

# HRIS System Review



**Technoivity**  
Enabling your digital workforce



Overall rating – **Amber**

System stable but improvements recommended

## Background:

- Acme Ltd have been using their HRIS for 5 years, though since implementation limited changes have been made to develop/enhance the system.
- 4,750 people are paid each month with a further 1,520 volunteers managed by HR.
- Self-service functions are used by 800 managers to locally manage various processes with employees.
- HR and Payroll teams are experienced with the functions they regularly undertake but have limited knowledge of wider system abilities.

Status	Area	Findings
	<b>Organisation Structure</b>	<ul style="list-style-type: none"><li>• Structure is recognised by users as being current</li><li>• Inactive branches are ended timely</li><li>• Structure changes interfaced to other systems</li><li>• Reports use consistent structure levels</li></ul>
	<b>Efficient Processes</b>	<ul style="list-style-type: none"><li>• Handoff between teams poorly owned/documented</li><li>• Duplication exists in 5 of 32 processes</li><li>• 3 SLAs are not monitored with metrics</li><li>• Data inheritance improvements possible</li></ul>
	<b>Manager User Experience</b>	<ul style="list-style-type: none"><li>• Navigation of UI is poorly designed</li><li>• Access to update records is inappropriate on 4 pages</li><li>• Terminology is inconsistent and confusing</li><li>• User guides do not reflect current UI</li></ul>
	<b>Employee User Experience</b>	<ul style="list-style-type: none"><li>• Navigation of UI is 'out of the box' without tailoring to specific business processes</li><li>• User guides are good, but expenses guide is missing</li><li>• Workflow notification for holiday rejection is missing</li></ul>
	<b>License Optimisation</b>	<ul style="list-style-type: none"><li>• 13 modules are licensed, though only 9 are actively used. Dropping these from the license agreement could save £24k per year.</li><li>• Timesheet module is not licensed, use proposed</li></ul>
	<b>Reporting</b>	<ul style="list-style-type: none"><li>• Comprehensive suite of reports exists</li><li>• All reports are run manually without auto schedules</li><li>• Reusable variables are not globally defined resulting in manual duplication</li></ul>