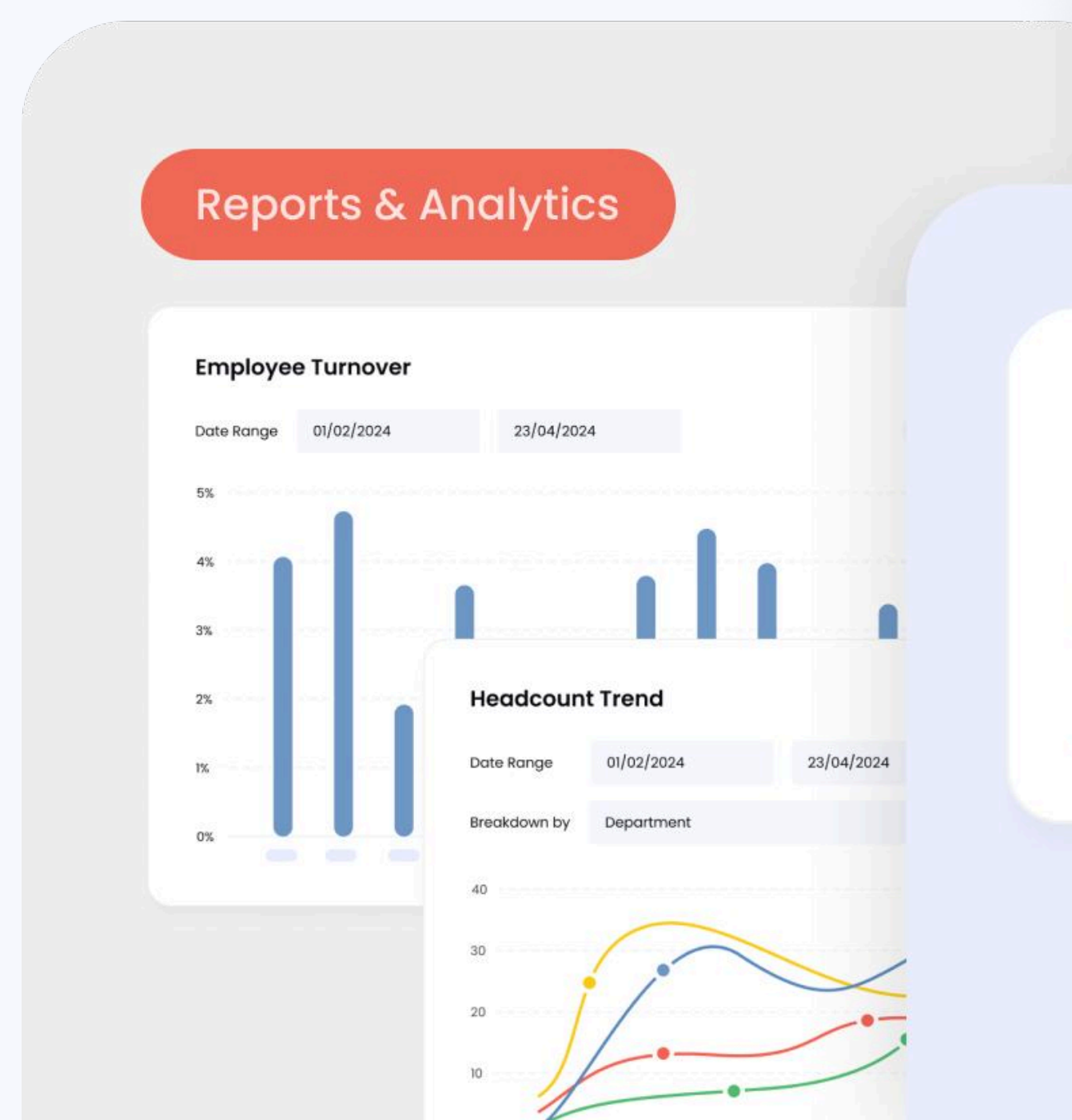
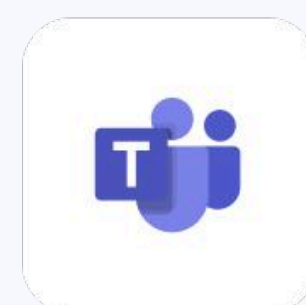


2025

# Definitive Guide to Choosing HR Software



### Payroll

**Anna** Sales

Meals & Entertainment Business Exp	120.00
Wellness & Life Ark Block	180.00

### Yearly Review 24'

Status: Completed (7 reviews)

**Completed** 01/04/2024-05/06/2024

Edit Manage Export

**Performance**

### Employee Database

Joe	Product	Vietnam	Active
Kim	Design	Singapore	Active
Olivia	HR	Japan	Not started
Ethan	IT	India	Terminated

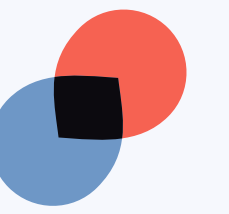
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# Introduction



You've got the right people, you've built the right culture, and now you deserve the right technology. It's an exciting time in HR, as an explosion of time-saving and accuracy-increasing tech is hitting the market, making the lives of HR professionals much easier.

But finding the right tech isn't about a one-size-fits-all solution. As many as



## 56% HR Leaders

say that their organizations' HR technology doesn't meet their needs. *Source: Gartner*

When you choose HR software, you're looking for technology that will have wide-reaching effects in your organization. That's why it's important to choose the right one.

### What's included in this ebook?

This ebook is designed to equip you with the essential knowledge and information needed for understanding the complexities of choosing HR software for your needs in 2025.

## 👍 Here's what you'll gain:

- 1 A comprehensive understanding of HR software and its importance for your business
- 2 Key features to prioritize when selecting HR software
- 3 Expert tips for evaluating the cost of HR software effectively
- 4 Common mistakes to avoid in the HR software selection process.

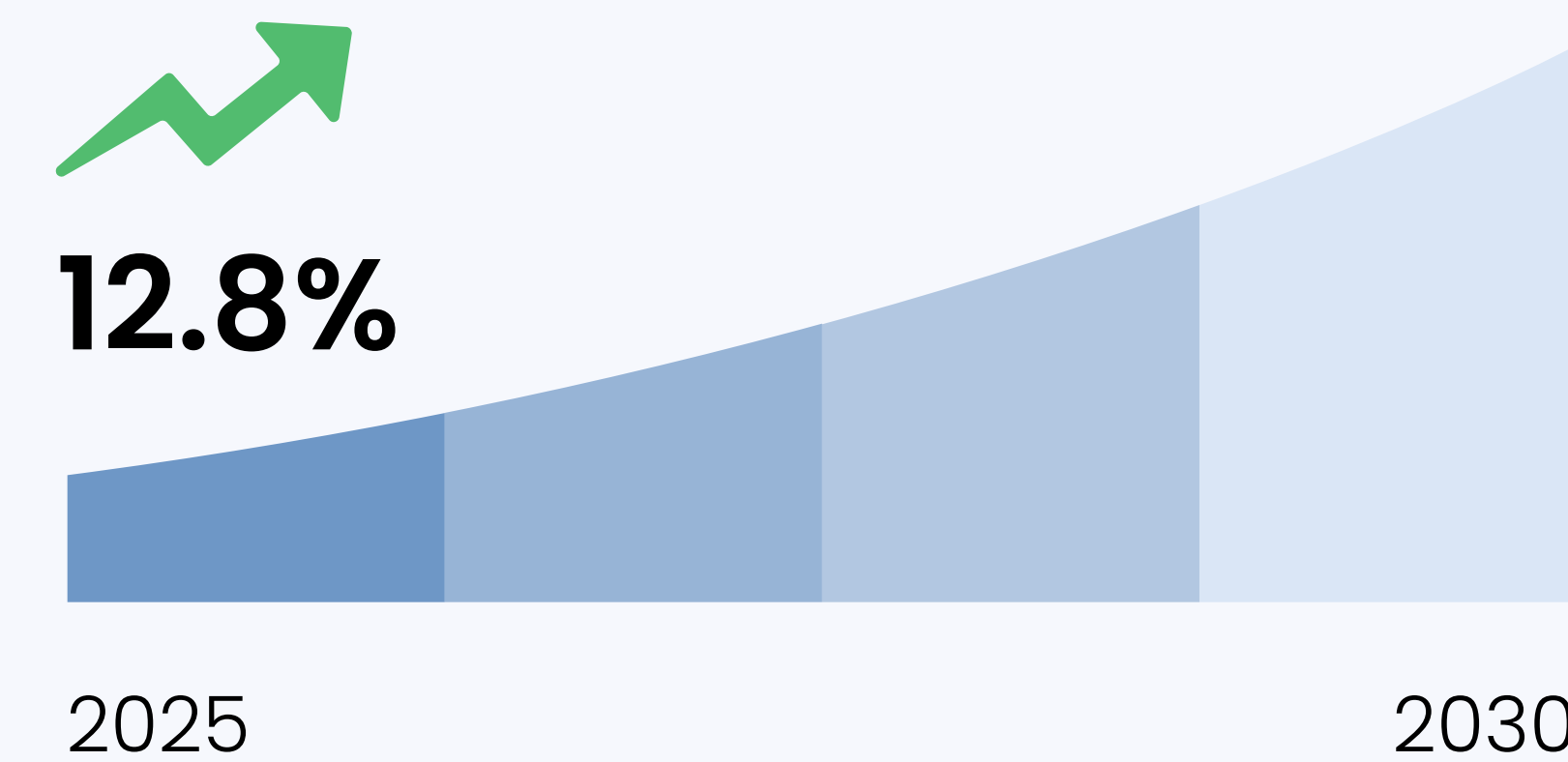
By the end of this ebook, you can make confident and informed decisions in selecting the right HR software, liberating your HR team from administrative headaches, and helping your business stay competitive in the global marketplace.

# 01

## What is HR software?

HR software, also called Human Resource Management Systems (HRMS) or Human Capital Management (HCM) software, is technology designed to harness automation and streamline a variety of HR processes, usually those that require a lot of detailed manual labor or are prone to human error.

From recruitment and onboarding to performance management and payroll, HR software is a comprehensive suite of tools that helps HR professionals manage the end-to-end employee lifecycle efficiently.



Increase in businesses estimated to adopt HR software from 2025 to 2030.

Source: Grand View Research Inc's [Human Resource Management Market Report](#)

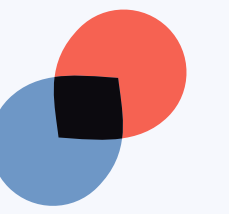
In recent years, advancements in technology, notably **artificial intelligence (AI)** and **machine learning**, have revolutionized HR software capabilities. AI-powered features can help HR professionals make data-driven decisions, identify trends, predict future workforce needs, and tailor employee experiences to their individual needs. As successful organizations **increasingly rely on data in 2025** and beyond to hit their targets, HR software equipped with AI capabilities is becoming an essential feature for many departments looking to choose HR software.



**94% of the business leaders**

say that people analytics elevates the HR profession

Source: [People Analytics, SHRM Research, 2021](#)



# 02

## Why do you need HR software?



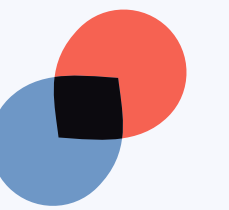
### **73% Businesses**

are already using generative AI in some form, and this is expected to increase across all industries, including HR.

*Source: [PwC](#)*

HR software offers lots of benefits for organizations of all sizes, helping you streamline HR processes, improve efficiency, and enhance employee experience. Here are some of the key reasons why investing in HR software is a great idea:

# Why do you need HR software?



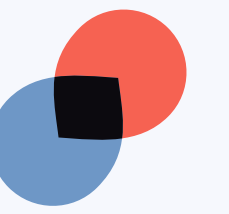
**Efficiency and time savings:** HR software automates time-consuming administrative tasks, such as data entry, paperwork, and manual calculations. By eliminating manual workloads, you and your team can focus on strategic initiatives and high-value activities that drive meaningful outcomes at your organization.

**Centralized data management:** HR software serves as a centralized repository for employee data, ensuring that information is accurate, up-to-date, and easily accessible. This centralized approach improves data accuracy, reduces errors, and enhances compliance with data privacy regulations.

**Improved compliance:** HR software can help your organizations stay compliant with labor laws, regulations, and industry standards. With built-in compliance features and automated processes, HR professionals can ensure that HR practices align with legal requirements and avoid costly penalties for non-compliance.

**Enhanced recruitment and onboarding:** It also streamlines the recruitment process by automating job postings,

## Why do you need HR software?



applicant tracking, and candidate communication. Additionally, it facilitates the onboarding process for new hires, ensuring a smooth transition into the organization and improving employee engagement from day one.

**40%** *faster*

onboarding processes

for Omni users 



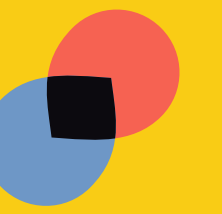
**Performance management:** The right technology should offer tools for goal setting, conducting performance reviews, and providing feedback to your employees. By establishing clear performance expectations and tracking employee progress, your organization can drive continuous improvement and ongoing employee development.

**Better decision-making:** With access to real-time data and analytics, HR software helps you make data-driven decisions. You and your HR team can analyze workforce metrics, identify trends, and gain insights into your

employee performance, engagement, and attrition rates, allowing you to make informed decisions that contribute to both employee well-being and your business' bottom line.

**Employee self-service:** HR software typically includes self-service portals that empower your employees to access and update their own information, submit time-off requests, and view company policies and benefits. This self-service capability improves employee satisfaction, reduces administrative burden, and helps build a culture of transparency and accountability.

**Scalability and flexibility:** As your organization continues to grow and evolve, HR software can scale to accommodate its changing needs and requirements. Whether expanding into new markets, adding employees, or adapting to regulatory changes, HR software provides the flexibility to support your organizational growth and agility.



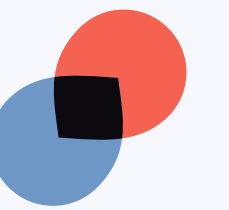
# 03 Common HR Challenges

HR departments like yours can face plenty of challenges with managing your workforce and supporting high-level goals. To meet the needs of both your employees and your business leadership, you need a clear idea of what you're up against. Here's a list of some common HR challenges you can anticipate:

1. **Administrative burdens**
2. **Communication & collaboration**
3. **Compliance & reporting**
4. **Cost reduction & efficiency**
5. **Talent management**



# Common HR Challenges



**Administrative burdens:** HR professionals often spend a significant amount of time on manual administrative tasks, such as data entry, paperwork processing, and record-keeping. While necessary, these jobs can be time-consuming and prone to human error, which can both slow things down and also create mistakes that take even more time to correct.

**Talent management:** Recruiting and retaining top talent is undoubtedly a key priority for your HR team. But identifying qualified candidates while managing the recruitment process and ensuring employee engagement and development can be overwhelming, especially in competitive talent markets.

**Compliance and reporting:** You and your HR team have to navigate complex regulatory requirements and make sure you're staying compliant with labor laws, industry regulations, and internal policies. Maintaining accurate records, submitting timely reports, and meeting all legal requirements to avoid penalties and legal risks can take up a huge part of your focus and time.



## 50% HR professionals

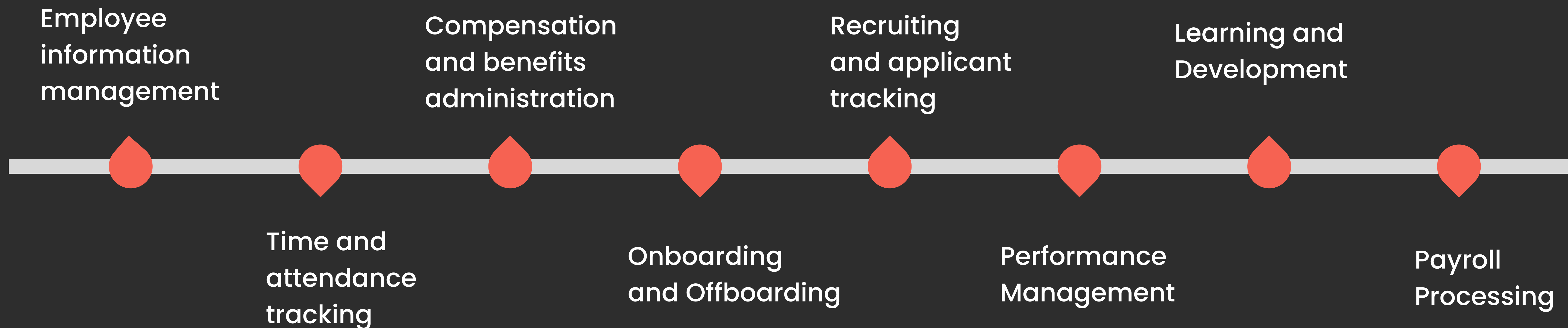
lack confidence in their ability to keep up with compliance laws.

*Source: UpCounsel*

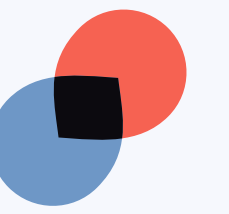
**Communication and collaboration:** Effective communication and collaboration are essential for fostering a positive work environment and driving employee engagement. But it's often easier said than done—when communication breaks down information gets siloed, which in turn makes collaboration more difficult and can hinder productivity and teamwork.

**Cost reduction and efficiency:** HR departments are constantly under pressure to reduce costs while improving efficiency and effectiveness. Finding cost-effective solutions without compromising on service quality and employee experience can be tough and requires optimizing HR processes, leveraging technology to enhance efficiency, and paying close attention to evolving industry best practices.

# Essential HR Software Features



# Essential HR Software Features

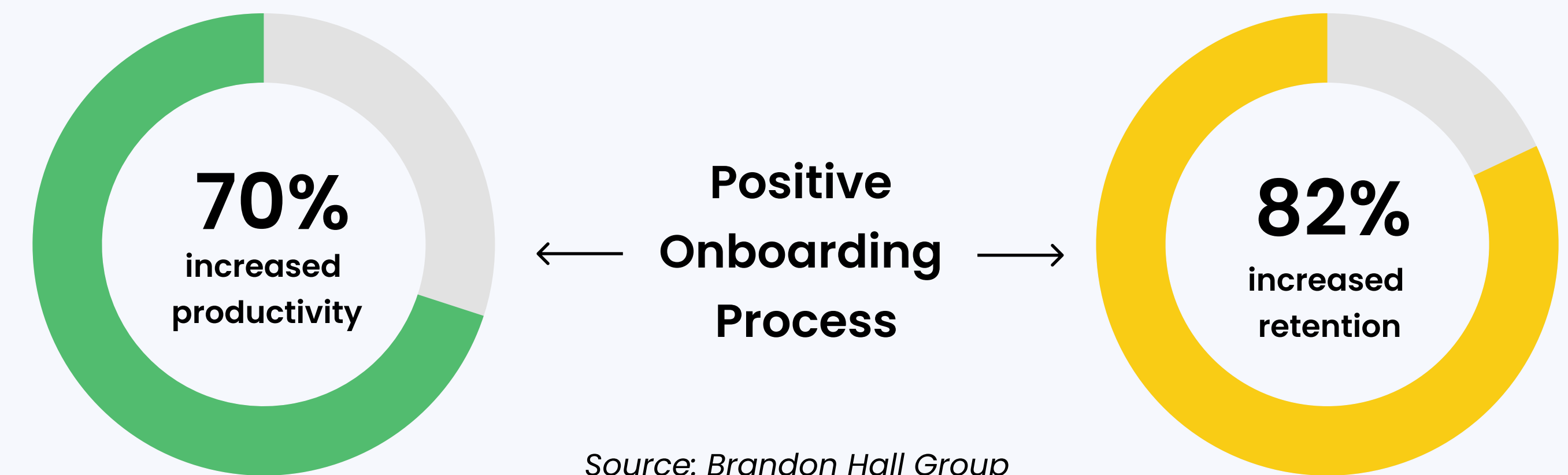


Every HR department is different, and that means the tools they need have to cater to them with the right abilities. Here are some essential features to consider when you choose HR software solutions:

- 1. Employee information management:** Centralized employee databases allow you to store and manage essential employee records, like personal details, contact information, employment history, and performance information. Choose HR software with accessible employee profiles for easy access and accurate data, both big efficiency boosters.
- 2. Time and attendance tracking:** Time tracking features allow you to monitor employee attendance, track work hours, and manage leave requests. Automated timekeeping systems also help you streamline payroll processing, keep compliant with labor regulations, and optimize workforce management.
- 3. Payroll processing:** Comprehensive payroll processing capabilities simplify complex payroll tasks, including wage calculations, tax deductions, and benefit

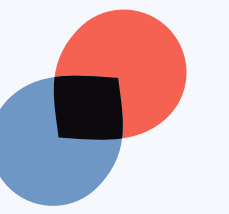
deductions. Integrated payroll systems ensure accurate and timely payroll processes while minimizing errors and compliance risks.

## 4. Onboarding and Offboarding



Choose HR software with onboarding and offboarding workflows to streamline the employee lifecycle, from new hire orientation to exit interviews. Onboarding modules allow you to automate administrative tasks, facilitate onboarding document management, and ensure a smooth transition for new employees, while offboarding tools simplify exit interview processes and facilitate knowledge transfer.

# Essential HR Software Features



- 5. Recruiting and applicant tracking:** Recruitment and applicant tracking features support end-to-end talent acquisition, from job posting and candidate sourcing to interview scheduling and offer management. Customizable recruitment workflows, candidate pipelines, and resume parsing capabilities will be a huge help for you to identify and hire top talent efficiently.
- 6. Performance management:** Choose HR software with performance management features so it can help you and your team set goals, track employee performance, and conduct performance evaluations. Performance appraisal tools help maintain regular feedback, goal alignment, and performance improvement initiatives, helping you to develop a company culture of continuous learning and development in your organization.
- 7. Learning and development** Learning management systems (LMS) provide access to online training resources, courses, and learning materials to support employee development initiatives. Training tracking features allow you and your team to monitor employee progress, track certifications, and identify skill gaps to tailor training programs effectively.

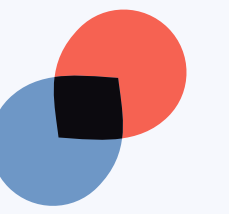
- 8. Compensation and benefits administration:** Compensation and benefits management functionalities streamline the administration of employee salaries, bonuses, and benefits packages. Choose HR software that facilitates flexible compensation structures, benefit enrollment tools, and total rewards statements so that you attract and retain top talent and stay compliant with compensation policies and regulations.

When you choose HR software with these key features, you can optimize processes, enhance employee experiences, and ultimately take a major step towards meeting the top-level goals of your organization.

Read Next

⌚ 12 min read

## Key Features Every Modern HR Software Should Have



# Additional HR Software Features



When you choose HR software, you need to think about more than just the essential features—modern HR solutions offer a range of advanced features to meet the evolving needs of HR departments. Here are some additional features to consider:

### **Reporting and analytics**

Robust reporting and analytics tools can offer you valuable insights into workforce trends, performance metrics, and other key HR metrics. Choose HR software with customizable dashboards, data visualization capabilities, and predictive analytics so it will help you and your team to make data-driven decisions and identify opportunities for improvement.

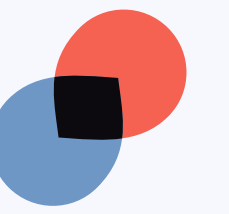
### **Employee self-service portal**

Employee self-service portals allow your employees to access and manage their personal information, benefits, and time-off requests independently. Self-service functions like this will reduce administrative overhead, empower employees to take ownership of their HR-related tasks, and enhance overall employee satisfaction.

### **Compliance and risk management**

Compliance management features will help your organization navigate complex labor regulations, industry standards, and data privacy laws. Choose HR software with built-in compliance checks, audit trails, and regulatory

## Additional HR Software Features



updates so that it helps ensure your HR processes meet any legal requirements, minimize compliance risks, and protect your organization from potential penalties.

Relevant Read

⌚ 12 min read

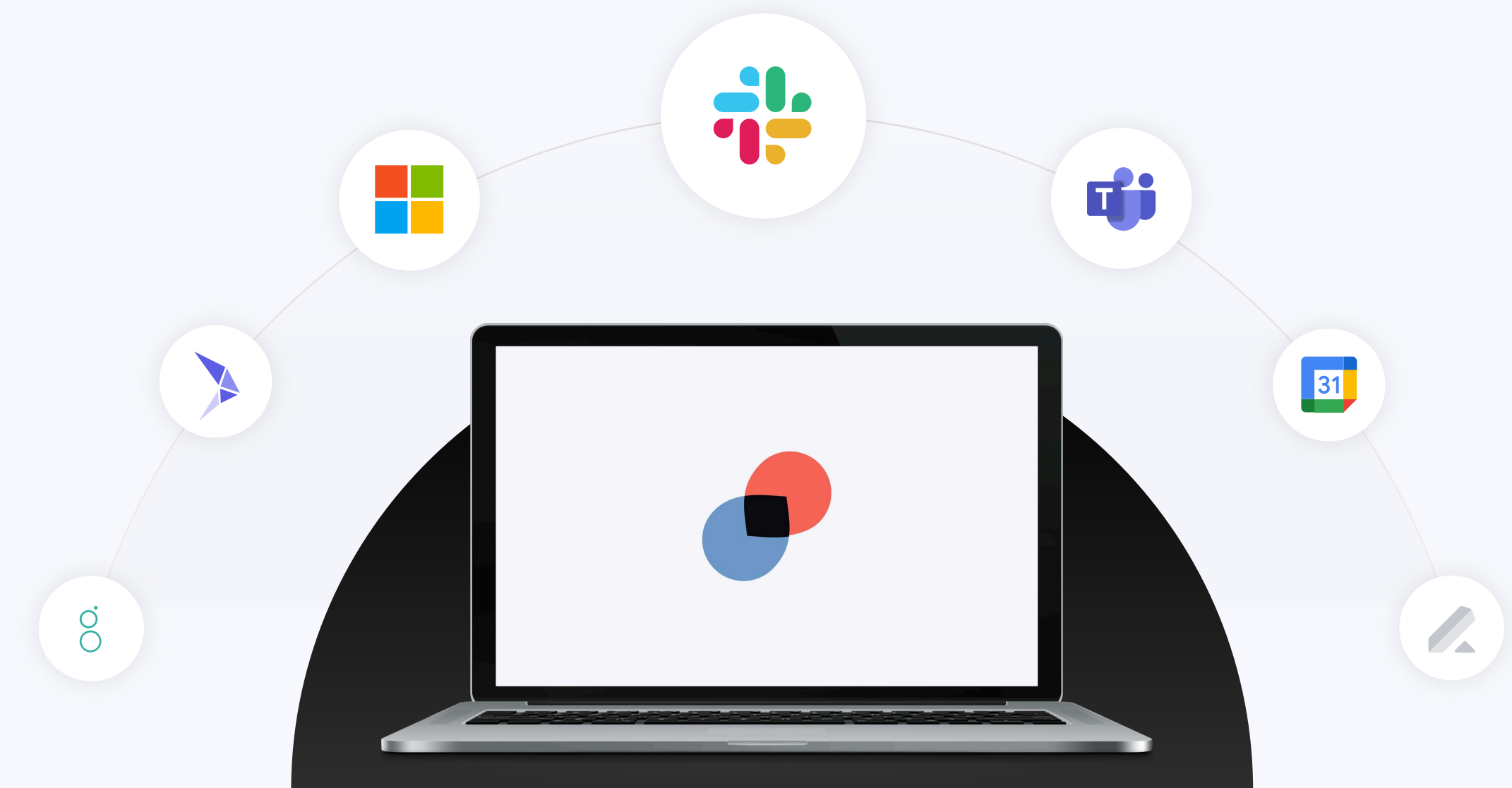
### The 2024 HR Compliance Checklist: APAC Edition

## **Mobile access**

Mobile-friendly HR software apps provide your employees and managers with anytime, anywhere access to HR tools and resources. Mobile apps also enable on-the-go HR management, remote workforce collaboration, and real-time communication, which in turn offers flexibility and productivity in today's mobile-centric work environment.

## **Scalability and integrations**

Scalable HR software solutions keep up with growth and evolving business needs, from small startups to large enterprises. Flexible deployment options, modular features, and easy integrations with other platforms will allow your organization to adapt and expand their HR tech stack over time, making growth easier and more attainable.



# 05

## Assessing the **Cost** of HR Software

Choosing HR software means accepting new costs, both upfront and ongoing. It's important to have a thorough understanding of your new expenses to make sure the investments are right for you.

### Initial costs



#### **Licensing fees:**

Upfront costs will include licensing fees for the software you've chosen. Pricing models can differ depending on the provider, such as per-user licensing or flat-rate pricing.

#### **Implementation fees:**

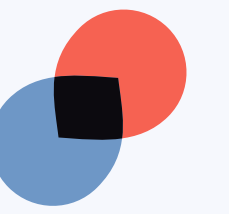
Implementation costs cover the setup, configuration, and customization of the HR software to meet the needs of your organization.

#### **Data migration fees:**

If you need to migrate data from existing systems, there might be additional fees associated with data cleansing, mapping, and migration to ensure a smooth transition.

#### **Training fees:**

Training expenses include costs for training sessions, workshops, and educational materials to onboard users and administrators.



## Ongoing costs

### Subscription fees:

Ongoing subscription fees are typically charged on a monthly or annual basis and cover access to the software platform, updates, and support services.

### Maintenance fees:

Maintenance fees may apply for ongoing technical support, software updates, and bug fixes to ensure system reliability and security.

### Integrations:

These costs associated with integrating the HR software with other business systems, such as payroll, accounting, or CRM software.

### Customization fees:

Additional customization or development work could be necessary to tailor the software to specific business processes or requirements.

### Hardware and software requirements:

Consider infrastructure costs, such as hardware upgrades or software licenses, needed to support your HR software deployment.

## Additional considerations

### HRIS ROI:

Evaluate the potential return on investment (ROI) of the HR software by considering its impact on productivity, efficiency gains, cost savings, and strategic outcomes.

Calculate your HRIS ROI with our free calculator

Monthly Basic Salary: \$5000 per month

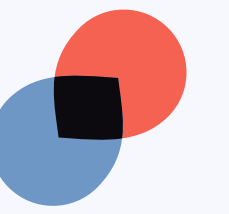
Commission Ad Hoc Items: \$2100 per month

**\$7,100.00** Gross Pay

The calculator interface includes a header with a calculator icon and a title. Below the title is a row of six profile picture icons and a plus sign. The main content area lists three categories: 'Monthly Basic Salary' with a value of '\$5000 per month', 'Commission Ad Hoc Items' with a value of '\$2100 per month', and a total 'Gross Pay' of '\$7,100.00'. The calculator is overlaid on a large yellow circular graphic.



## Assessing the Cost of HR Software



### **Total Cost of Ownership (TCO):**

Assess the total cost of ownership over the software's lifecycle, including initial investment, ongoing expenses, and potential future upgrades or expansions.

### **Scalability:**

Consider the scalability of the HR software to accommodate growth in your organization, adding new users, or expanded functionality without significant increases in costs.

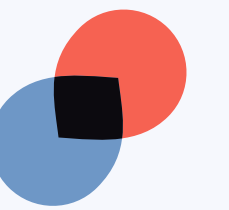


# 06

# Mistakes to Avoid When Choosing HR Software

Choosing HR software that makes sense for your organization is an important decision with potentially far-reaching consequences. That's why you're going to want to steer clear of these common mistakes:

# Mistakes to Avoid When Choosing HR Software



## **Focusing solely on price:**

Don't make the mistake of choosing HR software based solely on price. While cost is an important factor, prioritize value and functionality to ensure the software meets your organization's needs and provides a positive ROI.

## **Not fully understanding your needs:**

Take the time to thoroughly assess your organization's requirements and objectives before you choose your HR software. Identify key pain points, desired features, and long-term goals to guide your selection process.

## **Rushing the decision making process:**

Take the time to research and evaluate multiple solutions, request demos, and gather feedback from key stakeholders to make an informed decision before you choose HR software.

## **Neglecting data security and privacy:**

Data security and privacy should be top priorities when you choose HR software. Make sure the software provider sticks to industry best practices and compliance standards to protect sensitive employee information from data breaches.

## **Ignoring user experience:**

Consider the user experience when you choose HR software from both the admin and employee perspectives. Pick a user-friendly solution with easy-to-use interfaces and streamlined workflows in order to encourage adoption and maximize productivity.

## **Failing to consider scalability & integrations:**

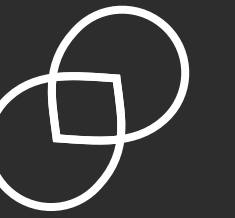
Choose HR software that can scale with your organization's growth and evolving needs. Also, prioritize software that offers seamless integrations with existing systems, such as payroll or accounting software, to ensure data consistency and workflow consistency.

## **Neglecting implementation & training:**

Proper implementation and training are essential for the successful adoption of HR software. Allocate enough resources and time for implementation, and offer training to users to maximize their uptake and minimize any disruption.

## **Lack of communication and transparency:**

Keep open communication and transparency through the whole process as you choose your HR software. Involve key stakeholders, such as HR staff, IT professionals, and department heads, in decision-making discussions to make sure everyone stays on the same page.

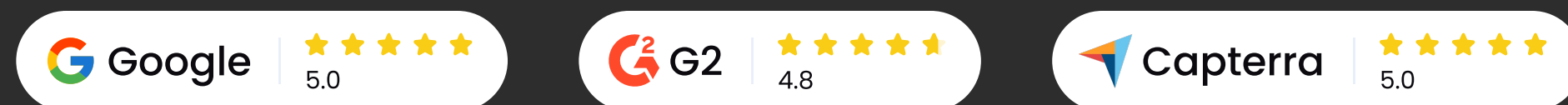


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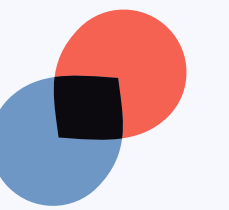
# Shape the Future of Work With Omni



Finding the perfect HR solution for your business needs does not have to be intimidating. Affordable, functional, and suitable for modern businesses—Omni is the HR software that growing teams count on.

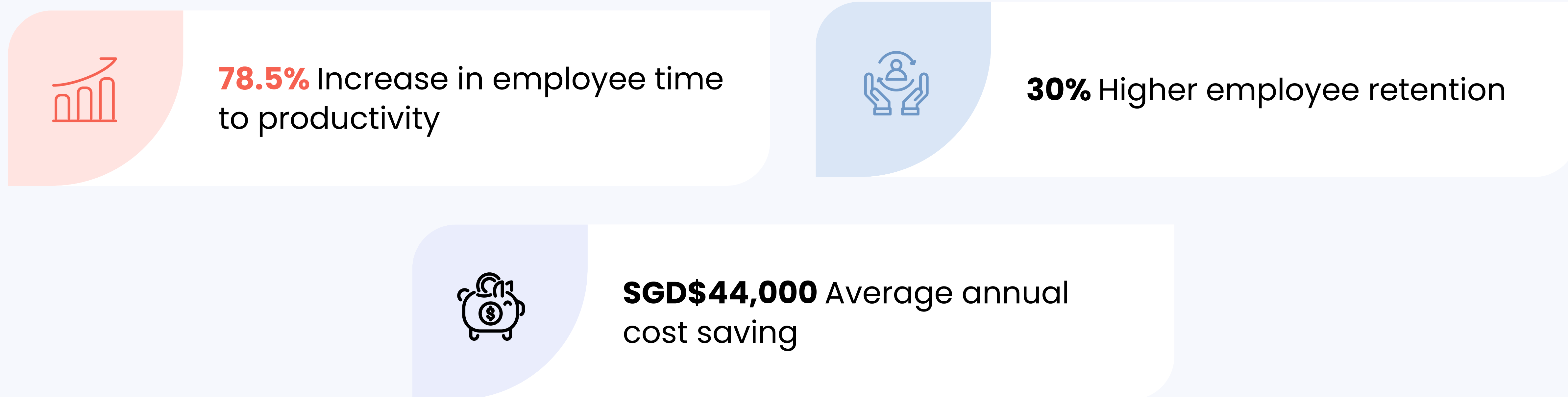


# Shape the Future of Work With Omni



Offering a unified, data-driven workspace for modern People teams and built with flexibility and global focus in mind, Omni adapts to your team's evolving needs, ensuring compliance and actionable insights. This streamlines HR processes, saves time, and empowers you to make informed decisions that expand your global workforce, making us the preferred partner for Asia's fastest-growing companies.

## Discover why high-powered teams choose Omni:



With Omni, you gain access to data-driven insights that empower informed decision-making, as well as seamless integrations that effortlessly connect with your existing employee-favored systems, making your entire engagement process more efficient and modern.

To join the 83% of Omni customers who have unlocked new, actionable insights after using our modern HR software solution,

[book a free demo today →](#)

