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Your Guide to Selecting the Right HRMS Platform

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TABLE OF CONTENTS
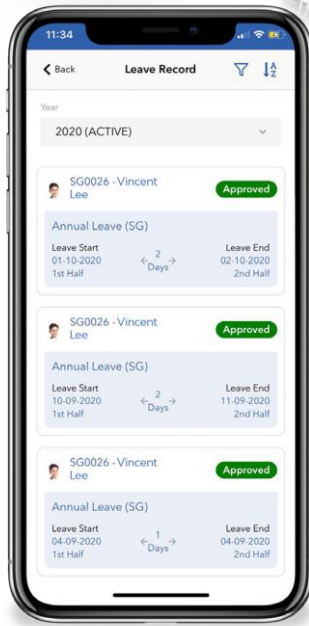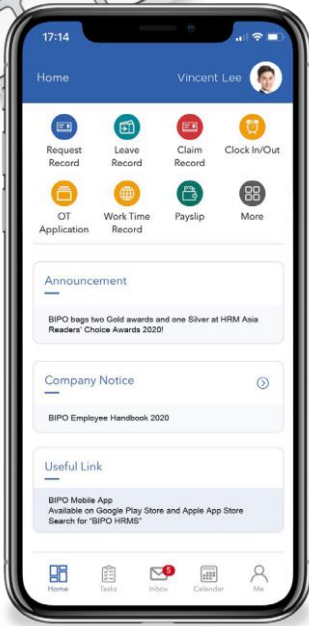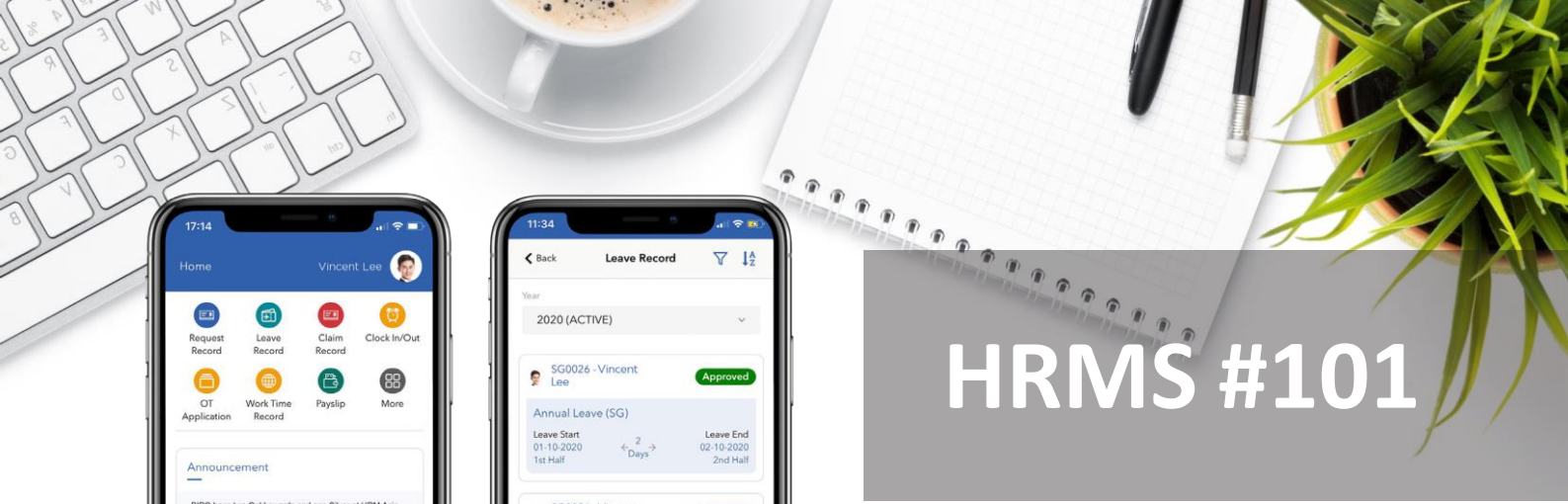
What is a HR Software

Sometimes referred to as Human Resource Information System (HRIS) or Human Resource Management System (HRMS).

They help businesses manage employee data from contact details, attendance, payroll, leave application, to compensation and benefits.

These are often integrated with other modules like recruitment, applicant tracking system (ATS) and performance appraisal.

Such platforms are designed to help employees perform HR tasks more efficiently, improve productivity and enhance the employee experience.

More "traditional" on-premise platforms have since evolved to cloud solutions which are generally preferred as they offer enhanced features and accessibility.

Amidst a changing global business landscape and #WFH arrangements, employee management has become a priority and increasingly more sophisticated.

Typical features :

- Employee database
- Payroll management
- Time & attendance management
- Employee lifecycle management
- Performance management
- Onboarding
- Employee Self Service (ESS)

Employee Database

Acts as a central depository (database); maintains the records of employees presently working in the organization.

Payroll Management

Automates payroll calculations from salary, bonuses to other forms of compensation, as well as administer taxes, deductions.

Time & Attendance Management

Enables employees to "clock in" their attendance and submit leave applications. Usually integrated with a payroll software, which is then used to calculate salary payments.

FEATURES

Employee Lifecycle Management

Tracks different stages of an employee's lifecycle from "hire to retire" such as recruitment, on-boarding, benefits administration, performance management and retention.

Performance Management

Manages employees' performance appraisals and records performance ratings, employer (and in some cases, employee) feedback.

On-boarding

Manages the on-boarding of new hires. Also used to pre-onboard employees, ensuring compliance documents, "welcome packages", etc are in place.

Employee Self Service (ESS)

Provides employees with a portal where they can log-in, perform certain functions on their own eg: view / update personal data, upload important documents, view company policies, compliance, ensuring autonomy and empowerment among employees

BENEFITS

1. Improved productivity

Automating time-consuming HR processes reduces the occurrence of manual errors. Platforms that support multi-currency salary disbursements that are compliant with local labour laws / regulations help to simplify complicated procedures, enabling HR teams to focus on strategic initiatives.

2. Easy access to information

Cloud and mobile-based platforms, allow easy access of employee information to authorized personnel through a central database. Companies can adopt an Employee Self Service (ESS) approach, where employees take ownership to update their records, submit claims, etc – all while "on-the-move".

3. Compliance

Conforming with local labour and tax regulations, HRMS platforms can be easily customized to align with your organization's policies, ensuring accuracy, consistency and compliance with multi-statutory requirements.

BENEFITS

4. Data Security

Cloud-based HR solutions ensure that the location of the data stored is compliant with global regulations and best practices. Secure data access and the ability to monitor the download of critical documents (eg: contracts, confidential data) minimises the risk of data breaches.

5. Insights and Analysis

These help to shape strategies, boost morale, improve engagement, reduce attrition, stablise retention, quantify costs by using readily-available data and genuine insights for effective manpower planning. These are generally accessible on easy-to-use HR dashboards.

WHEN DO YOU NEED A HRMS PLATFORM

Putting things into perspective

1. Steady increase in staff strength

Is your employee size steadily increasing beyond 50? Are you still using spreadsheets to manage payroll and leave applications?

Errors are more likely to occur, often leading to compliance issues and frustration among employees.

2. Different systems for different functions

Are you using different systems to manage payroll, leave applications,, recruitment and multiple passwords required? Data required for analysis purposes is often fragmented, not in real-time and not in sync with the current situation?

3. The Employee Experience

Employee self service is now a priority as WFH becomes the norm. A HRMS platform empowers employees, facilitates transparency, accountability and communication helping to enhance the employee experience .

WHAT NEXT?

With so many options currently available, evaluating the right HR software (platform) that best suits your organization's needs can be daunting.

Start with a conversation

Consult key stakeholders – HR, your Payroll team, IT and employees who will be using the platform. Include Legal and Finance teams who can advise if the platform complies with statutory regulations.

Extensive Research

Take the time to speak with reputable vendors. Evaluate product features that are consistent with your organization's needs.

Interviews and Product Demos

Don't be afraid to request for live product demos and free trials. Include key stakeholders and get as much hands-on experience as possible to familiarize yourself with the product.

Set Realistic Expectations

How will the features solve your HR challenges, are implementation timelines achievable, cost and budget realistic.

THINGS TO CONSIDER

6 questions to guide you through the evaluation process.

1. Functionality

What are the most pressing HR needs in your organization? Are these well-met / served by the features and functions available?

2. Scalability

Some platforms offer free packages for a limited number of employees before tiered-pricing kicks in. Are features scalable for regional growth, what new features can be added, and at what cost?

3. Cloud + Mobile Solutions

Enable employees to access / update information while "on-the-move". Suitable for highly mobile workforce (eg: F&B, Retail, Logistics sectors) and employees working from home.

THINGS TO CONSIDER

4. Analytics & Reporting

Consider the ease of retrieving data for analysis and reporting purposes? Are these in real-time, allowing you to evaluate based on the current situation. Are HR dashboards simple and easy to use?

5. Seamless integration

Easily interfaced with business processes and other internal systems (eg: Finance, Payroll, Attendance)? What about customized integration features?

6. Customer Service

Is there a competent after-sales Customer Service team that can render assistance, especially in the initial stages post-implementation. This is often overlooked, resulting in teething problems and low adoption at the start.

TRENDS

Emerging trends in the HRMS space:

Performance Management

- Uses technology to track employee performance
- Evolves into a "continuous feedback loop"
- Links Performance Management to Training

Biometrics

- Used for authentication and security purposes eg: clock-in, time tracking
- Suitable for workforce management, banking & finance sector, Government

Predictive Analysis

- Recruitment, retention, employee satisfaction
- Enables HR management to advance into a more strategic, Business Partner function

NEXT-GEN HRMS CAPABILITIES

Next-gen HRMS platforms will:

- Change how companies connect with, and manage talent

- Help companies create workforce strategies by using BI tools, data and analytics

- From Hire to Retire
Optimise the recruitment, pre/on-boarding process

- Enable companies to tap into cloud and mobile-based solutions to enhance accessibility via laptops and smart devices

- Enhance employer branding, transform the Employee Experience

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Transform the Employee Experience!