**CHAPTER 4**

**METHODOLOGY**

This chapter presents the requirements analysis, requirements documentation, system design and user acceptance test.

4.1 Requirements Analysis

In the development of a system, requirements analysis is very essential. These requirements should be presented to the clients so that problems regarding the implementation may be prevented. To develop a Human Resources Information System for BCAS to ensure accurate and quick retrieval of employee information. The system will enhance data storage efficiency, improve security, and maintain the accuracy and reliability of employee records. It will optimize data management processes, reduce retrieval time, and implement security measures to protect sensitive information .During the interview the proponents noted all the specific clients requirements. Include detailed discussion of **(a) customer needs (b) system feasibility (c) economic and technical analysis.**

**a.Customer Needs**

The HR department of Batangas College of Arts and Science needs a system that can quickly and accurately retrieve employee information, securely store and manage records. Our client needed us to designed to address the inefficiencies of manual employee record-keeping by providing a centralized, digital platform for managing employee information, contracts, and performance evaluations. This system is developed for admin and employees responsible for managing HR-related tasks. Admin use the system to track employee records, update information, manage performance evaluations, and monitor contract statuses efficiently.

**Customer Needs Relative to the Proposed Project**

**Accurate and Quick Retrieval of Employee Information**

The admin can be easily search and access detailed employee records such as personal information , contract tracking and retrieve even the past employee.

**Access Employee's Information**

Employee's are able to access their information and can be upload or update to their latest information.

**Notification of contract tracking**

Employee's are able to track their contract and will be notified when the contract expiry is near.

**Acess to Performance Evaluation**

Teachers are able to evaluate each other and the highest ranking in Evaluation will get a Performance Bonus.

**Performance Bonus**

Benefits and allow teacher to have a performance bonus when meets the requirements in Performance Evaluation.

**b. System Feasibility**

To develop a Human Resource Information System (HRIS) for BCAS is highly feasible and aligns well with the institution's growing need for efficient and modern HR management. The system will replace traditional, paper-based processes with digital workflows, helping streamline operations across recruitment, employee data management, personal information, contract tracking, performance evaluation and performance bonus.

**c. Economic and Technical Analysis**

4.2 Requirements Documentation

The proposed Human Resource Information System (HRIS) for Batangas College of Arts and Science is designed to address the growing need for a more efficient, secure, and reliable way of managing employee records. Currently, manual or outdated processes can lead to delays, data inaccuracies, and challenges in retrieving critical information when needed. By implementing this system, the institution will benefit from quick and accurate access to employee information.The SuperAdmin allows to easily input, update, and retrieve employee details such as personal information, contracts , performance evaluation, and performance bonus. This will ultimately lead to better resource allocation, faster workflows, and a more effective human resource management process for Batangas College of Arts and Science.

**a. Introducation**

The Human Resource Information System for BCAS is to modernize employee record management at BCAS by eliminating the limitations of manual record-keeping. Traditional methods can be inefficient, prone to errors, and restrict access to important employee information. Manual record-keeping is prone to errors due to various factors. One common issue is Misplaced or lost documents, as physical records can be damaged, lost, or difficult to locate when needed. Manual record- keeping also lack change tracking, making it difficult to trace who updated a record and when changes were made. By implementing Human Resource Information System, BCAS will experience faster data retrieval, improved security, and a more structured approach to employee and contract management. The system allows admin and employees to quickly access important records, eliminating the need to search through physical files and ensuring that information is readily available when needed.

**b. Current System**

The current system is a paper based system where files and documents is still on papers. When documents and file is needed to the HR needs to find the file or documents in stack up documents and files which give them hard time finding it. With this new system it will be replaced by our new system with is HRIS where you can just search name and the information, file or documents needed can be easily obtained or get.

**c. Proposed System**

This new system will replace the paper based system where Hr can easily find the documents, files and information needed in employee. In just one search you can easily find it. Hr doesn't need to find a single document in a stack up file anymore.

**d. Hardware Requirement**

|  |  |
| --- | --- |
| **Hardware Component** | **Description** |
| Operating System: Windows 7 or later | Windows 7 or newer versions provide essential system features such as multitasking, security updates, hardware compatibility, and user-friendly interfaces. |
| Processor: Intel Pentium 4 processor or later with SSE3 capability | Ensures the system can handle essential processing tasks efficiently, supporting modern software features and providing reliable performance for running the HRIS application. |
| RAM: 4GB minimum, 8GB or more | This specification ensures smooth system performance. |
| Storage: At least 16GB of free disk space | Provides sufficient capacity for installing the HRIS software, storing its database, and accommodating essential files, updates, and backups. |
| Internet Connection: A stable connection with a download speed of at least 1.5 Mbps | A stable 1.5 Mbps connection ensures reliable system access and updates. |

## **e. Software Requirements**

|  |  |
| --- | --- |
| **Software Component** | **Description** |
| Browser/Web: Google chrome, Microsoft edge, opera, firefox or brave | The user need a browser/webs because the system will be compatible to accessing the websites. |

**f. Security Requirements**

To protect sensitive employee data and ensure system reliability, the proposed HRIS for BCAS will implement robust security measures, focusing on confidentiality, integrity, and availability of information. User must have a unique account secured with a strong password. For Admin full access to all employee features and records. SuperAdmin limited access for data entry and updates such as contracts and performance evaluation. And for Employees can access and updates the personal information only.

Batangas College of Arts and Sciences (BCAS) currently utilizes the BCAS OASIS platform (Online Academic Student Information System), which allows students to view only their final grades at the end of each semester. While this provides a basic level of access to academic performance, it does not offer detailed insights into the individual scores that contribute to the computation of the final grade. As a result, many students lack awareness and understanding of their progress throughout the term, which could otherwise help them improve their academic standing.

Our Proposed Capstone Project introduces an enhanced system known as the BCAS Portal System, which is designed to be integrated with the existing BCAS OASIS platform. This system allows students to view not only their final grades but also their detailed performance, including scores in quizzes, assessments, performance tasks, prelim and midterm exams, as well as their computed midterm grade. This improvement gives students a more accurate view of their academic progress in real time, helping them take immediate steps toward improvement before the final grade is released.

The system provides teachers with a centralized and digital platform for encoding scores, managing class performance, and ensuring the accuracy of records. This fosters greater transparency between teachers and students, promotes effective communication, and helps both parties stay informed about academic standing. Ultimately, this system is intended to support academic success by encouraging continuous monitoring, early intervention, and accountability throughout the semester.

4.2 The old grading system in BCAS is currently managed through the OASIS platform, which only displays the final grade per subject. This existing system lacks transparency and real-time feedback, making it difficult for students to track their academic performance throughout the semester. Instructors also have limited options for customizing grade breakdowns or integrating class performance data directly into the system.

The new Grade Viewing Portal System introduces significant improvements. The new system provides a detailed breakdown of student performance, including quizzes, class standing (recitation, attendance, outputs), special projects like SEP, major requirements, and major exams. It enables both students and teachers to monitor progress and identify areas for improvement early on. Additionally, the new system features an intuitive interface and real-time data updates, ensuring both accuracy and ease of access.

Another advantage of the new system is its adaptability. Unlike the rigid format of the old system, the proposed portal allows dynamic configuration of grading components. This flexibility ensures that the system can accommodate different department requirements and be updated easily as academic policies change.

The Proposed Capstone Project introduces a supplementary Bcas Portal System that is designed to be integrated with BCAS OASIS. This system will allow students to view their performance including scores from quizzes, assignments, projects, and other assessments. With this enhancement, students can now track their academic progress throughout the semester, not just after it ends. Teachers will also benefit from having a centralized and digital platform where they can input scores, monitor class performance, and ensure accuracy in grading.

The BCAS OASIS (Online Academic Student Information System) only allows students of Batangas College of Arts and Sciences (BCAS) to view their final grades at the end of each semester. While this system provides a summary of academic performance, it lacks transparency in terms of how those final grades were calculated. Students are unable to view their individual scores in quizzes, assignments, assessments, and major exams, making it difficult for them to understand which areas they need to improve during the term.

**CHAPTER 2**

**REVIEW OF RELATED LITERATURE AND SYSTEMS**

This chapter presents relevant literature and related systems that provide a deeper understanding of the proposed capstone project. By reviewing existing studies, and technologies, this section highlights best practices and identifies gaps that the project aims to address.

**2.1 Review of Related Literature**

**Human Resource Management System**

A Human Resource Management System (HRMS) is a crucial tool for streamlining HR processes within an organization. The study by Navaz et al. (2013) defines HRMS as the integration of human resource management and information technology, which automates key HR functions such as attendance tracking, payroll processing, and employee performance management. By digitizing these processes, HRMS minimizes manual effort, enhances accuracy, and improves administrative efficiency. The paper emphasizes that HRMS is not merely a convenience but a necessity for organizations handling large numbers of employees.

The research highlights several advantages of HRMS, including easy access to employee data, reduced paperwork, enhanced data security, and efficient payroll management. The system consists of multiple modules, such as employee details, payroll, training, performance evaluation, resignation tracking, and resume management. Each module plays a specific role in maintaining organized and up-to-date employee records. For instance, the payroll module automates salary calculations based on allowances and deductions, while the performance module helps track employee contributions and career progression.

Furthermore, the study underlines the role of HRMS in fostering transparency and efficiency in HR operations. The system allows real-time data access, improving communication between employees and management. Additionally, it facilitates decision-making by providing timely reports on workforce performance, leave balances, and training needs. Overall, the implementation of an HRMS results in a more structured, automated, and efficient approach to human resource management, ultimately benefiting both employees and the organization (Navaz et al., 2013).

**HUMAN RESOURCE INFORMATION SYSTEM**

As organizations continue to adapt to globalization and rapid technological advancements, the use of Human Resource Information Systems (HRIS) has become increasingly important in managing workforce operations. According to a study conducted by Bal, Bozkurt, and Ertemsir (2011), HRIS plays a vital role in supporting key HR functions such as recruitment, employee record management, and talent development. These systems assist senior management in aligning manpower planning with long-term business goals, while middle and operational managers utilize HRIS to monitor employee allocation, recruitment, and compensation.

The researchers emphasized that HRIS contributes significantly to operational efficiency by automating administrative tasks and improving data accessibility. HRIS functionalities extend beyond basic record-keeping and payroll; they now support complex HR activities including staffing, workforce planning, compensation management, and employee relations. The use of HRIS has evolved to enhance recruitment processes through online job postings, electronic applications, applicant tracking systems, and onboarding workflows, offering HR departments more strategic control over human capital management. Furthermore, HRIS provides critical support for planning future workforce needs by offering insights into labor supply and demand, employee training programs, salary forecasts, and contract negotiations. The integration of HRIS also plays a strategic role by empowering HR professionals to act as business partners in decision-making. As noted by Ulrich (2007, 2009), HRIS allows HR managers to focus on strategic roles such as competency management and organizational development, shifting from purely administrative tasks to higher-level planning. Bal et al. (2011) also conducted empirical research to assess HR employees’ perceptions and satisfaction with HRIS in various organizations. Using surveys distributed across different sectors, they found that user satisfaction is a critical factor in determining the success of an HRIS. The study revealed that user satisfaction is influenced by system usability, information quality, and the alignment of the system with organizational needs. While the study showed positive results regarding the efficiency and usefulness of HRIS, it also highlighted concerns such as data security and the potential for unintended consequences, including an overwhelming quantity of low-quality applicants in e-recruitment processes.

Ultimately, the findings suggest that HRIS not only enhances HR operations but also contributes to broader organizational goals by improving decision-making, increasing productivity, and allowing HR departments to take on more strategic roles. However, to maximize its benefits, organizations must address user satisfaction, ensure system security, and continuously evaluate the effectiveness of the HRIS in supporting their human capital strategies (Bal et al., 2011).

**The Role of Human Resource Information System (HRIS) in Organizations**

Aims to address the need for accurate and efficient retrieval of employee information within an organization. According to this study (Kovac & Cathcart 1999) Human Resource Information system (HRIS) as a systematic procedure for collecting, storing, maintaining, retrieving, and validating data needed by organization about its human resources, personnel activities, and organization. Implementing this system, the organization seeks to enhance the efficiency of data storage, improve security measures, and ensure the accuracy and reliability of employee records. The goal is to optimize data management processes, reduce retrieval time, and implement security measures to protect sensitive employee information.

The project's focus on security measures will ensure that sensitive employee information is safeguarded against unauthorized access, thereby maintaining the confidentiality and integrity of employee records. Overall, the Employee HRMS project will significantly elevate the organization's HR management capabilities and contribute to a more secure and streamlined operational environment. By prioritizing accurate and quick retrieval of employee information, the system will optimize data management, enhance security, and uphold the integrity of employee records. In another case study (Tannenbaum,1990) defines A human resources information system is a technology-based system used to acquire, store, manipulate, analyze, and retrieve, and distribute pertinent information regarding an organization’s human resources .In addition, HRIS is a connection between HRM and information technology (IT). On the other hand human resource information system also includes the people, policies, procedures and data that required to manage human resources functions other than the applications that comprise the technical part of the system as hardware and software applications are not only limited with the computer hardware and software (Hendrickson, 2003).

Furthermore, HRIS is not only concentrated on HR management issues but also it is concentrated on the organizational objectives. Therefore, an HRIS is more than recording the files to the computer, it is an approach that store, record, analyze and control the data that related to organization human resources (Bingöl, 2006).

**Role of Human Resource Information Systems in Educational Organizations**

Human Resource Information Systems (HRIS) are essential tools for streamlining HR functions and improving operational efficiency within organizations. Ritesh Chugh (2013) emphasizes that HRIS helps HR professionals acquire, store, analyze, and distribute crucial information, enabling better decision-making and enhanced HR operations.

HRIS in educational organizations, like CLearn, automates several HR tasks, including performance management, recruitment, leave management, payroll, and training. The system enables HR professionals to track employee performance, identify training needs, and manage recruitment more efficiently. By automating payroll, HRIS eliminates manual processes, reducing errors and costs. Additionally, HRIS provides real-time data access, improving communication between employees and management. It also supports occupational health and safety management by tracking incidents and providing necessary reports.

Overall, HRIS is transforming traditional HR functions by automating processes and allowing HR personnel to focus on strategic goals, ultimately enhancing organizational efficiency and employee development. The benefits observed in CLearn can be applied to various industries, making HRIS a crucial component for modern HR management.

**THE IMPORTANCE OF USING HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)**

It is important to coordinate and control major functions, departments and the business processes in an organization. Each of these functional departments has its own goals and processes and they obviously need to cooperate in order for the whole business to succeed. Firms achieve coordination by hiring managers whose responsibility is to ensure all the various parts of an organization work together. The hierarchy of management is composed of senior management which makes long term decisions, middle management which carries out programs and plans and operational management which is responsible for monitoring the daily activities of the business. Each of these groups has different needs for information given their different responsibilities (Laudon & Laudon, 2009).

In HR planning process it is easier to follow workforce gaps, the quantity and quality of the labour force and to plan future workforce requirements with the help of HR knowledge systems (Dessler, 2005). HRIS can support long range planning with information for labour force planning and supply and demand forecast; staffing with information on equal employment, separations and applicant qualifications; and development with information on training programs, salary forecasts, pay budgets and labour/employee relations with information on contract negotiations and employee assistance needs (Shibly, 2011). Risk and security management is another crucial function which can be derived by HRIS by following private and highly sensitive individual data and multiplatform security aspects which are perhaps the most serious factors that need to be taken into consideration (Karakanian, 2000). However, HR departments need to recognize some of the current limitations of web technology and its integration to the HRIS backbone. Like most e-business ventures, security of private HR information is a top priority. Organizations looking seriously into internet enabling of their HR businesses should evaluate the authentication, security, access rules, and audit trails related to service providers' networks, servers, and applications (Karakanian, 2000).

HRIS is an integrated system used to gather, store and analyze information regarding an organization’s human resources’ comprising of databases, computer applications, hardware and software necessary to collect, record, store, manage, deliver, present and manipulate data for human resources function. The use of HRIS in organizations has various advantages for managers especially in decision making processes.

<https://www.researchgate.net/publication/256846555_Human_Resource_Management_System>

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**2.2 Review of Related Systems**

Justworks was founded in 2012 by Isaac Oates with the goal of simplifying and modernizing the way small businesses manage their HR, payroll, and benefits. The company was created to address the challenges small business owners face in managing compliance, payroll taxes, employee benefits, and insurance, which are often complicated and time-consuming. The inspiration behind Justworks was to provide small businesses with the same level of services and protections that large corporations typically offer to their employees, but in a more streamlined and cost-effective manner. Initially, Justworks focused on providing a Professional Employer Organization (PEO) service, which allowed small businesses to outsource their HR functions while still maintaining control over their day-to-day operations. The company's platform helps automate various administrative tasks such as payroll, health benefits, and tax filings, giving small business owners the ability to focus on growing their companies without getting bogged down by the complexities of employee management.

​Zoho People, developed by Zoho Corporation, is an online Human Resource Management System (HRMS) designed to streamline and manage various HR functions. Zoho People has evolved significantly since its inception to cater to organizations of all sizes. The platform offers a comprehensive suite of features, including employee self-service, leave and attendance management, performance appraisal systems, HR process automation, and a mobile application for on-the-go access. Over the years, Zoho People has incorporated advanced functionalities such as activity logs to track and store changes made within the system, enhancing transparency and accountability. This evolution reflects Zoho's commitment to providing a robust and adaptable HR solution that aligns with the dynamic needs of modern businesses.

​Gusto, originally known as ZenPayroll, was founded in 2011 by Joshua Reeves, Tomer London, and Edward Kim. The company emerged from the Winter 2012 batch of Y Combinator, a prominent startup accelerator. Launched officially on December 11, 2012, in California, ZenPayroll aimed to simplify payroll processing for small and medium-sized businesses by offering a cloud-based solution that automated calculations, payments, and tax filings. Gusto's growth continued with the opening of new offices, including a significant expansion to Denver in July 2015. By 2019, the company had established a presence in New York City, marking its third office location. Throughout its evolution, Gusto has remained committed to simplifying HR processes for businesses, offering services such as payroll processing, benefits administration, and compliance management. As of 2024, Gusto continues to serve businesses across the United States, adapting its offerings to meet the changing needs of modern enterprises.

ADP Workforce Now is a cloud-based human capital management (HCM) solution introduced by Automatic Data Processing (ADP) in 2009. Designed for mid-sized businesses, it offers a comprehensive suite of HR, payroll, talent management, and time and attendance services. The platform quickly gained traction, surpassing 20,000 clients within its first two years, highlighting its strong appeal to organizations seeking integrated HR solutions. Over the years, ADP has continued to enhance Workforce Now, incorporating features like embedded compensation benchmarks and skills-based scheduling to better serve evolving client needs. Today, ADP Workforce Now stands as a robust platform, empowering businesses to effectively manage their workforce through a flexible, secure, and integrated HCM solution.

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Connecteam is a workforce management platform that was founded in 2015. Initially focused on providing mobile-first solutions for small and medium-sized businesses, Connecteam was designed to help organizations streamline and manage their operations more effectively, from employee scheduling to communication and task management. Over time, the platform has evolved to offer a variety of tools aimed at simplifying daily operations for businesses in various industries, including construction, retail, and healthcare. Connecteam's main offerings include employee time tracking, task management, communication, and training management tools. As of today, it has gained significant recognition for its ease of use and flexible features, which allow businesses to tailor the platform to their specific needs. Connecteam is particularly valued for its mobile-first approach, making it accessible to frontline workers and field teams.

​Connecteam, a workforce management platform tailored for deskless employees, was founded in 2016 by Amir Nehemia, Daniel Nuriel, and Yonatan Nuriel. The company has experienced significant growth since its inception, serving over 36,000 customers across 80 countries by 2023, including prominent brands like SodaStream, Sodexo, Saint Gobain, and Berry Global. ​The platform offers a comprehensive suite of features designed to streamline operations for deskless workers, such as time tracking, scheduling, task management, and communication tools. Connecteam’s focus was on providing small businesses with a mobile-first solution for managing their teams, offering tools for time tracking, employee scheduling, task management, and internal communication.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| FEATURES | ROLE BASED LOG IN | EMPLOYEE SELF-SERVICE | EMPLOYEE LIST/DETAILS | ADMIN BASED ACCOUNT CREATION | PERFORMANCE EVALUATION | NOTIFICATION/  HISTORY | Contract Tracking |
| Justworks |  |  |  |  |  |  |  |
| Zoho People (Basic Plan) |  |  |  |  |  |  |  |
| Gusto |  |  |  |  |  |  |  |
| ADP Workforce Now |  |  |  |  |  |  |  |
| connectteam |  |  |  |  |  |  |  |
| BCAS HRMS DIGITAL RECORD SYSTEM |  |  |  |  |  |  |  |

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