

Human Resource Information System For An Organisation Development

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ABSTRACT: Acquisition, storage and retrieval of information present a significant challenge to the management. However, once the database is created, maintenance becomes a much easier task provided data security and privacy of employees can be safeguarded. Human Resource Information system is new charm to business world in past two decades. Growing significantly of user friendly to provide quick and responsive report especially when linked with the organization. This paper reviles the recent Applications which are comes under the formation of HRIS. Some applications which could be computerized and the mature type of information's that can be recorded and stored the information's. The study implies the key steps which are implementing in HRIS for the development of an organization. Data has to be collected from multiple source of evidence in addition to books, websites and journals. This paper includes some core Benefits of HRIS for an development of an organization. Which the computerized human resource information system, describes earlier many benefits and also has many problems which needed to address before it can really in usefully form. HR department requires large amount of detailed information's by the help of HRIS.

I. Introduction

A systematic way of storing data and information for each individual employee to aid planning, decision making, and submitting of return and reports to external agencies. Acquisition, storage and retrieval of information present significant challenges to the management. However, once the database is created, maintenance becomes a much easier task provided data security and privacy of employees can be safeguarded. Information is needed for internal control, feedback and correctives actions, and for statutory obligation. HRIS is utilized basically for the following four purposes:

- Storing information and data for each individual employee for future reference.
- Provided a basis for planning, organizing, decision making, controlling, and a host of other human resource functions.
- Meeting daily transactional requirements such as marking present/absent and granting leave.
- Supplying data and submitting returns to governments and other statutory agencies.

Originally, HR departments used to share hardware and files with other departments. Later, companies began to develop information systems devoted exclusively to human resource applications. These systems came to be known as human resource information systems. A human resource information system should be designed around a database consisting of employee and position records. The access to the database could be in batch mode or through online transactions, with ad hoc enquiries being satisfied by a report writer. A number of standard reports, such as age analysis, absence reports, salary review reports and employee profiles could be used to facilitate the functions described in succeeding paragraphs.

Objectives:

- ❖ To study the recent steps which are implemented for effective Human Resource Information System.
- ❖ To study the Applications which are benefited for recent development for an Organization.

II. Types of Applications:

Some of the applications which could be computerized and the nature/type of information that can be recorded and scored are described below:

Personnel Administration:

It refers to information about each employee such as name, address, date of birth, date of joining the organization, and information about permanent home address, local postal address and the address of next of kin.

Salary Administration:

A good human resource information system must be able to perform what if analysis and present the proposed increases in a report suitable for distribution to various departments. The report should give the details of present salary, last increase, and the proposed increase.

Leave/Absence Recording:

A fundamental aspect of leave management is to maintain a complete leave history for each employee with the ability to increase entitlement according to leave rules. Every employee can be issued with an identity card with an employee token number coded on it.

Performance Appraisal:

The system should record individual employee performance appraisal data such as the due date of the appraisal, scores for each performance criteria, potential for promotion, and other information to form a comprehensive overview of each employee.

Training and Development:

The system should consider the training and development needs of an employee, with the ability to record and enquire on courses completed, those underway, and any projected training courses.

Human Resource Planning:

An organization hires people because it has a need to fill position to ensure that it continues to operate efficiently and within the budget restraints. This philosophy provides the user with a means of identifying vacancies and establishing staff numbers, using either reports or on-line enquiries.

Recruitment:

An essential function of any personnel departments is recruitment. Recording details of recruitment activity such as the cost and method of recruitment, and the time taken to fill the position can be used to provide a picture of the cost of recruitment in terms of time as well as rupee value.

Career Planning:

Human Resource Information System could record projected positional moves. The system must be capable of providing succession plans to identify which employees have been earmarked for which positions.

Collective Bargaining:

A computer terminal can be positioned in the conference room and linked to the main database. This will expedite negotiations by readily providing up-to date and also facilitating what if analysis.

III. 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.
- Fast response to answer queries.
- Establishment of streamlined and systematic procedures.
- More transparent in the system.

IV. Steps in Implementing HRIS:

The following steps should be followed in setting up HRIS.

Inception of Idea:

The most criteria part of this step is to clearly illustrate how an HRIS can assist management in making certain decisions.

Selecting a Project Team:

Once the feasibility study has been accepted and the resources allocated, a project team should be selected. The project team should consist of a human resource representative, who is knowledgeable about the organization's human resource functions and activities and the organization itself, and also a representative from management information system.

Vendor Analysis:

This involves discussions with various vendors on how their Human Resource Information System will meet the organization's needs. This will help in making a decision of going to the "off-the-shelf" package or to develop the system internally.

Training:

It involves making changes to the system to best fit the organizational needs.

Running in Parallel:

Just for the security, the new system is run in parallel with the old till the new system stabilizes and people gain confidence in its operations.

Maintenance:

It normally takes several months for the human resource people to get acquainted with human resource information system.

Audit:

After a year or so, the project team should audit the performance of human resource information system and its required, corrective actions should be taken.

V. Limitations of HRIS:

However the Human Resource Information System, described earlier, has many benefits, it also has many problems. Some of them are described below.

1. It can be expensive in terms of finance and manpower requirements.
2. It can be threatening and inconvenient to those who are not comfortable with computers.
3. The quality of response is dependent upon the accuracy of data input and queries fired.
4. Online facility in multi-user environment needs to be developed so that the reports generated are not out of place with the realities.

VI. Conclusion:

Human resources information system can help both employer and employee in order to do their job. It can help organization going smoothly using technology. Organization can improve their management system from traditional approach to a modern approach that using a technology base. In addition, organization can take advantage in competition when their organization more advances.