Overcoming HR Spreadsheet Hurdles

bambooHR™

Table of Contents

1 Introduction

3 Excuse 1: "I'm not ready to make a decision."

4 Excuse 2: "But spreadsheets are free."

5 Excuse 3: "I'm afraid to make such a big change."

7 Excuse 4: "If I buy HR software, I might lose my job!"

8 Excuse 5: "I don't want to learn to use a new system."

9 Excuse 6: "I'm too busy now to even think about HR software."

11 Excuse 7: "My boss would never okay the extra spending."

13 Excuse 8: "My company is small. I don't need HR software yet.

14 Conclusion

1

Introduction

You know that feeling you get

when you press your cold hands around a warm cup of coffee in the morning? The steam wafts up, and you breathe in the roasty scent that reminds you everything's going to be okay.

Or perhaps it's Diet Coke that gets you through the day. You have a similar moment when you hear the crisp sound of carbonation escaping the top of the can, making you salivate with the promise of a clear head and a checked-off list of to-dos.

Whatever your pleasure, that tall drink of help got you through some pretty rough days, and you can't imagine your life without it. You may even feel a sense of obligation because you've been together so long. Even if you have thought a time or two that you may kick the caffeine habit someday. Haven't we all?

© 2013 BambooHR LLC. All Rights Reserved.

2

Sometimes in HR, it seems like that drink is the crutch that gets you through another day of the manual labor of HR spreadsheets. You may have even considered kicking your spreadsheet habit to the curve, but then started to feel a twinge of guilt. Because you've come to rely on that familiar griddy face. So you keep hanging on to that outdated way of doing HR because you're loyal. Even if you have wondered about trying HR software—just to see what it's like.

Still, you just can't get past the maybe phase. Someday you'll make the switch, but not quite yet. There are a thousand reasons why you shouldn't. It feels safe behind those excuses.

Just imagine a world where HR software took care of the tedious and menial parts of your job and left just the stuff you love! You could get back to the meaningful parts of HR—hiring, developing and retaining awesome people.

Let's shine a spotlight on some common excuses and see if they're holding you back.

© 2013 BambooHR LLC. All Rights Reserved.

Excuse 1

HR software is on the back burner. I'm not ready to make a decision. Maybe later.

The back burner seems like a pretty safe place to store the idea of HR software since you're so busy managing employee data with all those spreadsheets. But there are times when HR can get burned by their very own back burner.

Too often companies put HR software on hold, only to come back after a painful audit experience or expensive litigation and wish they'd done it long before.

HR software tracks all that information so you'll never have holes in your data again.

HR software is no longer a nice-to-have for small and medium businesses. Companies of every size are learning that in order to do HR efficiently, HR software is a must-have!

© 2013 BambooHR LLC. All Rights Reserved.

Excuse 2

But spreadsheets are free.

You may not fork over money for spreadsheets, but you're still paying a price. How much is your time worth? Think of everything you're putting into those free spreadsheets. Human errors happen, filling your spreadsheets with incorrect data that must be fixed. Plus, it takes tons of time creating reports from the many different spreadsheets you've had to keep over the years.

Could those free spreadsheets be costing you more than you're saving?

Consider this: It's free not to have car insurance—or home insurance. But do you really want to risk your future with free? HR is in charge of keeping your company protected, and you are your company's best insurance policy. If you're still using HR spreadsheets, you're not covered.

Most of the time, you get what you pay for. Could paying a few bucks for HR software give you a big return? How much time, security, efficiency and employee satisfaction will you get back from a small investment? It could even lead to a raise because HR will be able to do so much more work in a day!

© 2013 BambooHR LLC. All Rights Reserved.

5

Excuse 3

I'm afraid to make such a big change.

Of course change is hard. But thousands of people just like you have switched over to online HR software, and almost every one of them came from the same place—manually managing their employee data. And they're not looking back!

We're in a difficult spot here in HR, always the first to be blamed by everybody. And they just don't get how much work it is to manually track everything unless they've done it themselves!

After you've tried online HR software and seen firsthand how much better you'll be at your job, it will be clear how much you'll be helping the company. In fact, you'll probably look like a thought leader!

6

But be sure to choose HR software from a provider that believes the way you do—that being able to do your job efficiently is really important. And everything in the process should be simple—from getting your data into the new system, to great customer support that's solving your problems, to an easy-to-use interface that will require hardly any training at all.

In just a matter of weeks, you, your boss and your employees will be raving about it. In fact, those same people who used to blame you will end up thanking you over and over again!

Excuse 4

If I buy HR software that does what I do, I might lose my job!

You didn't choose HR because you loved doing data entry, did you? If all you were hired to do was manage data, you'd be a secretary. You are in HR to hire, train and retain the best employees—and you simply don't have time to focus on meaningful HR when you're bogged down in data all the time.

Think of it as having a full-time HR assistant that keeps you organized and reminds you of important deadlines. Nothing will fall through the cracks when the software is staying on top of everything for you!

Then you can focus on what's most important—your people!

Human Resources will always need that "human" element. With HR software, you'll have the tools you need to interact more easily with the very people you wanted to help when you chose HR for a career.

You won't lose your job. In fact, you will probably end up looking like a rock star and perhaps even get a raise since HR software was your idea!

© 2013 BambooHR LLC. All Rights Reserved.

Excuse 5

I'm really good at Excel, and I don't want to learn a new system.

Excel is great for budgeting and forecasting. However, it was a tool created to manage numbers, not people. It makes sense to use spreadsheets to help crunch some numbers in finance, but you need a tool that's custom-made for HR. One that gives you simple reporting and automatic reminders.

Most online HR software providers allow a free trial so you can try it out first and make sure the system you're choosing won't require much training. In fact, there are a few out there that require little to no ramp-up time at all!

Because it's so intuitive and user-friendly, you'll probably think of your HR software like a friend for helping you out so much! And your employees will love you for making requesting time off so easy for them.

And don't worry, you can still use your Excel skills to help out over in the finance department when they're stuck in a spreadsheet crisis!

© 2013 BambooHR LLC. All Rights Reserved.

9

Excuse 6

I'm too busy now to even think about HR software.

It's the famous catch-22 of working in HR: You need the software because you're so busy, but you can't find the time to set it up because you're too busy!

It takes a lot of time doing the day-to-day manually. You have to make sure reports are accurate, deal with compliance issues, get the paperwork done and field employee complaints about taking time off! HR software will free up your time by automating many of these!

The beautiful part about choosing a system with a simplified process is that you'll get all your employee data moved over in an easy-to-manage pace that won't affect your day-to-day. You'll still be able to put out all those fires that surface in HR.

A good HR software provider will set up all your time-off policies and customize the system to fit your company just so.

10

This new system will be so efficient, you'll wonder how you ever got by without it! And you'll be able to accomplish all those meaningful things that have been kicked down to the bottom of your to-do list over and over. You'll be saving so much time, you can have your nights and weekends back!

Many HR leaders are making the switch now because they understand they really don't have time for an expensive lawsuit or messy audit.

Don't wait any longer: switch over now . . . before it gets even worse.

Excuse 7

My boss would never okay the extra spending.

Bosses are usually "the boss" because they make smart decisions. And because they have the needs of the company in mind all the time.

You already know that HR software is absolutely necessary in this day and age. Your sales team has a system to manage leads and your accounting team has software to manage company finances, so it makes no sense for HR to be left working out of paper forms and spreadsheets. It's like giving them a stone tablet and a chisel! Your boss should want HR—the keepers of a company's greatest asset, its people—to have the tools needed to succeed.

Let your boss know why you think it's important. Don't forget to mention how your boss will be able to print up reports to make better future decisions—making your data a tool to build your people up, rather than just another thing to update.

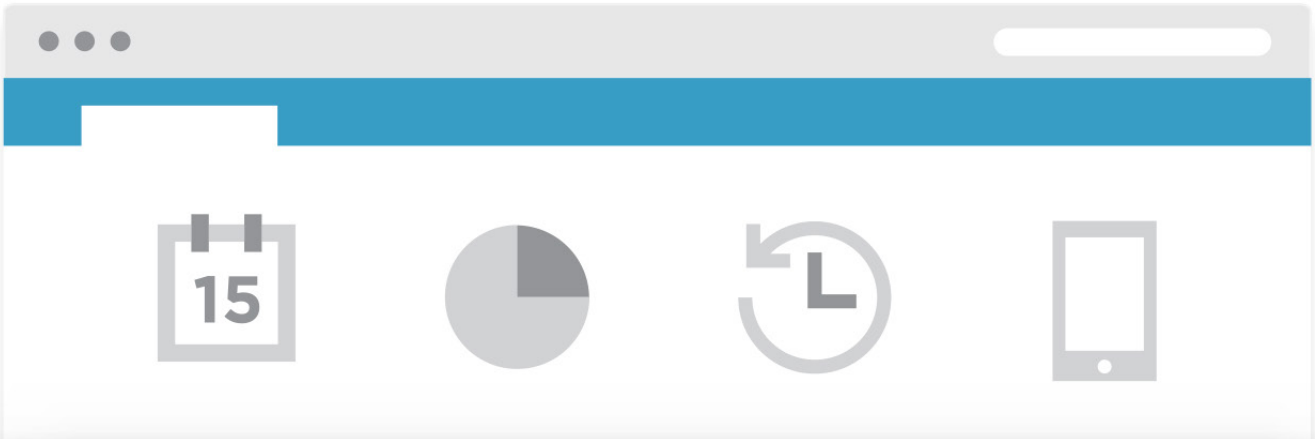
© 2013 BambooHR LLC. All Rights Reserved.

You'll also have more transparency with HR software. Be open and honest with your boss about the problems you face in HR and explain how HR software will help you fix most of them. Then give your boss the chance to click around too.

Free Trial

What you think might burden your boss just may make your boss's day! After all, HR software has helped so many CEOs and managers—and so many bottom lines.

Since it will free up tons of time for HR, you'll be able to add more long-lasting value to your company working on strategic HR.



© 2013 BambooHR LLC. All Rights Reserved.

Excuse 8

I really don't need HR software yet. My company is small, and we don't need all that functionality.

Ideally, a company should get a system in place before it becomes too overwhelmed by size. You probably feel okay now, but will you with another 10 people? 25? 100?

Most online HR software systems are super efficient. They only charge by employee number, so you only pay a small amount while you're small and don't need as much functionality. And it will grow as your company grows. Lay a strong foundation now so you won't have to worry in the months to come.

Every employee at a small company is critical. And there are always hundreds of more valuable things you could be doing instead of data entry. Using a secure HR database will give you more time in your day and less risk.

Soon you'll be able to check off all those things you've envisioned for your company but never had the time to get to.

Have you been wanting to work on that great company culture? Get to it! Want to make sure each employee is engaged and challenged? Go talk to your people about their meaningful work!

© 2013 BambooHR LLC. All Rights Reserved.

Conclusion

Does your heart ever race when you're handing your boss a report?

Are you crossing your fingers, just hoping the data is accurate?

The good news is that there's hope. HR software can put your mind at ease when you hand over that report. You'll know it's accurate information and instead of hours, it will only take you a couple clicks to pull up. HR software makes your job so manageable, you won't need your caffeinated drink to get you through the day.

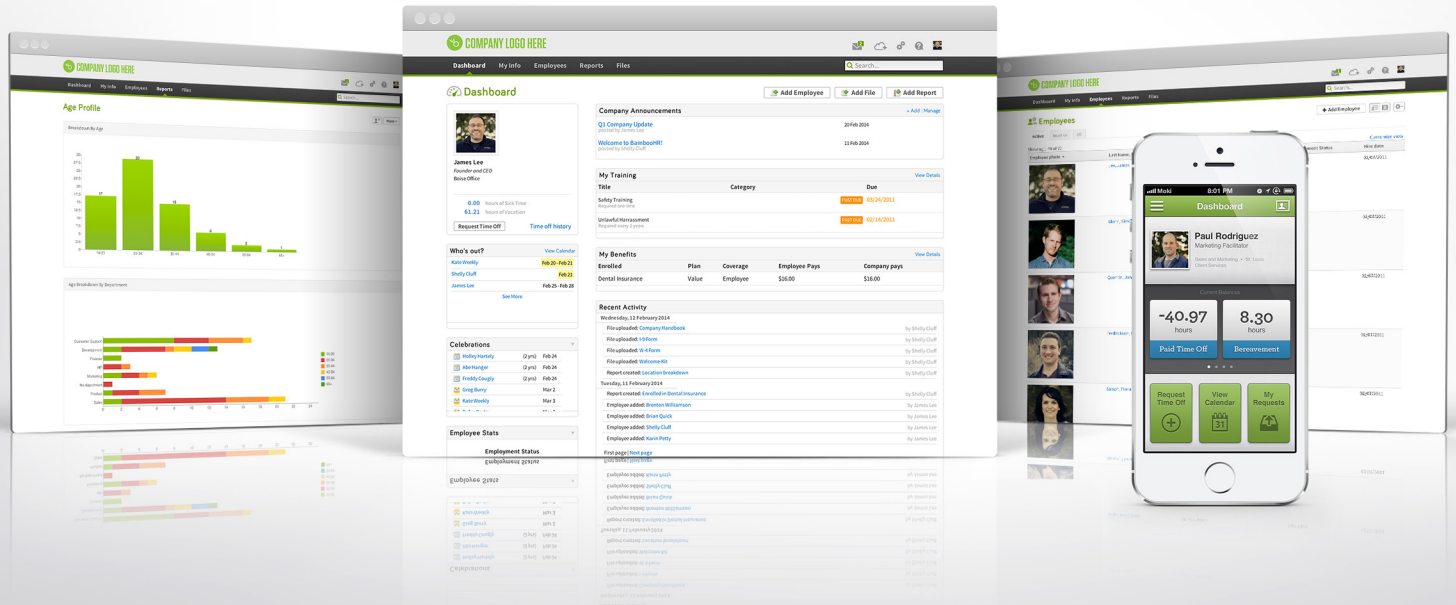
Well, you might not need it, but there's no harm hanging on to it for old time's sake, right? Now you'll have time to actually take a break while enjoying your morning cup of joe.

© 2013 BambooHR LLC. All Rights Reserved.

Find out even more reasons HR software will work for your company.

Demo

Free Trial



© 2013 BambooHR LLC. All Rights Reserved.