**What is HRMS?**

A HRMS (Human Resource Management System) is a combination of systems and processes that connect human resource management and information technology through HR software. A HRMS may help to revolutionize a workplace.

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.

Many organizations have gone beyond the traditional functions and developed human resource management information systems, which support recruitment, selection, hiring, job placement, performance appraisals, employee benefit analysis, health, safety, and security, while others integrate an outsourced applicant tracking system that encompasses a subset of the above.

HRMS module 6: Time and attendance

Alongside payroll, this is probably one of the longest-standing HR automations: the time clock. These days, such systems often incorporate biometric identification to avoid ‘buddy punching’ and will link directly to (or be an integral part of) the workforce management module, with information links to your payroll and accounting software.

Common time and attendance module features include:

* Employment attendance tracking
* Time clock management
* Biometric systems
* Functionality for remote and mobile workers
* Legislative compliance (e.g. minimum mandated rest breaks)

HRMS module 7: Absence and leave management

Again, often linked to the time and attendance and workforce management functions, your leave management module is an automated way to allocate, book, approve, track and monitor any absence from the workplace. It may be for vacations, compassionate reasons, illness, parental leave, even jury duty. Request and approval processes should be streamlined and the outcomes incorporated into team calendars where appropriate.

Common absence and leave management module features include:

* Self-service leave requests
* Integration with workforce management (scheduling) and time and attendance functions
* ‘Account management’, tracking accrued vacation time and usage.
* Metrics and analytics, including absence levels and trends