



OUTGROWING YOUR HRMS

What to consider before buying your
next HR system

ultimate guide 

With this guide you will

- Set clear goals and requirements for your next HR system.
- Learn the difference between HRMS for small, medium, and large companies.
- Explore key HRMS features to implement in 2020/2021.
- Get the ultimate list of questions to ask your vendor before purchase.
- Learn how to choose the best software vendor.
- Prepare your team for the implementation process



GROWING PAINS

Outgrowing your HRMS could be the result of any of the following:

- Could not expand to meet the needs of a growing company
- Could not be modified to meet new business requirements
- Could not integrate into other mission critical systems
- No analytics available, only built-in reporting
- Not user friendly – employee complaints about it not being easy to use
- Could not add workflows or reports; only built-in items were available
- No Microsoft integration

UPGRADE STRATEGY

- Collect
- Plan
- Decide
- Deploy



**GETTING
THE BAND
BACK
TOGETHER**

Fireside Chat

1. Did all the necessary stakeholders participate in previous selection process? Are there new stakeholders?
2. Were the current processes accurately depicted and prioritized?
3. Were the data sources or integrations identified properly for expected results?
4. What functionality was missing from the previous solution? What features are now required?
5. Is there a need to now support REMOTE workers?



The players

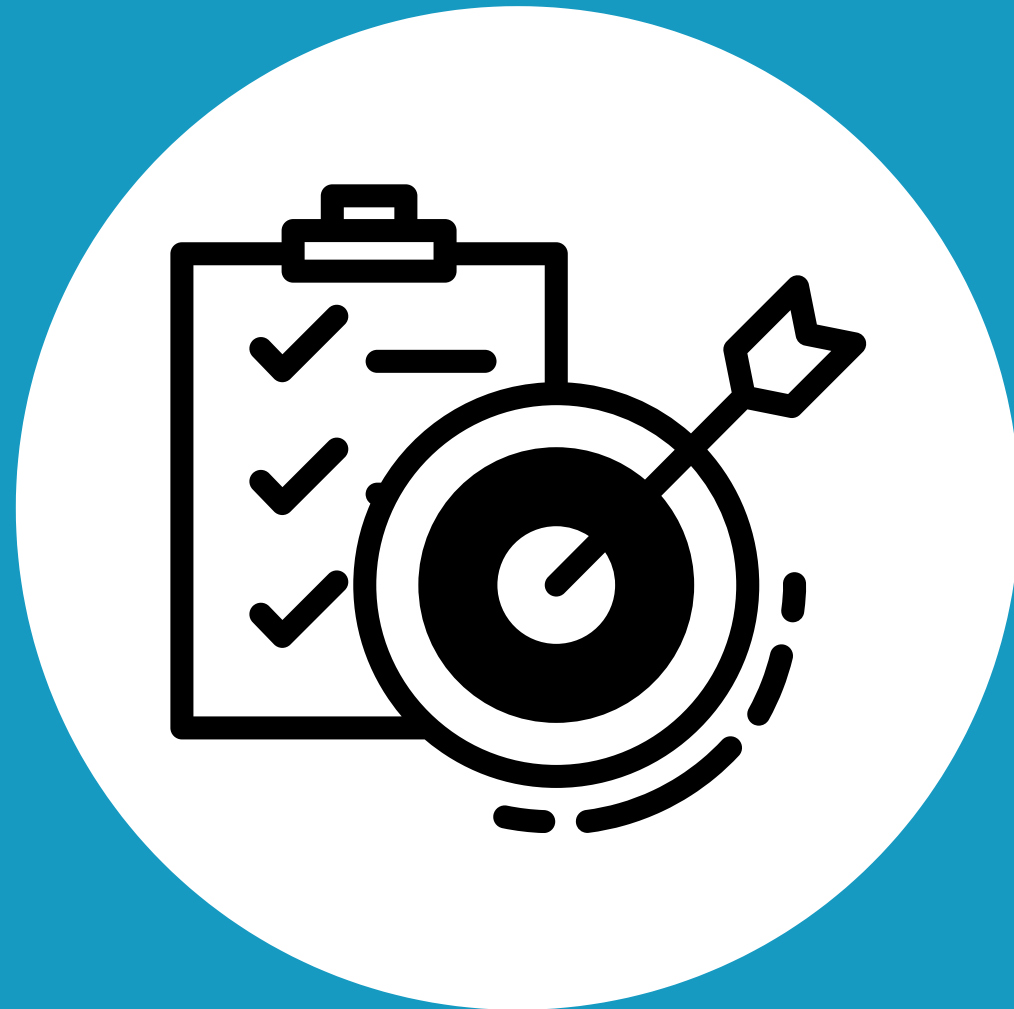
1. Identify stakeholders. Make sure to include the HR & IT teams in your selection process.
2. Rank stakeholders by level of interaction with solution
3. Survey the participants
4. Collect and present findings to gain consensus



**CAN
IT MAKE
TOAST?**

TOP QUESTIONS TO ASK

- What do employees like and dislike about your current HRMS?
- Does the HRIS need to be augmented with other systems?
- How simple is it to integrate the system?
- Should the system accommodate freelancers and contractors?
- Does the system need to provide support for remote employees?
- How is the new system going to impact your teams?
- How long will it take to transfer the actual people data?



Define the Requirements

1. Identify must-have functionality
2. Identify nice-to-have features
3. Prepare a checklist of these items
4. Research vendors
5. Need more clarity, conduct RFI process

QUESTIONS ABOUT THE PRODUCT

- What are the ongoing costs?
- Does the solution streamline compliance?
- Is the system compatible with your industry and the size of your company?
- Is the HRIS user-friendly?
- Is the HRIS solution cloud-based, or is it located on the premises?
- Is the system customizable?
- What platforms can the software run on?

QUESTIONS ABOUT THE VENDOR

- How is employee data protected?
- Does the vendor offer employee training as a part of the software package?
- What support services are offered by the vendor (admin portals, consulting services, FAQ sections, and so on)?
- What are the vendor's policies on updates, upgrades, and bug fixes?
- Will the vendor take your feedback into consideration and use it to make improvements to the system?

**KEY
HRMS
FEATURES FOR
2021 AND
BEYOND**

Tools for a comfort remote working:

- SAAS HR software,
- Online conference tools for interviews and performance evaluations,
- Convenient time tracking and automated timesheets,
- Flexible learning schedule,
- Mobile apps and self-services.



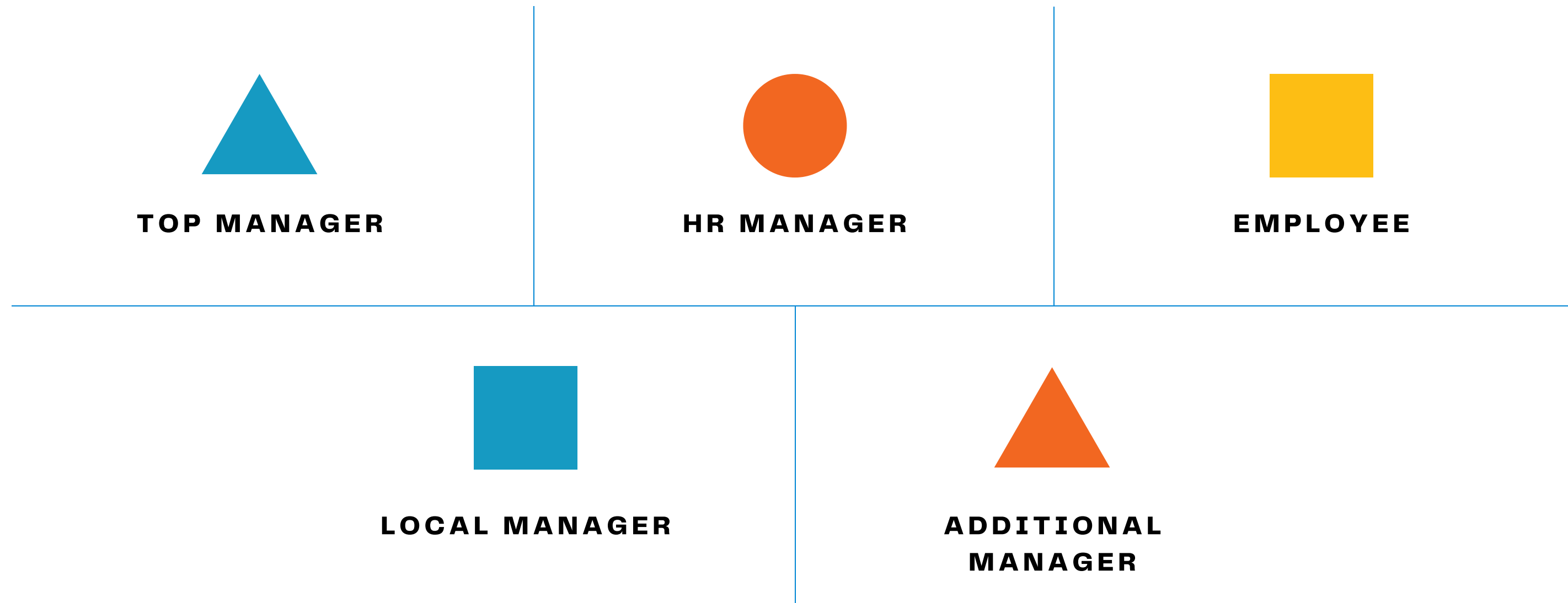


Personalized approach to every team member that helps developing a strong corporate culture:

- Employee feedback in real-time
- Social media integration
- Employer branding tools



User Roles



**MATCHMAKER,
MATCHMAKER**

BASE YOUR SELECTION ON...

Small Business – make sure the software is not overwhelming with the unnecessary features.

Rapidly Growing Business – make sure your HRMS will be scalable and customizable.



BASE YOUR SELECTION ON...

Vendor of Choice – Look for services that may ease the transition such as language support by the implementation team as well as within the product; do they support other companies in your industry or have special features all ready built in to reduce customization? A vendor should be flexible to handle small configuration changes at any time.



ROI Considerations = Operational costs



1. Visible costs (product, implementation, maintenance) and possible extra costs (hosting, customization, test environment, certificates etc)?
2. Options to integrate the system with other systems (if needed)?
3. Functionality for supporting the remote work?
4. Support service time zones?
5. Trial access and for how long?

ROI Considerations = Operational costs

6. Time to get the system up and running?
7. System's physical location
8. Self-services are chargeable or included
9. Possibilities for the customization
10. Your data protection
11. How likely is your vendor to hear your wishes for the system improvement?



Selecting THE vendor



1. Qualify the pricing models of each finalist
2. Negotiate the product and services (implementation, training, integrations) that are appropriate
3. Make sure you know about any country, union or local laws
4. Do not forget about the Data Protection and Security

Working toward a decision



1. Rate vendors by initial match to requirements
2. Agree on project timeline; determine phases for selection process
3. Setup product demos
4. Adjust vendor matches
5. Conduct follow-up demos for additional team exposure
6. Collect and present findings
7. Gain consensus from the team

**GETTING
THE PLAN
BACK TOGETHER**

Set project goals and expectations



1. Ensure your HR team has ownership of application functionality
2. Ensure your IT team has ownership of application technology
3. Ensure ALL team members understand goals & objectives
4. Review lessons learned from previous implementation(s)
5. Identify points of action (e.g., communication plan, training plan, support strategy, operations impacts)

Deployment Prep



1. Review the services purchased/provided from your vendor to support the implementation
2. Determine the schedule of team availability to begin work with your vendor's implementation lead
3. Create a Change Management plan to release the new system to employees that encourages them to use the new system
4. Create supplemental training materials to support your configuration
5. Set a reasonable, achievable delivery date

Finish strong



1. Prepare your employees for the upcoming implementation
2. Have fun with the launch – application naming contest
3. Lunch & Learn events to demonstrate self-service functionality
4. Prizes for key activities: first to update their emergency contacts

THANK YOU!

**This eBook is based on a webinar
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