



East Midlands HR

# Business Guide... Choosing HR Software

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## Choosing HR Software

As organisations grow, so do their HR needs. To ensure efficient management of human resources, many organisations are turning to HR software. However, selecting the right HR software can be a daunting task, especially with so many options available. This guide will provide you with valuable insights on how to choose the best HR software for your organisation.



### **Identify Your Needs**

The first step in selecting the right HR software is to identify your organisation's needs. To do this, you must understand your HR processes and the challenges you face. The HR software should address the specific HR challenges that your organisation is facing, such as managing employee records, tracking time and attendance, and monitoring performance. When you know what you need, you can start evaluating software solutions that offer the required functionality.

## **Determine Your Budget**

HR software can vary greatly in cost, so it is essential to determine your budget before you begin your search. Consider not only the upfront costs but also the ongoing maintenance and support fees. Keep in mind that the most expensive software is not always the best option. Instead, choose software that offers the most value for money and meets your organisation's needs.

## **Cloud-based or On-Premises**

Another crucial decision to make is whether to choose cloud-based or on-premises HR software. Cloud-based software offers the flexibility of remote access and automatic updates, while on-premises software provides more control over data security. Cloud-based HR software is typically more cost-effective since it doesn't require a large upfront investment in infrastructure.

Additionally, cloud-based software is easily scalable, making it an ideal choice for growing businesses. On the other hand, on-premises software offers greater control over data security, which may be crucial for businesses with highly sensitive information.

## **Look for User-Friendly Software**

HR software should be easy to use and understand for all users. The interface should be intuitive, and the software should require minimal training. Look for software with a clean, user-friendly interface that makes it easy to navigate through features and modules. You want a solution that can be used effectively by all members of your team, regardless of their technical expertise.

## **Ensure Data Security**

HR software handles a lot of sensitive information, and it is crucial to choose a solution that provides robust security features. Look for software that uses data encryption, access controls, and regular backups. The software should also have a reliable disaster recovery plan in place in case of a data breach or other emergency. Ensure that the software provider complies with industry-standard data protection regulations such as GDPR and HIPAA, depending on your organisation's location and industry.

## **Check for Integration Capabilities**

Your HR software should integrate seamlessly with other business applications such as payroll, accounting, and recruitment systems. Integration capabilities ensure that data is easily shared between applications, reducing the need for manual data entry. Integration also improves the accuracy and consistency of data across systems, reducing errors and duplication of effort. When choosing HR software, look for solutions that offer a wide range of integration options.

## **Consider Scalability**

As your organisation grows, so will your HR needs. Choose HR software that can accommodate your organisation's growth. The software should be able to handle an increasing number of users, employees, and functions. Look for software that is easily scalable without requiring a significant investment in additional hardware or infrastructure.

## **Evaluate Provider Support**

Lastly, evaluate the level of support offered by the HR software vendor. It is essential to choose a vendor that offers reliable and responsive support, especially during critical periods. Ensure that the vendor offers multiple support channels, including email, phone, and live chat. Also, check for the vendor's availability and response times, especially during peak periods.

In conclusion, choosing the right HR software for your organisation requires careful consideration and evaluation of your needs. When selecting HR software, it is important to consider the functionality, cost, deployment options, user-friendliness, data security, integration capabilities, scalability, and vendor support. By taking the time to evaluate different options and choosing the right HR software, you can improve HR processes, increase efficiency, and ultimately benefit your employees and your bottom line.

Remember to involve all relevant stakeholders in the decision-making process to ensure that the selected HR software meets the needs of everyone in the organisation.



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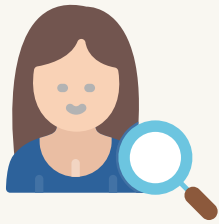
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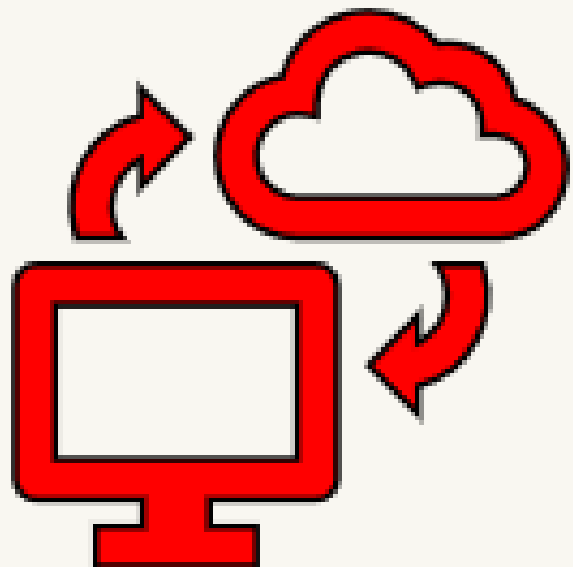


East Midlands HR are a Breathe HR partner, but also work with clients existing systems to make them work for their business. We provide Breathe HR as a stand-alone HR software solution, if a retained HR service is not what you need.

Key features include:

- Holiday management
- Expense management
- Sickness & absence tracking
- Rota scheduling
- Employee database
- Time & attendance
- Document storage
- Applicant tracking
- Performance monitoring
- HR reporting
- Training management
- Online learning

**We provide a 14-day trial of BreatheHR, and virtual support throughout the trial**



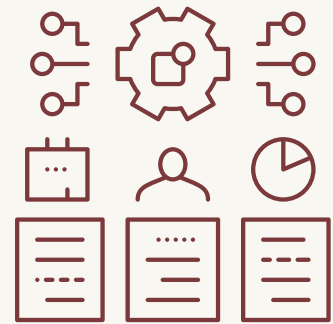
Save hours of valuable time every week so you can focus on your business

Enjoy an attractive return on investment (ROI)

Enjoy a value-packed HR software that doesn't break the bank

Change or cancel your plan at any time

Tailor your plan to your needs with a variety of additional modules



It as a cloud-based product rather than license-based.

Here's why:

You can access your data from anywhere, rather than access being restricted to a few devices.

No need to invest in new software servers or pay to increase the capacity of existing systems.

A subscription could be treated as an operational (rather than a capital) expense, providing major accountancy advantages.

Cloud-based software provides much higher security due to the way the data is stored. Breathe is hosted by Amazon Web Services (AWS) and we pride ourselves on being ISO27001 certified.

In February 2022, we asked over 300 customers how Breathe benefits them. Here's what we found:

Breathe saves our customers an average of 5 hours per week

Breathe saves our customers an average of £177 per week

Breathe saves each customer an average of 11 sheets of paper per day (almost a third of a tree per year)

Almost 70% of our customers respond to holiday requests within 1 hour, and 45% respond within just 15 minutes



## East Midlands HR

If you require HR expert support for anything we have advised in this guide, contact Nicky on  
07973 353 498

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