SeamlessHR

The Ultimate Guide to Choosing an HR Software.

contents

Introduction

Over 1000 HR systems to choose from.

HR and Payroll software are essential tools for businesses of all sizes. They help companies manage their employees' data and payroll effectively, saving time and money. Many HR and Payroll software options are available, making it challenging for businesses to choose the right one. In this ebook, we will discuss the top considerations for choosing HR software that will benefit your business.
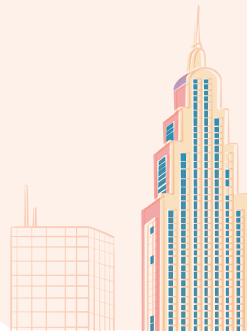
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If you don't choose the right HR software, it'll be hard to derive value for your money, unresolved internal complaints and no room for sustenance

Seun Obatuyi
Chief of Staff, SeamlessHR

58%

of companies depend on HR technologies for talent recruitment and retention

Why should you care about choosing the right HR technology for your organisation

Efficiency and Productivity

The right HR technology can streamline and automate various HR processes, such as recruitment, onboarding, payroll, time tracking, performance management, and benefits administration. By eliminating manual and time-consuming tasks, businesses can enhance efficiency, reduce administrative burdens, and enable HR teams to focus on strategic initiatives and employee engagement. This, in turn, boosts overall productivity within the organisation.

Cost Savings

Implementing the right HR technology can lead to significant cost-savings. By automating processes, businesses can reduce the need for manual labour, minimise errors, and lower administrative costs. Moreover, efficient HR systems can provide insights and analytics that help optimise workforce planning and identify areas of improvement, leading to cost efficiencies and better resource allocation.

Enhanced Data Management

HR technology enables businesses to collect, store, and manage employee data effectively. With the right HR system, companies can maintain accurate and up-to-date employee records, track critical information such as performance metrics, certifications, and training, and ensure compliance with data privacy regulations. Efficient data management also facilitates easy reporting and analysis, enabling businesses to gain valuable insights for strategic decision-making.

Talent Acquisition and Retention

HR technology is crucial in attracting, recruiting, and retaining top talent. A robust applicant tracking system (ATS) can streamline the hiring process, making it easier to source candidates, manage applications, and evaluate candidates' qualifications. Additionally, modern HR systems often include tools for employee engagement, performance management, and learning and development, which can help create a positive work environment, foster employee growth, and improve retention rates.

Compliance and Risk Management

Compliance with employment laws and regulations is critical to HR operations. The right HR technology can help businesses stay compliant by automating compliance-related tasks, such as managing employee data privacy, ensuring accurate payroll calculations, and generating required reports. Companies can avoid penalties, lawsuits, and reputational damage by reducing non-compliance risks.

Scalability and Adaptability

As businesses grow and evolve, their HR needs also change. A flexible HR system can accommodate the changing requirements of an expanding workforce, integrate with other business systems, and support organisational changes such as mergers, acquisitions, or restructuring. Choosing the right HR technology allows for scalability and adaptability.

The choice of HR software has to be considered carefully for several reasons, some of which include:

Your organisation might struggle with getting everyone to support the change and use the software.

If you make the wrong choice, you may not get enough value for money to justify and maintain the investment.

You might have unresolved conflicts within your HR processes and actually end up in a worse situation.

36%

of HR professionals say they don't have adequate technology

² Forbes / https://www.forbes.com/advisor/business/hr-statistics-trends/

Things to consider when choosing an HR software

Before making your choice for HR management software, here are some things to look out for:

1 Features & Customisation

Identify the core HR functions your business requires, such as payroll management, benefits administration, time and attendance tracking, performance management, employee onboarding, and offboarding. Ensure that the HR software you choose provides robust features and capabilities in these areas.

Also, consider the scalability of the HR software. Will it be able to accommodate the needs of your growing workforce? Ensure that the software can handle increased employee numbers, additional functionalities, and any expansion plans you may have in the future.

> **Owning a defined framework that works across the board indicates a company's readiness for automation. Software customisation essentially digitises a company's processes without altering its existing workflow.**

A well-designed HR software should be flexible enough to accommodate different companies' unique processes, this can be confirmed by requesting a product demo. Look for HR software that allows customisation to align with your specific needs. It should offer configurable workflows, custom fields, and the ability to adapt to your organisation's processes.

Furthermore, you could ask some of the following questions:

☐ Does the software have just a few key features or robust end-to-end features?

☐ Does it align with foreign standards, and can it relate to African realities?

☐ Is the software off-the-shelf, or can I make customisations for my business?

2 Data storage and security

Human resource information systems should give HR managers access to valuable data to examine trends, especially for larger workforces. A robust HR software, for instance, could help a company head quickly analyse a company's churn rate and the cost implication of hiring.

> **HR software deals with sensitive employee information; thus, the software you choose must have strong security measures in place to protect the confidentiality and integrity of the data.**

Look for features like data encryption, role-based access controls, and compliance with data privacy regulations, such as GDPR.

Some other things you might want to consider are:

☐ If the software is on-premise or on-cloud

☐ If the software has consumer-level security or enterprise-grade security

3 Experience

The software should be user-friendly and intuitive, allowing both HR professionals and employees to navigate and utilise it effectively. Consider the interface, ease of use, and the availability of user training and support resources.

Additionally, a good HR management software allows employees to manage their records, clock in/out, request leave, or run anonymous performance reviews. Most providers have mobile applications through which employees can access their services and further improve their overall work experience.

You could ask:

- Does the software provide admin-only access, or does it have employee self-service?
- Is it easy to use?
- Does it include change management support?

4 Vendor reputation and support

Before settling for an HR solution, you should research the reliability of its customer support network, one way to go about this is to search for the product or manufacturer on popular social media platforms, maybe Twitter, isolate complaints from the results, assess their customer support capabilities and customer feedback.

Consider factors like software updates, ongoing maintenance, and availability of technical support. A reliable vendor with a good track record will ensure a smooth implementation and provide prompt assistance when needed.

5 Cost

In selecting the most appropriate HR software, a company must ensure that subscription costs do not exceed the allocated budget.

The ultimate goal of automating business procces is to minimise costs while accomplishing tasks more efficiently.

When considering the cost of the software, include upfront fees, ongoing maintenance and support costs. Evaluate the potential return on investment by assessing the time and cost savings the software can bring, improved efficiency, reduced errors, and other benefits it offers to your HR processes. You should also clarify if it is a one-off purchase or a subscription-based service.

Final thoughts

Choosing the right HR and Payroll software for your business can be challenging, but it is essential to ensure that your business runs smoothly. Ultimately, the choice of software will depend on your business's specific needs and budget. Consider the size of your organisation, the complexity of your processes, and the level of support you need.

With the right software, your business can streamline its HR and payroll processes, save time and money, and improve accuracy. Take the time to evaluate your options and choose the software that best suits your needs.

SeamlessHR is your all-in-one solution for HR management with full capabilities to provide paper-less options for employee management from hiring to retirement. It is designed to meet the needs of both large and medium-sized organisations allowing effective control of all aspects of your HR functions.

Some of the top businesses in Africa already use SeamlessHR

It has been a pleasure working with the SeamlessHR. The platform is easy to use, employee self-service is very intuitive, and you can get the hang of it in a short time. SeamlessHR invests extensively in the software's progress, so they provide periodic updates that help us optimise our HR processes.

Motunrayo Ajayi
Head, HC Projects & Digital Transformation, HC Projects & Digital Transformation

We get constant updates on the SeamlessHR platform, which shows us that the software is constantly evolving. We have a platform we can trust - particularly the HRIS module that allows us to keep track of employees' entire work history, including redeployment and promotions, in one place.

Oluwayemi Ogundana
Senior Human Resource Manager, CIPM

SeamlessPerformance has got a simple and intuitive user interface that makes it very easy to use. I also love that we can do performance management with either the OKR or Balanced Scorecard framework on one system.

Nonye Abaraonye
Human Resources Manager, ISN Medical

Let's chat about how our HR & Payroll software can help your organization

Core HR

Payroll Management

Performance Management

Recruitment Management

Time & Attendance

Employee Onboarding

Get Started

SeamlessHR

The all-in-one software to streamline your HR.