

# SURVEY:

## How Small Businesses are Managing Their Workforce in 2021

We polled small businesses just like yours and asked them about the state of managing their workforce in 2021 during a pandemic. Some results are obvious, like struggles with hiring and retaining employees but other findings might surprise you.

Take a look at the results below!



**50% of businesses** saw a major change in their time tracking priorities and needs.

Whether it be from the need to move to a remote workforce or manage sick time for employees, employers have made major adjustments to how they manage employee time.



**55% of businesses** have moved to a remote or hybrid workplace.

This decision obviously depends on the ability to do job functions from home. Most that can have gone fully remote. Those that need to have employees on site have typically gone to a hybrid model with strategic scheduling in place to keep employees safe.



**80% of organizations** polled use an automated time tracking system to manage employee time.

Simplicity, compliance concerns and the ability to track accrued time for things like PTO are all big reasons why most businesses trust an automated time and attendance system for their business.

Of those using an **automated time tracking solution**, some still lack the advanced features they need to effectively handle their company's needs. These features include:



Compliance Help



Managing PTO



Managing complex schedules

### The top three workforce and employee challenges businesses expect in 2022:



**Hiring:** Clearly the biggest concern of those polled, with 80% listing hiring as their main workforce challenge heading in to next year



**Onboarding:** Coming right on the heels of hiring is onboarding. Training and embracing new employees is a bigger challenge for remote or hybrid workforces



**Tracking time and building flexible schedules:** This challenge is twofold. First, adjusting to how time is tracked for remote employees when not in the workplace. Second, building safe schedules for those businesses that need people in the workplace.

## Beyond Time Tracking

### The Top 5 People Management Must-Haves for 2022:



Onboarding



Recruiting and Hiring



Schedule Enforcement



Scheduling Swaps



Benefits Management

It's clear that small businesses have had to make major adjustments to how they hire, onboard and manage employees in 2021. The right hiring, onboarding and time and labor software can help you optimize your workforce processes so your business will be poised for growth in 2022.

If you want to up your HR game to accelerate business growth in 2022, visit [workforcehub.com](https://workforcehub.com) today.

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