

Study on Human Resource Information System (HRIS)

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Abstract – A Human Resource Information System (HRIS) is a software for small to mid-sized businesses to accommodate automate and arrange their HR, payroll, management and accounting activities. In this paper we discuss HRIS Track, and various modules of HRIS. Also we had briefly gone through with the Advantages, Disadvantages and Limitations of HRIS. This paper helps organizations understand where they are in that journey and what they can do to accomplished the holistic view of talent that today's business environment need.

Index Terms – HRIS, HRMS, ERP, performance and Potential etc.

1. INTRODUCTION

In Past times the Evaluation of Employ's Performance and Potential was manual process. The evaluation was done using Paper and Pen. In such cases the maintenance and integration of the employee is very difficult. The Maintenance of such a large database is very tedious job. It also Consume much time. Every activity such as how to source, attract, select, train, develop, retain, promote, and move employees are done manually which is not feasible.

Talent management is an expectation of required human capital for an organization and the planning to meet those needs. It is the science of using strategic HR to better business significance and to make it possible for companies to reach their goals. All are done to recruitment, retain, grow, payment and make people perform build a part of talent management as well as strategic workforce planning. A talent-management strategy demand to associate to business strategy to make sense. Talent management denoted that companies are strategic and discuss in how they source, attract, choose, train, grow, retain, establish, and move worker in the organization.

2. ACTIVITIES WITHIN TALENT MANAGEMENT

The NTMN (New Talent Management Network) defined the limits of the field through surveys of those in joining talent management departments in 2009–2011. Those surveys indicated that activities within talent management incorporate succession planning, valuation, development and high potential management. Activities such as performance management and talent modifier (recruiting) were less often contained in the

remit of corporate talent management practitioners. Retrieval was not a function attach with talent management.

A talent management system must be concern with business strategy and executed in daily processes all over the company. It cannot be left completely to the human resources department to attract and retain employees, but certain must be effort at all levels of the organization. The business strategy must consist responsibilities for managers to grow the skills of their presently subordinates. Partition in the company should be evidently sharing information with other departments in order for employees to obtain knowledge of the overall organizational intention.

3. TECHNOLOGY FOR TALENT MANAGEMENT

The talent management strategy may be supported by

1. HRIS (HR Information Systems)
2. HRMS (HR Management Systems)

Despite the differing acronyms, both describe the same system or systems: A suite of software, databases, and cloud computing which provide an all-encompassing solution for managing all aspects of a workforce.

4. HHRIS (HR INFORMATION SYSTEMS)

A Human Resources Management System (HRMS) or Human Resources Information System (HRIS), refers to the systems and procedure at the intersection between Human Resource Management (HRM) and Information Technology.

It join HRM as a regulate and in special its basic HR activities and processes with the cognition region, whereas the arrangement of data processing systems evolutionary in standardize routines and packages of Enterprise Resource Planning (ERP) Software. On the whole, these ERP systems have their beginning on software that whole information from distinct applications into one common database. The linkage of its economical and human resource modules through one database is the most important variance to the individually and proprietary developed predecessors, which makes this software application both stiff and flexible.

The intension of human resources (HR) segment is generally administrative and general to all organizations. Organizations may have formalized decision, valuation, and payroll processes. Capable and effective management of "human capital" progressed to an increasingly essential and complicated process.

The HR responsibility include tracking existing employee detail which traditionally includes confidential histories, ability, capabilities, success and payment. "To rundown the manual workload of these administrative activities, organizations start to electronically automating many of these processes by introducing specialized human resource management systems."

HR executives depend on internal or external IT professionals to develop and operate an integrated HRMS. Before the client-server architecture evolved in the late 1980s, many HR automation processes were deportation to mainframe computers that could manage big amounts of data transactions. In effect of the high capital investment needed to purchase or program proprietary software, these inner developed HRMS were limited to organizations that possessed big amount of capital.

The arriving of client-server, application service provider, and software as a service (SaaS) or human resource management systems efficient rising high administrative control of such systems.

5. HRIS TRACK

- Jobs
- Positions
- People.

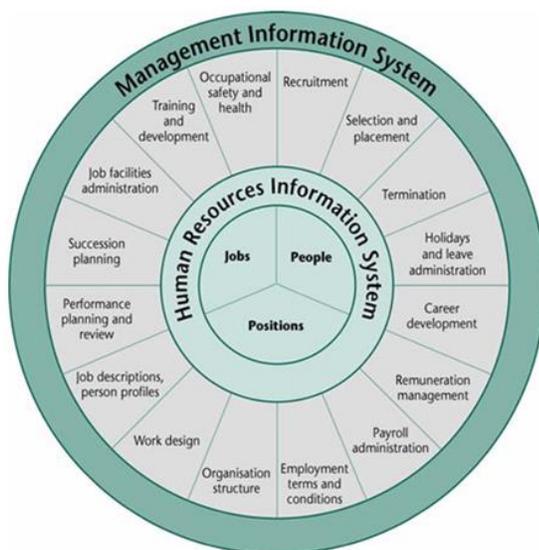


Fig 1: HRIS Tracks

6. HRIS MODULES

1. The Payroll Module automates the pay process by rally data on employee time and attendance, calculating various deductions and taxes, and generating periodic pay cheques and employee tax reports. Data is generally fed from the human resources and time keeping modules to calculate automatic deposit and manual cheque writing capabilities. This module can encompass all employee-related transactions as well as integrate with existing financial management systems.
2. The Time and Attendance module together standardized time and work regard efforts. The most progress modules supply broad flexibility in data collection system, labor allocation capabilities and data analysis features. Cost analysis and capability metrics are the first functions.
3. The Benefits administration module supply a system for organizations to administer and track employee involvement in benefits programs. These typically create insurance, repayment, profit sharing and retirement.
4. The HR management module is a component covering many other HR aspects from application to retirement. The system records basic demographic and address data, selection, training and development, capabilities and skills management, compensation planning records and other related activities. Leading edge systems provide the ability to "read" applications and enter relevant data to applicable database fields, notify employers and provide position management and position control. Human resource management function involves the recruitment, placement, evaluation, compensation and development of the employees of an organization.

The significant cost incurred in maintaining an organized recruitment effort, cross-posting within and across general or industry-specific job boards and maintaining a competitive exposure of availabilities has given rise to the development of a dedicated applicant tracking system, or 'ATS', module.

5. The training module provides a system for organizations to administer and track employee training and development efforts. The system, normally called a "learning management system" (LMS) if a standalone product, allows HR to track education, qualifications and skills of the employees, as well as outlining what training courses, books, CDs, web based learning or materials are available to develop which skills. Courses can then be offered in date specific sessions, with delegates and training resources being mapped and managed within the same system. Sophisticated LMS allow managers to approve training, budgets and calendars alongside performance management and appraisal metrics.

6. The employee self-service module allows employees to query HR related data and perform some HR transactions over the system. Employees may query their attendance record from the system without asking the information from HR personnel. The module also lets supervisors approve O.T. requests from their subordinates through the system without overloading the task on HR department.
7. The Analytics module enables organizations to extend the value of an HRMS implementation by extracting HR related data for use with other business intelligence platforms. For example, organizations joint HR metrics with other business data to recognized trends and anomalies in headcount in order to good forecast the effect of employee turnover on future growth.

Many organizations have gone across the traditional functions and design human resource management information systems, which help recruitment, decide, hiring, job placement, performance evaluation, employee benefit analysis, health, safety and security, while others integrate an outsourced applicant tracking system that create a subpart of the above.

CURRENT APPLICATION OF TALENT MANAGEMENT

In adverse economic conditions, many companies feel the need to cut expenses. This should be the ideal environment to execute a talent management system as a means of optimizing the performance of each employee and the organization.

7. HRIS ADVANTAGES AND DISADVANTAGES

The advantages of having a sophisticated HRIS or HRMS are many. An HRIS or HRMS monitored by qualified specialists who know technology and HR functional and tactical processes can manage compliance with federal and state laws, streamline processes for recruitment and selection, and produce analyses, data and reports for internal and external use. Other advantages of an HRIS include the ease of use for qualification computer technology specialists, accuracy of information and the ability to perform HR audits using any combination of parameters. The employee and manager self-service features are excellent ways to free up the time of your human resources staff members for project work and other duties. Employees and managers can locate answers and information quickly without the need to consult an HR representative every time.

HRIS DISADVANTAGES

An HRIS also can be a doubtful for small businesses in which some employees must wear many hats. If your company isn't big enough to have a dedicated human resources technology authority, consider outsourcing. Some of the disadvantages of an HRIS carry human bug during information input, costly technology to update your system and malfunctions or deficient applications to sustain your human resources needs. There is a

requisition for computer and technology specialists with general information technology knowledge, and finding a qualified specialist with human resources functional sector knowledge can be difficult. With such a demand, your cost to hire an HRIS specialist may be far above the average salary for a computer technology specialist. The cost per-hire for another employee in a specialized field may be a stretch for some small businesses.

8. HRIS – BENEFITS

- Higher Speed of retrieval and processing of data.
- Reduction in duplication of efforts leading to reduced cost.
- Ease in classifying and reclassifying data.
- Higher accuracy of information/report generated.
- Fast response to answer queries.
- Improved quality of reports.
- Better work culture.
- Establishing of streamlined and systematic procedure.
- More transparency in the system.
- Employee – Self Management.

9. LIMITATIONS

- It can be expensive in terms of finance and manpower.
- It can be threatening and inconvenient.
- Thorough understanding of what constitutes quality information for the user.
- Computer cannot substitute human beings.
- Lack of communication
- No or poorly done needs analysis

10. CONCLUSION

HRIS is an integrated system used to collect, store and analyse information related to organization's human resources comprising of databases, computer applications, hardware and software needs to collect, record, store, handle, deliver, present and manipulate data for human resources function. In conclusion, it is important to select the right HRIS. A company that takes the time to invest in an HRIS that fits their success, objectives, mission, and values, is a company that is investing in its future and in its goals. It will be necessary to customize any HRIS to the matchless needs of a company so the system will remain flexible and relevant all over the future life of the company or enterprise.

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