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**HRIS Review and recommend – Use your own words to complete this worksheet. Do NOT cut and paste from other sources without proper citation.**

**Step 1: Review the following case information:**

You are the sole HR Practitioner working for Company Canada, a plastics manufacturing business with 500 employees. There is no integrated HRIS system. You keep track of employee documentation through spreadsheets and a payroll-based database system that has strong bookkeeping functions. Employee information is processed through payroll, with limited self-serve access for employees (they can see their pay information on-line). A payroll clerk does all of the data entry into the payroll system. The payroll clerk reports to the payroll manager. Employees can send any personal change information to you or to the payroll manager. Department supervisors (there are 10) keep track of performance records and safety incidents. Attendance issues or pay changes must be authorized by a department supervisor. Each supervisor forwards this authorized information to you or the payroll manager. Once received, you and/or the payroll manager forward this information to the payroll clerk. Ultimately, this means you keep track of employee data (demographics) in one set of electronic documents. The payroll department keeps track of pay-related employee data in the payroll/book-keeping system. You get together with the payroll manager on a monthly basis to audit the employee records to catch duplication errors and process upcoming pay changes as needed. There are errors, pay delays and limited functionality available to both supervisors and employees through these processes and system issues. The payroll function reports to the Chief Financial Officer (CFO). You report to the Chief Executive Officer (CEO).

You have received authorization from the CEO to proceed with the possible purchase of an integrated HRIS system. Your mandate is as follows:

* You have been given to go ahead to review and compare systems without budgetary restraints. This is a preliminary assessment. Cost comparisons will take place later.
* The company workforce and production status are both stable.
  + No anticipated growth or workforce reduction plans are forecast for the next 5 fiscal years.
* The new strategic direction for Company Canada includes employee-based decision-making, shared authority, and empowerment in their revised value statements.
* You have authority to recommend organizational changes including changes to departmental reporting structures.

**Step 2: Identify the need and/or functionality requirements:**

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| Based on the brief information you have (above), identify the needs and/or functionality requirements that should be included in the new system. Note: Identify any assumptions that you are including for this step. |
| Response:   * **Integrated Data Management:** An HRIS that centralizes all employee information, reducing errors and duplication. * **Self-Service Access:** Allow employees to update personal information, view pay stubs, and request leave online. * **Performance and Safety Management:** Tools for supervisors to track performance records and safety incidents digitally. * **Attendance and Payroll Integration:** Streamline the process of tracking attendance and automating payroll changes. * **Reporting and Analytics:** Generate detailed reports and analytics for HR metrics and compliance. * **User-Friendly Interface:** Ensure ease of use for employees, supervisors, and HR staff. * **Data Security:** Strong security features to protect sensitive employee information.   **Assumptions:**   * The company aims to enhance employee empowerment and decision-making. * There is no immediate need for scalability beyond the current workforce size of 500 employees. * Integration with existing systems must be smooth, with minimal disruption to current operations. |

**Step 3: Review and recommend**

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| 1. Review the **three** HRIS’ Website information posted in Module 4. (SAP, ORACLE, InfoHR) |
| 1. Based on the identification of needs and/or functionality requirements from Step 2, pick **one** of the three HRIS systems you recommend for consideration (not based on costing) and explain your rationale for this recommendation. You must identify the system you selected (SAP or ORACLE or InfoHR). |
| Response:  **Selected HRIS:** SAP  **Rationale:**  SAP SuccessFactors is like a one-stop shop for all things related to managing people in a company. It's known for being easy to use and can do a lot of different tasks, like helping employees do things themselves, keeping track of how well people are doing their jobs, connecting with the company's payroll system, and providing detailed reports on all sorts of HR stuff. It's great for a company that wants to make their HR processes smoother and more effective. |
| 1. Identify how the system you recommended will meet the needs/functionality requirements you identified in Step 2. Be as specific as possible. |
| Response:  **Meeting the Needs:**   1. **Integrated Data Management:** SAP SuccessFactors puts all employee info in one place, getting rid of separate spreadsheets and reducing mistakes. 2. **Self-Service Access:** Employees can handle their own info, check their pay, and ask for time off online, cutting down on paperwork and giving them more control. 3. **Performance and Safety Management:** The system helps keep track of how well employees are doing and any safety issues, making it easier for managers to handle. 4. **Attendance and Payroll Integration:** It connects attendance and payroll info, making sure everyone gets paid right and on time. 5. **Reporting and Analytics:** SAP SuccessFactors has tools to make detailed reports, giving bosses info they need to make smart choices and follow rules. 6. **User-Friendly Interface:** The system's designed to be simple to use, so anyone can get around it without much trouble. 7. **Data Security:** It's got strong security measures to keep employee data safe from hackers and leaks. |

**Step 4: Additional considerations**

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| Based on all the above, identify at least three process/organizational/departmental changes that must be included as part of your recommendation for successful implementation: |
| 1. **Training Programs**: Develop comprehensive training sessions for HR staff, supervisors, and employees to ensure everyone can use the new HRIS effectively. 2. **Transition Strategy**: Develop a plan to address resistance, communicate the benefits of the new system, and offer continuous support throughout the transition. 3. **Optimized Processes**: Revise current workflows to match the new system's functionalities, enhancing data entry, approval procedures, and reporting efficiency.   Other:   * Continuous Assistance and Upkeep: Develop a strategy for ongoing assistance and upkeep of the HRIS to manage technical issues and updates. * Data Transfer: Create a detailed plan to ensure the accurate and complete transfer of existing employee information into the new system. * Suggestion System: Establish a mechanism for users to report issues and provide suggestions, ensuring the HRIS adapts to the organization's evolving requirements. |

**Step 5: Submit your completed worksheet via the Turnitin link in Module 4 by Monday, June 3, 2024 @ midnight.**