

HUMAN RESOURCE INFORMATION SYSTEM



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DEFINITION OF HRIS

- It is a systematic way of storing data & information for each individual employee to aid planning, decision making & submitting of returns and reports to the external agencies.
- A method by which an organization collects, analyses & reports the information about people and job.

OBJECTIVES OF HRIS

- To offer sufficient, comprehensive & ongoing information about people & jobs.
- To supply up to date information at a reasonable cost.
- To offer data security & personal privacy.

ATTRIBUTES OF HRIS

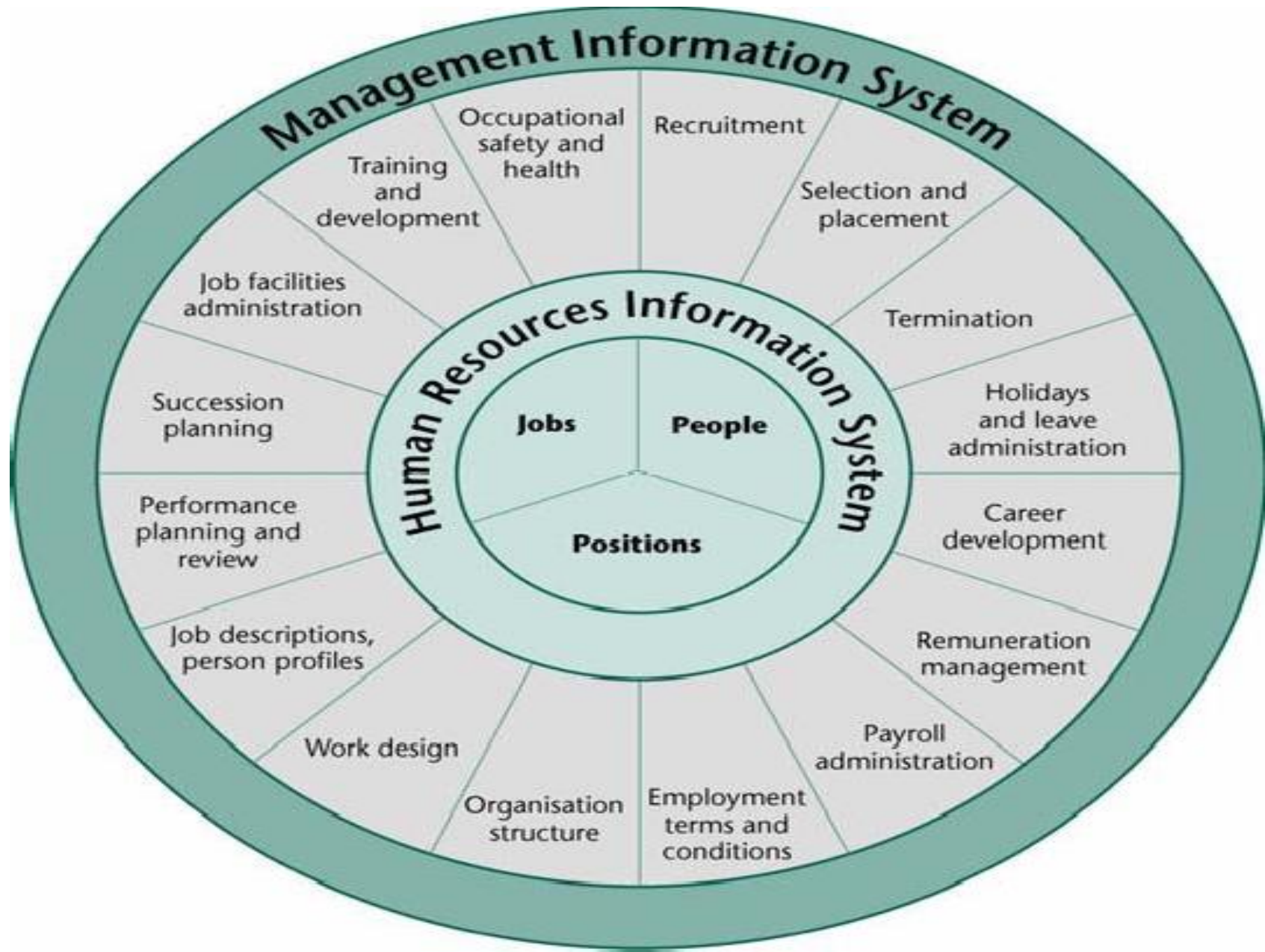
- A part of the organization's larger management information system
- An integration of HRM and Information Systems
- Helps HR managers to perform the functions in an effective and systematic way
- The system used to acquire, store, manipulate, analyze, retrieve, and distribute pertinent information regarding human resources
- To make decisions H.R. and line managers require accurate human resource information

HRIS CONTAINS INFORMATION ABOUT:

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- Jobs
- Positions
- People

HRIS model



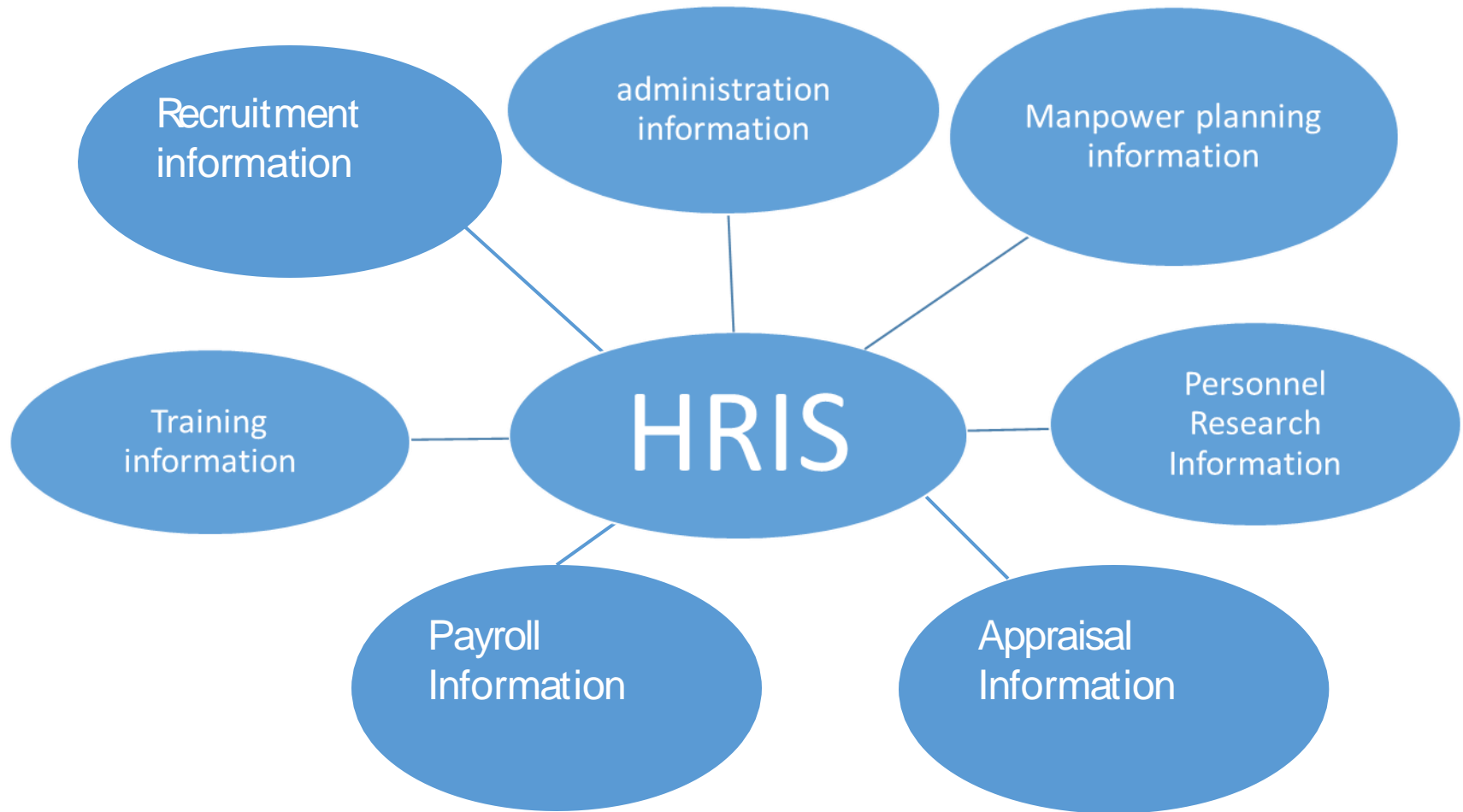
HRIS SUPPORTS IN:

- The strategic, tactical & operational use of the human resource of an organization
- Collect, store and process employee information
- Provide reliable information for decision-making
- Allow organisation to assess effectiveness of HR policies, programmes and decisions

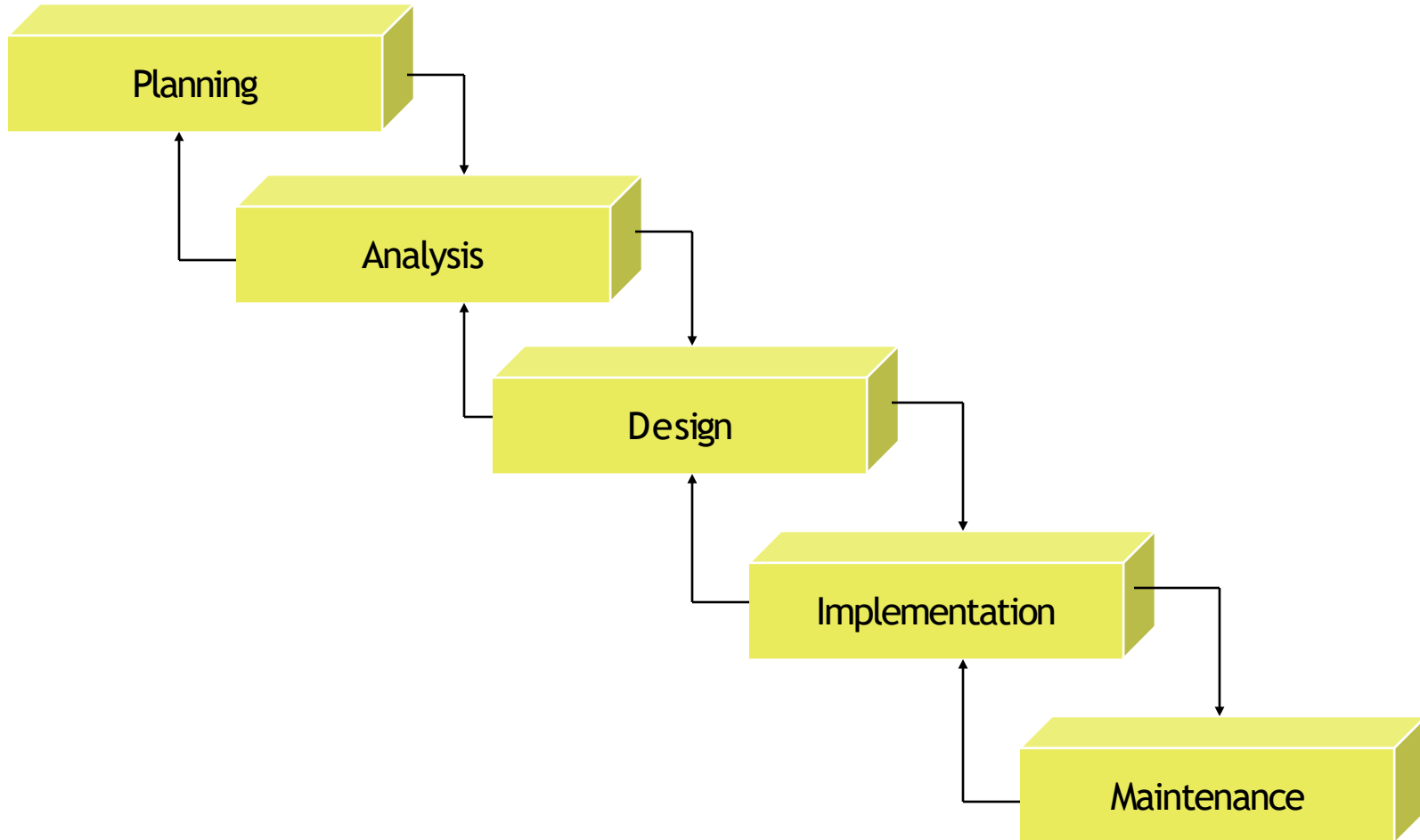
HUMAN RESOURCES INFORMATION SYSTEM

SYSTEM	DESCRIPTION
TRAINING & DEVELOPMENT	TRACK TRAINING, SKILLS, APPRAISALS
CAREER PATHING	DESIGN EMPLOYEE CAREER PATHS
COMPENSATION ANALYSIS	MONITOR WAGES, SALARIES, BENEFITS
HUMAN RESOURCES PLANNING	PLAN LONG-TERM LABOR FORCE NEEDS

SubSYStemS oF HRIS



Steps of Setting up An HRIS



StepS In plAnning

- Inception of idea
- Feasibility study
- Selecting a project team

StepS In AnAlYSiS

- Defining the Requirement
- Vendor Analysis
- Contract negotiations

StepS in DeSigning

- Examines the flow of Information
- Identification of gaps and outlines

- **StepS in implementing**
Tr_{aining}

- Implementing
- Tailoring the system
- Collecting data
- Testing the system
- Starting up
- Running in parallel

Steps in maintenance

- Maintaining of HRIS
- Auditing

applicationS of HRiS

- ☐ Personnel administration
- ☐ Salary administration
- ☐ Leave/absence recording
- ☐ Skill inventory
- ☐ Medical History
- ☐ Accident monitoring
- ☐ Performance appraisal
- ☐ Training and development
- ☐ Human resource planning
- ☐ Recruitment

importance of HRiS

- ❑ Large amount of data and information to be processed.
- ❑ Project based work environment.
- ❑ Employee empowerment.
- ❑ Increase of knowledge workers & associated information.
- ❑ Learning organization

BenefitS of HRiS

- Higher speed of retrieval and processing of data
- Reduction in duplication of efforts leading to reduced cost
- Ease in classifying and reclassifying data
- Better analysis leading to more effective decision making
- Higher accuracy of information/report generated

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- Fast response to answer queries
- Improved quality of reports
- Better work culture
- Establishing of streamlined and systematic procedures
- More transparency in the system

Limitations of HRIs

- It may be expensive in terms of finance and manpower
- It may be inconvenient for computer illiterates or people with mere knowledge of computer
- Computers can not substitute human

BaRRieRs to tHe success of HRis

- ☐ Lack of management commitment
- ☐ Satisfaction with the status quo
- ☐ No or poorly done needs analysis
- ☐ Failure to include key people
- ☐ Failure to keep project team intact
- ☐ Politics / hidden agendas
- ☐ Failure to involve / consult significant groups
- ☐ Lack of communication
- ☐ Bad timing (time of year and duration)