



Your complete guide to **choosing the
right human resources management
system** for your company



The most important element for the success of any company is its employees, so having a structured process for welcoming and onboarding new hires is very important to the success of the new hire and is also a true testament to the success of the human resources department.

While many companies - especially small and medium-sized enterprises - still believe that having a human resources management system is unnecessary for their company to operate, in reality, having an HR system will help any company automate many time-consuming processes and routine tasks and will also allow the human resources team to devote themselves to more important matters. In this guide, we will discuss everything related to choosing the right human resources management systems so you can choose the most appropriate system for your company's needs.

What is a human resources management system "HRMS"?

A human resources management system, HRIS, or HR software is a system that combines human resources management and information technology for tracking, managing, organizing, and automating everything related to personnel affairs, including tracking attendance, calculating salaries, managing vacations and leaves, evaluating employee performance, onboarding new hires, termination of employees, and other human resources processes.

What is the importance of having a
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1. Secure storage of all employee data in one platform

If you do not use a human resources management system, this means that you store employee data and documents in several places, such as random files on your computer, paper files in the company archives, and some of them in your e-mail. Storing employee data and documents in this way has many risks, the most important of which is the loss of these documents. Your documents can also expire without you being aware of that. The use of a human resources management system will help you to store all data, information, and documents in one platform and in a safe way so that there are specific access rights for these documents and data with reminder notifications when any of them expire.



2. Improve the effectiveness and productivity of the human resources management department

Are you aware of the time your HR management team spends completing recurring tasks, such as calculating payroll or tracking employee attendance and leaves manually or using spreadsheets? These routine tasks take up a large percentage of the HRM team's time, but in reality, they can be completed with the click of a button through the use of an HRMS. The essence of the work of the human resources team does not depend on completing routine tasks and paperwork manually, on the contrary, the work of this team revolves around building a healthy work environment in which the talents of employees are utilized in full while maintaining employee satisfaction and reducing labor turnover rates.

3. Improve the effectiveness and productivity of employees and managers

Human resources management systems provide what is known as the "employee self-service ESS" feature, which is a feature that allows employees to perform many tasks related to the human resources department such as requesting payroll, submitting vacations, modifying personal data, and many other tasks without having to resort to the human resources management department for help. Line managers can accept or reject employee requests with one click of a button without wasting any time on these transactions.

What is the importance of having a human resources management system?

4. Fewer errors and higher accuracy

Human resources processes such as calculating salaries, and tracking attendance and leaves rely on data and numbers, which makes the person who deals with it prone to making human errors. Here comes the role of a human resources management system, which eliminates all human errors and provides correct, accurate, and constantly updated data.

5. Fewer errors and higher accuracy

Failure to comply with labor laws in your country when carrying out various human resources operations arises many risks. Compliance with labor laws and legislation in your country is one of the most important processes that must be managed correctly, and here comes the importance of having a fully customized human resources management system that reflects all labor laws and legislation in your country, including tax and social insurance laws.

6. More objective decisions

HR is no longer just an administrative function, they now take a more strategic approach to make more objective decisions, and therefore human resources executives need to have the appropriate tools to collect and analyze data accurately and efficiently to study situations and identify problems at work. An HR system that analyzes several types of data helps the human resources management department to make smarter and objective decisions regarding employees and company policies.

Why Invest in a Cloud-Based HRMS in Numbers

53% increase in employee engagement



60% increase in data security and compliance



60% increase in time saving

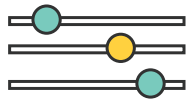


Why is it highly recommended that you choose a cloud-based HRMS?



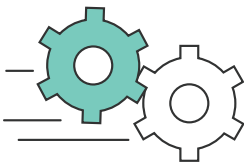
Lower price and value for money

With a cloud human resources management system, you will not need to spend huge sums for the equipment needed to host the system on-premise, nor will there be any maintenance or development costs or any hidden costs.



Scalability and customization

You will not face any restrictions when it comes to changing your subscription as your company grows or shrinks. You'll enjoy a personalized approach that allows you to select the features you need and you can pay as you go.



Easier and faster implementation

You can start using the cloud-based human resources management system exceptionally quickly by having it prepared by the system provider who will also be responsible for any technical support required. It's also worth noting that cloud systems are designed with the end-user as a priority, so you don't have to worry about the user experience of your employees.



High security

Modern cloud-based human resources management systems adhere to high standards to protect data security so it is unlikely that a data breach will occur when choosing a cloud HR solution.



The ability to access the system at any time and from anywhere

Human resources cloud-based systems enable employees, managers, and human resources staff to access the system anywhere and anytime, and some systems also come with a mobile application that allows all employees to access the system while they are on the move.

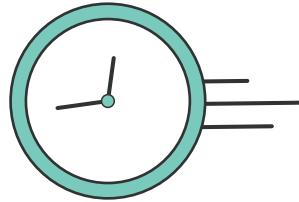


More efficient HR operations

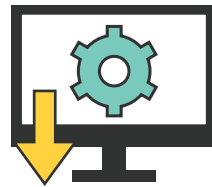
Through the employee self-service feature provided by cloud-based human resources systems, your employees can access the system at any time and from anywhere, and they can deal with tasks and requests related to human resources without having to refer to the human resources department, which saves the time of human resources staff and enhances your employee engagement.

Why Invest in a Cloud-Based HRMS in Numbers

70% faster implementation



50% less reliance on the IT department



44% cost saving



The right steps to choosing the right
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1. Create a selection team

Remember that the impact of the human resources management system is not limited to the human resources department only, it has a direct impact on the accounting, finance, and information technology departments. Therefore, appoint a team responsible for selecting the system with representatives from each of the previous departments. Ensure that each team member clearly understands their role in the process.

2. Identify weaknesses and problems in the current system

Get started by holding discussion sessions with the selection team to discuss issues and weaknesses in the current HR processes. Ask all members of the selection team to provide their opinions on what they think is ineffective in the current system, and then specify the solutions and adjustments that must be applied to current processes to overcome all problems and obstacles.

3. Create a list of the required features and solutions

Ask each team member to create a list of key features they think are important to the company in general and their departments specifically. Ask them to divide the features into “essential,” “unnecessary,” or “good to have,” and then group all the necessary features into a prioritized list of features that need to be available in the new system.

4. Create a final list of systems that meet your requirements

Now you should have 2 - 3 possible systems that include all the required features. Study these systems carefully and collect as much information about them such as their date of establishment, the list of their clients, and their support and customer service procedures. Then study prices and timelines for implementing each of these systems. After that, you will have a clear idea of the best system for your budget and time schedule.

5. Request a demo of the system

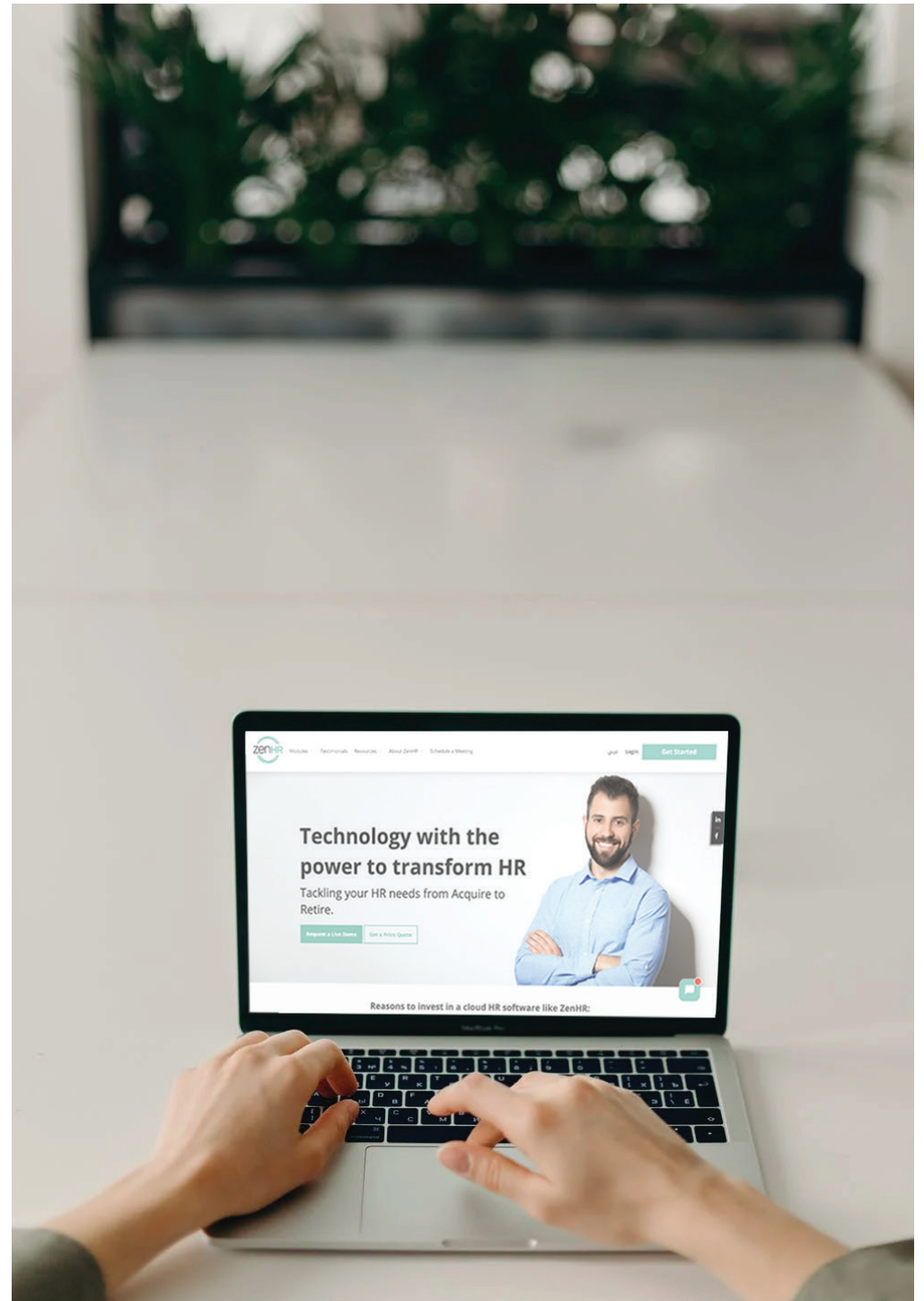
All members of the selection team must attend the system demonstration sessions. Inform the system provider in advance about the most important features for you and the order in which you want to display the features. Have your team write their notes during the tutorial sessions and encourage them to ask as many questions as possible. One of the most important features that you should focus on and evaluate during the trial period is the ease of use of the system.

6. Make the final decision

After following the previous tips, you may have more than one solution that suits your company's needs and requirements. If there is one clear option that fits your needs, time, and budget, get approval from management, and make your choice. If you have more than one option, we recommend that you discuss the pros and cons of each system and choose the one that meets most of your requirements at the best price.

Make sure that the following features and characteristics are available in the HRMS you choose

- ✓ Salary calculations
- ✓ Time and attendance tracking
- ✓ Onboarding of new employees and offboarding
- ✓ Employee performance and evaluation
- ✓ Employee Self-Service "ESS"
- ✓ Mobile phone application
- ✓ Applicant Tracking System "ATS"
- ✓ Ease of use of the system
- ✓ Localization and compliance with local labor laws
- ✓ System scalability and customization
- ✓ Integration with other systems
- ✓ Customer support services





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sales@zenhr.com

KSA +966 54 259 6566
UAE +971 50 804 0218
Jordan +962 6 577 7500

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