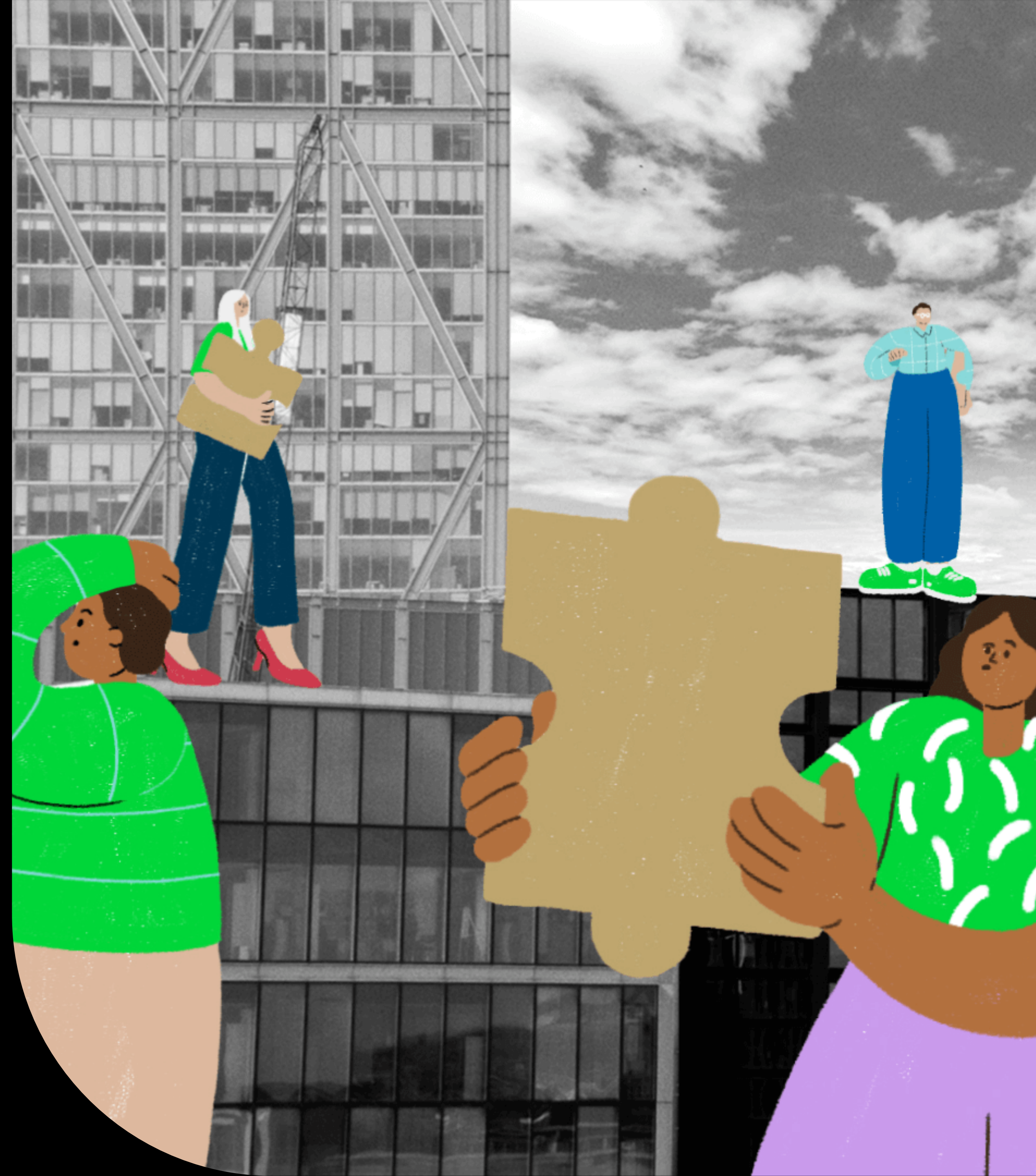


E-BOOK

How to choose an HR system: The ultimate guide

A guide to choosing HR technology for HR, IT,
Finance and business leaders

Sage



Introduction

HR tech that's ready for whatever's next

83% of HR leaders say HR tech enabled more flexibility to changing priorities; however, 63% recognise their current systems have limitations and are not fully confident that their HR tech is fit for the future.¹

While the last few years have been challenging, they have acted as a catalyst for change. HR's influence has been elevated, digital transformation has accelerated, and flexible working, requiring newer more flexible cloud technologies, is no longer an exception to the rule. However, as the world of work continues to change, investing in the right HR technology has never been more mission critical.

As HR and People leaders, you're having to reorganise, rearchitect and reimagine the way your organisation works. Delivering hybrid experiences with employee wellbeing

at the centre and learning to experiment, innovate and test ideas to remain agile and responsive are just some of the new challenges and opportunities facing HR and business leaders today. The immediate future for HR is one of dynamic leadership and creative experimentation and testing new ways of doing things; but do you have the HR technology that supports and empowers you to get ahead and adapt?

A modern global cloud HR system will allow you to effortlessly design new ways of working that drive business transformation, innovate and experiment and successfully compete and retain top talent.



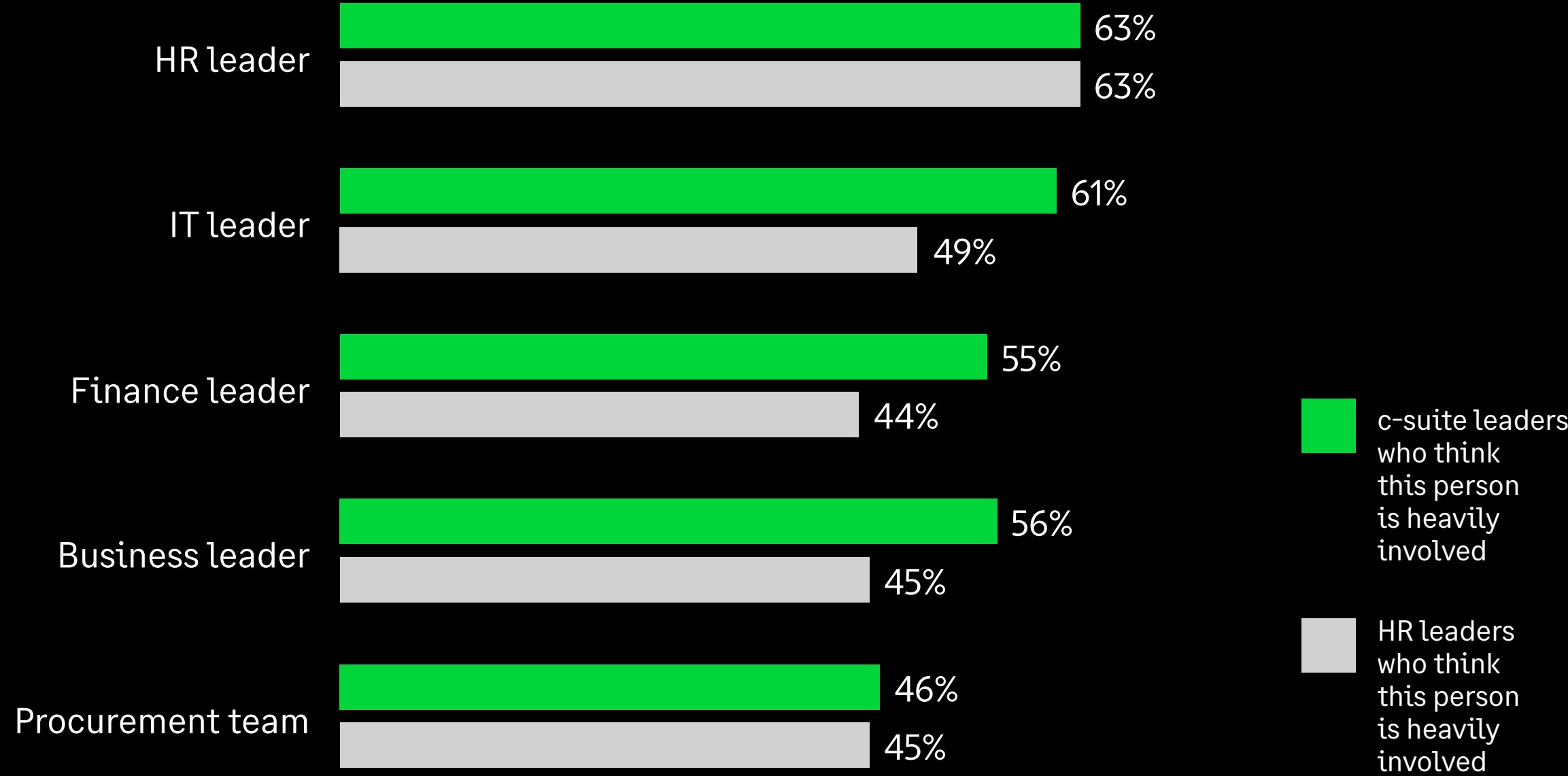
However, the right HR tech moves beyond the realms of simply supporting HR. Offering a range of functionality and features, an effective cloud HR and People system

significantly benefits multiple parts of the business - from employees and managers, to the IT and Finance departments, as well as the c-suite, and of course the HR and People team.

Working together to choose HR tech

It's no longer just HR and People teams who benefit from HR software. The HR system of today has multiple users across the business, so it makes sense that the CEO, IT and finance leaders will have a vested interest in the HR platform you choose – and it's important to recognise this, as our research shows there can be a gap between HR's expectation of others in the buying process, versus their's.

HR leaders are less likely to recognise the involvement of other stakeholders²



Break the HR tech investment barrier: Compelling cost savings

HR and People leaders are under increasing pressure to drive digital transformation across the business - but getting the buy-in for HR tech investment can be tough. You need to prove that any investment in HR software is fit for purpose, provides value for money and benefits the whole organisation. Making a strong business case for HR tech investment is vital, as we outline in our [10 step guide to building a compelling business case in HR](#).³

Evaluating the true return on investment

Ultimately, you need to outline what kind of return on investment (ROI) the business can expect as part of the business case. The decision makers will always be interested in the hard numbers so look out for these key financial success metrics:

- Total cost of ownership e.g. support, training, licenses
- Return on investment (ROI) e.g. increased workforce productivity and retention, reduced costs
- Net present value e.g. resource savings in time spent on tasks such as admin, reporting, recruitment and people management
- Time to value
- Competitive advantage

36% of HR leaders see lack of investment as a barrier to digital transformation⁴



Going beyond the numbers

However, real ROI is about going beyond the numbers. Of course, your CEO and finance leader will need to know if the HR tech you're pushing for is a sound investment, so lead with the quantifiable benefits first – labour, time and cost savings – but make time to understand what the wider, non-quantifiable benefits are, such as engagement, and wellbeing.

Credible vendors should not only be able to provide you with top line ROI data, but work with you to understand your business and help define success metrics that are bespoke to your organisation. To determine real value from your chosen software, make sure you take the time to understand what you're going to do with any cost, labour or time savings. For example, by automating labour-intensive HR admin, what will you and your HR team do with those freed up hours? Likewise, if you're saving the cost of a full-time employee, how will you use that cost saving? For example, Sage People commissioned independent analysts Forrester Consulting to conduct a Total Economic Impact™ (TEI) study on the ROI of deploying and using Sage People. It found that over three years, Sage People generated over £1.3m in benefits and a ROI of 108% for a composite organisation.

Discover the full ROI savings Sage People can deliver to your business by downloading our independent [Economic Impact Study](#).⁵



Recognising the signs

When it's time to buy a new HR system



Disconnected workforce

No sense of belonging due to disparate systems, processes and policies, and no way of communicating effectively across the organisation. **45% of employees**⁶ admit the number of individuals they regularly interact with at work has decreased significantly, and one in three feel disconnected from their leader.



Lack of workforce visibility

Unable to instantly see how many employees work in each location and their reporting structures. Just **33% of HR leaders**⁷ say they have a single system of record for their people data.



Difficulty managing your hybrid workforce

The shift to hybrid working has meant old ways of managing your people are no longer fit for purpose. **46% of HR leaders**⁸ report that organisational design and change management is a top priority for them.



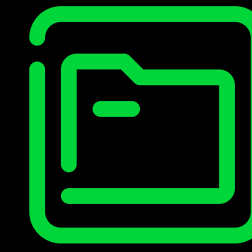
Low employee engagement

Inability to self-serve and find key information when they need it. Just **36% of US employees**⁹ say they are actively engaged.



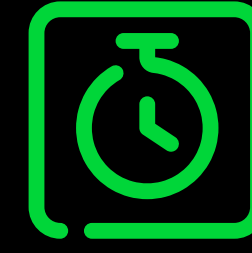
Struggling to stay on top of compliance rules

Manually staying up-to-date with latest employment laws and policies, as well as other rules such as GDPR, puts the company at risk of fines and litigation. **26% of records**¹⁰ compromised in data breaches involved employee's personally identifiable information.



Admin burdened HR team

Repetitive, time consuming admin means HR aren't free to be strategic and people-facing, and ultimately, looking after the company's biggest asset—your employees. **57% of the c-suite**¹¹ see HR as largely an administrative function, despite expecting HR teams to pick up more strategic work.



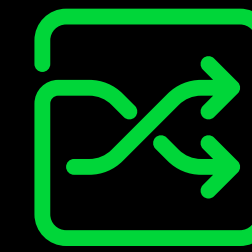
Slow to react

Unable to respond quickly and make informed decisions as HR data isn't up-to-date. Only **38% of HR leaders**¹² say their data is instantly accessible in real time.



A challenge paying your people

Difficulty keeping up to date with payroll compliance and hard to pull reports. **30% of respondents**¹³ say that manually entering or loading payroll inputs is the most time-consuming aspect of processing payroll.



Wasted productivity

Time consuming manual data entry across multiple systems causing human error and duplicated effort. **86% of HR leaders**¹⁴ report that cloud technology has increased productivity.

Meet the four key buyers

Choosing the right HR technology

Click on the icon to skip to that section.



HR and People leaders

Job role

CPO, HRD, CHRO or equivalent

HR leaders have evolved to focus less on admin and more on the company's best asset—its people - but there's still more to do. People management functionalities are vital, but tools to truly create great workforce experiences are even more important.

Tech need

To streamline and automate manual processes to reduce the burden of HR admin, freeing up your team's time to be more people-focused and strategic. To enable flexible hybrid working across the company, and gain visibility of your entire workforce with actionable data driven insights.



Finance leaders

Job role

Finance Director or CFO

Responsible for managing the financial and commercial success of the business, as well as playing a central role in shaping, implementing, and executing the company's strategy.

Tech need

To achieve cost savings, increase productivity, maintain compliance, improve risk management, and enhance visibility and insights across the organisation. Ensuring the organisation can meet its business objectives is also paramount. 55% of the c-suite say finance leaders are heavily involved in the buying process of HR software as a result.¹⁵



IT leaders

Job role

CTO, CIO, IT Director or equivalent

Leading and managing the service provision of all IT systems across the business, IT leaders' focus is on managing security risks, setting the organisation's technology roadmap and digital strategy, and ensuring the company has the right tech to serve the business requirements.

Tech need

To cut costs, improve security, bolster privacy, reduce the number of suppliers and systems, and simplify IT complexity. Focus on ensuring systems work well together. 61% of the c-suite say IT leaders are heavily involved in the buying of HR software to meet these needs.¹⁶



CEOs

Job role

Head of the organisation, decision-maker

Responsible for the growth of the business, its strategic direction and ensuring the organisation is successful. What is important to the CEO, becomes the focus of any organisation – whether it's efficiency, your people, gaining a competitive advantage or all of the above.

Tech need

A future-proof investment that drives outcomes and performance, ultimately and tangibly contributing to business success. 56% of c-suite say CEOs are heavily involved in the buying process of HR software to meet the needs of the organisation.¹⁷

What HR leaders will look for in an HR system

1. Deliver amazing hybrid workforce experiences

You need to keep your workforce connected, engaged, informed, and aligned. Maintaining employee engagement and productivity levels – let alone boosting them – is a challenge in the new world of hybrid work, as well as attracting and retaining top talent. However, with a cloud HR system you can deliver a new improved workforce experience through built-in self-service tools, strong two-way communications, and effective performance management and recognition tools.

Look for HR systems that allow employees to view and amend personal data, make requests for leave, and access company information through an employee self-service portal. With a people management system that puts employee experience front and centre, you can find and hire quality talent faster and reduce attrition rates. You also need an HR system with flexible pulse surveys, continuous conversation tools and data driven insights to help you understand employee sentiment in real time.



2. Achieve complete workforce visibility

With a hybrid workforce, it's more important than ever that HR and People leaders understand and report on what's happening across the workforce with confidence. Gain control and visibility of your entire organisation from one, secure global cloud HR platform. Get up-to-the-minute, reliable data for your team and the c-suite with built-in People analytics to make informed, data driven decisions, as the business grows.

Look for a system that gives you highly configurable reports and dashboards on demand, that are visually appealing and ready to share with the c-suite. You also want a system that lets you gather feedback using surveys and polls, so you always know what's happening.



94% of the c-suite said it would be useful to have headcount data, but only 32% are getting this from HR today.¹⁸

3. Tech that benefits everyone

The right cloud HR solution should benefit everyone in the organisation which will help you drive widespread user adoption once live. Look for software that delivers a similar user experience to the apps and tech that your employees use outside of work. Equally, as HR and People leaders, you don't want to have to spend hours understanding how the system works, and then more hours training everyone on it, so choose tech that's user-friendly and easy to get up and running with. That said, you do want a system that has strong customer support and offers virtual on-line help and training.

Tech that integrates easily with other systems in your organisation – such as finance and payroll – will also be a big win. Seamless integration with an HR system like Sage People will allow you to use on-demand reports, dashboards and analytics to keep track of all payroll, compensation and benefits data in one place. Payroll integration helps to your organisation to stay on top of compliance, with a system that applies the right taxes and wage garnishments for each employee automatically based on rules.



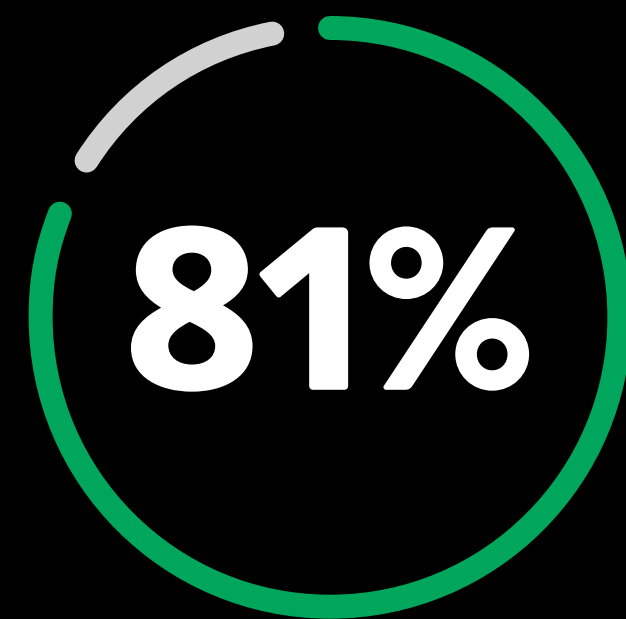
67% of HR leaders want to invest more in HR technology and digital transformation.¹⁹

4. Boost business resilience with flexibility

Finding more agile ways to work is a key priority for companies wanting to thrive in the new evolving landscape of work. Your HR system should allow employees to work flexibly, and stay digitally connected to the entire organisation, wherever they're logging in from.

A cloud HR solution will allow you to drive resilience by responding to shifting priorities faster with instant people insights to inform decisions, two-way communications, and flexible goal setting.

You'll want a highly flexible system that will allow you to easily configure workflows, create custom fields, and tailor reports, communications, branding and more, all managed by you through clicks, not code. You don't want to have to keep asking IT every time you want to make a change, so find a system that allows for high levels of configurability so your HR and People platform authentically reflects your organisation, both visually and technically.



81% of c-suite say HR is organised for speed, agility and adaptability today²⁰

5. Increase workforce and HR productivity

HR have a bigger workload than ever before with **60% of HR leaders**²¹ experiencing an increase in both administrative and strategic tasks. With your increased remit, choosing a system that can streamline and improve ways of working—both for you and your employees—is an essential. A cloud system liberates HR teams from time consuming admin and paperwork, enabling you to concentrate on building greater workforce experiences for your people, while supporting HR teams with automatic system and compliance updates.

The right HR system will enable you to consolidate all your people data into one, single version of the truth to manage your global workforce more effectively. Look for tech with automated onboarding and talent acquisition capabilities to speed up the recruitment process; effective time tracking across the entire workforce to help you easily monitor productivity; and smart performance management that supports managers to have continuous conversations with their direct reports.



60% of HR leaders have experienced an increase in both administrative and strategic tasks²¹

The HR buyer's checklist

- Employee self-service** enables your workforce to easily and flexibly submit requests and manage their own data 24/7 from any device, including mobile, such as timesheets, absence requests, salary information and employee profiles.
- Performance and talent management** allows you to deliver continuous conversations, pulse surveys, 360 feedback, instant peer recognition and standardised performance metrics.
- Workforce experience portal with you company's branding** keeps your employees better informed, with one hub for employees to access company content, communications, videos, social updates, policies and more.
- One global cloud automated system of record** provides a complete picture of your entire workforce in a moment's notice.
- Data visualisation** tools enable rapid identification of trends using charts, tables, and other graphics.
- Customisable dashboards** give management a clear view of performance across the business, as well as tailored dashboards created by role and function, to only show relevant metrics.
- A system that automates core HR processes**, freeing up time for the things that matter.
- Provide flexible and mobile workstyles**, such as hybrid working and alternative contracts, and easily transition employees between business segments or locations, ensuring employees can access the system anywhere, any time.
- Easily configurable workflows** allow you to effortlessly make changes and adjust the system to suit your business needs as you grow – without the need for IT's input.
- Multicurrency and multilingual support**, with out-of-the-box languages to support employees across the globe.
- Automated hiring and onboarding process** to streamline the creation and approval of new requisitions, with electronic signatures and automated reminders.
- Dynamic org charts** that seamlessly update as people join, making it simple to find colleagues, see reporting lines and access contact information.
- Tailored surveys and polls** to continually gather feedback across all stages of the employment journey.
- Tools for continuous conversations** enable managers and reports to provide feedback and act iteratively throughout the employee life cycle - not just at annual reviews.
- Secure integrated payroll services** allow seamless passing of salary and benefits data to one or more payroll systems, and manage, record and allocate salary, HR guidelines and manager recommendations with autogenerated compensation communications.

What finance leaders will look for in **an HR system**

55% of the c-suite say finance leaders are heavily involved in the buying process of HR software.²²

1. Actionable insights

The real game-changer with a cloud HR system for finance leaders, is the ability to drill down into the numbers at the touch of a button. Investing in a cloud HR system with built-in People analytics will help you and your finance leaders spot trends such as attrition rates, understand the time it takes to hire and cost to hire, and measure performance and productivity metrics. People analytics puts your finance leaders ahead of the curve to best control your people costs.

With the right cloud HR system, both you and finance you can get a clear view of what's going on across your workforce in real time through comprehensive HR and People analytics, employee survey feedback and by capturing continuous conversations. Look for an HR system that lets your finance team report on your global workforce with up to the minute, accurate data and the ability to adapt for local insights when needed.

2. Increased productivity

A key driver for investing in a modern global cloud HR system is the high level of automation that it can deliver, simplifying processes and improving productivity across the business. For your HR and People team, the right software will streamline processes and improve ways of working to free HR from repetitive, time consuming admin. Sage People is proven to reduce HR admin by 40% , enabling HR leaders to be more strategic and people-focussed. Areas such as employee self-service, automated job posting and screening, and smart performance management are key tools to look for.

You can also increase the productivity of your workforce through intelligent automation and self-service, and improve collaboration across teams with better team tools and colleague visibility. The right cloud HR system will accelerate digital transformation across your business by automating processes and connecting the workforce digitally.



3. HR and payroll compliance

Finance will want to find a system that can integrate payroll and HR easily, as it means you have one source of truth which also cuts down on the admin and reduces costly errors. Also, having one system helps your organisation to stay on top of compliance, with a system that applies the right taxes and wage garnishments for each employee automatically based on rules.

What's more, it allows you in HR to enforce and manage global policies with ease, while giving you the flexibility to allow for local variations in legislation and regulation. An HR system that can seamlessly integrate with your third-party payroll software will take the hassle out of managing the complexities of pay for your payroll manager.

4. Total cost of ownership

Assessing the cost of a global cloud HR system is a vital part of the buying process. But there are other costs associated with the lifetime of using the solution besides the licenses – such as support, implementation and training – that also play into the total cost of ownership that your finance team will want to consider. Take a close look at exactly what is included in the implementation. Does it cover all of the integrations needed? When it comes to your customer success manager, is there a limit to how often you can engage with them? Is eLearning complimentary or an additional charge? Taking a careful look at all these nuances will be high up your finance leader's agenda, as they play a vital role to understanding the true cost of your investment.

At the same time, take into account the pain points your chosen solution will help solve. For example, with Sage People, faster performance review processes can save your organisation the equivalent of 0.3 full time employees in the HR team's time, according to the [**Forrester Total Economic Impact™ study of Sage People**](#).²³



The finance buyer's checklist

- Real-time People analytics** enabling consolidated global reporting to give you actionable insights across your entire workforce.
- Data visualisation tools** to enable rapid identification of trends using charts, tables, and other graphics, as well as creating beautiful reports that are easy to share with the rest of the business.
- One click refresh** to let you view pre-built global reports and dashboards in real-time on-demand.
- Alleviated administrative burden** on HR so they can spend more time making strategic decisions and developing the company culture.
- Sophisticated permissions and profiles** to ensure sensitive HR data is visible to only those who need it.
- A system that benefits the whole company, not just HR.** Look for sophisticated analytics capabilities that can be linked to business goals and financial performance, to driven insight-led actionable decision-making across the whole organisation.
- Efficient compensation management** to manage, record and allocate salary, HR guidelines and manager recommendations; and autogenerate compensation communications.
- Secure and integrated payroll** to seamlessly pass salary and benefits data to one or more payroll systems.
- Understand what level of support** you will you need from an implementation perspective – factor that into the cost.
- Work out your training requirements** – number of staff and on which product areas.
- Consider the number of licenses** needed to get the most value for money.

What IT leaders will look for in an HR system



49% of HR leaders believe IT is heavily involved in the purchase of HR software²⁴

1. Reliable security and regulatory compliance

Powerful HR software with unparalleled security and privacy, accessible from any internet connected device, will give your IT leader total peace of mind. They'll want it to be built and hosted on a secure and trusted platform to give them the confidence that your employee data is in the safest hands. They'll need a robust HR system that follows industry-leading operational, physical, network, hosting, and database security best practices.

Look for a cloud solution with a fail-safe disaster recovery plan as standard. Sage People's data, for example, is replicated in real-time to a 100% full-scale replica disaster recovery data centre, and then backed up to primary and secondary disaster recovery data centres.

Additional layers of security should also be on your IT leader's checklist, such as all connections protected with Transport Layer Security (TLS) encryption (version 1.2 or higher) to prevent data being intercepted or hacked.

2. Strong and ongoing customer support model

Investing in a global cloud HR system is a big undertaking for any business. That's why vendor support and customer community is an important aspect in the buying decision. Choose a vendor that establishes an ongoing relationship with its customers and supports you throughout your technology journey. A credible HR systems provider will be committed to delivering exceptional customer support by sharing the latest HR tech insights, knowledge, and resources to make sure you get the most out of your HR and People system and take managing the technical aspects off of your IT team's list.

Online support via a helpdesk and virtual training is something you would expect from any decent cloud provider, but does your vendor of choice have an established customer community? Look for an online user's hub where customers can access helpful resources and support each other.

Find an HR and People system with a dedicated customer success team, who are on hand to support your IT team and find out what success means for your business, for as long as you are a customer. Having a customer support team on hand to support your HR team will take away a lot of the queries that traditionally might go to the IT team to triage.

3. Powerful integration and flexibility

As IT leaders you want to simplify software management so look for a cloud HR solution that integrates with your existing systems and third-party applications efficiently and securely. For example, Sage People provide a single system of record to effectively manage remuneration packages, with seamless integrations to payroll and benefits carriers, as well as other third-party providers.

A flexible system that can be tailored through configuration by your HR team is a smart move as it means less reliance on your IT team's time. Look for a system that HR can easily personalise and extend all through click not code, to create custom fields and rules aligned to your HR, manager and employee needs.

A configurable and extensible system will also empower your HR team to continue to be leaders of change as you will have flexible tech to help experiment, test, innovate and drive new ways of working and support continuous innovation across the business.

4. Readily available and real-time data

As hybrid working becomes the new norm, there's a strong need for a secure, reliable and robust system with maximum uptime, and no loss of productivity, that also replicates a similar user experience to your employee's at home tech use. To do this, you'll need a centralised HR and People system which is always on, so employees can access information at any time from any device anywhere.

Hosted in the cloud, your people data is stored and collated in one central 'always' on hub which means your data is always up-to-the-minute, giving the business one single source of truth.



The IT buyer's checklist

- Strong data recovery protocols**, with data being backed up in real-time to primary and secondary disaster recovery data centers
- Multi-factor authentication** to restrict when and from where users can access the system, providing another layer of protection
- Sophisticated permissions and profiles** to ensure sensitive HR data is accessible only to those who should have access
- Built-in compliance** with security standards like GDPR, Privacy Shield, ISO 27001, Occupational Safety and Health Administration (OSHA), that's updated regularly to help you mitigate risk and remain compliant
- Online customer portal** offering self-service access to how-to videos, support guides, case management reports, release notes, and product experts
- Dedicated customer success manager** to work with you to continually review your tailored success plan to help achieve your goals
- Ability to raise, view and track the status** of your support cases as well as access up to date resources from a single point of log-in
- Peer to peer community hub** for customers to share knowledge and inspire one another with tips, resources and chat groups to ask product related questions and offer advice
- Powerful built-in integration** to connect to other systems via multiple means, such as programmable interfaces, file transfer, synchronisation, embedding or linking
- Accurate payroll integration** that's secure, highly configurable, and seamlessly passes salary and benefits data to one or more payroll systems
- Intuitive, configurable design** that empowers core users, such as HR, to self-manage the system largely through clicks not code, minimising the input required from IT
- Flexible workflows** that give local teams the flexibility to meet local legislative requirements and are easy to adapt to evolving regulations
- Robust and secure infrastructure** giving you peace of mind that your organisation's data is secure and 'always on' with high up-time rates
- A core, centralised HR system** with a full suite of HR and People functions, meaning you only deal with one system and one vendor
- One global system of record** that pulls all your people data and HR policies into a secure hub that everyone can trust

What CEOs look for in an HR system



49% of HR leaders believe CEOs are heavily involved in the purchase of HR software²⁵

1. Successfully competing for talent

Your people are your biggest asset. So investing in a system that helps attract and retain the best talent by giving your employees the same digital experience they receive at home with their consumer tech is a smart move. Your chosen HR system should support hybrid working by ensuring employees are always connected, able to self-serve, and have real-time data at their fingertips.

A core cloud HR system will have employees at its heart, with features such as branded workforce experience hubs, continuous feedback and colleague recognition and self-service tools for employees to manage their own people data. You want your organisation to be irresistible to top talent, no matter where they may be in the world. Built-in tools to improve employee engagement, boost performance, and build great workforce experiences - wherever your employees are logging in from – is key.

2. Data-driven decision making

We know there's a gap between the data you want from HR and the data you're actually getting; **94% of the c-suite**²⁶ told us it would be useful to have headcount data, but only 32% are getting this from HR. At the same time, HR agree, with **62% of HR leaders** unable to spot trends that help make future related decisions, and **just over a quarter** (26%) unable to make data driven recommendations at all. Yet analysing and turning data into actionable insights is key for thriving in this new hybrid world of work.

The right cloud HR system will enable you and your HR leader to make reliable, data driven decisions quickly and easily with a complete and instant view of your workforce, and provide comprehensive and tailored insights you can rely on.

A centralised approach to collecting, reporting and analysing data helps align HR with the business needs. It also gives you instant visibility into your organisation's overall health, so you can track and spot trends before issues arise.

3. Organisational agility and business resilience

Flexible and configurable HR tech is key for enabling organisational agility and driving business resilience. Ensure your organisation is resilient, adaptive and can change quickly, with an always on, reliable cloud HR and People system that lets your organisation access its data anywhere anytime.

In order to pivot with the ever-evolving business landscape you need the ability to innovate, experiment, test and learn. Instant People insights to inform decisions are vital here. Having HR technology that allows you to try new ways of working on a small scale before rolling out company-wide is a game changer. It gives your HR team the freedom to make errors and then tweak and adapt to find the perfect way of working for your unique workforce.

You also want software that is designed to flex to evolve with your business, so your HR team and other core users can make immediate changes through configuration, as they need to without IT or their software provider.

4. Building company culture and values

Company culture is the secret sauce that defines the flavour of the business and builds loyalty and trust. In the light of the great resignation, it is a vital ingredient for creating great employee experiences that help attract and retain top talent. The right HR system can really bring your company culture to life with branding for a more meaningful experience.

Your technology should enable your HR team to send tailored communications and empower your teams to self-serve wherever they are. Develop and coach your people with flexible performance management and ensure you're continually striving to enhance their experiences by capturing regular feedback through two-way conversations and pulse surveys.

Reward and recognition are also a big part of company culture and values. Built-in reward planning should be flexible so that recognising and rewarding employees can be set up to align with the organisational goals and contribute to a thriving company culture.



5. One integrated system for payroll and HR

Even though you'll unlikely to be involved in payroll day to day, as CEO you'll want your employees to be paid on time and accurately for the work they do. By finding one system for payroll and HR, it takes the headache away for everyone involved.

Find a system that can integrate payroll and HR easily, as it means you have one source of truth which also cuts down on the admin and reduces costly errors. Also, having one system helps your organisation to stay on top of compliance, with a system that applies the right taxes and wage garnishments for each employee automatically based on rules.

A CEO buyer's checklist

- Workforce experience portal** to build your culture and give employees access to all of your content, communications, videos, social updates, policies and more.
- One global system of record** to have a complete picture of your entire workforce at your fingertips.
- Intelligent performance management** with continuous performance conversations, 360 feedback and instant peer or colleague recognition.
- Employee self-service** enabling 24/7 remote access for employees to manage their own data, as well as digitally submit and track leave requests, expenses, and salary information.
- Succession plan in real-time** with an accurate and up to date view of multiple successors, level of readiness and supporting development plans, along with peer recognition to call out great work.
- Up-to-the-minute insights** to plan hiring, analyse attrition, manage absence trends and more.
- Personalised dashboards** for different leaders and functions, so they're instantly updated on matters that are relevant to their role.
- Customised diagnostic insights** to establish trends and identify potential problems before they occur.
- Monitoring of metrics and KPIs** for your entire leadership team in tailored views, by role and function.
- Visible skills and competencies** across multiple locations - important for upscaling, global expansion and succession planning.
- Highly flexible** system that can evolve with the changing needs of your people and business.
- Centralised global system that integrates with payroll** that pulls all your people data and HR policies into one secure hub that everyone can trust and access remotely.
- Tailored communications and pulse surveys** to take the temperature of how your workforce is doing and to pivot when it makes sense.
- Automated alerts** to stay one step ahead by notifying managers of exceptions or conditional circumstances, such as high absence levels.
- Easily plan and reward** consistent, compliant salary increases and bonus amounts for the entire global workforce.
- Design better ways of working** using pulse surveys and the ability to change or create processes quickly and easily.
- Raise employee engagement** with a branded user experience, including multi entity branding.
- Straight to mobile communication** lets you send information to employees on any device they are using, and instantly connect with team members using the built-in directory.
- Secure integrated payroll services** allow seamless passing of salary and benefits data to one or more payroll systems, and manage, record and allocate salary, HR guidelines and manager recommendations with autogenerated compensation communications.

Conclusion

Realising the true benefits of HR technology on your business strategy

Organisations cannot afford to stand still. Forward-thinking, progressive organisations had already started their digital transformation journey prior to the global pandemic, but now it is vital to remain competitive, attract and retain employees in this new war for talent, and thrive in this uncertain climate of work.

Now is the time for HR and People leaders to for the best HR system that will support you as you drive business transformation and set the organisation up for long-term success. The right HR technology enables openness and collaboration across the organisation, driving agility, boosting productivity, and most importantly increasing employee engagement. You want tech that gives you actionable People insights to allow you to experiment and test new



ideas and measure their impact; you want tech that streamlines and automates your HR processes; and you want tech that lets you deliver great hybrid experiences with wellbeing at the centre. Harnessing the power of HR tech will enable HR leaders to reduce arduous admin, and focus more on their people.

Use our buyer's checklists to refer back to and don't forget your chosen system will have multiple touch points across every aspect of your organisation, so understanding what your key stakeholders and users want and need from the system will pay dividends in the long run.

Your next steps

Your essential HR software buyer's toolkit



Build a compelling business case

Learn how to make the strongest and best business case in our essential 10-step guide.

[Get the guide](#)



Digital transformation in HR

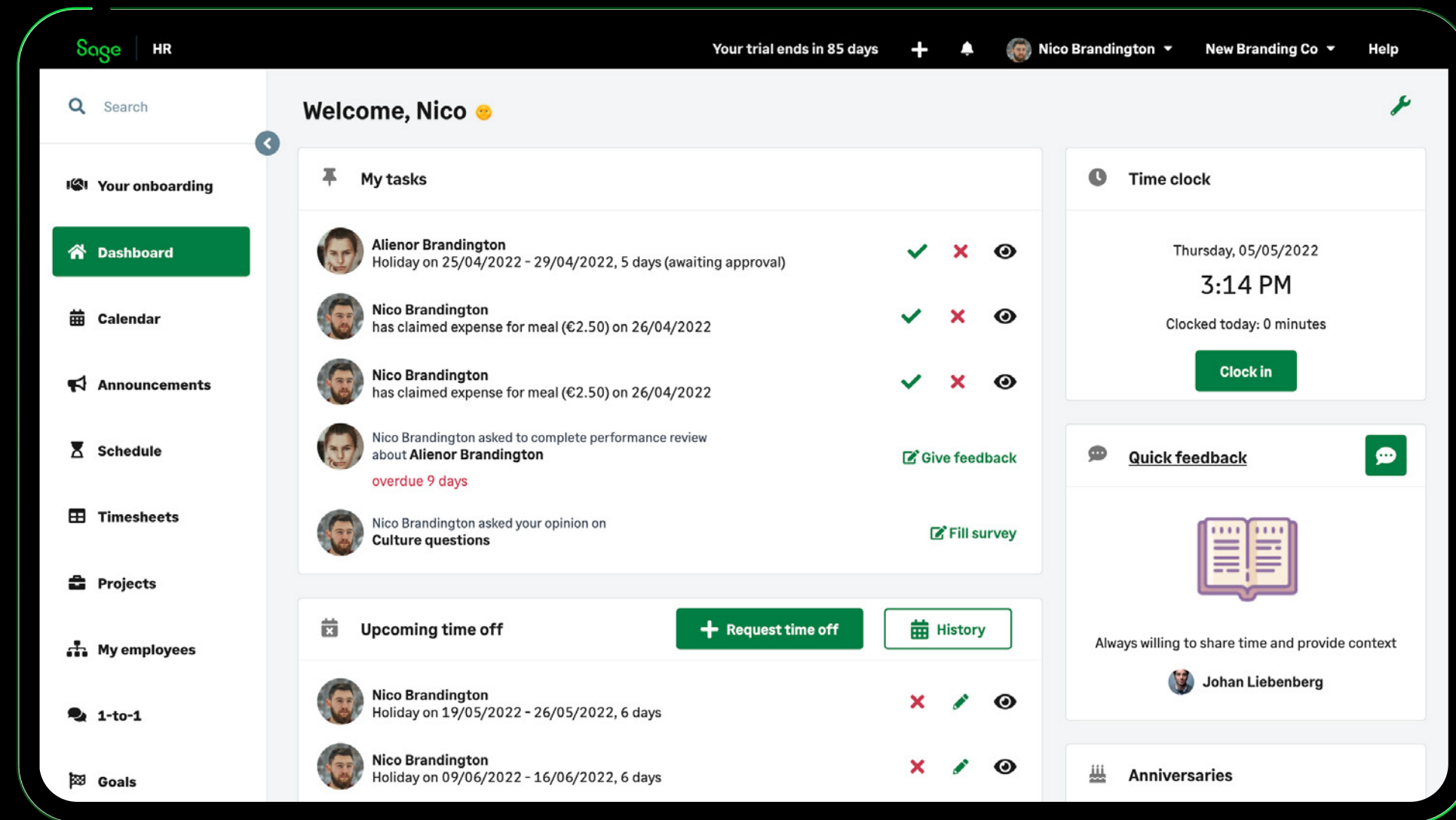
See how you can get the most out of your digital transformation journey with the 10-step guide.

[Download the eBook](#)

See cloud HR in action

Sage HR

Ideal for up to 250 employees



For small to medium sized businesses that want a modular HR system that will simplify processes across the end-to-end employment journey.

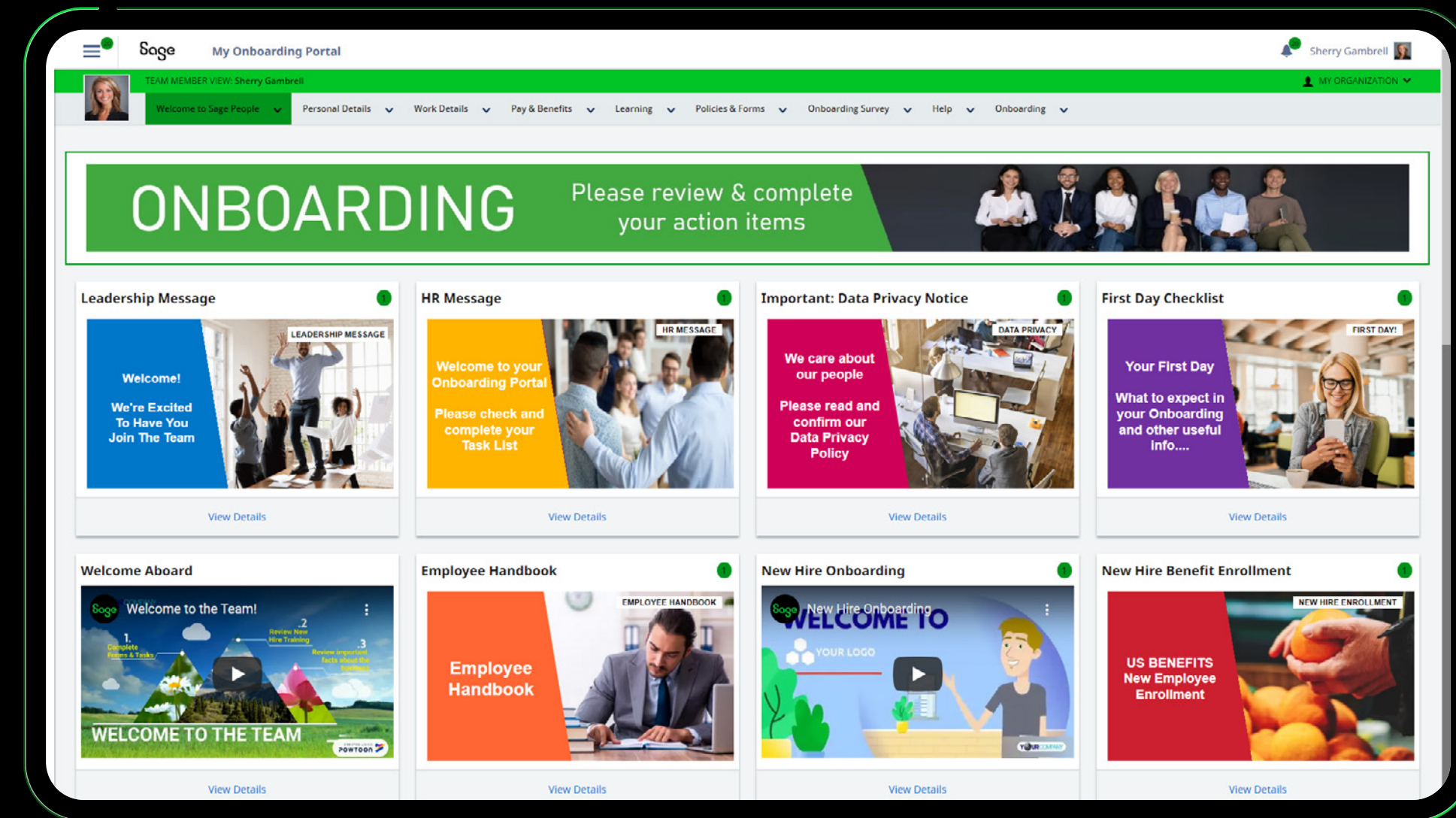
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Sage People

Ideal for 100–2,000 employees



For medium sized businesses that want to manage global or multi-locational teams from a single, scalable cloud system.

[Learn more](#)

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