

# TOP 20 HRMS FOR SMALL BUSINESSES

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## TOP 20 HRMS FOR SMALL BUSINESSES

1	Zoho	Zoho People
2	Ultimate Software	UltiPro Enterprise
3	BambooHR	BambooHR
4	Kronos	Kronos Workforce Ready
5	Paylocity	Paylocity
6	CIPHR	CIPHR
7	OrangeHRM	OrangeHRM
8	Infor	Infor HCM
9	Viventium	Viventium
10	CakeHR	CakeHR

11	Namely	Namely
12	Paycor	Paycor Perform
13	Zenefits	Zenefits
14	APS	APS HR and Payroll
15	SutiSoft	SutiHR
16	BerniePortal	BerniePortal
17	PeopleStrategy	PeopleStrategy eHCM
18	EPAY Systems	EPAY HCM
19	Unicorn HRO	Unicorn HRO
20	Sapplica	Sentrifugo



## HOW THESE RANKINGS WERE GENERATED

This ranking was determined using a number of factors including industry standing, public opinion of software, social media presence, and available software features relevant to the needs of a small business. This ranking should serve as a rough estimate of software suitability, and more in-depth analysis can be taken below or by using our HRMS software comparison.





## HOW TO SELECT A SMALL BUSINESS HRMS

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For small businesses, an HRMS may not seem good value for money. After all, you're working with a relatively small team of employees, so surely a spreadsheet will hold the necessary data, and all small business HR transactions can be conducted 'manually'?

However, take a closer look and there are several compelling benefits that an HRMS can offer to the less-than-enterprise organization, including:

- **Secure data and easy access:** as an employer you have a responsibility to record employee details and naturally, that includes responsibility for keeping that data secure. With an HRMS that security issue becomes your HRMS supplier's concern. What's more, the proliferation of cloud HRMS options and their remote data storage makes a lot of sense, putting your employee information in a safer location than your own premises.
- **HR advice and guidance:** no matter the size of the workforce, an employer must handle a full range of HR-related issues, such as recruitment, performance management, tracking time and attendance, and of course, payroll. But whereas large corporations will create their own systems and procedures, the smaller business simply doesn't have the time. HRMS for small businesses offer built-in systems, procedures and prompts that ensure you're operating within current employment law.
- **Improved competitiveness:** smoother running people processes translate to improved business performance; not least because of the positive effect on morale that usually comes from a successful HRMS implementation.

Add to these benefits the fact that many small businesses (41% in an OfficeMax survey) find the admin side of their operation the biggest drain on their time, resources and motivation, and it's clear see why an HRMS is important to small businesses.

## SMALL BUSINESS HR REQUIREMENTS

When considering an HRMS, any buyer needs to start with the issues that the system is intended to address. While any size organization will benefit from an HRMS, there are some issues that are particularly pressing for a small business.

- **A lack of dedicated HR staff:** large HR departments focused exclusively on people processes are not for the small businesses. Usually, one manager or board member takes on HR responsibilities as an 'add-on' role. This is effectively putting your HR eggs in a single basket. Automation via an HRMS can minimize the impact of your HR lead being absent or engaged with other priorities.
- **Regulatory compliance:** labor laws are subject to change, sometimes frequently, and it can be a full-time job just keeping abreast of employer recordkeeping responsibilities, including healthcare, tax codes, and other legislation, both federal and state. An up to date HRMS can reduce errors and potential penalties.
- **Employee turnover:** small businesses can find it hard to compete on the labor market, often losing good employees to offers of higher salaries and better benefits packages. A Jobvite survey from a few years ago found 51% of employed workers are actively seeking or at least open to finding a new job. As an investment in your workforce, an HRMS can help you build a more attractive workplace culture.
- **Performance management:** the smaller the teams, the more obvious it is if someone is not up to standard in the role. Many HRMS offer readymade performance management systems that can support managers addressing underperforming team members.

## FACTORS TO CONSIDER WHEN SELECTING HR SOFTWARE

The sheer volume of systems on the market means HRMS selection can be a bewildering experience. It helps to examine each system from a series of specific angles, making comparisons (and a choice) easier.

Though it's not always the most important factor, the price tag is what purchasers tend to look at first. With HRMS, and especially cloud HRMS, the subscription pricing model is by far the most common. This is usually a monthly payment based on either the number of system users or the number

of system records. There are also free options on the market, however, together with the implementation costs (training, staff time, etc.) you may find that the support and service package is extra – “free” is not always free.

Another issue is **deployment**. Though this guide is focused on cloud HRMS as the most common choice for small business HR, there are on-premises systems available. These usually involve additional hardware and other maintenance costs but if you want your employee data close at hand, it's an option to consider.

The most obvious factor in HRMS selection is each system's set of features. Put simply, does it do what you need it to? The next section will cover the range of possible HRMS features.

## WHAT ARE THE ESSENTIAL FUNCTIONS FOR SMALL BUSINESS HRMS?

Most HRMS offer the following key features:

- 1. Employee record-keeping:** secure copies of employee data.
- 2. Self-service functionality:** allowing employees direct access to their own data (with permission for updates) and to submit basic HR requests such as booking vacation time. Often, self-service is via a web portal, allowing anytime-anywhere access to the system.
- 3. Time and attendance:** attendance tracking, punching in, management of paid time off, and in some cases, detailed time tracking for shift workers.
- 4. Payroll:** automated monthly (or otherwise) payroll processes, often drawing on time and attendance data from within the system.
- 5. Reporting:** use your HR data for strategic and decision-making purposes. Most systems will offer a portfolio of template reports, including attendance, turnover, employee satisfaction, etc.

Many systems also feature the following more sophisticated HR services:

- 1. Hiring:** applicant tracking systems help manage recruitment campaigns, prompting necessary actions and simplifying the hiring process.
- 2. Onboarding:** new employees usually have to absorb and apply a great deal of information quickly; the 'time to value' period of a new hire can be reduced with automated onboarding.
- 3. Benefits administration:** benefits enrollment is a time-consuming exercise which can be facilitated by giving direct access to package details via the HRMS.
- 4. Learning management:** some HRMS support managers to identify and meet employees' training and development needs.
- 5. Performance management:** agree on individual employee goals and objectives and then track performance throughout the year.
- 6. General communication and messaging:** an HRMS can also be an information conduit, allowing business-wide announcements and also encouraging direct communication and collaboration between coworkers.

Above is a brief overview of what you should consider when selecting HRMS as a small business. Your business' own unique requirements should also guide your HRMS selection project. The next section of this white paper will present the top 20 small business HRMS, as ranked by HRMS World, along with their HR software feature set to help your selection project start off on the right foot.



## WHY NOT CREATE YOUR OWN COMPARISON?

With our free comparison engine you can build your own side-by-side comparison of leading HRMS solutions. Narrow down your shortlist using filters including:

- Software Features
- Industry
- Delivery Platform

**FIND & COMPARE HRMS**

# TOP 20 HRMS FOR SMALL BUSINESSES

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OVERVIEW				
PRODUCT NAME	BambooHR	Kronos Workforce Ready	UltiPro Enterprise	Zoho People
<b>SOFTWARE FEATURES</b>				
ABSENCE MANAGEMENT	✓	✓	✓	✓
BENEFITS ENROLLMENT	✓	✓	✓	✗
COBRA	✗	✓	✓	✓
COMPENSATION	✓	✓	✓	✗
COMPLIANCE	✓	✓	✓	✗
DISCIPLINARY ACTION	✗	✓	✓	✗
EMPLOYEE SELF SERVICE	✓	✓	✓	✓
FMLA	✗	✓	✗	✗
HEALTH & SAFETY	✗	✗	✓	✓

MANAGER SELF SERVICE	✓	✓	✓	✓
ON & OFF BOARDING	✓	✓	✓	✓
PAYROLL	✗	✓	✓	✗
PERFORMANCE MANAGEMENT	✓	✓	✓	✓
RECRUITMENT	✓	✓	✓	✗
REVIEWS	✗	✓	✓	✗
SOCIAL NETWORKING	✓	✗	✓	✓
SUCCESSION MANAGEMENT	✗	✓	✓	✗
TIME & ATTENDANCE	✓	✓	✓	✓
TRAINING & SKILLS	✓	✓	✓	✗
VACATION & SICK LEAVE	✓	✓	✓	✓
WORKFLOW	✓	✓	✗	✗
WORKFORCE ANALYTICS	✓	✓	✓	✓
ORGANIZATION SIZE				

	Feature A	Feature B	Feature C	Feature D
Enterprise (1000+ employees)	✓	✓	✓	✓
Medium (251-1000 employees)	✓	✓	✓	✓
Small (1-250 employees)	✓	✓	✓	✓
Platform				
Cloud	✓	✓	✓	✓
Installed	✗	✗	✓	✗
Product Info				
Modular	✗	✓	✗	✓
Multi Language	✓	✓	✓	✓
Multi Currency	✓	✓	✓	✗
Customizable	✓	✓	✓	✓
Mobile Compatibility				
Android App	✓	✓	✗	✓
iOS App	✓	✓	✗	✓

WEB APP	✗	✗	✗	✓
REVIEWS				
REVIEW SCORE				
OTHER INFORMATION				
IMPLEMENTATION TIMEFRAME	2 - 3 weeks			



## OVERVIEW

PRODUCT NAME	Infor HCM	OrangeHRM	CIPHR	Paylocity
<strong>SOFTWARE FEATURES</strong>				
ABSENCE MANAGEMENT	✓	✓	✓	✓
BENEFITS ENROLLMENT	✓	✓	✗	✓
COBRA	✗	✗	✗	✓
COMPENSATION	✓	✓	✗	✓
COMPLIANCE	✓	✓	✓	✓
DISCIPLINARY ACTION	✗	✓	✓	✓
EMPLOYEE SELF SERVICE	✓	✓	✓	✓
FMLA	✗	✗	✗	✓
HEALTH & SAFETY	✓	✗	✓	✓

MANAGER SELF SERVICE	✓	✓	✓	✓
ON & OFF BOARDING	✓	✓	✓	✓
PAYROLL	✓	✗	✓	✓
PERFORMANCE MANAGEMENT	✓	✓	✓	✓
RECRUITMENT	✓	✓	✓	✓
REVIEWS	✓	✗	✓	✓
SOCIAL NETWORKING	✗	✗	✗	✓
SUCCESSION MANAGEMENT	✗	✗	✗	✓
TIME & ATTENDANCE	✓	✓	✓	✓
TRAINING & SKILLS	✓	✓	✓	✓
VACATION & SICK LEAVE	✓	✓	✓	✓
WORKFLOW	✗	✗	✓	✓
WORKFORCE ANALYTICS	✓	✗	✓	✓
ORGANIZATION SIZE				

ENTERPRISE (1000+ EMPLOYEES)	✓	✗	✓	✓
MEDIUM (251-1000 EMPLOYEES)	✓	✓	✓	✓
SMALL (1-250 EMPLOYEES)	✓	✓	✓	✓
<b>PLATFORM</b>				
CLOUD	✓	✓	✓	✓
INSTALLED	✗	✓	✗	✗
<b>PRODUCT INFO</b>				
MODULAR	✓	✓		
MULTI LANGUAGE	✓	✗	Data currently unavailable.	Data currently unavailable.
MULTI CURRENCY	✓	✗		
CUSTOMIZABLE	✓	✓		
<b>MOBILE COMPATIBILITY</b>				
ANDROID APP	✗	✗	✗	✓
IOS APP	✗	✗	✗	✓

WEB APP	✓	✗	✓	✓
REVIEWS				
REVIEW SCORE				
OTHER INFORMATION				
IMPLEMENTATION TIMEFRAME			12-36 weeks	5 - 12 weeks (dependent on client size and features)
PRICING				Pricing built on per employee per month basis.

				
OVERVIEW				
PRODUCT NAME	Namely	Paycor Perform	CakeHR	Viventium Software
<b>SOFTWARE FEATURES</b>				
ABSENCE MANAGEMENT	✓	✓	✓	✓
BENEFITS ENROLLMENT	✓	✓	✗	✗
COBRA	✗	✗	✗	✗
COMPENSATION	✗	✗	✗	✓
COMPLIANCE	✗	✓	✗	✓
DISCIPLINARY ACTION	✗	✗	✗	✗
EMPLOYEE SELF SERVICE	✓	✓	✓	✓
FMLA	✗	✗	✓	✓
HEALTH & SAFETY	✓	✗	✗	✗

MANAGER SELF SERVICE	✗	✓	✓	✓
ON & OFF BOARDING	✓	✓	✓	✓
PAYROLL	✓	✓	✗	✓
PERFORMANCE MANAGEMENT	✓	✓	✓	✗
RECRUITMENT	✗	✓	✗	✗
REVIEWS	✓	✓	✓	✗
SOCIAL NETWORKING	✓	✗	✗	✗
SUCCESSION MANAGEMENT	✗	✗	✗	✗
TIME & ATTENDANCE	✓	✓	✓	✓
TRAINING & SKILLS	✓	✗	✗	✗
VACATION & SICK LEAVE	✓	✓	✓	✓
WORKFLOW	✓	✓	✗	✗
WORKFORCE ANALYTICS	✓	✓	✓	✓
ORGANIZATION SIZE				

	Feature A	Feature B	Feature C	Feature D
ENTERPRISE (1000+ EMPLOYEES)	✗	✓	✗	✗
MEDIUM (251-1000 EMPLOYEES)	✓	✓	✓	✓
SMALL (1-250 EMPLOYEES)	✓	✓	✓	✓
<b>PLATFORM</b>				
CLOUD	✓	✓	✓	✓
INSTALLED	✗	✗	✗	✗
<b>PRODUCT INFO</b>				
MODULAR	✓	✓	✗	
MULTI LANGUAGE	✗	✗	✗	Data currently unavailable.
MULTI CURRENCY	✗	✗	✗	
CUSTOMIZABLE	✓	✓	✓	
<b>MOBILE COMPATIBILITY</b>				
ANDROID APP	✗	✓	✓	✓
IOS APP	✗	✓	✓	✓

WEB APP	✓	✗	✗	✓
REVIEWS				
REVIEW SCORE		★★★★★		
OTHER INFORMATION				
IMPLEMENTATION TIMEFRAME		5-30 days depending on products and business	Couple of Hours	2 weeks
PRICING			\$4.00 per employee/month	

	 ZENEFITS	 SutiHR	 APS Your Workforce Partner	 BERNIEPORTAL A Bernard Health Production
OVERVIEW	Zenefits	SutiHR	APS HR and Payroll	BerniePortal
PRODUCT NAME	Zenefits	SutiHR	APS HR and Payroll	BerniePortal
Software Features				
ABSENCE MANAGEMENT	✓	✓	✓	✗
BENEFITS ENROLLMENT	✓	✓	✓	✓
COBRA	✓	✗	✗	✓
COMPENSATION	✗	✓	✓	✓
COMPLIANCE	✓	✓	✓	✓
DISCIPLINARY ACTION	✗	✗	✗	✗
EMPLOYEE SELF SERVICE	✓	✓	✓	✓
FMLA	✗	✗	✗	✗
HEALTH & SAFETY	✗	✗	✗	✗

MANAGER SELF SERVICE	✓	✓	✓	✓
ON & OFF BOARDING	✓	✓	✓	✓
PAYROLL	✓	✓	✓	✗
PERFORMANCE MANAGEMENT	✓	✓	✓	✗
RECRUITMENT	✓	✓	✓	✓
REVIEWS	✗	✗	✓	✗
SOCIAL NETWORKING	✓	✓	✗	✗
SUCCESSION MANAGEMENT	✓	✓	✗	✗
TIME & ATTENDANCE	✓	✓	✓	✓
TRAINING & SKILLS	✗	✓	✓	✗
VACATION & SICK LEAVE	✓	✓	✓	✓
WORKFLOW	✓	✗	✓	✗
WORKFORCE ANALYTICS	✓	✓	✗	✗
ORGANIZATION SIZE				

ENTERPRISE (1000+ EMPLOYEES)	✗	✓	✗	✗
MEDIUM (251-1000 EMPLOYEES)	✓	✓	✓	✓
SMALL (1-250 EMPLOYEES)	✓	✓	✓	✓
<b>PLATFORM</b>				
CLOUD	✓	✓	✓	✓
INSTALLED	✗	✓	✗	✗
<b>PRODUCT INFO</b>				
MODULAR	✓	✗	✓	
MULTI LANGUAGE	✗	✗	✗	Data currently unavailable.
MULTI CURRENCY	✓	✗	✗	
CUSTOMIZABLE	✓	✗	✓	
<b>MOBILE COMPATIBILITY</b>				
ANDROID APP	✓	✗	✓	✗
IOS APP	✓	✗	✓	✓

WEB APP	✓	✗	✓	✓
REVIEWS				
REVIEW SCORE				
OTHER INFORMATION				
IMPLEMENTATION TIMEFRAME		1 Week	4-6 Weeks based on customization	24 - 48 hours
PRICING	From free		\$4-15 per employee/month	

		peoplestrategy		
OVERVIEW				
PRODUCT NAME	iCON	PeopleStrategy eHCM	EPAY HCM	Sentrifugo HRMS
<b>SOFTWARE FEATURES</b>				
ABSENCE MANAGEMENT	✓	✓	✓	✓
BENEFITS ENROLLMENT	✓	✓	✓	✗
COBRA	✓	✓	✓	✗
COMPENSATION	✓	✗	✗	✗
COMPLIANCE	✗	✓	✓	✗
DISCIPLINARY ACTION	✗	✓	✗	✓
EMPLOYEE SELF SERVICE	✓	✓	✗	✓
FMLA	✓	✓	✗	✗
HEALTH & SAFETY	✗	✗	✗	✗

MANAGER SELF SERVICE	✓	✓	✗	✓
ON & OFF BOARDING	✓	✓	✓	✓
PAYROLL	✓	✓	✓	✗
PERFORMANCE MANAGEMENT	✓	✓	✓	✓
RECRUITMENT	✓	✓	✓	✓
REVIEWS	✗	✓	✗	✓
SOCIAL NETWORKING	✗	✗	✗	✗
SUCCESSION MANAGEMENT	✗	✗	✗	✓
TIME & ATTENDANCE	✓	✓	✓	✓
TRAINING & SKILLS	✗	✓	✗	✓
VACATION & SICK LEAVE	✗	✓	✓	✓
WORKFLOW	✗	✓	✗	✓
WORKFORCE ANALYTICS	✓	✓	✓	✓
ORGANIZATION SIZE				

	Feature A	Feature B	Feature C	Feature D
Enterprise (1000+ employees)	✗	✓	✓	✓
Medium (251-1000 employees)	✓	✓	✓	✓
Small (1-250 employees)	✓	✓	✓	✓
Platform				
Cloud	✓	✓	✓	✗
Installed	✗	✗	✗	✓
Product Info				
Modular	✓	✓	✗	✗
Multi Language	✗	✗	✗	✗
Multi Currency	✗	✗	✗	✗
Customizable	✓	✓	✗	✓
Mobile Compatibility				
Android App	✗	✓	✓	✗
iOS App	✗	✓	✓	✗

WEB APP	✓	✓	✓	✓
REVIEWS				
REVIEW SCORE				
OTHER INFORMATION				
IMPLEMENTATION TIMEFRAME			Timeframe unknown	1 Day
PRICING		\$10 - \$21 / employee / month		

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