Summary

Chapter Eleven :Human Resource Information System

11.1 Human Resource Information System {HRIS}

HR department of any organization now enjoys a very central role in formulating company policies and also in streamlining the business process. To make HR department more effective and efficient, new technologies are now being introduced on a regular basis to make things simpler and modernized. One such latest technology is Human Resource Information System. This integrated HRIS is designed to provide information used in HR decision making such as administration, payroll, recruiting, training and performance analysis.HRIS merges HRM with information technology to simplify decision making process.

11.2 Areas of HR benefited by the HRIS

HRIS automates the entire *payroll process* by gathering and updating employee payroll data on a regular basis. It also gathers data on employee attendance, calculating various deductions and taxes on salaries, generating pay cheques and handling employee tax reports. It is 24X7, accurate and simple system.With HRIS it is possible for HR to apply new technologies to effectively gather and appraise employee time and work information.HR can now easily track whether employee's performance is to full potentialand if not what improvements can be arranged. Employee benefits are strong motivators and HRIS allows HR to know which benefits are used by employees and how. Each employee is profiting from them. HRIS tracks training provided against the training needs of employees. Data is provided on types of training, its duration and employee attendance.HRIS is used in companies to track performance of an employee. The key performance objectives / indicators are entered in the system along with the employee at the beginning of the year.the actual performance feedback is shared with the employee face-to-face and key discussions are

recorded for future review. HRIS is also used for compliance and employee self service.

11.3 Process of implementing HRIS in an organization

Implementing HRIS is usually perceived as IT project. That is not so. HR must participate and actively involve itself in scoping, implementation, cutover, resourcing and management. Companies *evaluate* various HRIS packages with through management team of all departments affected by HRIS. This process helps in selecting most suitable package and gaining knowledge and goals of HRIS.Opportunity must be used to set correct expectations from HRIS and to obtain executive management support in order to ensure successfulimplementation.

HRIS package comes with built-in processes for most HR activities, but firms will need to *configure* process according to their specific needs. This customization does not involve programming; users are required to enter specific data [like eligibility for a particular benefit] into control tables that then direct how the HRIS operates.As the project team digs into the current business processes, they find that HR users and even managers do not really understand the process well. They know what is done but fail to understand why it is done.Knowing this why is important in project implementation. This knowledge allows the team to select the best from various techniques / methods available to meet the required need.

When existing HR data is mapped into the new HRIS, for *linking* with other systems, it is observed that the significant amount of data is incomplete, invalid or contradictory. For newly re-engineered processes the existing data is not compatible. Analyzing this data and obtaining fresh data is the job of HR analysts as user consultation and input are required. It is not the job of IT programmers writing data conversion routines.

Along with technical aspects of implementing the HRIS, project team must track the softer side of managing the whole organization to accept the new business processes that come with HRIS. From the start there must be a focus on *preparing* the organization and employees for the new HRIS.With more integrated processes HRIS pulls departments together. This may require new organization structure.User will need cross functional support teams of programmers, configuration experts and business analysts to support HRIS.

11.4 Importance of HRIS

Online HRIS reduces costs and lets employees research their own inquiries and HR counselors to do their jobs more easily. It also enables HR to redeploy its assets and focus on more strategic issues. HRIS will be critical to all organizations in near future as a large amount of data & information needs to be processed, work environment is project based, managements seek employee empowerment and increase of knowledge workers &associated information to become a learning organization.

Related and Additionalreading

HRIS has been successfully implemented and exploited in companies like Shaw's Supermarkets, IBM and Toshiba America Medical Systems. Companies found that HRIS increased productivity of the workforce, provided useful HR data at its finger tips on 24x7 basis. Several employees logged into HRIS from their homes.

Concepts enumerated in this HRM workshop have been significantly implemented in companies like Tata Motors, Tata Steel & other Tata concerns to provide them competitive edge so necessary for survival against fierce competition. HRM @ Google brings out several benefits enjoyed by it to recruit and retain creative employees who derive more pleasure from work and innovation than merely from pay packets.