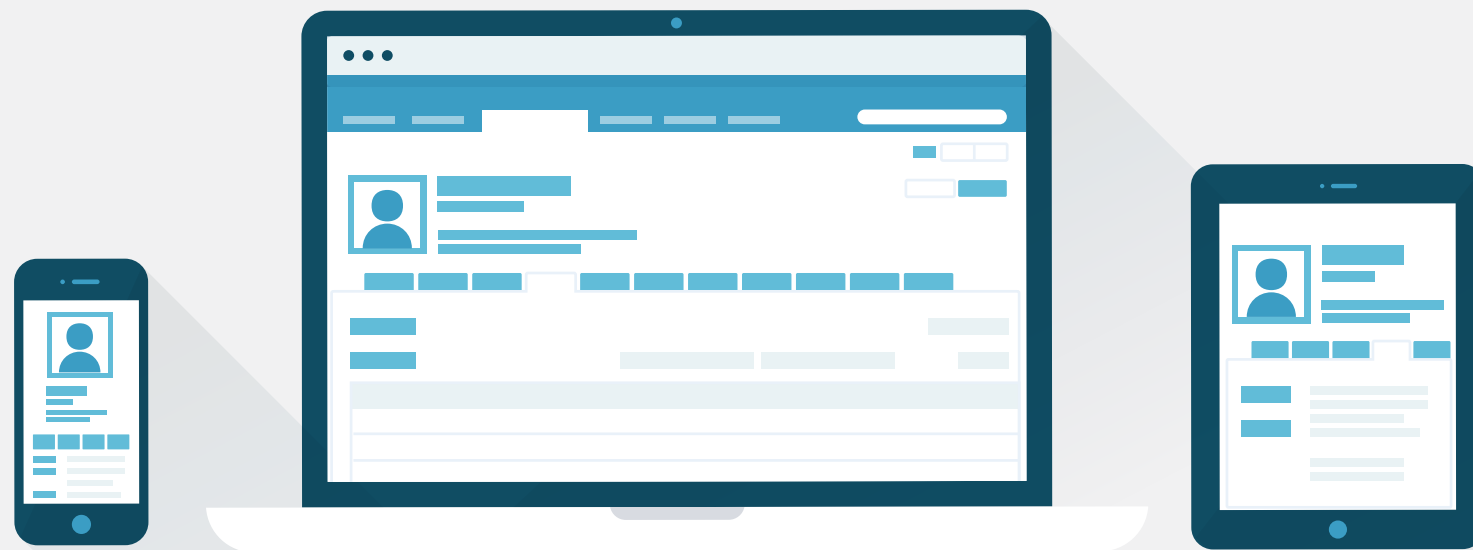


Want HR Tools?

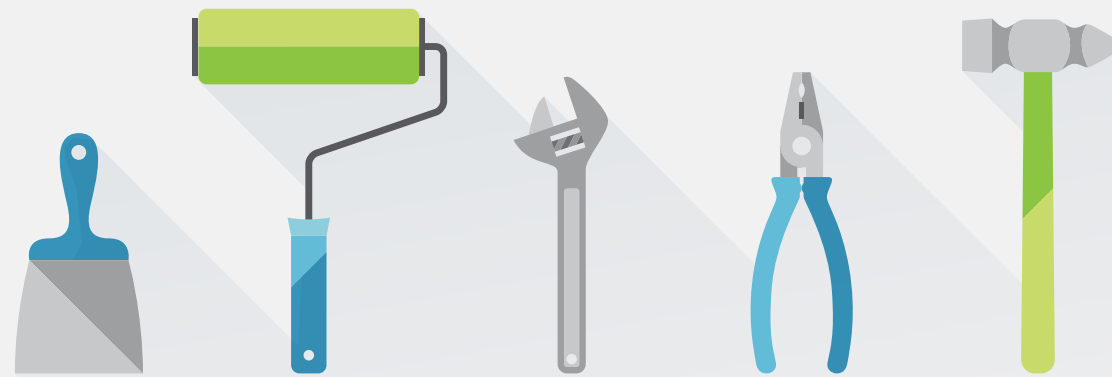
Try pitching something other than ROI



Why you need HR tools

Most HR professionals chose a career in HR because they wanted to make a difference in people's lives. In fact, "77 percent of HR professionals cited helping people as their primary reason for choosing the profession."

HR tools can free you up from monotonous tasks and give you the time to train, focus on culture and develop your employees. This document shares what tools are available and how to approach the right people to get the tools that will help your company.



Here are some of the most common HR tools that can increase your productivity.



1

Human Resources Information System (HRIS)

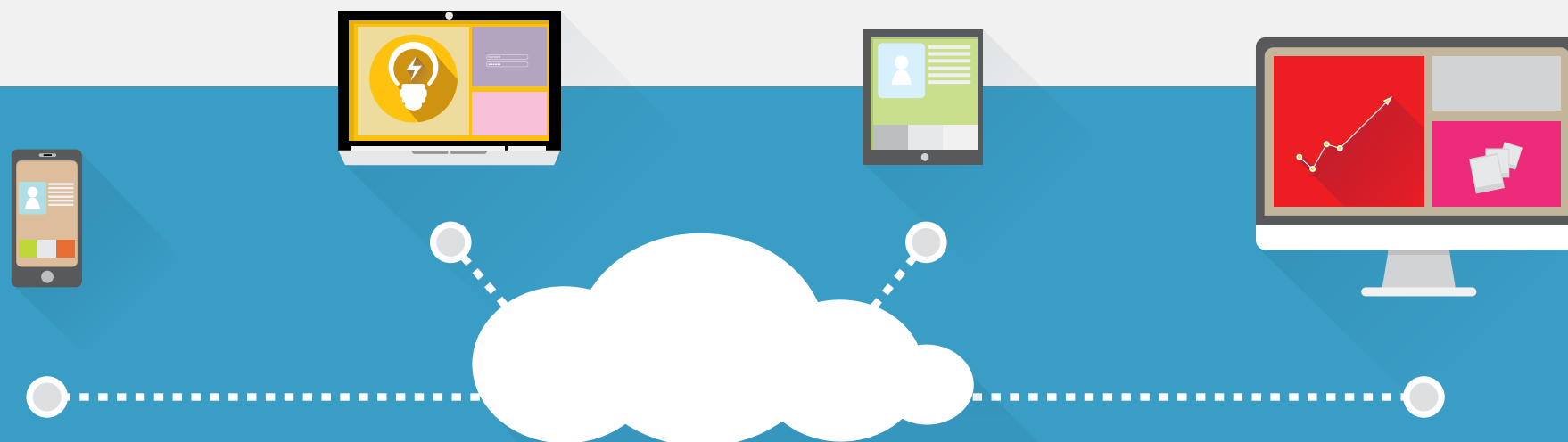
We shouldn't have to deal with multiple outdated spreadsheets, time-off requests, inaccurate and insecure data, and employee information scattered in 20 different places. That's what is taking up so much time!

HR systems used to be only for big companies, but now they're for everyone. A cloud-based core HR system keeps employee data all in one central database and accessible anytime from multiple devices—and it's affordable. Many cloud systems are monthly subscriptions based on number of employees so smaller companies can afford to have the ease and convenience of a central core HR system without having to pay the heavy cost of a big enterprise system.

Talent Management

Developing people is another crucial HR function. Performance reviews and the ability to track training can help grow skills and monitor performance. Because employees feel more invested when companies take a genuine interest in them and their future, these tools help you develop talent, avoid costly turnover and build loyalty.

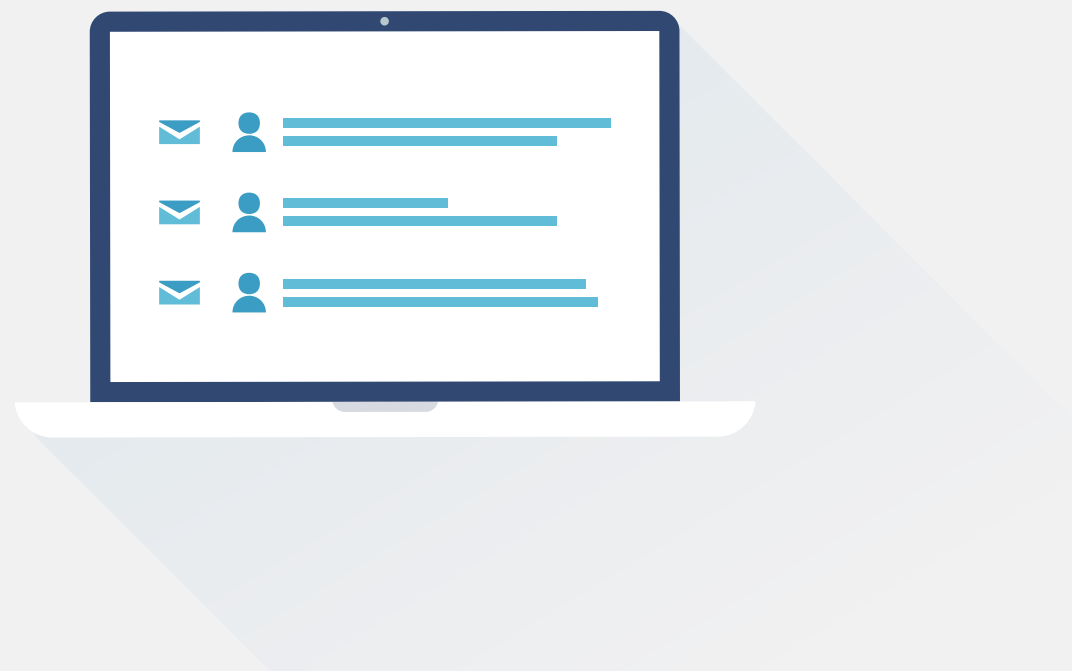
Employee performance depends on a variety of factors. When your company's owner or executive team decides on desired business results, those goals need to be communicated organization-wide so that everyone on the team understands the mission to be accomplished. When each worker in the company can clearly see how his or her job contributes to achieving those big-picture business goals, their performance is more likely to align with and support those objectives.



Applicant Tracking System (ATS)

People are a company's greatest asset, which means hiring is one of HR's most meaningful functions. An ATS is essential for your company to keep applicants and resumes organized and sorted in one central location.

The ATS is following core HR systems and taking permanent residence in the cloud. No longer will recruiter's email inboxes be flooded with applications and resumes. A study conducted by Software Advice showed that, "over 95 percent of manual trackers want to be more efficient and effective."



4

Payroll

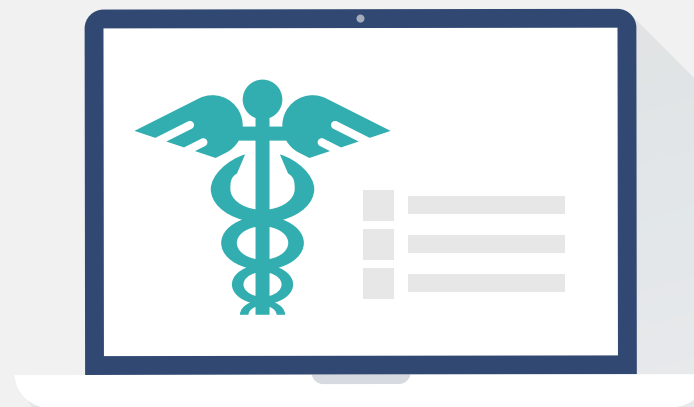
Payroll accuracy, timeliness and completeness are three of the largest challenges small to mid-sized businesses deal with regarding payroll. HR has a huge burden taken from them when time consuming and burdensome responsibility of providing payroll data, annual tax documentation and even updating tax withholding information are taken out of spreadsheets and placed into an easy to use system.



5

Benefit Management

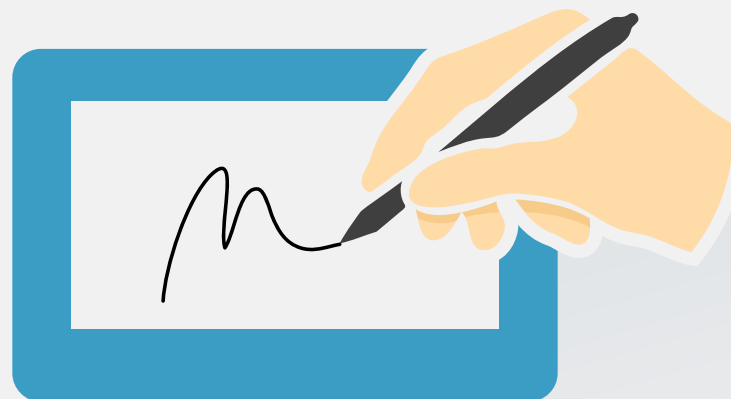
Benefits are one of the main influencing factors in recruiting and retention. HR spends a lot of time building a benefits plan to provide employees with the best possible benefits solution. Benefit-management software keeps HR up to date by tracking plans, providers, open enrollment deadlines and changes to plans.



E-signatures

Possibly one of the greatest time-savers ever invented is the esignature. The technology has evolved, adoption continues and raving fans increase as companies adopt this solution.

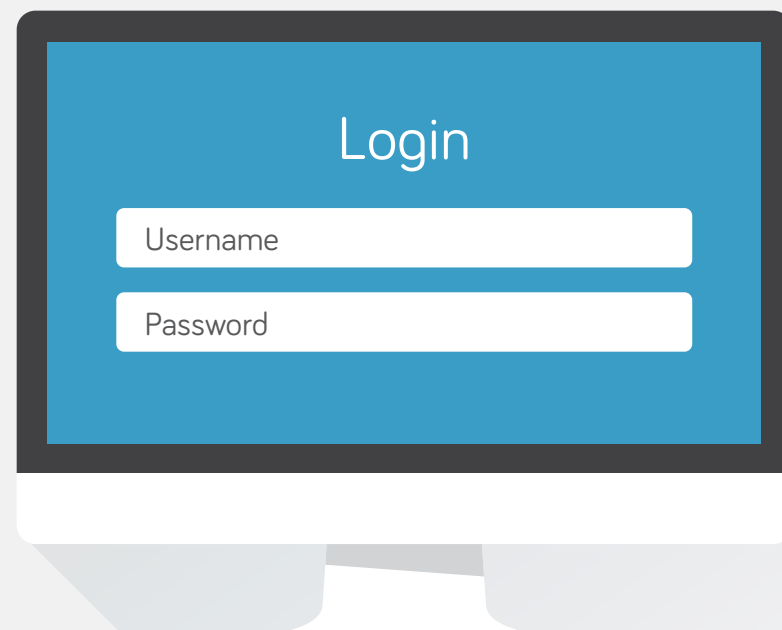
The trees say “thank you” as HR considers onboarding paperwork, benefits, and every other form to complete. Lower costs, faster transaction times and increased productivity and compliance are just a few of the benefits. Add the fact that everything is stored securely in the cloud, and it’s just another reason not to be a file cabinet salesman.



Single Sign-on

There are only so many hours in a day. In a startup, each minute is valuable to every employee. It can be frustrating when you—and all your people—have to stop everything, remember all their usernames and passwords, and waste time signing in to each and every system. As HR knows, productivity is always important.

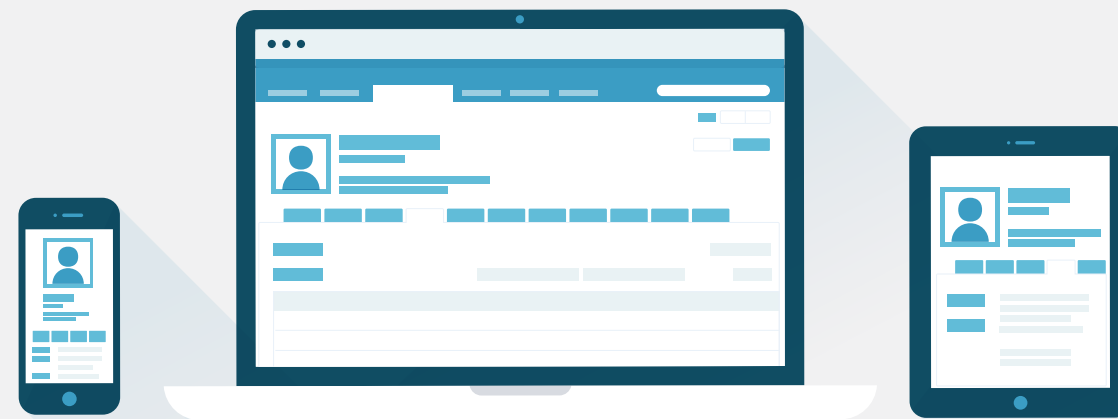
Single sign-on allows you to set up all your company's systems so your people only have to sign in once and then can work their days away in productive bliss!



Want HR Tools? Try pitching something other than ROI

What it really comes down to is what makes the most sense for your company. Consider your size, and figure out what you need. Implement those systems that align with those needs. Then rinse and repeat because the innovation is going to continue—and that means great things are always in store for HR and the small to mid-sized business.

It's not easy to ask your boss to budget for HR software. The most important part of the process is to get buy-in, approval and support internally so you can successfully champion your initiative. Remember, it shouldn't be all about the ROI. After all, you are talking about your employees—not numbers. You need to illustrate the positive changes possible for your company and measure them when they happen. Make sure the benefits—efficiency, compliance, improved business performance and employee management—are clear.



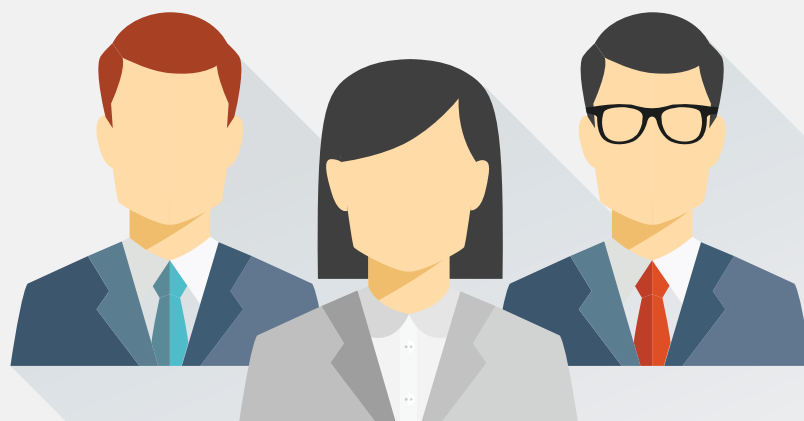
To get buy-in, you need to tailor your message so it addresses the benefits each internal stakeholder will experience. *Here are some ways to pitch the tools you need:*

1. Know your audience
2. Efficiency and compliance
3. Improve staff engagement
4. Increase business performance
5. Be prepared with some calculations

1

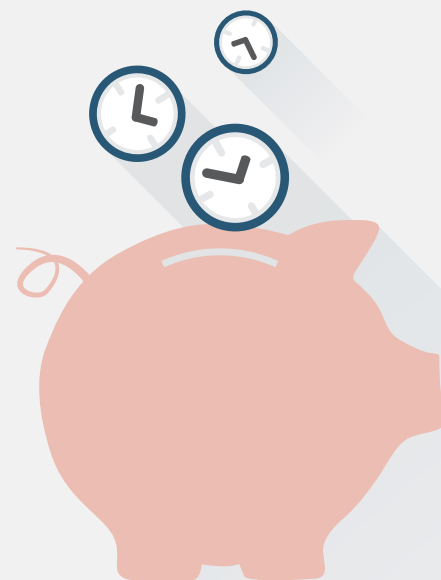
Know Your Audience

You need support in several departments that each have different priorities, so knowing how to pitch your idea to each of them is important. Here are some of the key players you may be dealing with and some key priorities they have that HR technology can help with.



Pitching to your managers

- a. Streamline HR-related tasks
- b. Spend less time on administrative tasks and more time managing employees
- c. Make it easier to develop employees with training and development opportunities
- d. Hang on to your star performers
- e. Less reviewing and more managing
- f. Get better insights into employee performance, attendance etc.
- g. Clearer goal completion and contribution tracking



Pitching to your head of sales

- a. See at a glance who is achieving targets (and predict who will in the future)
- b. Compare staff and performance
- c. Get higher quality talent



Pitching to your Head of HR

- a. Higher quality talent
- b. Free up more time for your HR staff
- c. Meet compliance and legal obligations
- d. Get high-quality data at a glance
- e. Find and nurture star performers
- f. Increase engagement
- g. Record achievements and development activities
- h. Ensure objectivity and fairness in review processes
- i. Keep documents secure
- j. Create standard and custom reports easily
- k. Give employees a voice
- l. Track turnover and reduce these costs
- m. View and compile diversity data
- n. Track data to study compensation issues
- o. Monitor training and development needs
- p. View employee licensure, certifications and other qualifications
- q. Automate email alerts to ensure compliance with workforce-related processes

Pitching to your CFO

- a. Reduce risks by identifying people likely to leave
- b. Know and predict current and future compensation and other costs
- c. Make defensible decisions
- d. Track and reduce hiring costs
- e. Reduce turnover costs



Pitching to your CEO

- a. See what's happening with your people
- b. Identify your key people while focusing on support and development
- c. Spot gaps in the talent pipeline
- d. Define organizational objectives and communicate them to employees



2

Efficiency and Compliance

- a. Save time and reduce errors
- b. Legally defensible employee management
- c. Compensation optimization



3

Improve Staff Engagement

- a. Increase employee retention
- b. Better decision making: hire right and address underperformance quickly
- c. Improve training spend
- d. Increase employee satisfaction



4

Increase Business Performance

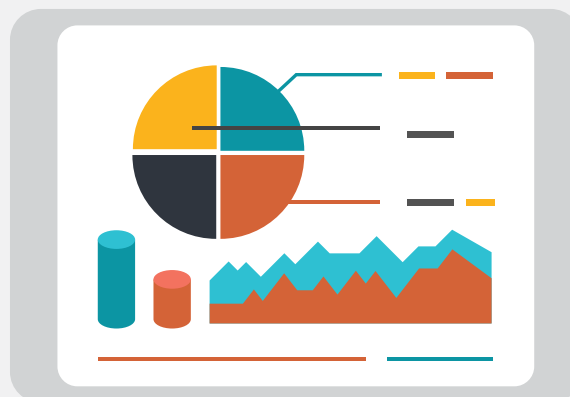
- a. Closer workforce goal alignment
- b. Improve leadership pipeline
- c. Increase productivity



Be prepared with some calculations

Having some calculations ready will help your cause, especially when presenting to the CEO and CFO. These simple calculations will show time and money spent in a very straight forward way. Knowing what is important to them will help you with any other calculations you may need in addition to those below.

- a. Reduced turnover savings = estimated reduction in turnover per year * average cost to hire
- b. Reduced time savings = (HR hours saved * average HR hourly rate) + (management hours saved * average management hourly rate) + (employee hours saved * average employee hourly rate)
- c. ROI: efficiency & compliance savings + improved staff engagement + increased business performance



Want HR Tools? Try pitching something other than ROI

BambooHR is an online Human Resources Information System (HRIS) that makes time for the work you were meant to do. After all, HR is for the people, not the paperwork. But as we know change can be hard, here's our promise: BambooHR guarantees your success when changing from spreadsheets to our intuitive online HR software.

To learn more visit bamboohr.com

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Cornerstone OnDemand is a leader in cloud-based applications for talent management. Our solutions help organizations recruit, train, manage and connect their employees, empowering their people and increasing workforce productivity.

To learn more visit csod.com