

Overview

Imagine a system where essential tasks no longer drown in stacks of paper, scattered emails, and outdated systems. Over the past year, the Oklahoma Housing Finance Agency (OHFA) Human Resources team turned that vision into reality. Through a bold, agency-wide transformation, HR modernized decades-old processes by implementing Paylocity's unified Human Resources Management System (HRMS) in July 2024. This strategic shift consolidated previously disconnected tools into a single, cloud-based platform—one that now seamlessly drives recruiting, onboarding, payroll, benefits administration, performance management, analytics, learning, communication, and employee self-service.

By digitizing workflows previously handled through paper, email, and manual tracking, OHFA significantly reduced administrative burden, improved efficiency, increased accuracy, introduced transparency into hiring processes, and established a strong foundation for strategic operations.

Recognizing the Need for Transformational Change

Prior to the transformation, OHFA HR operations relied on antiquated paper processes and fragmented technology. Employees and managers were required to navigate three separate systems for timesheets, leave balances, benefits enrollment, and HR/payroll transactions. The lack of integration led to missed transactions, inconsistent data quality, delays in information processing, and significant time spent searching for basic HR information.

Additionally, there were no clearly defined standard operating procedures. Many critical HR functions lacked structure, documentation, or visibility. Job requisitions were submitted via handwritten or emailed forms with no way to track progress. New hire orientation often consumed half a day because new employees completed 20+ pages of paperwork in person.

The cumulative impact of these inefficiencies placed significant strain on HR staff, managers, and new employees. The agency needed modernization that would streamline processes, reduce errors, eliminate redundancies, and elevate HR's ability to focus on strategic priorities.

Transformational Change is Here!

Through the implementation of Paylocity's HRMS, OHFA consolidated all HR functions into a single integrated platform, eliminating the need for multiple systems and manual workflows. In addition, the HR team created automated workflows for several processes that previously required paper, email, or manual follow-up, including:

- Annual Conflict of Interest disclosure
- Motor Vehicle Record Verification
- Open Enrollment / FSA management
- Job requisitions
- Pre-hire compliance forms
- Organizational chart updates

Core HR tasks that once required hours of staff time are now fully or significantly automated.

Innovative & Replicable

This project represents a fundamental shift from manual, paper-driven processes to a modern, fully digital HR ecosystem. Instead of relying on various systems, the HR team implemented an end-to-end HRMS that automates workflows, centralizes data, and provides real-time visibility into employee and organizational activity. The use of Paylocity's AI assistant further enhances innovation by enabling employees and managers to receive immediate answers to routine HR questions through easy access to the employee handbook and other key resources, eliminating wait times and significantly reducing HR email volume.

The model developed by OHFA is highly replicable. Because it relies on standard Paylocity modules, configurable workflows, and well-documented processes, other housing finance agencies can adopt these same tools with minimal customization and without the need of specialized systems. The automated workflows created for routine tasks can be easily transferred or adapted by any public agency seeking to modernize its operations.

Response to Management Challenge/Opportunity

The transformation directly addressed long-standing challenges, including:

- Fragmented systems with no integration
- Requisition forms that were handwritten, emailed, or lost
- No tracking or visibility into hiring, approval status, and onboarding progress
- Heavy manual workload for HR and managers
- Lengthy first-day orientation due to paper-based packets

The new digital system streamlined these processes, eliminated redundancies, and introduced structure, consistency, and transparency across HR operations.

Measurable Improvements/Meaningful Gains Outweigh Costs

Paylocity's Data Insights report demonstrates significant time savings generated by automation.

- Timecard entry automation saving **\$19,181** annually
- Resume collection automation saving **\$2,114** annually
- Interview scheduling automation saving **\$268** annually
- Payroll record update automation saving **\$162** annually

Additional improvements include:

- Managers get real-time visibility into requisition status during the approval process.
- New hires complete pre-hire forms before day one, reducing orientation time by **50%**
- Managers begin job training on Day One instead of completing paperwork
- Faster onboarding and hiring cycles
- 24/7 cloud-based access to HR information
- Mobile-optimized access for employees and managers

- Enhanced reporting and analytics to support data-informed decisions
- More efficient communication via the Paylocity Community platform
- HR compliance (I-9, ACA, EEOC) is centralized and automated, replacing manual processes with electronic verification, real-time tracking, and streamlined reporting
- Performance management was transformed into a collaborative, fully automated process between employees and supervisors, replacing fragmented PDF and email-based reviews

OHFA realized substantial efficiency gains relative to the cost of the HRMS. Automation shortened hiring timelines, improved data accuracy, strengthened compliance oversight, and reduced administrative burden across HR functions. The transformation minimized printing and paper costs, improved audit readiness, and created a more positive and professional employee experience. Because Paylocity's integrated suite replaced multiple legacy systems and manual workflows, the resulting cost savings and efficiencies extend across the organization—not just within HR.

Effective Use of Resources/Strategic Objectives

The HR team maximized the capabilities of a single HRMS to replace multiple outdated tools, reduce manual data entry, eliminate duplicative work, and increase transparency. This resource-efficient model relies on digital workflows, standardized templates, employee self-service, manager self-service, and AI-driven HR assistance—all of which increase productivity without requiring additional staffing.

This transformation directly supports OHFA's strategic goals to:

- Modernize internal operations
- Increase organizational efficiency
- Improve employee experience
- Strengthen workforce management
- Enhance data accuracy and availability
- Support managers with real-time visibility into HR processes

Conclusion

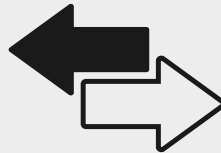
The new HR model positions OHFA to operate with greater consistency, transparency, and strategic capacity. The OHFA Human Resources team's modernization initiative successfully transformed a decades-old, paper-based HR operation into a fully digital, integrated, and strategically aligned HR ecosystem. By implementing Paylocity's Human Resources Management System (HRMS) and redesigning core workflows, the agency achieved significant, measurable improvements in efficiency, reduced manual workload, enhanced the new hire experience, increased transparency, and strengthened operational performance across departments.

Modernizing Through Paylocity

Before

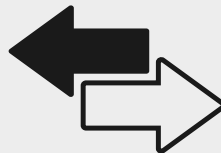
After

**Job requisitions were
manual or email
submissions**



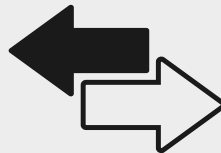
**Digital Pre-hire
Completion**

No Tracking or Visibility



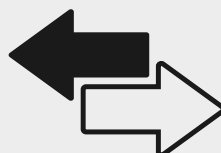
Accuracy + Efficiency

**Prolonged Orientation Due
to In-Person Paperwork**



Automated Workflows

**Multiple Systems Used
Across Agency**



**One Unified
HRMS**

A Peek Into the Digitized On-Boarding Experience

A Message from the Executive Director

On behalf of the Oklahoma Housing Finance Agency (OHFA), I am delighted to extend a warm and sincere welcome as you begin your employment with us.

At OHFA, **our mission is to provide housing resources with an eagerness to serve.** We are committed to supporting low- and moderate-income families in all 77 counties across Oklahoma. Each day, we help families pay their rent or purchase homes—empowering them to build lasting memories, establish roots, and strengthen their communities.

We partner with nonprofit organizations, developers, and municipalities to expand access to quality housing opportunities throughout the state. Your role contributes directly to this important work, and we are grateful to have you join us in carrying out this mission.

I extend my personal best wishes for your success and happiness here at OHFA. We are excited to have you on our team and look forward to the valuable contributions you will make.

Company Mission

Welcome aboard!

At OHFA, our mission is to ensure that everyone in Oklahoma has the opportunity to own a home—a comfortable place to enjoy with friends, raise a family, and create lasting memories. Homeownership strengthens communities, fosters stability, and empowers families, and your work here directly supports that mission.

We encourage you to take a moment to review our **Mission and Values**. Understanding these guiding principles will help you see how your role contributes to OHFA's impact and how you can grow, succeed, and thrive as part of our team.

Welcome to OHFA—we're glad you're here.

Your Team

We're excited to have you join **OHFA** and look forward to supporting you as you begin this new and meaningful chapter with us. Your skills, experience, and perspective will help strengthen our mission and make a positive impact on the communities we serve.



Welcome Message

0% Complete

0 of 28 Tasks Complete



I-9 Verification
Incomplete



E-Verify
Incomplete



Employment Status Info
Incomplete



Work Location
Incomplete

Company Culture

In 2023, OHFA completed a major renovation project on our existing building. This significant milestone marks a new chapter for our organization as we continue to grow and elevate the services we provide across Oklahoma.

Our renovated office was designed with both accessibility and modernization in mind, creating a more comfortable, functional, and efficient environment for our clients and employees. The transformation reflects our commitment to continuous improvement and to fostering a workplace where our staff can succeed and thrive.

Key Features of Our Renovated Office

- **Enhanced accessibility** for clients and employees
- **Modernized interior and exterior design**, reflecting a fresh and welcoming atmosphere
- **Improved facilities and workspaces** that support productivity, collaboration, and service excellence

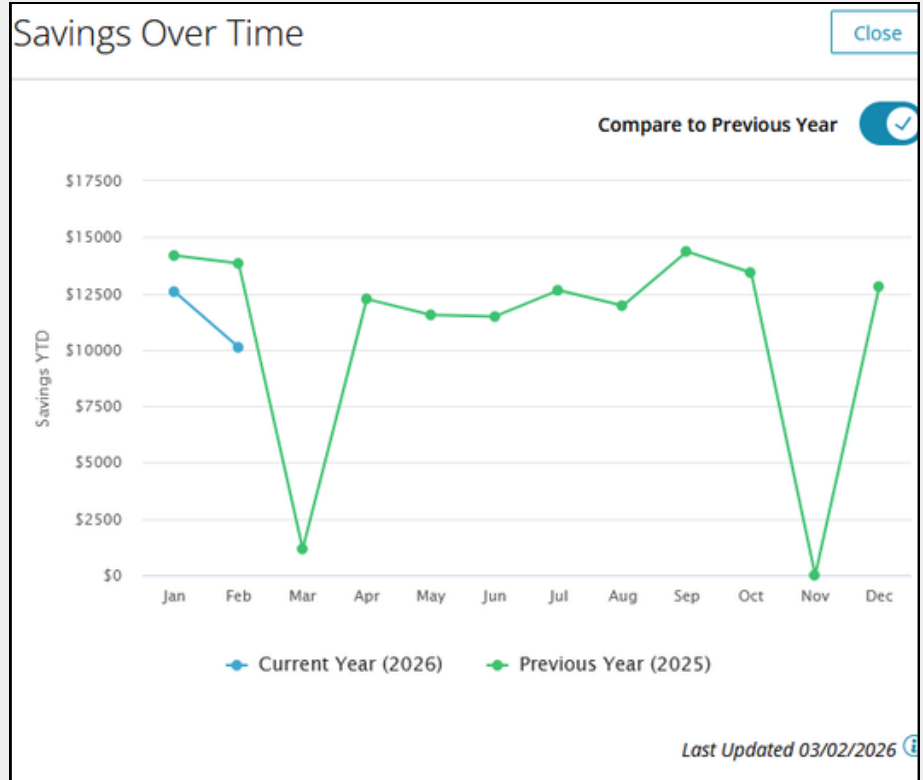
We are excited for you to experience our updated space and hope it contributes to a positive and inspiring start to your journey with OHFA.

[OHFA Building Transformation](#)

[Click to watch OHFA's Building Transformation](#)

Process Improvement Metrics

Annual Savings Index



Monthly Savings Snapshot

Savings

\$22,696

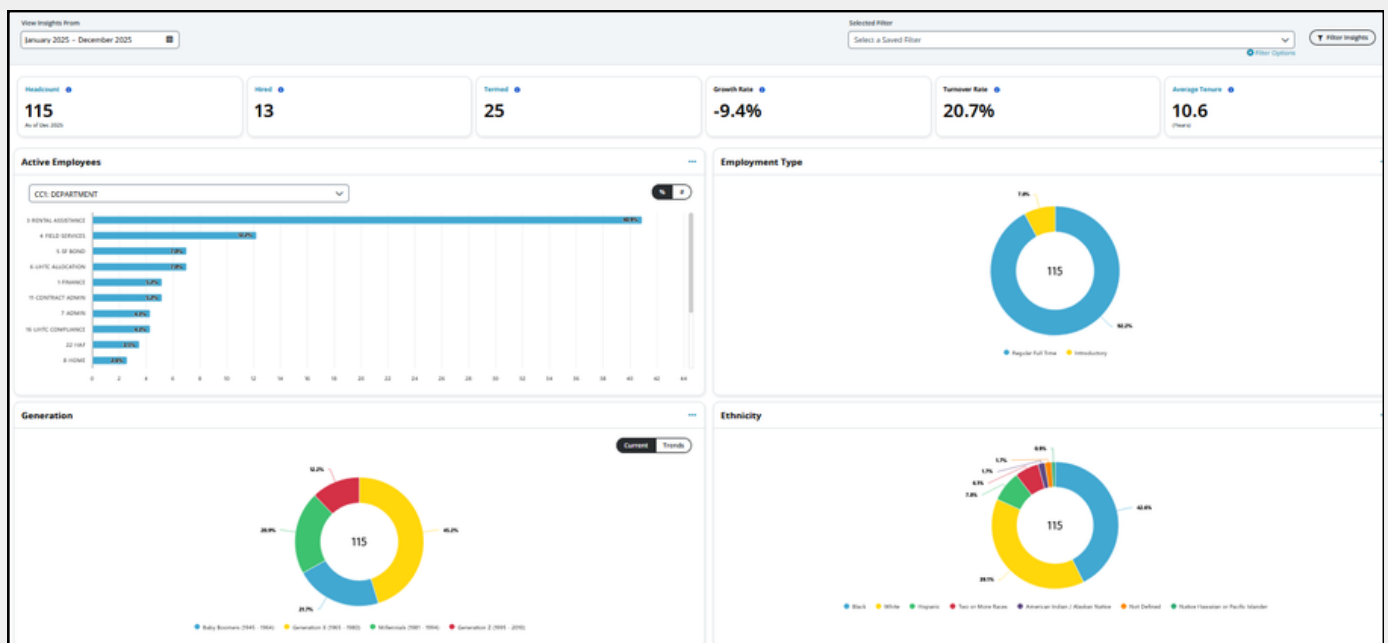
\$10,118 since last month [View Over Time](#)

Time Saved With Automated Tasks

1,896 hrs

^ 854 hrs since last month

Workforce Dashboard



What's Our Team Saying?



"There are many useful features that Paylocity offers, such as automated messages, candidate sorting, and the ability to have multiple people on the hiring team."

E Myers
Hiring Manager



"The self-service feature in Paylocity is helpful, empowering employees to access their information, request time off, and stay engaged without hassle."

C Galbreath
Hiring Manager



"My manager, Nathan, is very nice and knowledgeable. The benefits flyer was provided during my job interview making the role more appealing to potential candidates."

H Karber
Team Member Since 2026