Navigating HR Tech Adoption at Your Company
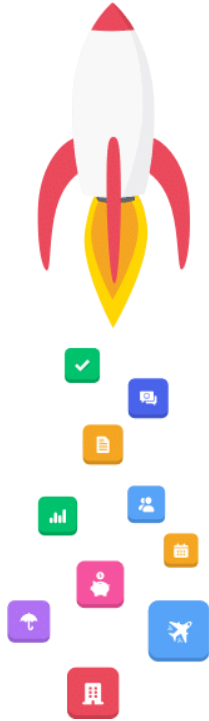
Presented by:
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About GoCo

Our mission is to help small businesses spend less time on manual HR tasks, so they can focus on growing happier, more productive teams

Agenda

- What is HR Technology

- Benefits of Adopting HR Technology

- Potential Roadblocks/Areas of Concern

- How To Create An Effective Rollout Plan for Implementing a New HR Tech System

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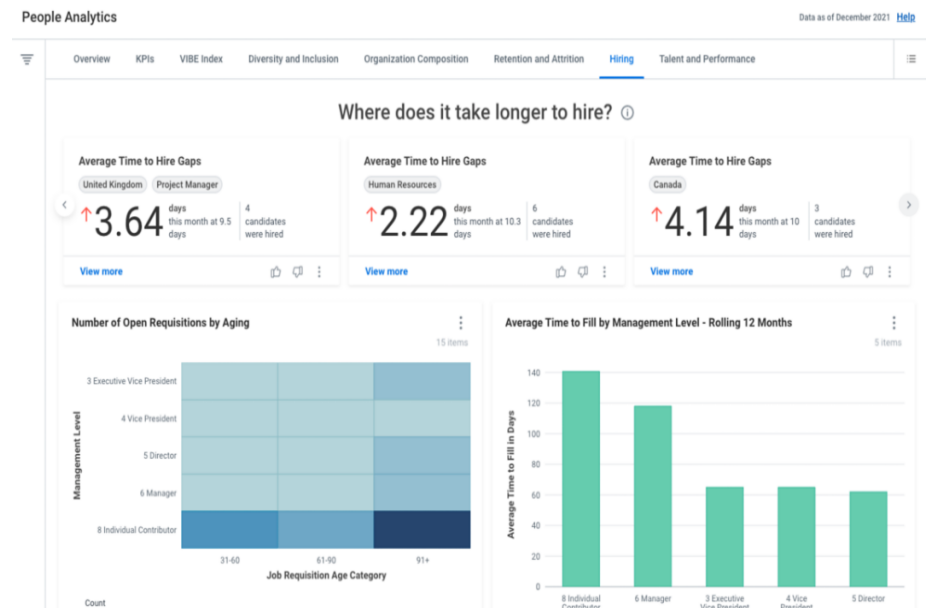
What Is HR Technology
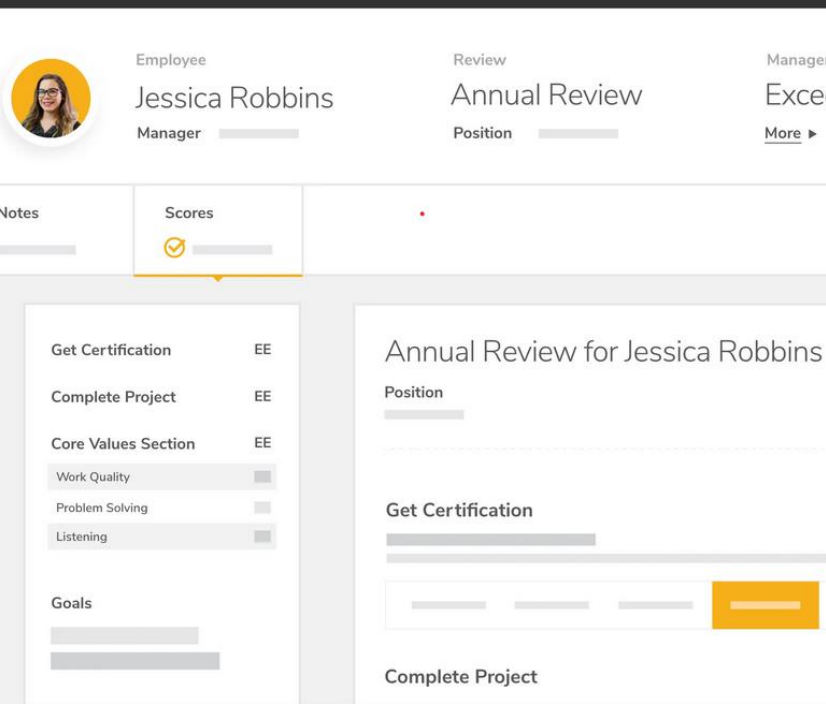
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Definition: HR Tech

- HR technology (human resources technology) is an umbrella term for software and associated hardware for automating the human resources function in organizations.

- It includes employee payroll and compensation, talent acquisition and management, workforce analytics, performance management, and benefits administration.

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- Workforce Analytics
  - Combination of software and methodology that applies statistical models to worker-related insights that impact your business
    - People analytics
    - Talent retention
    - Talent acquisition
    - Learning analytics

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Performance Management Software

- Performance management software is designed to track the performance of employees in a manner that is consistent and measurable
  - Motivates and engages employees regarding performance expectations
  - Reviews, engagement surveys and goal tracking
  - Auto-enrollment for training, content delivery and skill development
  - Hiring reports, collaborative hiring and sourcing
  - Monitor trends, identify opportunities and take action

Performance Management
[par-ˈfȯr-man(t)s ˈma-nij-mənt]

A corporate management tool that helps managers monitor and evaluate employees' work.

Investopedia

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There are 4 stages in a performance management cycle:

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Performance Management System Components

Objectives and goal setting

Ongoing communication

Performance review

Recognizing good performance

Feedback and suggestions

Learning and development

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Benefits Administration Technology

- Benefits administration is the process of managing and implementing the employee benefits program
  - Shop for plans
  - Roll out the plan
  - Manage the plan
  - Maintain compliance tasks

Benefits of Adopting HR Technology

Section 2

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Pros and Cons of Automating HR

Pros

- Reduces Cost
- Increases Productivity
- Streamlines Recruitment

Cons

- Requires Training
- Curtails Human Interaction

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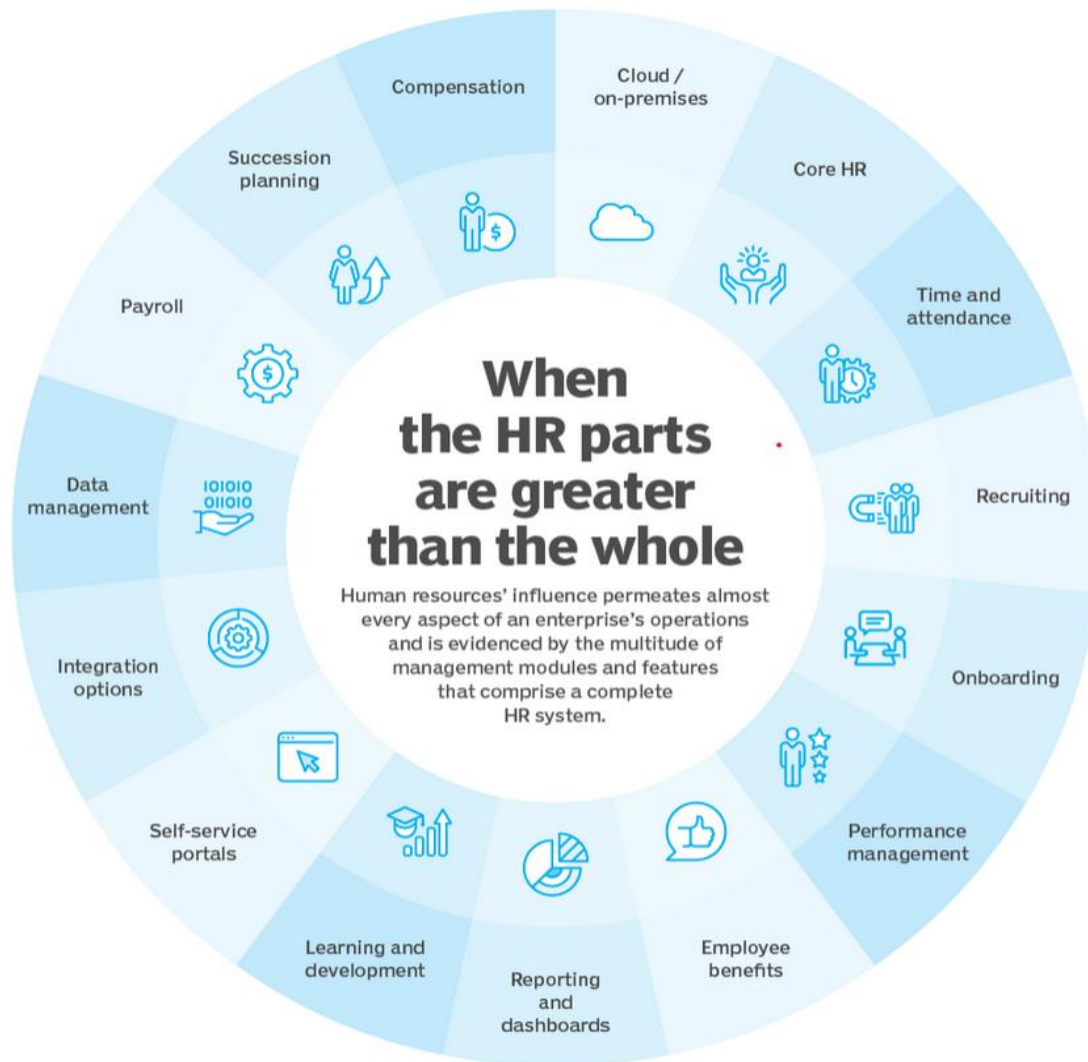
15 Must-Have HR Software Features and System Requirements

1. Cloud-based vs. on-premises

2. Core HR
   - Centralized database
   - All the necessary employee information
   - Ability to create custom fields
   - Role-based security
   - Future-dated and back-dated change tracking
   - Meet all government compliance requirements
   - Non-employee data

3. Time and attendance

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4. Recruiting

5. Onboarding

6. Performance management

7. Employee benefits

8. Reporting and dashboards

9. Learning and development

Stages of employee life cycle
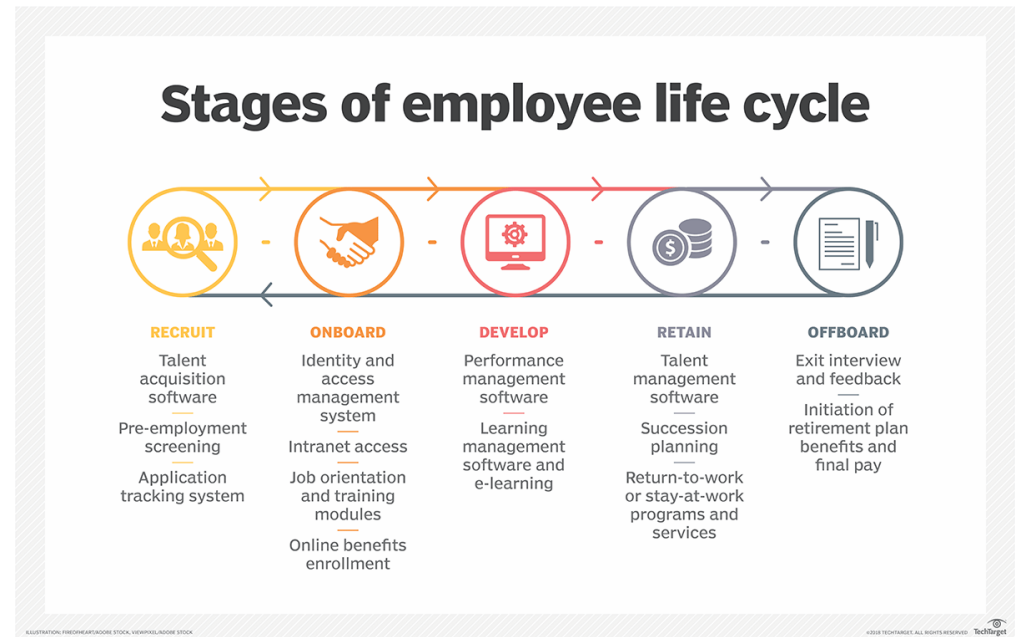
RECRUIT	ONBOARD	DEVELOP	RETAIN	OFFBOARD
Talent acquisition software	Identity and access management system	Performance management software	Talent management software	Exit interview and feedback
Pre-employment screening	Intranet access	Learning management software and e-learning	Succession planning	Initiation of retirement plan benefits and final pay
Application tracking system	Job orientation and training modules		Return-to-work or stay-at-work programs and services	
	Online benefits enrollment			

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15 Must-Have HR Software Features and System Requirements

10. Self-service portals

11. Integration options

12. Data management

13. Payroll

14. Succession planning

15. Compensation

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Potential Roadblocks/Areas of Concern

Section 3

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What Happens If HR Tech Fails?

- Disparate, clunky platforms that result in inadequate data and reporting

- Expensive, time-consuming IT support and add-ons

- Manage multiple vendors

- Lack of scalability

- Compliance issues

- Insecure data storage or transmission

- Inability to view information on any device

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How To Create An Effective Rollout Plan for Implementing a New HR Tech System

Section 4

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Types of HR Software

- Human Resource Management System (HRMS)

- Human Resource Information System (HRIS)

- Human Capital Management (HCM)

These comprehensive suites of HR software include the following categories of software modules:

- Core HR (benefits, employee records, payroll, etc.)
- Talent Management (compensation, learning, performance, recruitment, succession)
- Workforce Management (scheduling, time and attendance)
- Service Delivery (employee and manager self-service, help desks)

Keys For Evaluating HR Software

Create a strategy to evaluate HR tools

Assemble a cross-disciplinary buying team

Identify your requirements

Identify potential vendors

Send a request for proposal (RFP) to the shortlist of vendors
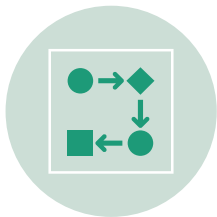
View demos

Read case studies

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Create A HR Software Buying Team

Sponsor

Selection Manager

Selection Advisor

Subject Matter Experts

Demo Team

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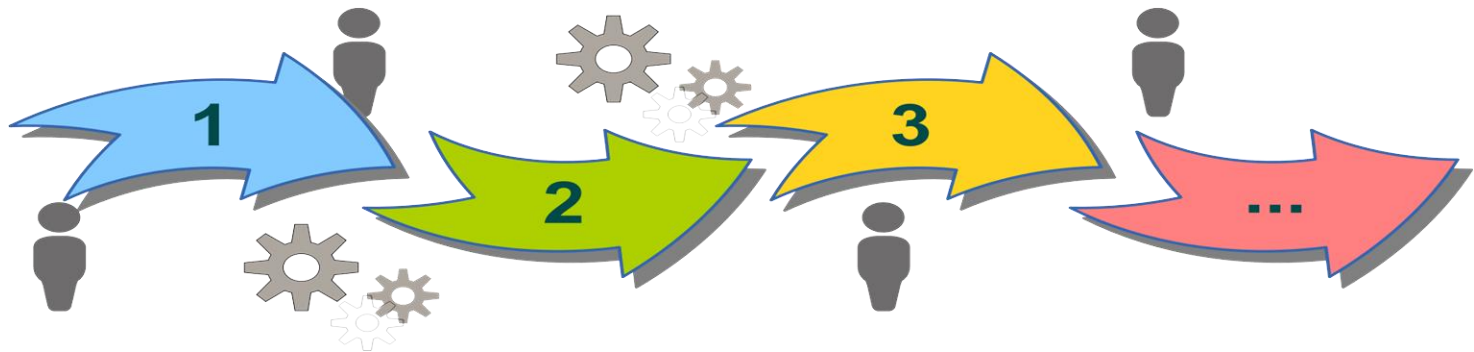
Building Your Case

1. Requirements gathering

2. Systems assessment

3. Templating

4. Benefits measurement

5. ROI calculation

6. Audience identification

Building Your Case

Build a business case for an HR system

GATHER HR REQUIREMENTS Get employee feedback about HR processes and systems and measure their efficiency.

ASSESS YOUR CURRENT SYSTEM Analyze whether it can still meet your needs or new software is needed to address its shortcomings.

START BUILDING THE CASE Draw on the collected data and requirements. If your organization requires a template, use it.

IDENTIFY AND QUANTIFY BENEFITS Estimate the time, labor and cost savings from improvements like reduced data entry or faster approvals and reporting.
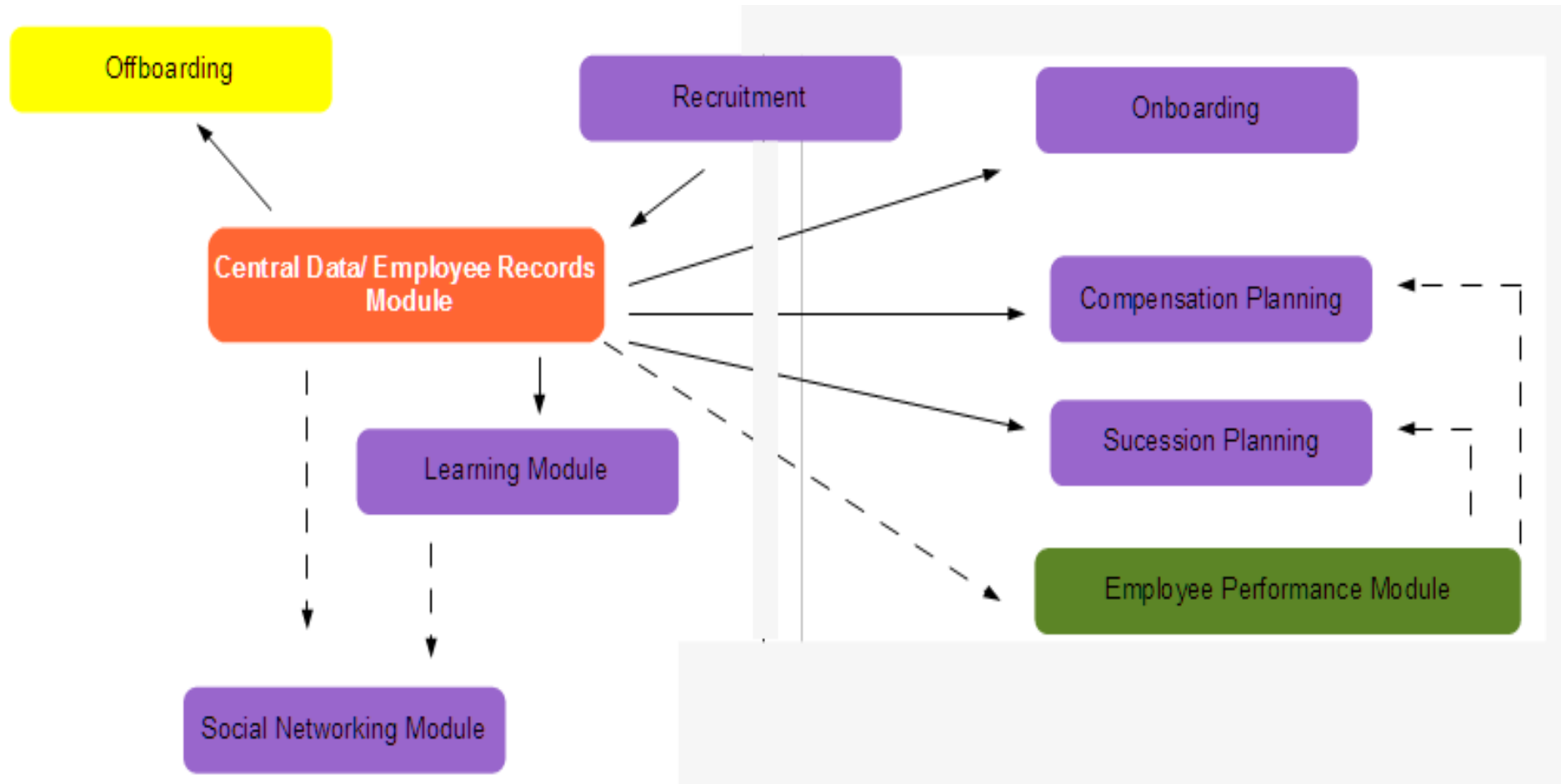
FOCUS ON ROI Prepare a solid quantitative analysis and be ready to defend it.

KNOW YOUR AUDIENCE Identify the unique needs of executives, finance, legal, HR and other key groups to build support and counter opposition.

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Implementation Process

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Smart System Design

- System configuration
  - Mandatory fields
  - Duplicated information
  - Unnecessary fields
  - Value adding systems

- Over-customization

- Security and integration protocols

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Long-Term Considerations

- Identify personnel in charge of project "ownership"
- Plans need to be adhered to as closely as possible
- Once the system is in place – it needs to be continually monitored

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Thank You for Your Participation