



How to Find the Right HRIS for Your Company



Human Resources Information System (HRIS) is a mouthful, but its premise is simple:

It's the ability to manage your people like the powerful asset they are.

A No-frills Guide to Efficient HRIS Shopping

A value-added HRIS will provide you with the tools you need, when you need them and on the scale you need them. But cutting through the haze that surrounds cloud-based HRIS solutions can be confusing, so to help you find the best choice for your company, we've created this guide.

We'll walk you through every step of the evaluation process, from an insider's perspective, starting with the basics and ending with the complicated subject of employee engagement, which a great HRIS can positively impact when strategically deployed.

This guide will:

- Help you evaluate HRIS solutions
- Result in a positive shopping experience
- Land you with a perfectly tailored HRIS partner
- Set up your company and team for continued success

HR Shopping Checklist



Shopping for an HRIS solution can be overwhelming. Each technology company has its own strengths and weaknesses, and it might be hard to tease out how important each function is for your organization's future. But the good news is, a strong selection will empower your team to run your organization smoothly and strategically.



So, how will you land on the best HRIS to drive efficiency and ROI for your team? We've got a checklist to help you through the vetting process.

General Information

Vendor has:

- ✓ A solid reputation for financial security
- ✓ Positive reviews from credible sources and references
- ✓ A proven track record of operating in your industry
- ✓ A demonstrated ability to align to your business needs
- ✓ Transparent pricing available

Ease of Use

- ✓ Low bar of entry for any technology user
- ✓ Straightforward user experience

Customer Service

- ✓ Access to a designated customer service representative for your account
- ✓ Customer service is easy to reach and communicate with
- ✓ Support representatives are subject matter experts
- ✓ Vendor actively seeks feedback and input from users

Software License Agreement

- ✓ Ensure you are buying licenses for all full and partial users

- ✓ Assess up-front versus ongoing license costs
- ✓ Understand your contract auto-renew clauses (sometimes called evergreen clauses)

Implementation & Account Management

- ✓ Customer service is available for implementation, training and troubleshooting
- ✓ Cost is within budget
- ✓ Implementation timelines meet business goals
- ✓ Implementation requirements can be met
- ✓ Customer success strategy planning is available to review changing company needs

Compliance

- ✓ Security policies are detailed and enforced
- ✓ Ask about breaches over the past five years
- ✓ Vendor has proven competency and policies in place for:
 - Solution Maintenance
 - Solution Management
 - Seamless Upgrades
 - Information Security
 - Intrusion Detection
 - Disaster Recovery

Systems & Enrollment/Eligibility Capabilities

- ✓ Cloud-based software vs. software that needs to be downloaded to your tech devices
- ✓ System integrates with your current technology system(s)
- ✓ All human capital needs come from one vendor
- ✓ Complete capabilities needed to accomplish business goals are available (ATS, onboarding, performance management, learning, succession planning, benefits management, payroll, time and attendance, etc.)
- ✓ Modular format with the ability to license only the functions you need, with the ability to scale in the future
- ✓ Mobile access
- ✓ Employee Self-Service web portal with 24/7 access
- ✓ Seamless system updates
- ✓ Stays up-to-date with compliance and reporting standards

Reporting

- ✓ Ability to create custom reports within the system at no extra cost
- ✓ Out-of-the-box reporting for each module of the application

4 Key Metrics to Measure Your New HRIS System



Once you've committed to a new HRIS system, you should have an expectation of what it will look like to run it, but you also need to measure the quality of your investment. Capturing an accurate view of how the HRIS actually performs is important in proving its worth.

Here are four key areas to measure in a new HRIS:

1. Employee Turnover

High employee turnover can cost a company big time. It's not only a drain on the HR team - offboarding, recruiting, hiring and onboarding are expensive and time-consuming - but it can also have a powerful negative impact on other employees.

Your HRIS can assist you in employee performance and job satisfaction. You'll be able to see warning signs that an employee is ready to leave and maximize the amount of time your most talented employees spend at your organization.

Key Measurement

Rate of employee turnover and replacement costs avoided.

2. Streamlined Onboarding Process

Only 12 percent of employees think their organization does a great job of onboarding new employees. — [Gallup](#)

Are you one of them? With a robust hiring and onboarding process, your organization can reduce the time and administrative work that normally occurs when you bring on a new hire. If you can manage the hiring process efficiently, you save money and resources. And don't just think of the paperwork; more goes into onboarding new employees than filling out forms. Your system should be able to:

- Assign tasks to people or departments for things like desk/ phone setup, laptop procurement, company car, etc.
- Define and build your culture with things like welcome videos, local eateries, company events, travel policy documents and more

Key Measurement

The average time-to-hire, cost-per-hire and new-employee engagement levels before you implemented your new HRIS solution, versus where you are now.

3. Higher Rates of Employee Satisfaction

Perhaps the most critical measurement a high-touch HRIS system needs to give you is the ability to clearly communicate - both ways - with your employees. Lots of companies are great about sending out communications, but the truly terrific ones not only want feedback, they want to take the feedback seriously. Automated surveys that are integrated with the larger HRIS system are a perfect starting point for taking a baseline pulse of your employee satisfaction rates. Repeat the process as you gather and implement employee ideas.

Key Measurement

Increase employee satisfaction on things like whether they feel appreciated, listened to and likely to recommend family and friends work for you, too.

4. Improved Administrative Productivity

HR managers who aren't fully automated say they lose an average of 14 hours a week manually completing tasks that could be automated. — [CareerBuilder](#)

The most common tasks that take up time in an HR department range from managing employee benefits to updating personal information and payroll data. When you implement an automated employee self-service portal, much of that burden is eliminated. Your HR staff can then focus on more important issues, such as managing employee performance and increasing morale in the workplace.

Key Measurement

Time saved per week/month on busy work and manual processes.

Side-Effect: Increased Employee Engagement



Now that you've chosen and implemented your new HRIS, you can focus on the value-added tasks that make HR departments irreplaceable: focusing on people.

A truly great part of a fantastic HRIS is that it allows HR to focus on making the organization a great place to work. The level in which employees engage with and recognize the goals of the organization can determine business results as well as whether those results succeed or fail.

There are many ways to increase employee engagement. A flexible and configurable HRIS that empowers employees and generates a productive environment can help with this. Here are a few tips on how to leverage your new HRIS investment for further employee engagement.

Curious where your culture is? Take this quiz: "How good is your company culture?"

1. Mobile-Friendliness

[Workers who say their employers use mobile technology well are typically more productive, creative, satisfied and loyal. — Aruba, a Hewlett Packard Enterprise company](#)

Mobile working isn't the future anymore, it's here. If you want your employees to be tuned in to your business on a high level, your new HRIS needs to be usable any time, anywhere. This capability empowers employees to remain engaged, with quick access to things they need on the fly - training videos, performance goals and more. A cloud-based HRIS does this quickly and seamlessly.

2. Employee Self-Service

Autonomy in the workplace boosts morale and sends a message of empowerment to employees, and it's not just for work responsibilities. A good HRIS will have a self-service portal that not only allows for employees to manage their personal information, such as pay stubs and life event changes, but also centralizes it for convenience of both employees and HR teams. For example, supplying benefits statements or dealing with expense reports can be time-consuming for HR professionals, but when employees have a go-to hub for their own information, queries to HR can be dramatically decreased.

3. Workflow Management

Communication of expectations can be one of the more challenging and frustrating parts of work for any level of employee. With an integrated workflow management system in your HRIS, those frustrations are mitigated by helping employees stay connected to company objectives and what's needed to achieve results. Your organization will work at peak levels when the whole team is going in the same direction because someone communicated which way that was.

In addition to advancing communication for all employees, workflows are a tremendous tool for administrators and managers. A well-executed workflow allows for key people-related processes to be streamlined and standardized. An automated workflow will define expectations and empower employees to meet them on a transparent timeline, enabling them to take control of their workday while driving higher engagement throughout the workforce.



Bridge the Gap to Better HR with Arcoro

Choosing an HRIS solution is a big commitment.

The Arcoro HRIS is part of a full suite of smart HR tools ranging from recruiting and onboarding software to training, payroll, time tracking and more. Cloud-based and ready to launch within hours of purchasing, if needed, our software is intuitive, integrative and ready to go to work for you.

Strong and inspiring companies need strategic technology that is easy-to-use, customizable and scalable. Our developers are continually adding to our system, which is not only technologically sound, but also programmed for usability and to accommodate the essential human component. It supports data-driven decisions and empowers HR teams to better react to their employees' needs in a timely matter.

The tips we've outlined here will get you started on the path to finding a perfect, turnkey solution to your HR needs that will scale as you need it to. As you shop for your HRIS solution, make sure you're leveraging the key components we've outlined above, and don't hesitate to reach out to us at Arcoro for information. The Arcoro blog is also a great resource for more HR related best practices and topics.

We're ready to partner with you for complete HR management solutions specifically designed to accelerate productivity.

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Arcoro brings high-risk, high-compliance companies proven, modular HR software solutions.