



# YOUR GUIDE

To efficient HR  
and payroll reporting

Delivered by  
**sariba**<sup>HR</sup>



# INTRODUCTION

HR and payroll reporting can unlock better insights and smarter decisions – but for many, it mostly feels like a drain on productivity.

Maybe this sounds familiar: the data is there, but it's scattered across different systems. You spend valuable time extracting, checking, and compiling numbers – only to find that the reports are outdated by the time they're ready to use.

Fortunately, it doesn't have to be that way.

With the right system and a structured approach, reporting can become both easier and far more valuable. Because it's not about creating more reports – it's about getting more out of the ones you already have.

In this guide, you'll get:

- An overview of what defines good reporting
- The most common pitfalls – and how to avoid them
- A practical step-by-step guide
- Best practices for insight-driven reporting

The goal is to give you concrete advice that makes reporting more **efficient** – and frees up time for what **really matters**.

HAPPY READING!



# WHAT CHARACTERIZES

GREAT HR AND PAYROLL REPORTING?

Effective reporting isn't just about collecting numbers – it's about making them accessible, understandable, and useful. When reports deliver the right insights at the right time, your organization can make smarter decisions.

Good reporting is characterized by:

✓ **Accuracy**

Data is reliable, up to date, and consistent – so you can truly trust the numbers

✓ **Automation**

Manual tasks are replaced by systems that automatically retrieve and update data, saving time and reducing errors.

✓ **Accessibility**

Managers and decision-makers can access insights on their own, without relying on HR or payroll staff.

✓ **Strategic value**

Reports reveal trends and key figures – such as sick leave, turnover, and payroll costs – and are actively used to improve operations.



# TYPICAL

CHALLENGES

Many companies find that HR and payroll reporting can sometimes be both time-consuming and frustrating. The data exists, but it's often scattered across different systems, hard to extract, and requires extensive manual work. The result? Errors, delays, and hours lost.

Here are some common challenges:

### **Manual processes and spreadsheets**

Reports are built manually, which increases the risk of errors and wastes valuable time.

### **Silos between HR and payroll**

When systems don't communicate, data breaks, inconsistencies, and duplicate work are inevitable.

### **Lack of real-time data**

Decisions are based on outdated numbers because reports aren't updated automatically.

### **Limited accessible insights**

Managers have to request reports from HR instead of accessing the information themselves – slowing down workflows and causing frustration.

These challenges make reporting more complicated than it needs to be – and steal time from work that truly creates value.



# HOW DO

MODERN SYSTEMS SOLVE THESE CHALLENGES?

Fortunately, there are solutions that simplify HR and payroll reporting – while making it more accurate and more valuable.

A **modern** HR and payroll system gives you:

✓ **Automated reporting**

Instead of manually collecting and checking data, reports are generated automatically. You save time and gain better data quality.

✓ **Everything in one place**

When HR and payroll data are stored in one integrated solution, duplicate work and errors are reduced. You get a clearer overview and easier access to what you need.

✓ **Visual dashboards and real-time insights**

Forget static spreadsheets. Interactive reports make it easier to identify trends, spot deviations, and uncover improvement opportunities – while there's still time to act.

✓ **Compliance and security assurance**

Modern solutions are continuously updated in line with current laws and regulations, ensuring GDPR compliance and robust data protection.

When reporting is automated, accessible, and easy to understand, it transforms from a necessary evil into a strategic advantage.



# STEP-BY-STEP

HOW TO GET STARTED

The transition from manual to efficient reporting doesn't have to be extensive. Here are five concrete steps you can take:

## **1. Map the current situation**

What does the reporting process look like today? What takes the most time? Where do errors occur? Get an overview before making changes.

## **2. Define needs and goals**

What insights do you need, and who will use them? Do managers need dashboards, or do you have specific reporting requirements?

## **3. Choose the right system**

Based on your needs, select a solution that supports both automation and flexible reporting. SAP SuccessFactors is an example of a system that combines HR and payroll with powerful analytics tools.

## **4. Roll out gradually**

Start small, for example with one report or one area, and build from there. Involve users early to ensure ownership and confidence.

## **5. Evaluate and adjust**

Monitor how reporting works in practice. Are you getting the insights you need? Use feedback to improve and develop further.



# BEST PRACTISES

FOR HR AND PAYROLL REPORTING

When reporting works as it should, it provides **value** – both in daily operations and at a strategic level. Here are some steps to help you get there:

✓ **Automate where you can**

Manual processes take time and allow for errors. Use a system that collects and processes data automatically, saving both time and frustration.

✓ **Define relevant KPIs**

Reports are useful when they are targeted. Select the key figures that matter most to the business, whether it's sick leave, turnover, or payroll costs.

✓ **Make reports easily accessible**

Give managers and other users access to up-to-date insights without going through HR. A good dashboard makes this simple and visual.

✓ **See the bigger picture in the data**

Combine figures from different parts of your organization to get a better overview. When HR and payroll are viewed alongside finance and operations, you get a stronger basis for decision-making.

✓ **Ensure good data quality and security**

Accurate data provides better insights. Provide training for correct data entry and establish routines for quality assurance and privacy.

✓ **Reports that make sense**

Use simple visual representations: charts, key figures, and trends. Avoid jargon and complex tables.

✓ **Review and improve regularly**

Needs change over time. Regularly review which reports you use – and what might be missing.



# We make HR simple

At Sariba, we have over 25 years of experience in HR and HR technology. Our goal is to contribute to lasting value creation for our customers. We do this by delivering everything you need within HR.

Do you want to know more about how we can help you?

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