5 TIPS TO
Choose the Right HRIS as a Saas

PeopleSpheres

Introduction

Until a few years ago, human resources departments were only associated with the administrative side of running a company. But now, they have a more active role in the management of the most valuable asset of the company: human capital. In order to respond to this development and to adapt to the new needs of employees, HR professionals are implementing HRIS (human resources information system) solutions.

Highly prized by the "new generation", HRIS systems enable better management and streamlining of employee activities, the optimization of the speed and flow of information and a better collaboration between employees and the HR department. The data collected, centralized and analyzed by an HRIS facilitates decision-making in the company.

Choosing the right HRIS is essential for a company since the tool will be used daily by all employees. HR teams need to be able to convince the company's general management effectively, explaining to them how this can be a positive step for the company. There are plenty of benefits, the ROI (return on investment) is tangible and the results are immediate. But how do you choose your SaaS (software as a service) HRIS?

Discover our 5 tips for SMEs to choose the right SaaS HRIS

1)   Assess the situation of the company

To choose the right HRIS, it is important to assess the company, its structure and the organization of the human resources department vis-à-vis different offices or subsidiaries.

First, it is necessary to observe the organizational chart of the company; this is the clearest way to see its structure as a whole. What is the type of company structure? Solar, hierarchical, functional, matrix, divisional, etc.

The structure of a company defines the hierarchical and functional relationships between the various employees as it determines the division of responsibilities and the internal communication methods. It is therefore very important to identify them to know how to manage your company and your employees.

The study of the organization chart also makes it possible to understand the company's strengths and its weaknesses, particularly in terms of internal communication, productivity and the functioning of teams.

Once the company structure is clearly identified, internal processes should be studied so as to have an overview of the business. To meet the needs of the business, it is important to understand how it works and the mechanisms of each service. Having a lot of data on the internal workings of the company makes it easy to see where processes can be improved.

The final step in assessing the company's situation for the implementation of an HRIS is taking into account its stakeholders. For example, if there is a strong resistance to change by executives, there is no point in providing a complete overhaul of the company's processes. Indeed, the benefits that could result from the changes in methods will be thwarted by employees' resistance to change or if the changes are implemented too slowly.

2)   Identify the company's needs

When the structure of the company is clear, it is then necessary to identify the needs of the company; certain processes can be optimized by using an HRIS. The first step (assessment of the company's current situation) is essential because there is never

a single approach to the implementation of an HRIS: each company is different and the HRIS must correspond to the needs and complexities of each organization. For example, it is important to identify the objectives and the evolution prospects of the company when choosing an HRIS. This can depend on both the current size and the forecasted growth of the company.

There is no standard approach when it comes to considering an HRIS and no point using an HRIS if the need for one has not been identified beforehand. The project must be in line with the company's culture and strategy.

To identify the needs, a "bottom-up" approach is necessary: look at the processes of each service in order to evaluate how an HRIS can improve and streamline them. An HRIS must first and foremost meet an operational need, so it is vital to understand this need before translating it into tools.

For example, how many steps are required to validate an expense report? An HRIS that enables automatic validation and faster control can be an asset for a company, while for others, expense reports are only capped and only few people are involved in their validation. In this case, they may not need to be automatized.

It is the added value of each of the modules (leaves and absence, expense reports, recruitment, payroll...) that needs to be evaluated so as to work out if it is necessary to digitize these modules, as well as administrative management and talent management.

Maslow's Pyramid of an HR Department

Maslow;s pyramid helps identify and prioritize business and HR needs. Each step can be translated by adapted HRIS solutions, here are some examples:

Well-being

Development

Good HR practices

Administration

Pay / Social security

5

4

3

2

1
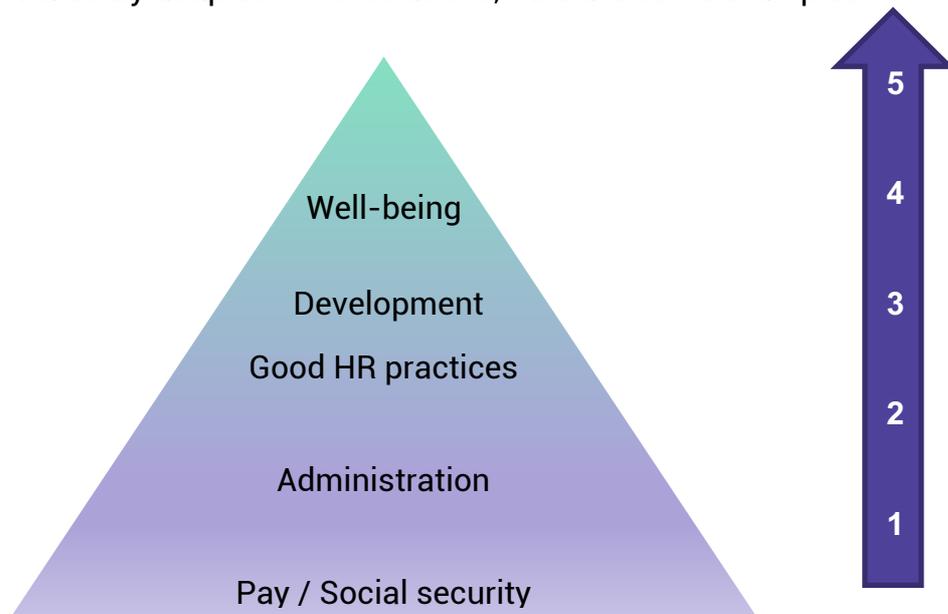
1. **[Pay / Social security]** An HRIS system for generating pay slips which considerably reduces admin costs.

2. **[Administration]** Software for the centralization of HR requests and their management (sick leave, leave management, etc.).

3. **[Good HR practices]** Corporate compliance: centralization and circulation of important information to employees.

4. **[Development]** Improvement of the HR relationship with employees: self-service, dashboard manager, management of annual interviews, training and e-learning, etc.

5. **[Well-being]** Employee service development: collaboration tools, team building, inter / intra company network, etc.

Then you need to prioritize the needs: essential, necessary, desired, minor, current, future. This way you can choose your HRIS by comparing what the different solutions can offer you and you can then decide the order of implementation of the different modules you have chosen.

3)   Estimate the ROI and decide on the budget

In order to convince the decision-makers, it is important to evaluate the benefits that an HRIS can bring your HR function. You can do this by calculating the ROI of the HRIS, that is to say the profits compared to the amount invested.

The first benefit of using an HRIS is saving time. Since processes become automated and simplified, you can do in one click what took you several minutes or even days before. Thanks to this time saving, you will be able to devote your time to activities with higher added value, and at the same time you will improve your HR to workforce ratio.

Additionally, you can improve the performance of your HR service by greatly reducing the number of errors: by automating a certain number of processes, you avoid manual entry which is not always reliable. The speed at which information is circulated saves you valuable time: automatic notifications, automatic reminders, systematic data transfers, etc.. The time saved can be used for tasks that are more beneficial to the company.

The automation of HR processes will also save time for all employees, not just the HR department. For example, employees will be able to manage expense reports more easily, managers will be able to validate them quickly, the accounting department will

validate them and process refunds in just a few clicks. Managers will also benefit because automatic alerts will warn them of problems, which will prevent them wasting time checking each item manually.

Reporting is an element to take into account in negotiations with managers and decision-makers because it is a benefit that concerns them. The digitalization of HR processes allows for better data collection and therefore more efficient, personalized, automated reporting that could flag any inconsistencies or issues. The dashboards that are available in most HRIS systems provide insight into the business situation at a glance.

Once managers are convinced of the benefits that an HRIS can bring to the company, it is necessary to establish the budget. This budget must allow for a positive ROI but be careful to take into account all the benefits, quantifiable and non-quantifiable (reduced risk of error, easy access thanks to digitalization etc.).

This budget can be established in the form of a global budget or in the form of a monthly budget per employee. A SaaS HRIS is often billed by number of employees or users because it is the number of required accounts that matters for the implementation.

4)   Understand the many advantages of an HRIS

An HRIS can save a company a lot of time, but there are other advantages too. HR management software also makes it easier for employees to find and retain talent, to make teams more cohesive, and to provide easier access to information and personal documents.

Indeed, an HRIS saves time for all employees by avoiding tedious tasks, which improves their daily lives, especially since modern tools are very easy to use, intuitive and customizable. All employees can find the information they need without training.

An HRIS can also help you attract or retain your talents because the more pleasant their work and the easier administrative tasks are, the more they will want to invest in your business. In addition, a modern digital tool will appeal to young talents, including Generation Z. Processes are more direct with the use of an HRIS. By managing existing processes faster and with less human intervention, the software can provide up-to-date, timely and cost-effective data.

An HRIS can collect all types of data, having a vast source of unique information. They allow managers to create varied and in-depth analyses by cross-referencing all the data that is collected. Thanks to HRIS systems, multidimensional analyses are no longer complicated. The integrated reporting tools are intuitive and represent a significant added value to the company. It also executives to take corrective actions and refine their strategies. As there is a single database, the risks of inconsistency and duplication are limited, and updates are easier to make. Budget forecasting is simpler, faster and more accurate. Managers can use both current and historical fixed and variable payroll information in the database to forecast budgets.

Access to a SaaS HRIS is done online and in real time, so the costs related to paperwork and posting are removed. The digitalization of HR documents is therefore an important cost savings for a company.

Data security is an essential element for HR data storage and a SaaS makes it possible to precisely and easily configure which profiles have access to which elements.

Easy access to information allows employees to find the people or skills they need quickly. Similarly, both internal and external recruitment can be facilitated by managing a resume database in one place. Legal obligations can be a headache for HR, especially as legislations change often. A SaaS makes it easy to keep compliance up-to-date and keeps you in the know of HR news.

5)　The details to remember

Business needs can differ from company to company, which is why choosing an HRIS is a complex choice. It is true that the software must meet all needs (administrative management and talent management) but we must not forget the "little details" which in reality can hold unpleasant surprises.

You need to be clear on what is included in the price and what is not. Many software will offer a very attractive price that ends up being far less than the amount of the final bill.

- The **implementation** may or may not be included, and the schedule of implementation of the different modules must also be known in advance
- **Technical support** is often requested and, again, it is important to know if this is included in the price
- The **availability** of support is important: if there were to be a problem, would the help received be sufficient and fast?
- Does the technical support **listen** to you and does the quality of the service meet your expectations?
- Are the **different modules** to which you subscribe to compatible with each other?
- Can the **compatibility** of the other business software that you already have in place be guaranteed?
- What will happen, in terms of **pricing and implementation** if your business grows and the number of employees increases?
- If you decide to **terminate the contract**, what happens to your data? How can you recover it so that you do not lose what you have built up since the implementation of the solution?

- Is your data **sufficiently protected**? Does the company carrying the solution have certifications showing its guarantee to protect your data?
- Are **software updates** included in the price or do they require additional fees?

6)   Bonus tips to convince your management

Being able to convince your management is one of the essential steps in the execution of your HRIS project. Insist on the benefits of an HRIS system and the ROI it will bring. It is advisable to get other stakeholders on board who also support the project. In this respect, the HR or Financial Directors can be a big help! Emphasize the benefits of the HRIS solution.

> ➢ The management of expense reports is usually a task for the accounting department. You can explain how the HRIS will simplify the management of expense reports and make them more efficient
> ➢ Emphasize the fact that much time will be saved with an HRIS.

To conclude…

An HRIS represents a significant cost for a company, so it must be chosen wisely to maximize the ROI that it can bring.

You must respect these steps when deciding on the right HRIS for your HR department:

> ➢ Define the needs of the company, which could be optimized or automated

> ➢ Prioritize the needs so as to prioritize the schedule of the implementation

> ➢ Calculate the ROI to convince decision-makers

➢ Define the budget according to the ROI

➢ Do not forget to take into account the "details" that greatly impact your use of the HRIS (implementation costs, support, customization possibilities, compatibility with other software).

Discover PeopleSpheres

PeopleSpheres is the first 100% adaptable and adjustable HRIS software in Saas.

Composed of an HR core and the best HR software, our solution allows you to customize your HR portal according to the needs of your company and thus accelerate all your HR management.
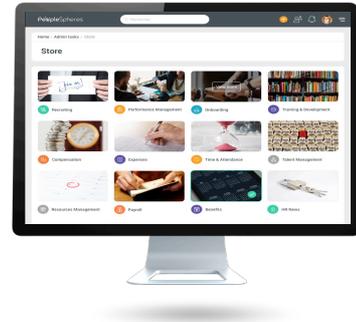
1. **Connect** your existing HR software
2. **Add** the HR modules of your choice
3. **Manage** all your HR from **a single platform**

An HR core with multiple features

Benefit from a powerful platform which allows you to connect all your existing HR software, to synchronize all of your employees' data and provide a unique user experience.
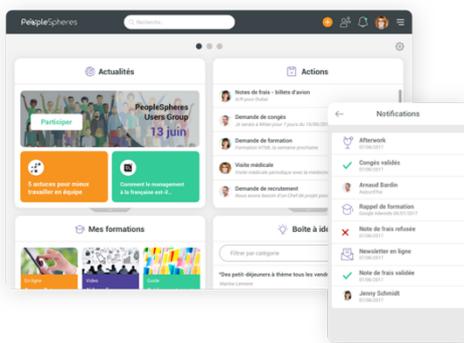
- A unified user experience:
  - HR Portal
  - Unified profile
  - Notification Center
  - Cross-Modules actions
- **HR Cross-Modules reporting**
- Driving force of **Cross-Modules workflows**
- Marketplace for HR components (tools, services, content)

From administrative management to talent management, choose the HR modules according to your needs among a wide choice.

Benefits for your HR management

ADMINISTRATION

- Leave & Absence
- Time & Attendance
- Payroll
- ESDB
- Organization Charts
- HR Document Generator
- Expense
- Planning
- Dematerialization of Pay Stubs
- Badge Reader
- Digital Safe
- Electronic Signature

TALENT MANAGEMENT

- Recruiting
- Training & Development
- Skills
- Talent Management
- Onboarding
- Performance Management
- Compensation
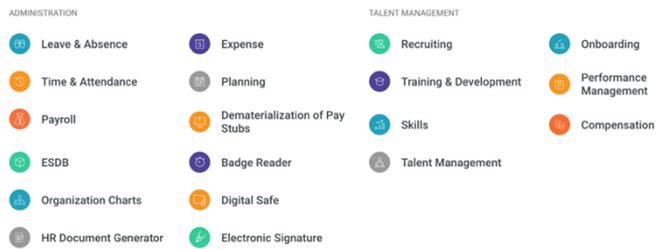
- **Save time**: on our marketplace, choose the best software and ready-to-use connectors.
- **Have a single HR portal** with all the solutions chosen.
- **Adopt a flexible solution**: you can add or replace HR modules at any time.
- **Connect your software**: take advantage of standardized interoperability thanks to a dedicated "smart connector".