

# HR Software works as a Backbone of your HR



# Introduction

## HRMS – Complete Guide on Managing Your Human Resource

As the workforce in your organization evolves, managing it manually becomes a challenging task for the HR team. It is difficult to store all employee data at a single place. As a result, doing operational HR activity becomes more time-consuming and laborious. Due to this, the efficiency of HR processes and the team who manages it gradually reduces.

To overcome these challenges, businesses can deploy HR software that:

- ✓ Automates HR Processes
- ✓ Simplifies Workflows
- ✓ Stores Essential Employee Data
- ✓ Saves HR Bandwidth



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# Is there any difference between HRIS, HRMS and HCM?

HRIS is primarily developed to manage employee information, its processes, and policies related to what and how it will be stored. It is the smallest of all three terms. Its features include core HR, attendance and leave, benefits administration, reporting, workflows, self-service portal, etc.

HCM is the superset of HRIS. In addition to the HRIS offerings, it also includes talent management related features such as onboarding, performance, learning and development, analytics, succession planning, etc.

Out of all three terms, HRMS is the biggest. It covers 360-degree aspects of HR functions and provides a wide range of features to streamline end-to-end HR processes. Along with the features of an HRIS and HCM, HRMS also offers payroll and labour management.

## HRMS

- Payroll
- Time & Labor

## HCM

- Onboarding
- Performance
- Salary Planning
- Position Control
- Succession
- Analytics

## HRIS

- Recruiting / ATS
- Core HR
- Benefit Admin / OE
- Workflow
- Self-Service
- Absence Managements
- Compensation
- Training
- Reporting

# Why is an HRMS required?

After the Covid-19 era, remote work has become a necessity. So, to survive in this volatile market, businesses have to go digital.

An HR solution allows organizations to automate their time-consuming, redundant manual tasks and provides robust security and integration among the modules to improve operational efficiency.

If you go with cloud-based HRMS, you get an online repository for all employee information and the below features.



## Security by Design

Effective permission and audit trail at granular level to keep data safe and protected.



## Quick Implementation

Do it yourself and wizard driven configuration makes it possible to go live in weeks.



## Flexible, Scalable

Make your organization future ready with flexible core that adapt as your organization evolve.



## Built-in Integration

Off the shelf integration with internal and external modules makes a highly connected system without any human intervention.

# Modules of HRMS

An ideal HRMS solution includes features required to manage the entire employee life-cycle activities of an organization. Not only this, but it also helps HR save time and focus more on strategic tasks such as employee engagement, retention, and productivity.

Recruitment  
& Onboarding



Leave  
Management



Performance  
Management



Travel & Expense  
Management



Mobile  
Application



Time &  
Attendance



Timesheets



Payroll



Employee  
Self Service

# What are the Benefits of an HRMS Software?

A lot of successful organizations are leveraging the capabilities of the automated HR system. Here are the most significant benefits of the system.

- ✓ It enables you to store and manage employee data, documents, letters, forms, and reports online, thus reducing the need for paperwork.

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- ✓ All the employee data is stored at a central place, giving you a single source of truth and improving your data accessibility.

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- ✓ It reduces data error and manipulation as human data alteration is completely eliminated.

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- ✓ It helps you overcome process bottlenecks by simplifying and automating workflows and reducing repetitive tasks.

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- ✓ Automating processes allows you to save HR bandwidth and improve the overall operational efficiency.

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- ✓ Optimizes employee time and performance with the help of the self-service portal and mobile application and promotes transparency and accountability.



- ✓ Supports integration with biometric devices, third-party ERPs, & accounting systems for seamless data sync.

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- ✓ The configurable infrastructure allows you to update policies and process flows as per your requirements.

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- ✓ With powerful roles and rights management, delegate control according to different user roles for enhanced security.

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- ✓ Offers mood analysis and surveys to help you address employee concerns and improve satisfaction, engagement, and retention.

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- ✓ Generate readymade or custom reports as per your need using the employee data

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- ✓ Delivers data-backed analytics for different modules so that you can focus on workforce trends and patterns.



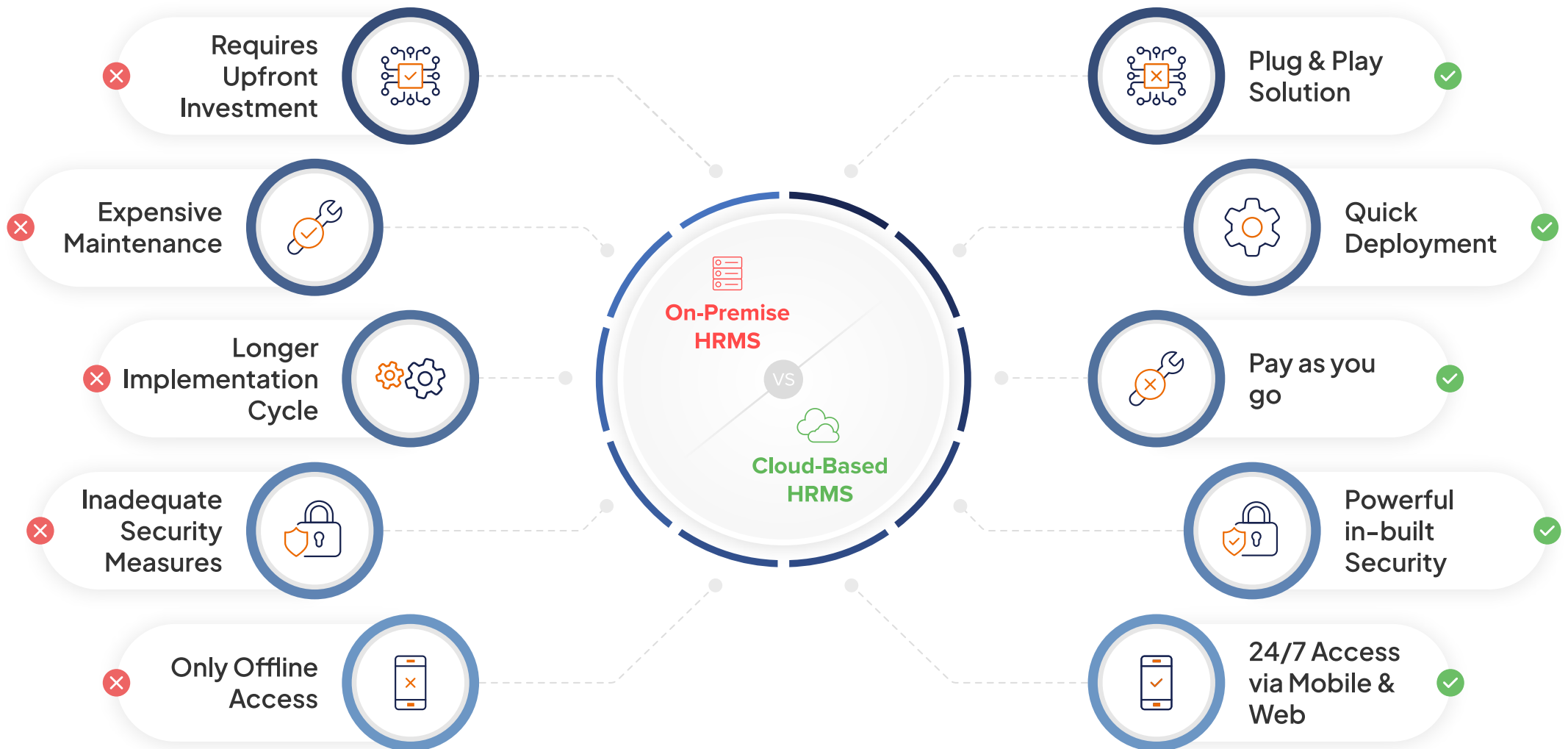
# How to Find the Right HRMS Software for Your Organization?

Depending on different functionalities and benefits, there are varieties of vendors available. Due to this, finding the right HRMS software can be challenging, but we have developed a step-by-step approach to assist you in the process.



# On-premise vs Cloud-based HRMS Software

Apart from various features offered by HRMS, it can be categorized into two types: On-premise solutions and Cloud-based solutions. You might be inquisitive about which one to select, so here is the comparison.



# Current and Future Trends in HRMS Software

The modern HR management system is now moving toward building an efficient organization, streamlining tactical HR, and improving predictive analytics.

Here are the current and future trends in cloud HRMS software that industry vendors have developed.



## Artificial Intelligence

With the help of AI-powered features like face recognition and chatbots, businesses can improve process outcomes.



## Mobile Application

With mobile-driven HR tech, employees can mark attendance, download payslips, change shifts, and do a lot more conveniently at their fingertips.



## Hybrid Working Model

Due to the advanced features of HR tech, organizations can track employees' productivity and improve engagement from any remote place.



## Analytics

Predictive analytics allows HR to identify underlying trends and patterns in the HR functions to make proactive, data-backed decisions.



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factoHR HR software is a mobile-first, all-in-one solution that enables organizations to automate and streamline operational HR tasks.



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## Employee Onboarding

Create a synergistic working environment with factoHR's employee onboarding software and promote a striking onboarding experience



## Payroll Software

factoHR payroll software makes the entire payroll process streamlined & easy with its wizard-driven approach and single source of data.



## Leave Management System

factoHR leave management system took the pain out of the whole process and gave you a delightful user experience



## Employee Self Service

Allow your workforce to store and access varied information through the employee self-service portal, which helps create a transparent working environment.



## Performance Management Software

factoHR's performance management software is designed to unleash the potential of your workforce and align their goals with the organizational vision to...



## Attendance Management System

factoHR attendance management system keeps track of employee time and helps you unleash workforce productivity by optimally using it.



Contact us to Schedule A Free Demo or



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 [sales@factoHR.com](mailto:sales@factoHR.com)