

## The Customer

Cardno TBE

## Industry

Services

## Number of Employees

550

## Key Benefits

- \* Streamlined talent management
- \* Saved time and paper in critical HR processes, like benefits enrollment
- \* Reduced headcount

“Our top-level management team and our employees are very pleased with UltiPro. The solution is easy to use, and our transition to paperless HR and payroll has been smooth. UltiPro is good for us and good for the environment.”

**Gwen MacArtan**  
Assistant Vice President  
of Human Resources  
Cardno TBE



## Company Profile:

Cardno TBE offers a full range of consulting, design, engineering, and construction services, including civil, environmental, transportation planning and design, right-of-way acquisition/relocation, subsurface utility engineering, surveying and mapping, 3-D underground imaging, and utility coordination. Cardno TBE currently ranks #6 on Trenchless Technology's Top 50 Design Firms (2008) and #180 on Engineering News-Record's (ENR) List of Top 500 Design Firms (2009). Cardno TBE is headquartered in Clearwater, Florida, and has more than 40 offices in the U.S., Canada, China, and Puerto Rico.

## The Challenges:

With employees in more than 40 locations, excessive paperwork, and a desire to reduce HR workload, Cardno TBE needed more than a payroll service bureau and separate in-house system could deliver. The company sought a unified solution with end-to-end functionality.

## The Solution:

With UltiPro Recruitment, the engineering firm sends open positions to online job boards and collects resumes through the UltiPro career portal on Cardno TBE's Web site.

The company also has given its search firms the ability to submit candidates through the UltiPro portal, so all applicant data is centralized in a single repository that can be searched and sorted. Once information is entered into UltiPro, the human resources team can forward resumes to hiring managers and then electronically monitor the time-to-hire process.

“As a professional engineering services firm, recruiting and retaining good associates is critical to our business. UltiPro Recruitment is helping us manage hiring more effectively so that we can identify the best people quickly,” said Gwen MacArtan, assistant vice president of human resources for Cardno TBE. “With UltiPro's sophisticated online capabilities, we are entering a new era of efficiency and productivity.”

With UltiPro, Cardno TBE's employees can make their benefits choices from home or office. By relying on online benefits instructions and forms, the company is dramatically reducing paper usage and data entry. Insurance and retirement plan selections also are electronically transmitted to providers, resulting in significant time savings. In addition to cutting the paper from recruitment and open enrollment, Cardno TBE has discontinued printing items such as pay stubs, direct deposit advices, company handbooks, and W-2 forms.

Cardno TBE also can track professional certifications in UltiPro rather than storing or archiving them in file cabinets. HR then can generate reports easily and stay up-to-date with licensing requirements.

"Our top-level management team and our employees are very pleased with UltiPro. The solution is easy to use, and our transition to paperless HR and payroll has been smooth. UltiPro is good for us and good for the environment," said MacArtan.

"Because UltiPro has helped us automate tactical activities, we have reduced headcount through attrition and have created more time to ensure that Cardno TBE is developing the right talent and planning for the future."