs
 No The Construction Career Board	 No US Military Pipeline			

You may also choose to distribute your job to boards listed below for an additional fee ⓘ

 No using avail credits	 No using avail credits	 No purchase for: \$335	 No purchase for: \$295	 No purchase for: \$150
 No purchase for: \$65	 No purchase for: \$189	 No purchase for: \$279	 No purchase for: \$495	 No purchase for: \$300
 No purchase for: \$295	 No purchase for: \$175	 No purchase for: \$133	 No purchase for: \$245	 No purchase for: \$245

Your job can be shared on social media

Your browser must allow popups for secure.birddoghr.com for this feature to work.

			
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ATS Job Posting/Distribution – Referral Networks

.. and also send to these Referral Networks ?

No Arizona Colleges

No Aviation Referral Network

No California Colleges

No Career Page Signups

No Des Moines Women in Business

Yes Employee Referral Network

No Iowa Colleges

How did you evaluate the technology options available to you?

- Establish needs/goals
- How does it integrate with current systems
- Works with the budget



Time off request before & after

TIME OFF REQUEST


Today's Date: APR 11 22 Employee Name: [REDACTED]

Dates Requested: From: MAY 31 To: JUNE 3 Paid: Unpaid:

(Requests will not be considered unless the following is completed. Approval is not based on content)
Please list on the backside three suggestions for improvements in the company organization.

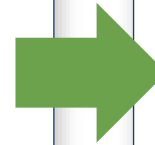
Approved: Denied: By: Andy Boye - Supt.
 Approved: Denied: By: _____ - P. Mgr.
 Approved: Denied: By: _____ - Pres

OFFICE USE ONLY
Census, Va.



A C E

(See Other Side)



Time Off Summary Time Off Detail Time Off Request Holidays & Blackout Dates

Type	Carry Forward	Accrued	Requested	Taken
PTO		0.00	128.00	32.00
Holiday		0.00	0.00	0.00
Sick		0.00	0.00	0.00
Jury Duty		0.00	0.00	0.00
Spa Day		0.00	0.00	0.00
Totals:		0	128	32

Requests that have not yet been Granted

Request Date	Type	Units	Comment
11/28/2019	PTO		8.00
11/29/2019	PTO		8.00
12/01/2019	Holiday		8.00
12/02/2019	Holiday		8.00
01/30/2020	Holiday		8.00

How do you make a business case for leveraging technology?

- Demonstrate ROI
- Increased accuracy and flexibility
 - Automate repeatable processes
- Improving workflows
- Automatic updates to state and federal forms
- Consider your stakeholders
- Helps smaller businesses remain competitive



Tech Partnership Must-haves

- ROI calculator
- Executive presentation prep
- Benefits broker
- Customer service
- Work with you – payment plan



What suggestions do you have for successfully implementing technology?

- Be realistic and give yourself enough time
- Focus on most important solution first
- Partner-up
- Recognize it's an investment of time



Time Card before & after

Week 1: 2/25/23
 NAME: [Redacted] WEEK ENDING: 2/25/23 WEEKLY TOTAL: 38 3/4
 JOB NAME OR NO. HOURS
 7610 23-600 2.5
 P.T.O. 60-004 4.5
 22/500-99-033 1.0
 05-401 4.0
 23-001 23-001 4.0
 23-001 23-001 4.0
 DAILY TOTALS: MONDAY 7, WEDNESDAY 9, FRIDAY 5
 WEEKLY TOTAL: 38 3/4

Week 2: 3/18/23
 NAME: [Redacted] WEEK ENDING: 3/18/23 WEEKLY TOTAL: 38
 JOB NAME OR NO. HOURS
 7610 500-000 3
 AMBER WALKS 60-022 23-600 1
 22-101 (05-121) 7 1/2
 23-600 23-600 1
 60-022 23-600 6
 7610 1-101 1 1/2
 DAILY TOTALS: MONDAY 9, WEDNESDAY 8 1/2, FRIDAY 3 1/2
 WEEKLY TOTAL: 38



Time Card Detail
 Employee: Burke, Jonathan E
 Regular: 34:25 OT1: -- OT2: -- Unpaid: -- Total: 34:25
 Time Card Approvals: None

Employee View | Location View

Employee name or id	LOCATION	COST CODE	START	STOP
20-6548 Anderson, James A. Jr.	2-441 - Lassen Vill.	2-500 - Tile	7:59 AM	12:11 PM
00-1111 Avella, John	2-441 - Lassen Vill.	2-500 - Tile	12:37 PM	4:28 PM
50-4612 Baker, Charles	1-001 - City Hall	0-555 - Inspection	8:00 AM	12:03 PM
30-8526 Booth, Mark	2-886 - Rose Villa	2-500 - Tile	12:29 PM	4:26 PM
20-5141 Burke, Jonathan E				
50-6585 Carson, Alan	2-117 - Hi Point	2-500 - Tile	8:01 AM	12:21 PM
20-8888 Chavez, Bryan	2-117 - Hi Point	1-300 - Sawing	12:50 PM	3:17 PM
40-2781 Doggett, Jesse				
40-6666 Freeman, Andy				
11-2222 Gallagher, Benjamin D	2-562 - Olive Street	2-500 - Tile	7:59 AM	12:11 PM
50-4444 Garcia, Jose	2-562 - Olive Street	1-300 - Sawing	12:36 PM	4:15 PM

How do you get employees to adopt the technology?

- Be patient
- Demonstrate positive results
- Opportunity to connect with staff
- Create a plan that works for your organization



Onboarding – I9 Review & Verification

Employee Login **I9** Additional Info Review Sign Compl

Preview Instructions
[English I-9 PDF](#) | [Spanish I-9 PDF](#)

Employer Review and Verify the Employee's I-9 Documents

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

If you would like to review the acceptable documents and I-9 instructions, click [Review Eligibility Documents](#)

Selected Citizenship: A Citizen of the United States


Verified Document Types

List A Document Example

Issuing Authority **(required)**

Document Number

Expiration Date



DOCUMENT #


ISSUING AUTHORITY

EXPIRATION DATE

Employee Login I9 Additional Info Review **Sign** Complete

Sign Your Forms: I9 Click To Sign

View: Fit 50% 100% 200%



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Name and (if not

Key take-aways from today:

- Process of selecting technology to help improve HR & Ops processes
 - ID the challenges or issues to address
 - Evaluate vendors for potential partnerships
 - Presenting the business case to key stakeholders
 - Best practices for successful implementation
 - Managing change and technology adoption with your employees
- Share your experience



Hiring Women for the Skilled Trades

- Spread the word of opportunities for women in construction
 - Construction job awareness in schools
 - Be an example for younger women
 - Share experiences to attract more women to the trades
- Involve women in each stage of the employee life cycle
 - Representation at tradeshow/career fairs
 - Connect with mentors and support, including NAWIC
 - Talk to employees to learn about needs
 - Initiate conversation



Podcast link

Thank you



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Carrie Gardenhire

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Director of Associations Partnerships
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\$50 donation to your
local NAWIC Chapter
for completion of an
HR Assessment

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