

HR System Tip Sheet

Here are 7 very important factors we recommend considering when choosing which HR System is the right fit for your business.

This is not an exhaustive list so add to it if your business requirements demand it.

Try and focus on these seven really important features outlined here:

1. Employee self-service

Choosing a solution with employee self-service (ESS) is a must. Self-service functionality allows your employees to perform routine HR tasks. This includes updating personal details, as well as acting upon HR documents – such as viewing and acknowledging workplace policies.

By reducing your employees' reliance on you to perform administrative support tasks, you cut costs and response times while improving efficiency, productivity and compliance.

Plus, with employee self-service, your managers can make certain decisions regarding their team, such as approving requests for annual leave or training. This means approvals are more relevant to the person in question, and a lot quicker too!

HRIS 1	HRIS 2	HRIS 3
Pro's:	Pro's:	Pro's:
Cons:	Cons:	Cons:

2. Mobile

These days, it's so important that the solution you choose allows you and your workforce to access it on the go, on any mobile device.

HRIS 1	HRIS 2	HRIS 3
Pro's:	Pro's:	Pro's:
Cons:	Cons:	Cons:



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3. Usability

The system you choose must be intuitive and easy to use. Otherwise, it'll be difficult to persuade your workforce to adopt it. The easiest way to check for usability is having a [demo](#) of the software and taking a free trial.

HRIS 1	HRIS 2	HRIS 3
Pro's:	Pro's:	Pro's:
Cons:	Cons:	Cons:

4. Analytics

With online HR software, you get access to rich data which you can analyse and interpret to make more informed decisions. So, look for a solution that delivers all your reporting needs.

HRIS 1	HRIS 2	HRIS 3
Pro's:	Pro's:	Pro's:
Cons:	Cons:	Cons:

5. Security

It's critical these days that the HR software you choose offers bank grade security features. I recommend you opt for software that includes encryption and dynamic role-based security to protect the data from external threats as well as unauthorised internal users.

HRIS 1	HRIS 2	HRIS 3
Pro's:	Pro's:	Pro's:
Cons:	Cons:	Cons:



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6. Easy integration with other business software

And here's one of the most important factors that guide our clients in their selection – make sure you select online HR software that offers easy integration with other business and accounting systems that you already use or are considering using. That way you're not stuck with a standalone database, and you can be sure that all your employee related information is consistent across all your business systems.

HRIS 1	HRIS 2	HRIS 3
Pro's:	Pro's:	Pro's:
Cons:	Cons:	Cons:

7. Understand the pricing model very clearly

I get it, you're rightly concerned about the cost, so make sure you understand exactly what you're going to get for your money. Today's cloud-based HR software systems typically offer subscription-based monthly pricing, with no capital outlay. One great system is [Employment Hero](#) and it's available through a per employee pricing structure which means you only pay a fee for each employee in your business. Another excellent HRIS for SMEs is [enableHR](#) and they too have a per employee pricing structure. For smaller businesses, this structure can be highly beneficial as you have full access to all the HR functionality – but because of your size, it's highly affordable.

HRIS 1	HRIS 2	HRIS 3
Pro's:	Pro's:	Pro's:
Cons:	Cons:	Cons:

Making the right choice

Good luck with making your choice and contact us anytime

to discuss your particular needs and organise a free and personalised demo of HR software.



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