



How OnPay's HR add-on supports growing businesses

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HR tasks evolve over time

For many growing businesses, HR doesn't begin as a department planned on day one. As teams start hiring, it becomes an emerging responsibility. HR often begins with back-office tasks: an owner collecting tax forms, a manager tracking PTO in spreadsheets, or a founder trying to remember who needs to complete onboarding paperwork or training.

At first, it feels manageable. But as teams grow, HR tasks don't just increase; they compound. Recruiting, onboarding, paid time off, compliance tracking — each new hire adds another layer of complexity. In fact, a recent OnPay survey found that 66% of small businesses manage HR responsibilities all on their own. Most growing teams are building processes in real time, often without a dedicated setup or system.

When you reach this tipping point, administrative friction can start to get in the way of the work you love. The good news? Building a scalable foundation for your team doesn't have to be a heavy lift.

This guide helps you move from reactive administration to a more structured way of working. We'll cover core HR tenets — from streamlining onboarding and organizing PTO to maintaining compliance and centralizing employee records. Along the way, we'll show you how OnPay's HR add-on can help you manage it all so you can stay focused on the people who make your business possible.



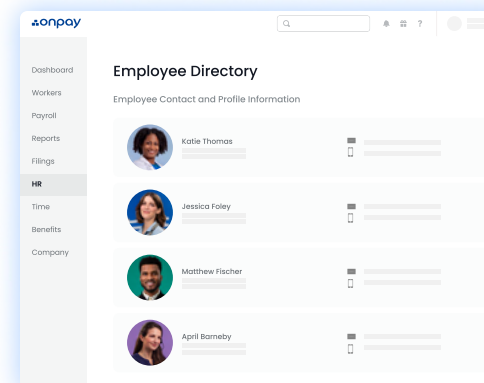
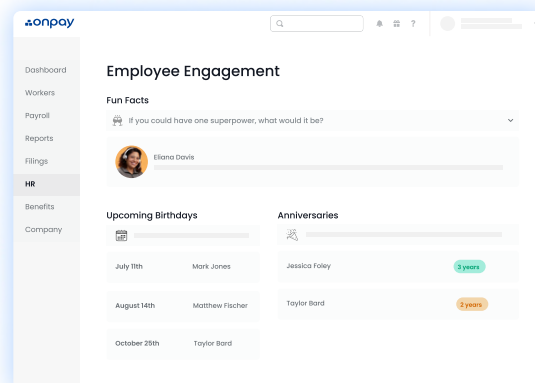
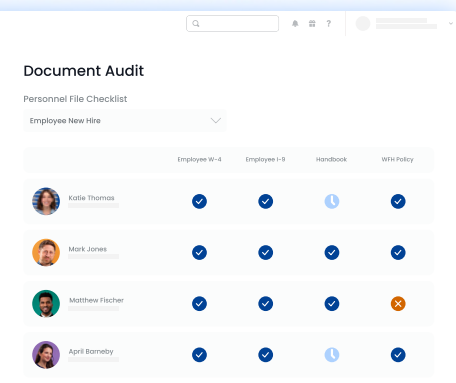
The core tenets of structured HR

Strong HR systems don't happen in a vacuum. They are built on a few consistent foundations. Whether you have five employees or 50, most effective HR processes include:



What HR processes should consider	
Repeatable onboarding workflows	Organized employee records
Clear PTO policies and tracking	Visibility for managers
Centralized employee documentation	Compliance support built into daily operations
Policy acknowledgment tracking	Lifetime access to tax forms and pay stubs for current and past employees

When these elements are in place, HR shifts from being **reactive to rewarding** — helping reduce risk while improving the employee experience.



1

Onboarding that scales with you

Even for a team of one, onboarding often involves more than just collecting paperwork. Tax forms, eligibility verification, policy acknowledgments, and employee records must all be accurately completed – and stored securely. As hiring increases, manual onboarding processes can quickly become inconsistent, time-consuming, or prone to error.

Why structure matters

- A consistent and uniform onboarding process helps to ensure compliance from day one, reduces administrative back and forth, and creates a more streamlined experience for new hires

How OnPay helps

- OnPay allows employers to digitally send onboarding documents, automate I-9 and W-4 collection, and store completed forms alongside employee records
- Before their first day, new hires can complete paperwork online, and employers maintain centralized access to documentation

What all HR platforms should offer

- Digital onboarding workflows
- Automated W-4 and I-9 collection
- Secure document storage synced to employee profiles
- Policy acknowledgment tracking
- Audit-ready recordkeeping

**Personnel task complete**

New hire training

2

Organized PTO and leave management

Tracking paid time off seems simple until you're managing accrual rules, approval chains, and overlapping requests through email or spreadsheets. In addition, manual tracking can lead to payroll mistakes or inconsistent enforcement.

Why structure matters

- Clear PTO systems improve transparency for employees and reduce administrative confusion for managers

How OnPay helps

- Employees can submit PTO requests directly within their dashboard (or the mobile app)
- Managers get instant notifications to review and approve requests on the go or at their desks
- Accruals are automatically calculated with each payroll run
- A shared team calendar provides visibility into who's out and when, while time-off history stays attached to employee records

What all HR platforms should offer

- Built-in PTO requests and approvals
- Automated accrual calculations
- Team-wide calendar visibility for managers
- Time-off history stored with employee records
- PTO hours sync with payroll

If these basics aren't built in, you may find yourself recreating manual processes inside a digital system.

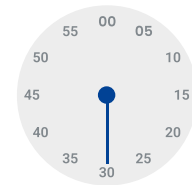
APPROVED

Time off request

May 24 - May 31



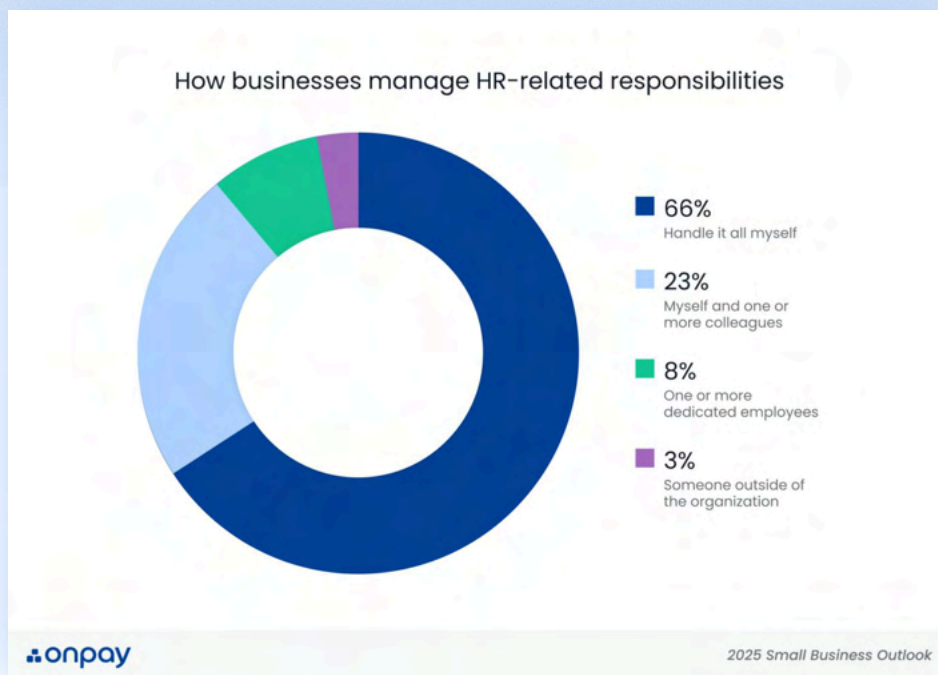
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Sick Leave

Diana Riddle





3

Centralized employee records and documentation

As teams scale, documents can pile up fast. Handbooks, signed acknowledgments, disciplinary notes, policy updates — when stored across email threads or shared drives, documentation becomes difficult to manage consistently.

Why structure matters

- Centralized records reduce compliance risk and make policy enforcement more consistent

How OnPay helps

- OnPay provides secure document storage and audits, customizable templates, and electronic signature
- Keeps important documentation organized and accessible

What all HR platforms should offer

- Secure centralized storage
- Custom document templates
- Electronic signature capabilities
- Timestamped acknowledgment tracking
- Easy retrieval during audits

4

Visibility as your team grows

When your headcount increases, so does the need for oversight. Managers need access to PTO balances, documentation status, and employee records without relying on scattered systems.

Why structure matters

- Visibility supports better decision-making and reduces reactive management

How OnPay helps

- Dashboards provide centralized employee data, PTO balances, and documentation history
- Managers receive clarity without additional manual tracking

What all HR platforms should offer

- Centralized employee dashboards
- Real-time PTO balance tracking
- Role-based permissions
- Manager-level visibility tools
- Payroll and HR data integration



Sign work-from-home policy

Jessica Foley

Mark Complete

5 Compliance support built into everyday workflows

Compliance requirements don't pause as businesses grow. Missing forms, outdated policies, or inconsistent documentation can create unnecessary risk.

Why structure matters


- Built-in compliance support reduces the likelihood of missed requirements and maintains consistent processes


How OnPay helps

- OnPay integrates compliance-related workflows into onboarding, documentation storage, and payroll processes
- This helps teams maintain organized, audit-ready records

What all HR platforms should offer


- Automated compliance-related form collection
- Secure employee record retention
- Policy acknowledgment tracking
- Clear documentation audit trails
- Payroll integration

 **Personal task complete**
Employee W-4


 **Missin**
Emplo


 **Missing document**
Employee W-4


 **Pending document**
Employee I-9

 **Document expiring**
Employee handbook

Pending document
Employee I-9

 **Document complete**
Employee W-4

 **License expired**
Registered Dental Hygienist

 **Pendin**
Emplo

6

Advanced HR insights and engagement

As your headcount hits new heights, it's important to keep every department in the know — ensuring managers have what they need and giving HR teams the data they need to plan for the future.

Why structure matters

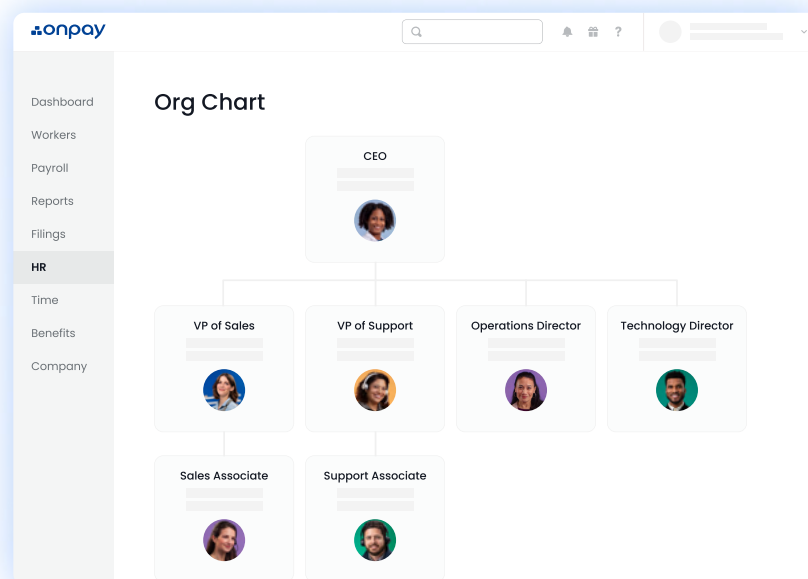
- For maturing businesses, back-office operations often expand beyond core processes. Organizational charts, custom fields, expanded reporting, and structured permissions can help growing teams maintain clarity

How OnPay helps

- OnPay's HR add-ons offer enhanced reporting, customizable employee data fields, structured organizational visibility, and secure access controls
- Helps businesses scale with greater confidence

What all HR platforms should offer

- Custom employee data fields
- Organizational chart functionality
- Role-based access controls
- Advanced HR reporting
- Flexible add-on capabilities



7

Equipment and license tracking

People and culture tasks don't stop at paperwork. New hires need access to tools, software, and equipment. Onboarding checklists can include IT and operational tasks, assigning responsibilities to the appropriate team members. Without a clear process, companies risk security gaps, unused software licenses, or misplaced devices.

Why structure matters

- Tracking equipment and system access protects your business and ensures accountability throughout the employee lifecycle

How OnPay helps

- Equipment and software access can be tracked by serial number or ID, helping employers maintain oversight throughout equipment lifecycles

What all HR platforms should offer

- Task delegation within onboarding workflows
- Equipment tracking by serial number or ID
- Access and account tracking tied to employee records
- Clear documentation of issued tools



ACCOUNTANT

Update permissions

Run Payroll

OnPay's HR tools are built for growing teams

HR processes aren't just administrative — they're foundational to how a business evolves. From onboarding and documentation to PTO tracking and compliance support, consistent systems help reduce risk, improve visibility, and enhance the overall employee experience. As you bring on new hires, OnPay's HR add-ons help you stay organized and ready for what's next.

The right software can simplify repeatable tasks, centralize important records, and bring clarity to day-to-day operations — without adding more manual work to your plate.

Whether you're building formal HR processes for the first time or refining what's already in place, OnPay's HR tools are designed to support growing teams with practical automation and dependable oversight, all alongside payroll.

This eGuide is intended for general informational purposes only and does not constitute tax, legal, or accounting advice. Payroll requirements, tax laws, and regulations vary by jurisdiction and may change over time, and payroll provider processes can differ.

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