



Everything you need to know about choosing HR software

The ultimate guide for HR managers

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Let software do the hard work

Choose the right HR software and...

- Productivity levels increase
- Employees are more engaged
- Admin takes less time
- Compliance is simple

Essentially—your job suddenly
becomes easier and more effective

See what's at stake? Choosing the right
HR software is an important decision. If
you want to spend less time wrangling
spreadsheets and more time strategically
managing your workforce, it's time to
get the right software on your side.



Here's what HR software can do for you

Make a small team feel bigger

The HR department is often stretched thin. In a small business, you might even be a team of one! Recruitment, compliance, timesheets, leave, payroll, benefits, performance reviews and more—the demands can feel overwhelming. The right HR software is the best colleague you could ask for. Stop swimming in admin, and let HR Software handle the heavy lifting.

Ditch old fashioned systems

If you're relying on manual record-keeping, you're asking for trouble. Paper-based systems and spreadsheets leave too much room for error. HR software allows greater accuracy. Protect the reputation, security and health of your organisation by choosing in the right HR software.

Get the best out of employees

HR is all about people—and so is the right HR software. So much so that HR software can even help you attract and retain great employees. The right software will include tools for performance management, career development, and employee benefits. Remember; An investment in your people is an investment in the business.

Save time and money

Do more in less time. Plus, gain actionable business insights. With HR software, both you and your employees benefit. Any investment with a return like this is a no-brainer.

Are you risking non-compliance?

HR software is more than convenient... it could be essential. Many businesses are at risk of non-compliance, simply because they do not have the right systems in place. Can you confidently answer 'yes' to the following questions?

Contracts: Are your employment agreements up to date with current legislation? Have you reviewed them within the last 12 months?

National employment standards: Are you certain that pay and leave entitlements meet the minimum employment standards?

Policies: Has every employee read and acknowledged your policies? Are they easily accessible? Time and attendance: Are your records of time and pay accurate and up to date?

Awards: Are you confident that holiday pay, bonuses, commissions and benefits are compliant with industry awards? If you had the right HR software, you wouldn't have to think twice about these questions. Compliance doesn't have to be complicated.



What am I looking for?

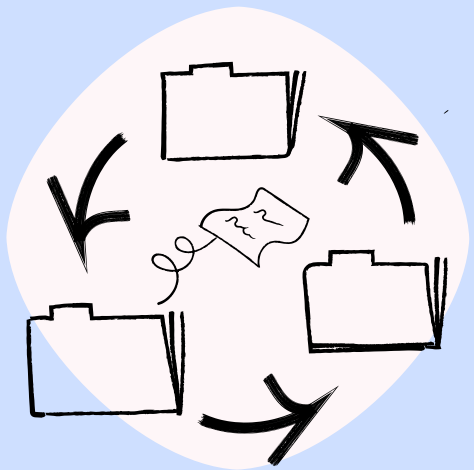
Convinced you need HR software? Great.
Now it's time to choose the right product.



Software that makes the basics simple and includes the right value



Keep an eye out for automation and self-service options.



Further, you want a solution which is easy to implement and doesn't interrupt BAU



Prioritise security, visibility and streamlined processes.

That's the dream, right? But, actually finding the right software for the job is another matter. We're here to help. In this guide, you'll learn how to 1) Identify your requirements, 2) Shortlist your options and 3) Choose the perfect HR software.

Identify your requirements

Imagine, you're buying a car. Do you just walk into the sale yard, close your eyes and choose one at random? Do you Google, 'car' and buy the first thing which comes up? No. First, you identify your requirements. There are variables that determine what kind of car you buy. For HR software, it's no different. The right HR software will meet the current and forecasted needs of your business. What processes need simplification? How could you better serve your employees?

As you create your wish-list, think ahead. Your HR software should be future-facing, allowing your business to grow and develop.

Non-negotiables

You might buy a car without a sunroof, but you shouldn't buy a car without seatbelts. Similarly, when it comes to HR software, some features are more essential than others. Here's our take.

Employee self-service

Any good HR software should include an employee self-service portal. This feature allows employees to perform routine HR admin tasks, such as updating personal details and applying for leave. Employees are more engaged and the administrative burden is spread across the workforce—win, win!

Full integration

The right HR software will integrate and synchronise everything from payroll and timesheeting to accounting. You're looking for one simple system.

Good service and support

Your software provider should offer service and support, right from the start. A good software provider will ensure BAU during implementation and continue to provide training and trouble-shooting as you move forward. Ideally, you want support to be available when you need it.

Secure and accessible

Security is of the utmost importance. Yet, it's also important that employees can use your HR software wherever and whenever. This combination is key. Is your software providing security and accessibility?

Simple

You want HR software that is intuitive to use. The last thing you need is confused employees and downtime while people learn the ropes of a complicated system. Simple is best.

Business insights

HR software should contribute to the overall success of your business. Look for software which provides in-depth business insights and metrics, which you can action. Reporting tools should be easy to use and give you the whole picture.

Requirement checklist

With all that in mind, here is a list of features HR software may include. As you work through the list, give each feature a score between 0-10. Any features you don't need, give 0. For essential features, give 10. Complete this checklist in collaboration with the key decision makers in your business, so everyone is on the same page.

Mitigate risk by ensuring your software complies to all local employment legislation and workplace regulations.

Compliance	Score
Secure, automated employee records	
Permission-based document storage	
Automated HR workflows	
Easy time and attendance tracking	
Effective and extensive reporting	
Integrated payroll	
Awards compliance measures	
Australian provider	

Attract, retain and develop employees with the right rools

Employee Engagement	Score
Applicant tracking and management	
Customisable onboarding process	
Employee self-service portal	
Automated benefits administration	
Training and development tools	
Performance management	
Career planning	



Make HR processes smooth and effective, while maximising business potential

Business Management and Development	Score
Scalability	
All features fully integrated	
In-depth analytics	
Visibility of all business assets and employees	
High level of security	
Intuitive to use	
Accessible and mobile	
Smooth implementation process	
Service and support from software vendor	
Affordable	

Narrow it down.

You’ve now identified your requirements—from just desirable to critical. This means you can begin to rule out software that doesn’t meet your needs. You should be left with a shortlist. Now:

- Select at least three HR software products
- Ask providers for a demonstration or free trial
- Drill down into specific features, to assess which software best meets your needs

For you to compare, we’ve compiled a list of Employment Hero’s key features. Sign up for a free demo here. Then, trial other candidates alongside.

Manage, develop and engage

Employment Hero	Vendor 01	Vendor 02
Online timesheets		
Performance review templates with custom rating scales and goals		
Leave requests and approvals		
Customisable employee information fields		
Organisational charts		
Company announcements		
Assets register		
Digital task management		
Employee portal		
Employee app		
Manager dashboard		
Happiness score—to measure the wellbeing of your workforce		
Custom surveys		
Peer to peer feedback		
Employee wellbeing features—to boost financial, physical and mental health		
Employee Assistance Program—24/7 access to a qualified psychologist		
Customisable Learning Management System		
Employee reward and recognition features—milestones, values and more		
Employee discount marketplace		
Instapay—employees can access a portion of their earned wages before payday		
Company-wide strategic alignment tools		



Seamless workplace lifecycle

Employment Hero	Vendor 01	Vendor 02
Create jobs, track candidates and manage hiring process		
Integration with wide variety of job board platforms		
Hiring panel members can digitally collaborate		
Paperless onboarding and automated induction		
Easy rehiring (for seasonal businesses)		
Online new-employee checklist		
Electronic Visa Checks		
Paperless offboarding process		

Make admin simple

Employment Hero	Vendor 01	Vendor 02
Employee self-service portal including leave requests, tax and superannuation		
Customisable rostering		
Shift bidding		
Paperless onboarding and automated induction		
Budgeting tools		
Automated timesheets		
Clock in and clock out app		
Automated and flexible payroll reporting		

Final checks

You've now trialled a few software solutions. You've compared and contrasted. Hopefully, you see a clear winner. Let's make sure you're absolutely confident in your decision.

Tick of approval

Choosing HR software is a decision which impacts the entire organisation. It's important that the whole team is on board. You're the one who has done the research—so, it's time to present your findings to the key decision makers.

- Remind your team of the key requirements you identified (p4)
- Demonstrate the performance of your short-listed solutions, according to their features (p7)
- Confirm final budget and timeline
- Lead your team to a conclusion— which HR software is right for you?

The power of word of mouth

Before signing on the dotted line, ask around. Your chosen software provider should be able to provide some references. Get a taste of what you can expect. Don't be afraid to ask the tough questions:

- How long have you been using this software?
- Why did you choose this software?
- Did you consider other systems?
- What was the implementation process like? Did you experience any downtime?
- Was the project completed on schedule?
- Did you find the support and training useful? Did your employees find it difficult to understand the new software?
- Has the software made a difference to your business?
- Have you had any major problems with the software?
- Is there anything you'd improve about the software, if you could?
- Does it generally work the way you expected it to?

User Trial

During your shortlisting process, you should have requested a free trial or demonstration. Now, it's time to give your employees a go. Implement a user trial, by giving one or two employees a demonstration of the new software. Gauge their honest reactions. Is the software intuitive and effective? Are they likely to embrace this solution? Be sure that the HR software you choose is one the whole workplace will love.



You've found the one

Welcome to a whole new world. It's a world where HR admin is easier, employees are more engaged and you have time to focus on what matters. This is the world made possible by the right HR software. And, you've found it. It's time to contact your chosen software provider and begin the implementation process. Remember to read the fine print, to avoid hidden costs. Let the HR success begin!



Employment Hero is on a mission to make employment easier and more valuable.

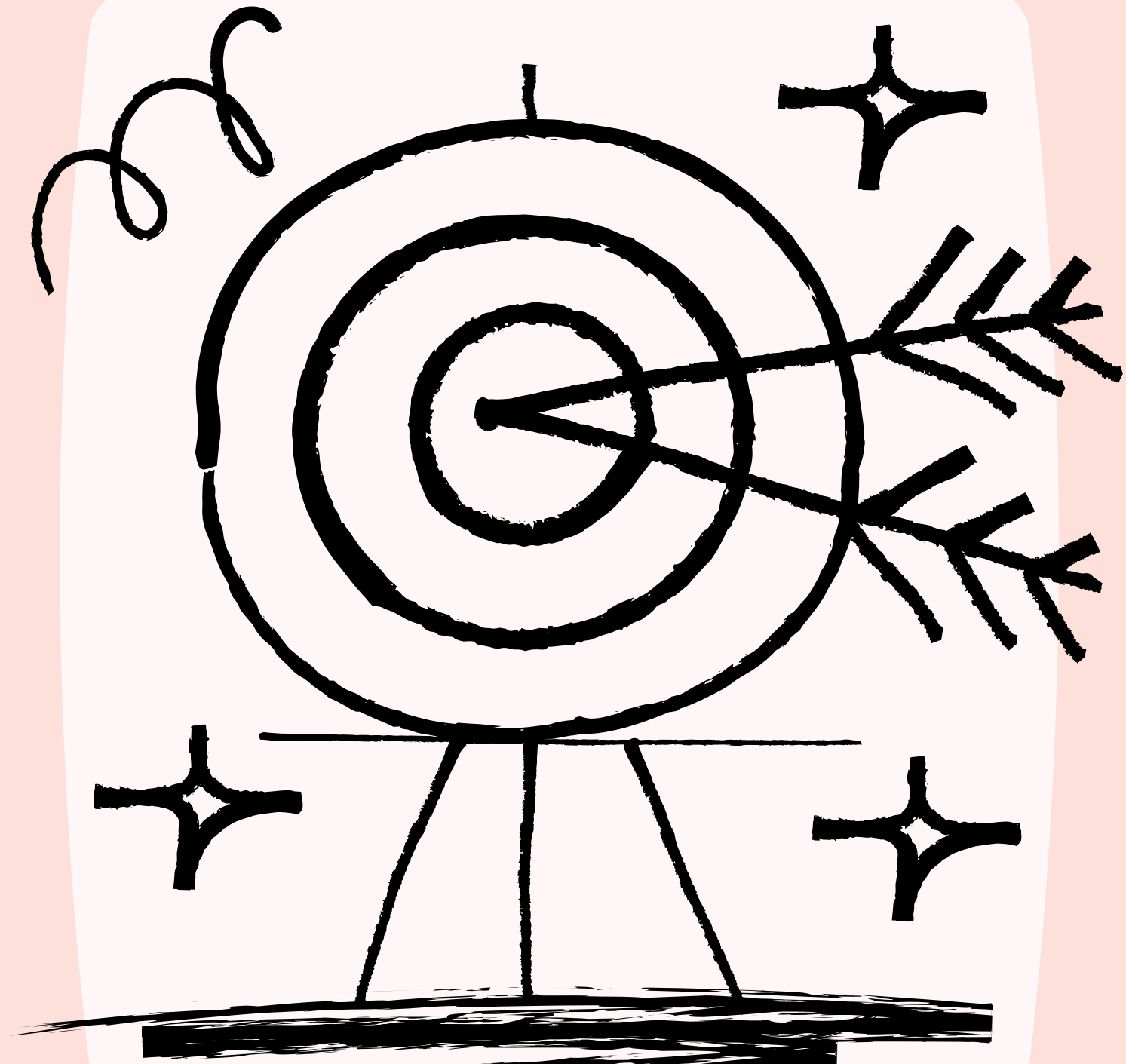
Employment Hero is the smarter way to manage people, payroll and productivity for SMEs with big ambitions. Employment Hero empowers SMEs by providing automated solutions to help launch them on the path to success by powering more productivity every day.

Employment Hero services over 6,000 businesses, collectively managing over 250,000 employees. The core platform reduces admin time by up to 80 per cent. Employment Hero is launching employers toward their goals, powering more productive teams and taking employment to rewarding new heights.

Our features include:

- Letter templates
- Applicant tracking system
- Employee happiness scores
- Feedback
- 1:1s
- Performance reviews
- Learning management system (LMS)
- OKRs (Objectives and Key Results)
- Custom surveys
- And so much more...

Get started today.
[Talk to a specialist.](#)



WORK EASY

The smarter
way to manage
people, payroll
and productivity.
For SMEs with
big ambitions.

