

Human Capital Management

\$ Traditionally most of the tasks were completely owned by HR department

\$ Order of Automation:

1) Transaction intensive HR processes:

- \$ Payroll
- \$ Employee record management
- \$ Time and attendance management
- \$ Leave management

2) Recruitment processes:

- \$ Sourcing
- \$ Assessments
- \$ Offer
- \$ Onboarding

3) Strategic HR processes:

- \$ Talent Management
- \$ Performance Management
- \$ Learning Management

Recruitment

\$ Identify and hire the best

\$ Needs to support different types of recruiting:

1) Enmass: Entry level, recruit in bulk, campus

- \$ Only few times a year
- \$ Extensive training

2) Lateral hiring : Special skills, Experienced, small numbers

- \$ Through the year
- \$ based on immediate business need

3) Senior levels : Random

Methods of Hiring

\$ Direct – Advertisements

\$ Campus recruitment

\$ Employee referrals

\$ Recruitment consultants / Job portals

Recruitment Capabilities of ERP Applications

Labour Forecasting

Workforce Planning

Position Management

Creating Requisitions for new positions

Candidate Sourcing

Screening and Application Tracking

Interviewing

Job Offer

On boarding / Orientation

Recruitment analytics / MIS reports

Recruitment Automation - Benefits

\$ Automated recruitment Process eliminating all paper documents

\$ Using internet to attract candidates

\$ Automating all record-keeping

\$ Better collaboration implies focus is on best applicants only

\$ Quicker transfer of information

\$ Stricter & automated verification

\$ Better maintenance of accuracy of data

Time, Attendance and Leave Management

\$ Capturing employee time is important for employee's payroll calculation

\$ Means to capture employee time : Punch cards, Register, Swipes, Biometric

\$ HRMS sys can support : Time and Attendance reporting, Absence, Leave Time

Workforce Scheduling

- \$ Human resource management systems help in assigning the company's workforce to different assignments
- \$ Assignment is to a function and not to a task. Assigning to task is done by Manager
- \$ Work environment constraints :
 - \$ Tools / machine availability
 - \$ Infrastructure availability
 - \$ Constraints on work hours to women

Scheduling Considerations

- \$ Integrate with time management module
- \$ Union rules, employment terms, Overwork
- \$ Government rules
- \$ Skills & skill levels
- \$ Dynamic change in load pattern

Compensation & Incentive Management Module

- \$ Ensures a consistent application of compensation policies across the enterprise
- \$ Integrates compensation more directly to performance
- \$ Ensures top performers are rewarded
- \$ Enterprise Incentive Management (EIM) is becoming a key functionality
- \$ companies employ a multitude of incentive schemes to encourage direct and indirect increase in sales

Benefits and Payroll Module

Benefits

- \$ ERP solutions can:
 - \$ Administer multiple employee benefit plans
 - \$ support enrolment processes of employees to these different benefits plans
 - \$ determine eligibility for program participants
 - \$ can support different benefit programs

Payroll

- \$ Payroll is more related to month end salary.
- \$ ERP Payroll module helps:
 - \$ Payroll administration
 - \$ Payroll processing
 - \$ Supporting multi country localization and taxes

Talent / Performance Management

- \$ Talent management provides an integrated set of applications
- \$ Talent Management:
 - \$ Competency assessment
 - \$ career planning
 - \$ succession planning
 - \$ skill training
 - \$ fast-tracking of high performers to identify key contributors and future leaders.
- \$ Performance Management:
 - \$ Performance measurements – Direct / indirect inputs
 - \$ 360 degree appraisals
 - \$ Establishment of roles & responsibilities, objective parameters, goal setting

Employee Relationship Management / Employee Self-service (ESS)

- \$ Achieve higher levels of employee satisfaction by delivering online services and making employees more productive.
- \$ Employee portal: A personalize portal designed for -
 - \$ employee communications

- \$ content management
- \$ integration to self- service applications
- \$ Employee self-service: Benefits, maintenance of personal data, leave application, accessing pay slip and payroll data, registering to a new training etc
- \$ Employees maintain all these data and do all these transactions themselves.

Strategic Vs Operational HR Processes

Operational:

- Employee record management
- Leave and Absence management
- Time and Labour management
- Tax and compliance services
- Payroll
- Health, Welfare, Retirement benefits

Strategic / Core:

- Performance mgmt process design
- Compensation & Reward planning
- Planning job roles
- Recruitment process design
- Workforce planning
- Learning management

Industrial Hygiene and Safety

- \$ Risk assessments of different tasks or different work areas
- \$ Incident management
- \$ Safety management of specific work areas

EHS Applications

- \$ EHS applications supports systems and processes that ensure appropriate health and safety controls are incorporated into all operations.
- \$ It has the ability to sense and respond to potential hazards.
- \$ EHS software support can span across all processes in which employees are interacting with:
 - \$ product and manufacturing processes
 - \$ R&D
 - \$ transportation
 - \$ storage
 - \$ disposal
- \$ Leading EHS solutions helps in areas like:
 - \$ Industrial hygiene and safety
 - \$ Occupational health
