

# Philippines HRIS Buyer's Guide

Your Complete Framework for Selecting the Right HR Software

 Philippines: 31 EMPLOYEES

Payroll Complete 

**₱5,671,890**

PAYROLL: 3 COUNTRIES, 1 SYSTEM

 Calendar notification now

Reminder: Approve Sarah's time-off request

 Slack notification now

Reminder: Complete your Probation review



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# Section 1: Understanding Your HRIS Needs

Before you start comparing vendors, you need a clear picture of what you actually need. Many companies jump straight to demos and end up overwhelmed by flashy features they'll never use—or worse, they choose a system that doesn't solve their core problems.

## Why Philippines-Based Companies Have Unique HRIS Requirements

If you've looked at global HRIS solutions, you've probably noticed that most are built for Western markets—particularly the US and UK. While these platforms might claim to be "global," their Philippines capabilities are often an afterthought, leading to:

- ✓ **Compliance gaps:** Generic systems don't account for Philippines-specific requirements like 13th month pay calculations, SSS/PhilHealth/Pag-IBIG contributions, or DOLE labor law nuances
- ✓ **Currency and language limitations:** Systems that don't natively support PHP or Tagalog/English bilingual interfaces
- ✓ **Holiday and leave policy mismatches:** Platforms that can't easily handle Philippines public holidays, special non-working days, or standard leave types (VL, SL, SIL, parental leave under the Expanded Maternity Leave Law)
- ✓ **Payroll localization challenges:** Systems that require expensive customization or third-party integrations just to run compliant Philippines payroll
- ✓ **Time zone and support issues:** Vendors without Asia-based support teams, meaning you're waiting 12+ hours for responses

**The bottom line:** You need a solution that combines deep Philippines localization with modern, scalable HR technology.



## Company Size and Growth Stage Assessment

Your company's current size and growth trajectory should heavily influence your HRIS selection.

### 1–50 Employees: Foundation Stage

#### Typical pain points:

- Manual payroll processing
- Inconsistent onboarding experiences
- No centralized employee records
- Compliance anxiety

#### What you need:

- Simple, intuitive interface that doesn't require extensive training
- Core HRIS + Philippines payroll functionality
- Basic leave and attendance tracking
- Affordable entry point with room to grow

#### What you DON'T need yet:

- Complex performance management modules
- Advanced analytics and custom reporting
- Extensive customization capabilities

### 50–150 Employees: Scaling Stage

#### Typical pain points:

- Outgrowing spreadsheets and basic tools
- Multiple departments with different needs
- Need for manager self-service
- Struggling to maintain culture as you grow
- Considering expansion beyond the Philippines

#### What you need:

- Flexible, configurable workflows
- Manager and employee self-service portals
- Integration with other tools (accounting, productivity, etc.)
- Robust reporting for data-driven decisions
- Multi-country capabilities if regional expansion is on the horizon

#### What you DON'T need yet:

- Enterprise-level complexity
- Extensive API customization



If you're reading this guide, you're likely experiencing the growing pains that come with managing HR operations in the Philippines. Maybe your spreadsheets are getting unwieldy, compliance deadlines keep you up at night, or you've been fined for a missed government filing. Perhaps you're simply tired of spending hours on administrative tasks when you know your time would be better spent on strategic initiatives.

Selecting an HRIS is a significant decision—one that will impact your entire organization for years to come. The right system will save you time, reduce compliance risk, and give you the insights you need to build a high-performing team. The wrong one will frustrate your employees, drain your resources, and leave you considering another expensive switch in a year or two.

This guide is designed to help you make the right choice the first time.

### What You'll Learn:



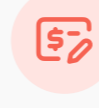
How to assess your specific HRIS needs for your Philippines operations



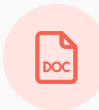
Which features are must-haves vs. nice-to-haves



A framework for evaluating vendors and calculating true costs



How to navigate the buying process from stakeholder alignment to contract negotiation



Best practices for successful implementation

Whether you're implementing your first HRIS or switching from a system that's no longer meeting your needs, this guide will give you the decision-making framework to move forward with confidence.



## 150–500 Employees: Optimization Stage

### Typical pain points:

- Siloed data across multiple systems
- Need for sophisticated people analytics
- Complex organizational structures
- Multi-location or multi-country operations
- Compliance at scale

### What you need:

- Advanced reporting and analytics
- Sophisticated workflow automation
- Strong integration ecosystem
- Dedicated customer success support
- Change management capabilities for system rollouts

### Red flags to watch for:

- Systems that require you to "upgrade" to access basic features
- Vendors who push enterprise features you don't need yet
- Platforms that limit employee count or charge exorbitant fees as you scale

## Assessment: Identify Your Current Pain Points

This assessment will help you identify which problems are most urgent for your organization, so you can prioritize features and capabilities in your vendor search.

Read through each category and check the boxes that describe your current situation. At the end of each section, you'll see what this means for your HRIS requirements.

### 1. Payroll & Compliance Pain Points

- We're manually calculating 13th month pay and frequently make errors
- We're constantly worried about missing SSS/PhilHealth/Pag-IBIG deadlines
- Filing government reports takes our team days each month
- We've been fined for compliance errors in the past year
- Our current system doesn't update when DOLE changes regulations
- We're not confident our payroll calculations are accurate
- We spend hours reconciling payroll data with accounting
- Tax filing season is a nightmare

**Boxes checked:** \_\_\_\_\_



### What this means for your search:

**If you checked 4+ boxes:** This is a **HIGH PRIORITY** area. Prioritize vendors with deep Philippines payroll localization, automated compliance calendars, government reporting capabilities, and a track record of staying current with regulatory updates. Ask vendors specifically about their compliance update process and how quickly they implement changes when DOLE or other agencies issue new regulations.

**If you checked 2-3 boxes:** This is a **MEDIUM PRIORITY**. Basic payroll functionality is important, but you can be somewhat flexible on advanced compliance features.

**If you checked 0-1 boxes:** This is a **LOW PRIORITY**. You likely have payroll reasonably under control, so focus your evaluation on other areas.

### 2. Time & Attendance Pain Points

- We're still using Excel or paper timesheets
- We suspect time theft but have no way to verify
- Calculating overtime is a manual nightmare
- We can't easily track who's in the office vs. remote
- Department heads complain they can't see their team's attendance in real-time
- We have no audit trail for attendance disputes
- Shift management is chaotic
- We can't generate accurate attendance reports for payroll

**Boxes checked:** \_\_\_\_\_



### What this means for your search:

**If you checked 4+ boxes:** This is a **HIGH PRIORITY** area. You need robust time and attendance features including biometric or mobile time tracking integration, automated overtime calculations, manager self-service dashboards, and flexible shift management. Ask vendors about their time tracking accuracy, how they handle different work arrangements (office, remote, hybrid, field), and what hardware integrations they support.



**If you checked 2-3 boxes:** This is a **MEDIUM PRIORITY**. Basic time tracking is sufficient, but real-time visibility and manager access would be valuable.

**If you checked 0-1 boxes:** This is a **LOW PRIORITY**. Your attendance tracking is working well enough; don't let vendors upsell you on expensive biometric integrations you don't need.

### 3. Leave Management Pain Points

- Tracking VL/SL balances across the team is chaotic
- We've had disputes about leave balances with no clear audit trail
- Managers approve leave without knowing if it conflicts with coverage needs
- We manually track leave conversions and encashments
- Holiday calendar updates are a mess when government changes dates
- Employees constantly ask HR "how much leave do I have?"
- We can't easily see team leave calendars
- Leave approval workflows are inconsistent across departments

**Boxes checked:** \_\_\_\_\_

 **What this means for your search:**

**If you checked 4+ boxes:** This is a **HIGH PRIORITY** area. Look for configurable leave policies that can handle Philippines-specific leave types, employee self-service portals where staff can check their own balances, customizable approval workflows, automatic balance tracking with accruals, and team calendar visibility. The system should handle leave encashments, conversions, and carryovers automatically.

**If you checked 2-3 boxes:** This is a **MEDIUM PRIORITY**. Basic leave tracking with employee visibility is important, but you can be flexible on advanced workflow features.

**If you checked 0-1 boxes:** This is a **LOW PRIORITY**. Your leave management is relatively smooth; focus on other areas.

### 4. Growth & Scalability Pain Points

- We've outgrown our current system but migration feels too disruptive
- We're about to expand to another country and our HRIS can't handle it
- Adding new employees takes too long and involves too many manual steps
- Our current vendor can't support the complexity we need as we grow
- We're cobbling together multiple tools that don't talk to each other
- System limitations force us to create workarounds
- We're hitting user or employee count limits on our current plan
- Our current system doesn't integrate with the other tools we need

**Boxes checked:** \_\_\_\_\_

 **What this means for your search:**

**If you checked 4+ boxes:** This is a **HIGH PRIORITY** area. Prioritize platforms explicitly built for scale, with multi-country capabilities, robust integration ecosystems, and flexible data structures that can adapt to your changing needs. Ask vendors about their largest Philippines-based customers, how they've handled similar growth trajectories, and what their roadmap looks like. Be wary of vendors who seem too small to scale with you or too rigid to adapt.

**If you checked 2-3 boxes:** This is a **MEDIUM PRIORITY**. Scalability matters, but you have some time before you hit critical limits.

**If you checked 0-1 boxes:** This is a **LOW PRIORITY**. You're not experiencing growth constraints yet, though it's still smart to choose a system that won't box you in later.



## 5. Reporting & Insights Pain Points

- Leadership asks for headcount/turnover data and we spend days compiling it
- We make decisions based on gut feel because we don't have good people data
- Every report requires manual data export and Excel manipulation
- We can't easily track metrics like time-to-hire or cost-per-employee
- Different departments have different versions of "the truth" about our people data
- We have no visibility into workforce trends
- Creating reports for compliance audits is painful
- We can't benchmark our HR metrics against industry standards

Boxes checked: \_\_\_\_\_

### What this means for your search:

**If you checked 4+ boxes:** This is a **HIGH PRIORITY** area. You need real-time dashboards, custom report builders, scheduled/automated reporting, and a unified employee database that serves as your single source of truth. Look for systems that make data accessible to the people who need it (managers, executives, department heads) without requiring HR to manually pull reports. Ask vendors to show you their out-of-the-box reports and demonstrate how easy it is to create custom ones.

**If you checked 2-3 boxes:** This is a **MEDIUM PRIORITY**. Basic reporting is important, but you can live without advanced analytics for now.

**If you checked 0-1 boxes:** This is a **LOW PRIORITY**. You have the data you need; focus evaluation on other capabilities.

## 6. Employee Experience Pain Points

- Employees constantly ask HR for basic info they should be able to access themselves
- Onboarding new hires is chaotic and inconsistent
- We don't have a good way for employees to update their own information
- Benefits enrollment is a paper-based mess
- Employees complain they can't easily see their payslips or tax documents
- Our current system has a terrible user interface
- Employees rarely use the self-service tools we do have because they're confusing
- Mobile access is non-existent or clunky

Boxes checked: \_\_\_\_\_

### What this means for your search:

**If you checked 4+ boxes:** This is a **HIGH PRIORITY** area. Employee self-service portal, mobile accessibility, intuitive user interface, and automated onboarding workflows should be non-negotiables. During vendor demos, ask to see the employee view—not just the admin backend. Better yet, ask if you can test the system yourself from an employee perspective. Pay attention to how many clicks it takes to do common tasks like requesting leave or downloading a payslip.

**If you checked 2-3 boxes:** This is a **MEDIUM PRIORITY**. Employee experience matters, but you have bigger fires to put out first.

**If you checked 0-1 boxes:** This is a **LOW PRIORITY**. Your employees are relatively satisfied with the current experience.



## Assessment Summary: Your Priority Matrix

Based on your responses above, fill in your priority areas:

### HIGH PRIORITY (4-5 boxes checked):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### MEDIUM PRIORITY (2-3 boxes checked):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### LOW PRIORITY (0-1 boxes checked):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



#### KEY INSIGHT

Your **HIGH PRIORITY** areas should drive your vendor selection. These are the problems that, if unsolved, will continue to drain your time, increase your risk, and frustrate your team. Make sure any vendor you seriously consider can demonstrably solve these issues.

## Department-by-Department Needs Checklist

Different stakeholders in your organization will have different requirements for an HRIS. Use this checklist to ensure you're capturing needs from across the business.

### HR Team Needs

- Centralized employee database
- Document storage and management
- Compliance tracking and alerts
- Customizable workflows
- Reporting and analytics
- Integration with recruitment tools
- Benefits administration
- Employee relations case management

### Finance/Accounting Needs

- Accurate payroll processing
- Integration with accounting software (e.g., Xero, QuickBooks, SAP)
- Budget tracking (headcount costs, department budgets)
- Audit trails for financial data
- Tax reporting
- Expense management integration
- Cost center allocation



### Department Managers Needs

- Visibility into team attendance and leave
- Self-service approval workflows
- Performance management tools
- Team org charts
- Access to team reports and dashboards
- Ability to update team information without HR bottleneck
- Requisition and headcount planning tools

### Employees Needs

- Easy access to payslips and tax documents
- Self-service leave requests
- Ability to update personal information
- Mobile access
- Clear visibility into benefits
- Simple onboarding experience
- Company directory
- Performance feedback and goal tracking

### IT Team Needs

- Security and data privacy compliance
- SSO (Single Sign-On) integration
- API access for custom integrations
- Data backup and recovery
- User access management
- System uptime guarantees
- Technical documentation and support

### Executive/Leadership Needs

- High-level workforce analytics
- Headcount and turnover dashboards
- Cost-per-employee metrics
- Strategic workforce planning tools
- Succession planning visibility
- Diversity and inclusion metrics
- Benchmarking capabilities



#### ACTION ITEM

Schedule stakeholder interviews with representatives from each department before you begin vendor evaluations. Understanding their needs upfront will prevent expensive surprises later.



# Section 2: Essential Features For Philippines Operations

Not all HRIS features are created equal—especially when you're operating in the Philippines. This section breaks down which capabilities are must-haves versus nice-to-haves for your market.

## Must-Have Features for Philippines Operations

These are the non-negotiables. Any vendor you seriously consider should offer these capabilities out-of-the-box, without expensive customization.

### 1. Philippines-Localized Payroll

#### What this means:

- Automated calculation of 13th month pay
- SSS, PhilHealth, Pag-IBIG contribution calculations that automatically update with rate changes
- Tax withholding calculations (BIR Form 2316 generation)
- Support for various pay structures (daily, weekly, semi-monthly, monthly)
- Overtime, holiday pay, and night differential calculations per DOLE standards
- Final pay calculations including unused leave conversions

**Why it matters:** Payroll errors don't just waste time—they can result in government penalties, employee disputes, and damaged trust. A system that's truly localized for the Philippines means you're not constantly second-guessing calculations or manually adjusting for local requirements.

#### Questions to ask vendors:

- How quickly do you update the system when SSS/PhilHealth/Pag-IBIG rates change?
- Can you show me a sample payslip with all Philippines-specific components?
- How do you handle edge cases like unpaid leaves affecting 13th month pay calculations?

### 2. Government Compliance and Reporting

#### What this means:

- Automated generation of required government reports (SSS R3/R5, PhilHealth RF-1, Pag-IBIG contributions)
- Compliance calendars with reminders for filing deadlines
- BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) generation
- Alphalist submission file generation
- DOLE-compliant employment records and audit trails
- Support for Philippines Data Privacy Act requirements

**Why it matters:** Missing a government filing deadline or submitting incorrect data can result in penalties ranging from thousands to hundreds of thousands of pesos. The right system keeps you ahead of deadlines and ensures your submissions are accurate.

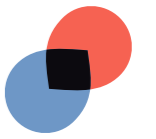
#### Questions to ask vendors:

- Which government reports can your system generate automatically?
- How do you stay current with changing compliance requirements?
- Can you share examples of how you've helped other clients avoid penalties?

### 3. Philippines Leave Management

#### What this means:

- Pre-configured leave types (VL, SL, emergency leave, bereavement)
- Support for Service Incentive Leave (SIL) per DOLE requirements
- Maternity leave tracking (up to 105 days under Expanded Maternity Leave Law)
- Paternity leave (7 days)
- Parental leave for solo parents



- Leave conversion and encashment calculations
- Philippines public holiday calendar that updates automatically
- Support for special non-working days vs. regular holidays (different pay implications)

**Why it matters:** Philippines labor law is specific about leave entitlements, and getting it wrong can lead to DOLE complaints and back-pay liabilities. Your system should make it impossible to accidentally violate labor standards.

### Questions to ask vendors:

- How do you handle leave policies that differ by employee type (rank-and-file vs. managerial)?
- Can the system automatically accrue SIL for employees who don't take VL/SL?
- What happens when a special non-working day is declared last minute?

## 4. Time and Attendance Tracking

### What this means:

- Flexible time tracking (biometric, mobile check-in, web-based)
- Overtime calculation per DOLE rules
- Night differential tracking (10pm-6am premium)
- Rest day and holiday work tracking (with appropriate premium calculations)
- Late/undertime recording
- Integration with common biometric devices used in Philippines (e.g., ZKTeco, FingerTec)
- Geo-fencing for mobile check-ins
- Shift scheduling and management

**Why it matters:** Time tracking directly impacts payroll accuracy. Without proper tracking, you risk paying incorrect overtime rates, missing night differential premiums, or worse—underpaying employees and facing labor cases.

### Questions to ask vendors:

- How do you handle employees who work hybrid or fully remote schedules?
- Can managers see real-time attendance for their teams?
- Which biometric devices do you integrate with?

## 5. Employee Self-Service Portal

### What this means:

- Access to payslips and tax documents (BIR 2316)
- Leave request and balance visibility
- Personal information updates
- Benefits information
- Company announcements and documents
- Performance review access
- Mobile-responsive or native mobile app

**Why it matters:** Employee self-service dramatically reduces the administrative burden on HR. Instead of fielding dozens of "How much leave do I have?" or "Can you send me last month's payslip?" requests, employees can access this information themselves.

### Questions to ask vendors:

- What percentage of common employee requests can be handled via self-service?
- Does the mobile app update in real-time?
- Can employees access the system without VPN if they're working remotely?

## 6. Reporting and Analytics

### What this means:

- Pre-built reports for common HR metrics (headcount, turnover, leave balances, cost per employee)
- Custom report builder for ad hoc analysis
- Real-time dashboards
- Scheduled/automated report delivery
- Export capabilities (Excel, PDF, CSV)
- Audit trails for compliance
- Ability to segment data by department, location, employee type, etc.

**Why it matters:** HR should be a strategic function, but you can't be strategic if you're spending all your time compiling basic reports. The right reporting tools turn your data into actionable insights.

### Questions to ask vendors:

- Can you show me examples of standard reports?
- How easy is it to create a custom report? (Ask them to build one during the demo)
- Can department managers access their own team reports without involving HR?



### Nice-to-Have Features

These features aren't essential for every company, but they can be valuable depending on your specific situation, growth stage, or priorities.

#### 1. Performance Management

- Goal setting and OKR tracking
- Performance review cycles (annual, mid-year, quarterly)
- 360-degree feedback
- Continuous feedback tools
- Performance improvement plan (PIP) tracking

##### When you need this:

- You have 50+ employees and need to formalize performance processes
- Manager complaints about lack of performance visibility
- You're implementing a performance-linked compensation structure

#### 2. Learning and Development

- Training course catalogs
- Training completion tracking
- Certification management
- Learning paths
- Integration with LMS platforms

##### When you need this:

- Compliance training requirements (e.g., data privacy, workplace safety)
- Formal onboarding programs with training modules
- Career development is a key retention strategy

#### 3. Recruitment/ATS Integration

- Job posting management
- Applicant tracking
- Interview scheduling
- Offer letter generation
- Seamless transition from candidate to employee

##### When you need this:

- You're hiring frequently (5+ hires per month)
- Multiple stakeholders involved in hiring process
- You want to track recruitment metrics (time-to-hire, source effectiveness)

#### 4. Advanced Workforce Planning

- Headcount forecasting
- Scenario modeling
- Succession planning
- Skills gap analysis
- Organizational design tools

##### When you need this:

- You're at 150+ employees with complex org structures
- Leadership needs data for strategic planning
- You're planning significant expansion or restructuring

#### 5. Multi-Country Payroll

- Payroll processing for countries beyond the Philippines
- Multi-currency support
- Country-specific compliance across APAC or globally
- Centralized reporting across entities

##### When you need this:

- You already have employees in other countries
- Regional expansion is in your 12-18 month plan
- You're acquiring companies in other markets

#### 6. Employee Engagement Tools

- Pulse surveys
- eNPS tracking
- Recognition and rewards
- Feedback loops
- Employee sentiment analysis

##### When you need this:

- Culture and engagement are strategic priorities
- High turnover is a significant problem
- You want to proactively identify retention risks



## Feature Prioritization Matrix

Use this matrix to categorize features based on your specific needs:

Feature	Must-Have	Nice-to-Have	Don't Need
Philippines payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government compliance reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time and attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee self-service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced analytics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning & development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment/ATS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-country payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee engagement tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### IMPORTANT

Resist the temptation to check "Must-Have" for everything. The more features you deem essential, the smaller your vendor pool and the higher your costs. Be honest about what you actually need now versus what would be nice to have someday.



# Section 3: Evaluation Criteria Framework

You've identified your needs and prioritized features. Now it's time to develop a framework for evaluating vendors objectively. This section will help you compare apples-to-apples and make a decision based on data, not just demo impressions.

## Implementation Timeline and Complexity

One of the most overlooked factors in HRIS selection is implementation difficulty. Even the best software is no good if you can't get it up and running effectively.

### What to Assess:

#### Typical Implementation Timeline:

- How long from contract signing to go-live?
- What are the phases (data migration, configuration, testing, training, launch)?
- What's realistic for a company your size?

#### Your Time Investment:

- How many hours per week will your team need to dedicate?
- Who needs to be involved (HR, IT, Finance, department managers)?
- Can you afford to pause other projects during implementation?

#### Vendor Support:

- Do they provide a dedicated implementation manager?
- What's included in the base implementation fee vs. extra?
- How much hand-holding do they offer vs. expecting you to self-configure?

#### Data Migration:

- Will they migrate your existing data or is that your responsibility?
- How clean does your data need to be before migration?
- What's their process for validating data accuracy?

#### Integration Setup:

- How long to connect your accounting software, biometric devices, etc.?
- Are integrations included or do they cost extra?
- Will they handle the technical setup or do you need IT resources?

### Questions to ask vendors:

1. "What does your typical implementation timeline look like for a company with [X] employees?"
2. "Can you walk me through each implementation phase and what's required from our team?"
3. "What are the most common implementation delays you see, and how can we avoid them?"
4. "Do you provide a project plan with milestones and deliverables?"
5. "What happens if we miss our go-live date?"

### Red Flags

- Vendors who promise unrealistically fast implementations
- No clear implementation methodology or plan
- "Self-service" implementations with minimal vendor support if you don't have technical resources

## Vendor Support and Localization Depth

### Support Evaluation Checklist

#### Support Availability:

- What are support hours? (Manila timezone or global?)
- Average response times?
- Support channels (email, phone, chat, ticketing system)?
- Is there a dedicated customer success manager?

#### Philippines Expertise:

- Does the vendor have Philippines-based support staff?
- How many Philippines clients do they currently serve?
- Can they provide references from similar companies in your industry?
- Do they understand Philippines labor law and compliance requirements in depth?

#### Training and Resources:

- What training is included in implementation?
- Ongoing training for new hires or feature updates?
- Self-service resources (knowledge base, video tutorials, community forum)?
- Annual user conference or training events?



### Product Updates:

- How often are new features released?
- How quickly do they respond to Philippines regulatory changes?
- Is there a public changelog so you know what's new?

### Questions to ask:

- "Can you share case studies with 2-3 Philippines-based customers I can review as references?"
- "Walk me through what happens if I submit a support ticket on a Friday afternoon."
- "How did you handle the most recent PhilHealth rate change? How quickly was it implemented in the system?"
- "What happens if we discover a bug or need a feature that doesn't exist yet?"

### Questions to ask:

- "What's the largest client you support, and how did they scale from their starting point?"
- "If we double in size over the next 2 years, what changes in pricing or functionality?"
- "Can you show me an example of a custom workflow a client built?"
- "If we need to integrate with [specific tool], what's that process?"

## Scalability Assessment

Your business will change. Make sure your HRIS can change with you.

### Scalability Checklist:

#### Employee Growth:

- Can the system handle your employee count in 3 years?
- Are there pricing tiers that get cost-prohibitive as you grow?
- Any hard limits on users, employees, or data?

#### Geographic Expansion:

- If you expand to other countries, can the system support multi-country payroll?
- How many countries does the platform support?
- Can you manage multiple legal entities in one system?

#### Workflow Complexity:

- Can you add custom fields and workflows as needs evolve?
- Limitations on approval hierarchies or org structures?
- Ability to create department-specific processes?

#### Integration Ecosystem:

- Does the platform have an API for custom integrations?
- Pre-built integrations with tools you use (or might use)?
- Can you connect to other HR tech (ATS, LMS, engagement tools)?

#### Data and Reporting:

- Storage limits that could become constraining?
- Ability to create unlimited custom reports?
- Data export capabilities if you ever need to migrate?

## Security and Data Privacy

Your HRIS will contain your most sensitive data—employee personal information, salary details, performance records. Security can't be an afterthought.

### Security Checklist:

#### Data Protection:

- Where is data stored? (Philippines, Singapore, US, other?)
- Compliance with Philippines Data Privacy Act?
- GDPR compliance if you have EU employees?
- SOC 2 or ISO 27001 certification?

#### Access Controls:

- Role-based permissions (who can see what)?
- Single Sign-On (SSO) integration?
- Multi-factor authentication (MFA)?
- Audit logs for who accessed what data?

#### Business Continuity:

- Data backup frequency and retention?
- System uptime guarantees (99.9%? 99.5%)?
- What happens if there's a data breach?

#### Vendor Stability:

- How long has the vendor been in business?
- Financial stability and funding?
- What happens to your data if the vendor shuts down?

### Questions to ask:

- "Can you share your most recent security audit or certification?"
- "Walk me through your data backup and disaster recovery procedures."
- "How do you ensure compliance with the Philippines Data Privacy Act?"
- "If we need to export all our data, what format does it come in and how long does it take?"



# Section 4: Getting Organizational Buy-In

You've done your research and identified the right HRIS for your needs. But even the best system will fail without support from across your organization. This section will help you secure buy-in from key stakeholders so your implementation starts strong.

## Stakeholder Alignment Guide

An HRIS affects nearly everyone in the organization—from executives who approve the budget to employees who use it daily. Getting buy-in early prevents implementation roadblocks and ensures smooth adoption.

### Key Stakeholders and Their Concerns:

#### C-Suite/Business Owners

- **Primary concern:** Cost and ROI
- **What they need to see:** Business case with clear financial impact, risk mitigation (compliance), strategic benefits (better data for decision-making)
- **How to get buy-in:** Focus on bottom-line impact—time saved, penalties avoided, improved retention. Speak their language: ROI, productivity gains, risk reduction.

#### Finance/Accounting

- **Primary concern:** Accuracy, integration with accounting systems, budget impact
- **What they need to see:** How payroll will integrate with their systems, accuracy guarantees, total cost breakdown
- **How to get buy-in:** Involve them in demos focused on payroll and accounting integration. Show how the system will reduce reconciliation time and errors.

#### IT

- **Primary concern:** Security, integration complexity, support burden
- **What they need to see:** Technical architecture, security certifications, API documentation, support model
- **How to get buy-in:** Include them in technical deep-dives. Address security questions thoroughly. Clarify what support looks like—will IT be bombarded with tickets or does the vendor handle most user support?

#### Department Managers

- **Primary concern:** Ease of use, visibility into their teams, not adding to their workload
- **What they need to see:** Manager self-service capabilities, how approval workflows work, team dashboards
- **How to get buy-in:** Show them how the system will save them time (no more tracking leave requests in email) and give them better visibility. Let them test the manager portal during evaluations.

#### HR Team

- **Primary concern:** System usability, whether it will actually make their jobs easier, implementation burden
- **What they need to see:** Day-to-day workflows, how common tasks are accomplished, what reporting looks like
- **How to get buy-in:** This is your team—involve them heavily in vendor selection. If HR doesn't love the system, implementation will be painful and adoption will suffer.

#### Employees

- **Primary concern:** Ease of access, mobile experience, not wanting to learn a complicated system
- **What they need to see:** Self-service portal, mobile app, how to do common tasks
- **How to get buy-in:** During rollout, emphasize the benefits to them (easy access to payslips, simple leave requests, no more chasing HR for information).



# Section 5: Implementation Best Practices

You've signed the contract. Now the real work begins. A successful implementation will set you up for years of smooth operations. A poor implementation will haunt you with data errors, frustrated employees, and wasted time.

## Change Management for Philippines Teams

### Why Change Management Matters

Even the best HRIS is useless if your team won't use it. Change management is about helping people transition from the old way of doing things to the new way, minimizing resistance and maximizing adoption.

### Key Principles for Philippines Context:

#### 1. Communicate Early and Often

Employees value transparency and being kept in the loop. Don't wait until launch to tell people about the new system.

##### Communication timeline:

- **3–4 months before launch:** "We're implementing a new HR system to make your lives easier. Here's why we're doing this."
- **2 months before:** "Here's what the new system will look like and what it means for you."
- **1 month before:** "Here's when we're launching and what you need to do to prepare."
- **Launch week:** "It's here! Here's how to get started."
- **Post-launch:** "How's it going? Here are some tips and reminders."

#### 2. Emphasize the Benefits

Don't just tell employees about the new system—tell them how it will make their lives better.

##### Messages that resonate:

- "No more chasing HR to get your payslip—you'll have 24/7 access on your phone"
- "Requesting leave will take 30 seconds instead of filling out forms and waiting for approvals"

- "You'll always know exactly how much leave you have without having to ask"
- "No more worrying about missing important documents—everything will be in one secure place"

#### 3. Acknowledge the Change is Real

Don't downplay the transition. Acknowledge that learning new systems takes effort, but emphasize the support you're providing.

*"We know change can feel overwhelming, but we're here to help you every step of the way. We've scheduled training sessions, created guides, and our HR team is available to answer any questions."*

#### 4. Provide Training in Multiple Formats

People learn differently. Offer multiple ways to get comfortable with the system:

- Live training sessions (small groups work better than large all-hands)
- Recorded video tutorials for common tasks
- Written quick-start guides with screenshots
- Drop-in "office hours" where people can ask questions
- Champions in each department who can help their colleagues

#### 5. Make Champions Out of Managers

Managers set the tone. If managers are resistant or don't use the system, their teams won't either.

##### Get managers on board by:

- Training them first (before employees)
- Showing them how it will make managing their teams easier
- Giving them talking points to communicate with their teams
- Making them part of the solution (ask for their feedback during testing)



## 6. Celebrate Wins

As adoption grows, celebrate milestones:

- "80% of the team has logged in and set up their profile—great job!"
- "Leave requests are being approved 3x faster than before"
- Share positive feedback from employees who love the new system

### Common Resistance Points (and How to Address Them):

"I don't have time to learn a new system"

Response:



"We've designed the training to take less than 30 minutes, and you'll save hours every month once you're up and running."

"The old way was fine"

Response:



"We heard feedback that [specific pain point] was frustrating. This new system directly solves that problem."

"What if I make a mistake?"

Response:



"You can't break anything! And if you have questions, our HR team is here to help."

"I'm not good with technology"

Response:



The system is designed to be intuitive—if you can use Facebook, you can use this. And we have step-by-step guides for every task.



### Data Migration Planning

Data migration is where most implementations hit snags. Plan carefully to avoid headaches.

#### Step 1: Data Audit

Before you can migrate, you need to know what data you have and what shape it's in.

##### What to audit:

- Employee master data (names, contact info, employment dates, job titles, departments, etc.)
- Payroll history
- Leave balances
- Attendance records
- Performance reviews
- Documents (contracts, IDs, certificates)

##### Questions to answer

- How much historical data do we need to migrate? (1 year? 3 years? Everything?)
- Where is this data currently stored? (Excel, old HRIS, paper files, multiple systems?)
- How clean is the data? (Duplicates, errors, inconsistencies?)
- What data is missing that we need to collect?

#### Step 2: Data Cleaning

Garbage in = garbage out.

Clean your data before migration.

##### Common issues to fix:

- Duplicate employee records
- Inconsistent formatting (dates, phone numbers, addresses)
- Missing required fields
- Outdated information (old addresses, terminated employees still marked active)
- Typos and data entry errors



##### PRO TIP

Schedule stakeholder interviews with representatives from each department before you begin vendor evaluations. Understanding their needs upfront will prevent expensive surprises later.

#### Step 3: Data Mapping

Map how data from your old system translates to the new system.

##### Example mapping:

- Old system "Vacation Leave" → New system "VL Balance"
- Old system "Position" → New system "Job Title"
- Old system "Branch" → New system "Work Location"

Not all fields will map 1:1. Work with your implementation team to decide how to handle gaps.

#### Step 4: Migration Testing

Never migrate all your data at once without testing first.

##### Testing process:

1. Migrate a small sample (10–20 employee records)
2. Verify accuracy in new system
3. Identify and fix any errors
4. Repeat with larger sample
5. Once confident, migrate everything

#### Step 5: Parallel Validation

After migration, run parallel systems for at least one pay period to verify accuracy.

##### What to validate:

- Payroll calculations match between old and new system
- Leave balances are accurate
- Attendance records are complete
- No employees or data got lost in migration



##### Red Flag

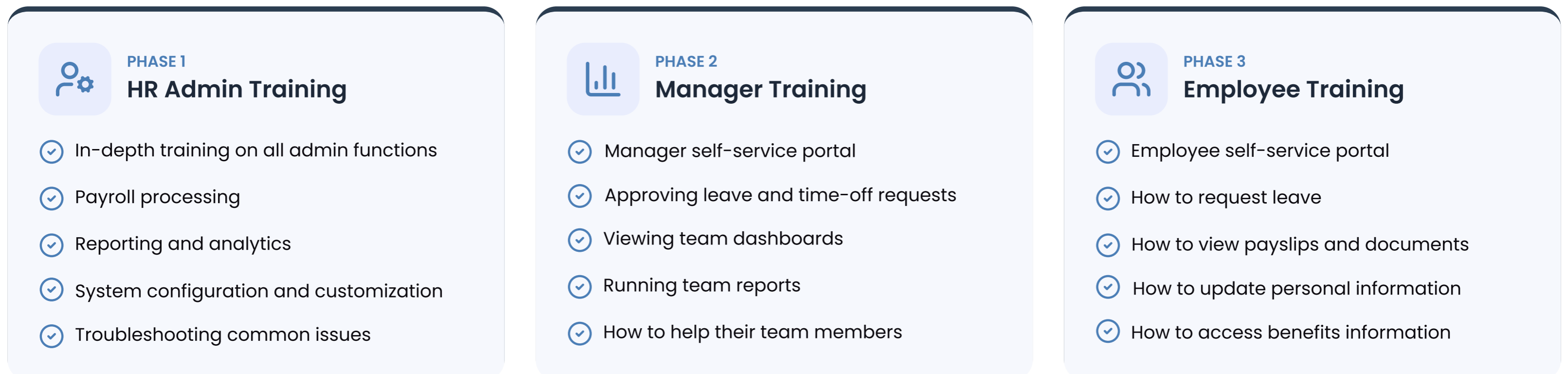
If you find significant errors during validation, pause your launch and fix them. Going live with bad data will undermine trust in the new system.



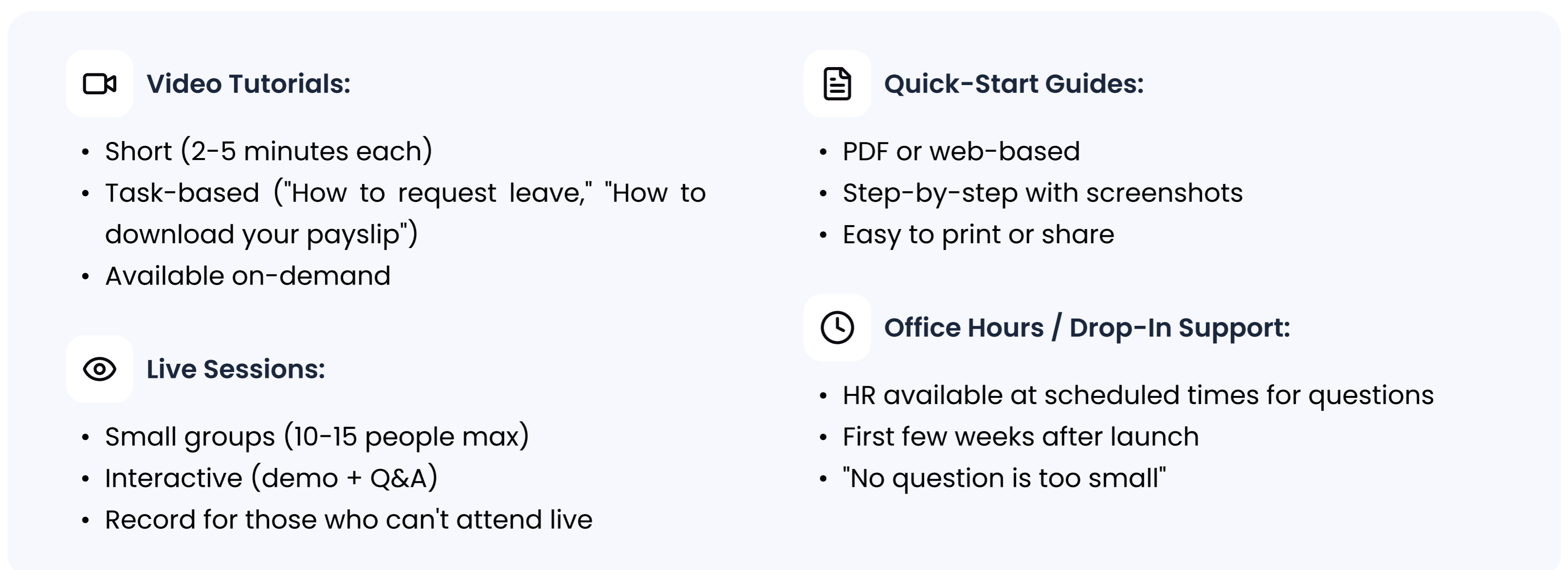
### Training Rollout

Training is not a one-time event. Plan for initial training plus ongoing support.

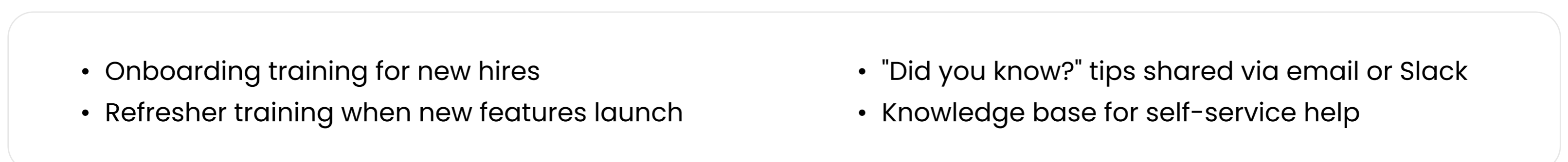
#### Training Structure:



#### Training Formats:



#### Ongoing Training:





### Success Metrics to Track

How will you know if the implementation was successful? Define metrics upfront and track them.

#### 1. Adoption Metrics:

- **Login rate:** What % of employees have logged in?
- **Self-service usage:** How many employees are using self-service features vs. contacting HR?
- **Manager adoption:** Are managers approving leave requests in the system or still via email?

#### 2. Key Principles for Philippines Context:

- **Time to process payroll:** How much faster is payroll processing now? (Track hours spent before vs. after)
- **Leave request approval time:** How long from submission to approval?
- **HR admin time saved:** How many hours per week has HR freed up from manual tasks?

#### 3. Accuracy Metrics:

- **Payroll error rate:** How many payroll errors per pay period?
- **Compliance issues:** Any missed deadlines or incorrect filings?
- **Data accuracy:** Random audits of employee data—is it correct and up-to-date?

#### 4. Employee Satisfaction Metrics:

- **Employee satisfaction survey:** Do employees like the new system?
- **Support ticket volume:** How many tickets is HR getting about the new system? (Should decrease over time)
- **Employee feedback:** What are people saying in surveys or informally?

#### 5. Business Impact Metrics:

- **Cost savings:** Total savings from time saved, penalties avoided, etc.
- **ROI:** Are you achieving the ROI projected in your business case?
- **Turnover impact:** Has employee experience improved, impacting retention?

Review metrics monthly for the first 3 months, then quarterly. Adjust your training or processes based on what the data tells you.



# Section 6: Making Your Decision

You've done the research, evaluated vendors, and prepared for implementation. Now it's time to make the final call.

## Decision Matrix Template

### Step 1: Review Your Priorities

From Section 1, your HIGH PRIORITY areas were:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

These should be weighted most heavily in your decision.

Does each vendor you're considering solve these problems effectively?

Vendor	Solves Priority 1	Solves Priority 2	Solves Priority 3
Vendor A	Yes / Partially / No	Yes / Partially / No	Yes / Partially / No
Vendor B	Yes / Partially / No	Yes / Partially / No	Yes / Partially / No
Vendor C	Yes / Partially / No	Yes / Partially / No	Yes / Partially / No

If a vendor doesn't solve your high-priority problems, eliminate them—no matter how appealing other features are.

### Step 2: Gut Check

Ask yourself:

- Which vendor felt like a true partner vs. just trying to close a sale?
- Which system could you see your team actually using daily?
- Which implementation felt most realistic and achievable?
- Which vendor do you trust to be around and supporting you 3 years from now?

## Section 6: Making Your Decision



### Step 3: Risk Assessment

For each vendor, consider:

#### Vendor A:

Biggest strength: \_\_\_\_\_

Biggest weakness: \_\_\_\_\_

Biggest risk: \_\_\_\_\_

#### Vendor B:

Biggest strength: \_\_\_\_\_

Biggest weakness: \_\_\_\_\_

Biggest risk: \_\_\_\_\_

#### Vendor C:

Biggest strength: \_\_\_\_\_

Biggest weakness: \_\_\_\_\_

Biggest risk: \_\_\_\_\_

### Step 4: The Final Question

If you had to go live with this system tomorrow and live with it for the next 3 years, which would you choose?

**Our Decision:** \_\_\_\_\_

## Common Pitfalls to Avoid

#### PITFALL # 1

### Choosing Based on Price Alone

#### The trap

Going with the cheapest option without considering functionality.

**Why it backfires:** You end up with a system that doesn't solve your problems, and you have to switch again in a year—costing you more in the long run.

#### How to avoid it:

Prioritize solving your high-priority pain points over saving a few thousand pesos.

#### PITFALL # 2

### Over-Prioritizing "Nice-to-Have" Features

#### The trap

Getting dazzled by flashy features you'll rarely use.

**Why it backfires:** You pay for functionality you don't need, and the system is more complex than necessary.

#### How to avoid it:

Be ruthless about your must-haves vs. nice-to-haves. Don't let vendors upsell you on features that don't solve your core problems.

#### PITFALL # 3

### Underestimating Implementation Time and Effort

#### The trap

Believing it will be "quick and easy."

**Why it backfires:** You're unprepared for the resource commitment, and implementation drags on or fails.

#### How to avoid it:

Assume implementation will take 20–30% longer than quoted. Budget time and resources accordingly.

#### PITFALL # 4

### Skipping Change Management

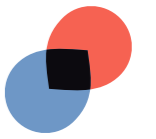
#### The trap

Thinking "we'll just roll it out and people will figure it out."

**Why it backfires:** Employees resist the system, adoption is low, and you don't get the ROI you expected.

#### How to avoid it:

Follow the change management practices in Section 5. Invest in communication, training, and support.



### PITFALL # 5

#### Not Cleaning Data Before Migration

##### The trap

Migrating messy data without cleaning it first.

**Why it backfires:** Your new system is full of errors, duplicates, and bad data from day one.

##### How to avoid it:

Spend the time cleaning data before migration. It's painful but essential.

### PITFALL # 7

#### Trusting Vendor Promises Without Verification

##### The trap

Taking the vendor's word that features exist or work as promised.

**Why it backfires:** You discover post-contract that features are "coming soon" or don't work the way you thought.

##### How to avoid it:

Test everything yourself in the sandbox. Refer to references. Get promises in writing in the contract.

### PITFALL # 6

#### Ignoring Stakeholder Input

##### The trap

HR selects a system without input from Finance, IT, managers, or employees.

**Why it backfires:** Other departments resist the system because it doesn't meet their needs or creates problems they weren't consulted about.

##### How to avoid it:

Use the stakeholder alignment process in Section 4. Get buy-in early.

### PITFALL # 8

#### Choosing a System That Can't Scale

##### The trap

Picking a solution that works for you today but can't grow with you.

**Why it backfires:** You hit limitations as you scale and have to migrate again.

##### How to avoid it:

Think 3 years ahead. What will your company look like? Can this system handle that?

## Support

### Want More Help?

This guide has given you a comprehensive framework for selecting and implementing an HRIS in the Philippines. But we know that every company's situation is unique, and you might have specific questions or need additional support.

### Omni HR is here to help.

We've built our platform specifically for modern, growing companies operating in Asia—with deep localization for the Philippines and the flexibility to scale with you as you grow.

[Ready to see how Omni compares for your company?](#)

Book a **personalized demo** where we'll:

- Walk through your specific pain points and requirements
- Show you exactly how Omni handles Philippines payroll, compliance, and HR workflows
- Answer all your questions with no pressure, no sales pitch—just honest answers

Visit [omnihr.co](https://omnihr.co) or book a [demo to get started](#).



# About Omni HR

Finding the right HRIS partner in the Philippines shouldn't feel like a compromise. At Omni, we've created a platform that understands the unique challenges Filipino HR teams face every day, combining deep local expertise with modern capabilities that help your people operations thrive.


## Why Companies in the Philippines Choose Omni

### 1. We Speak Your Language—Literally and Figuratively

Unlike global solutions that treat Philippine compliance as an afterthought, we've built our platform with your local needs at heart. Our system intuitively handles everything from 13th month pay calculations to BIR-ready reporting, PhilHealth contributions, and Philippine-specific leave types—no manual workarounds needed. We also offer Omni in Tagalog, making it easier than ever to communicate with your entire Philippines team.


### 2. We're Here When You Need Us

Omni provides dedicated implementation managers, local guidance, and ongoing support from a team that operates in your time zone and understands Filipino business culture. When you have urgent questions about Philippines labor law, leave policies, or compliance requirements, our local support team responds quickly with the expertise you need to keep operations running smoothly. We're not just here to fix technical issues—we're your partner in building better HR operations.


[Read Story](#) →

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Philippine BPO unlocks **32x faster policy updates** with Omni's HRIS




### 3. We Fit How You Work, Not the Other Way Around

Philippine businesses have unique workflows and priorities, which is why we've designed Omni to be flexible enough to adapt to your specific needs. Our customizable platform molds to your processes and grows alongside your organization, whether you're a startup with 20 employees or scaling rapidly across the region.


### 4. We Make HR Strategic, Not Just Administrative

We believe your HR team should spend less time on paperwork and more time developing your people. Our intuitive interface and automated workflows free up valuable hours that can be redirected toward strategic initiatives that actually move your business forward.


[Read Story](#) →

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Discover how PH tech agency accessed **80% faster data** insights with Omni



### 5. We Grow With You

As your business evolves, Omni evolves with you. Our modular approach allows you to add features as you need them, with flexible options that make sense for Philippine business budgets while providing enterprise-grade security for your sensitive employee data.

### 6. We Prioritize Compliance

Your employee data deserves the highest level of protection. Omni is ISO 27001 certified and fully compliant with the Philippines Data Privacy Act, with AES-256 encryption, role-based access controls, and comprehensive audit trails to keep your data secure.



# Ready to See **Omni in Action?**

If you're looking for an HRIS that truly understands Philippines operations while giving you the modern capabilities you need to compete globally, we'd love to show you what Omni can do for your team.

[Book a customized demo with our team](#)

[omnihr.co](https://omnihr.co)