HUMAN RESOURCE INFORMATION SYSTEM

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DEFINITION OF HRIS

- It is a systematic way of storing data & information for each individual employee to aid planning, decision making & submitting of returns and reports to the external agencies.

- A method by which an organization collects, analyses & reports the information about people and job.

OBJECTIVES OF HRIS

- To offer sufficient, comprehensive & ongoing information about people & jobs.

- To supply up to date information at a reasonable cost.

- To offer data security & personal privacy.

Attributes of HRIS

- A part of the organization's larger management information system

- An integration of HRM and Information Systems

- Helps HR managers to perform the functions in an effective and systematic way

- The system used to acquire, store, manipulate, analyze, retrieve, and distribute pertinent information regarding human resources

- To make decisions H.R. and line managers require accurate human resource information

HRIS CONTAINS INFORMATION ABOUT:
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- Jobs
- Positions
- People

HRIS MODEL
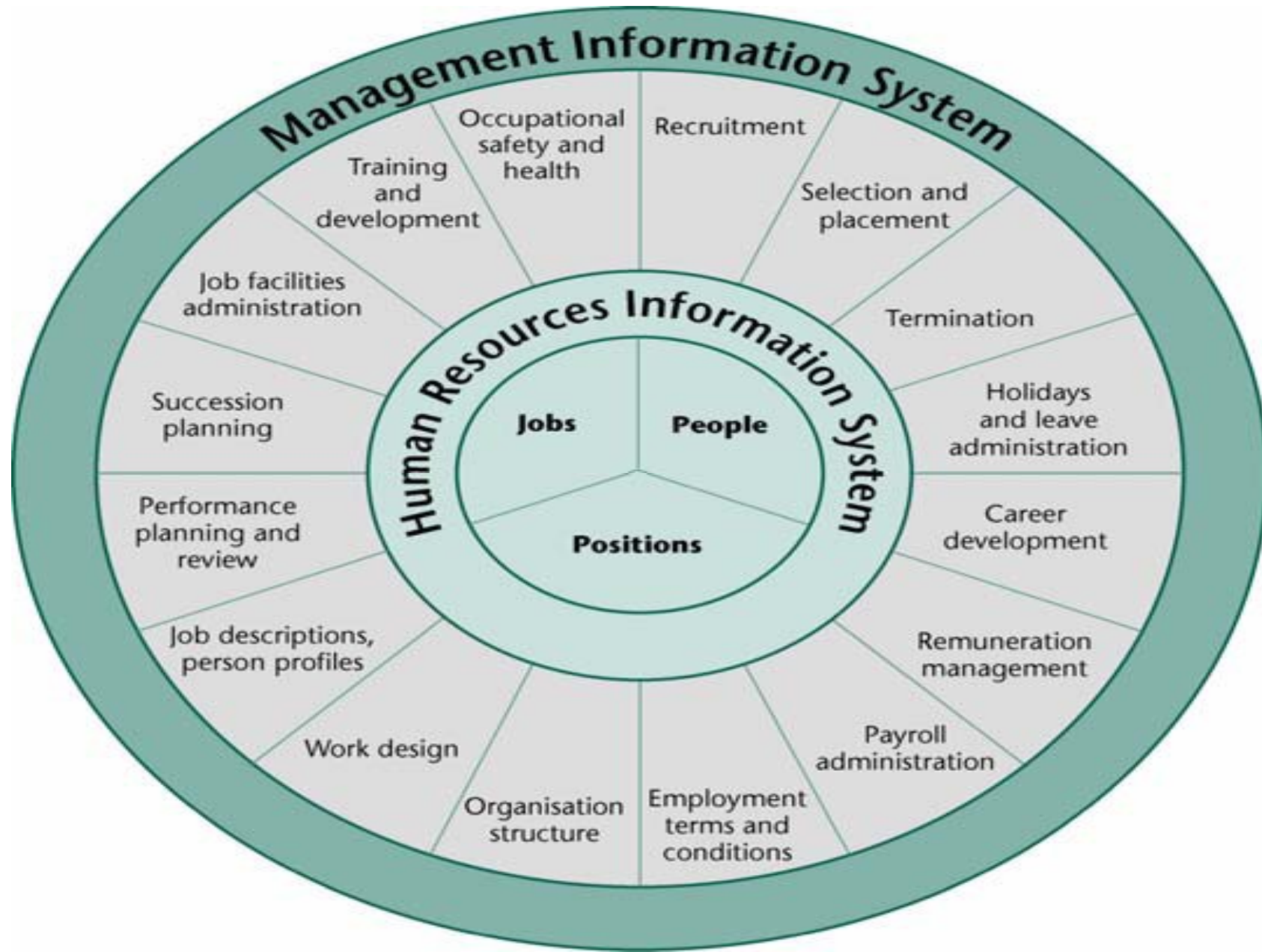
HRIS SUPPORTS IN:

- The strategic, tactical & operational use of the human resource of an organization

- Collect, store and process employee information

- Provide reliable information for decision-making

- Allow organisation to assess effectiveness of HR policies, programmes and decisions

HUMAN RESOURCES INFORMATION SYSTEM

SYSTEM	DESCRIPTION
TRAINING & DEVELOPMENT	TRACK TRAINING, SKILLS, APPRAISALS
CAREER PATHING	DESIGN EMPLOYEE CAREER PATHS
COMPENSATION ANALYSIS	MONITOR WAGES, SALARIES, BENEFITS
HUMAN RESOURCES PLANNING	PLANLONG-TERM LABOR FORCE NEEDS

SUBSYSTEMS OF HRIS
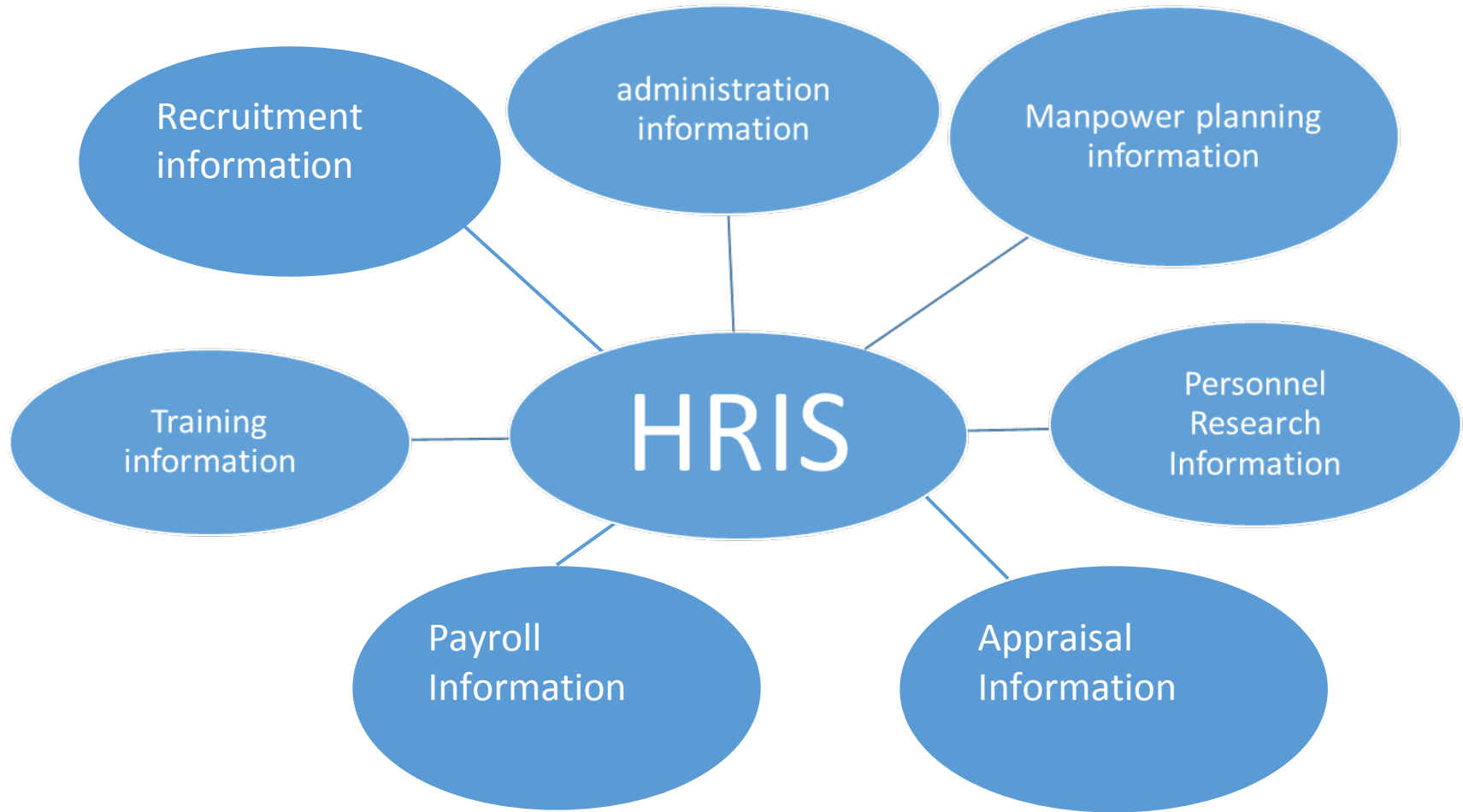
STEPS OF SETTING UP AN HRIS

Planning

Analysis

Design

Implementation

Maintenance
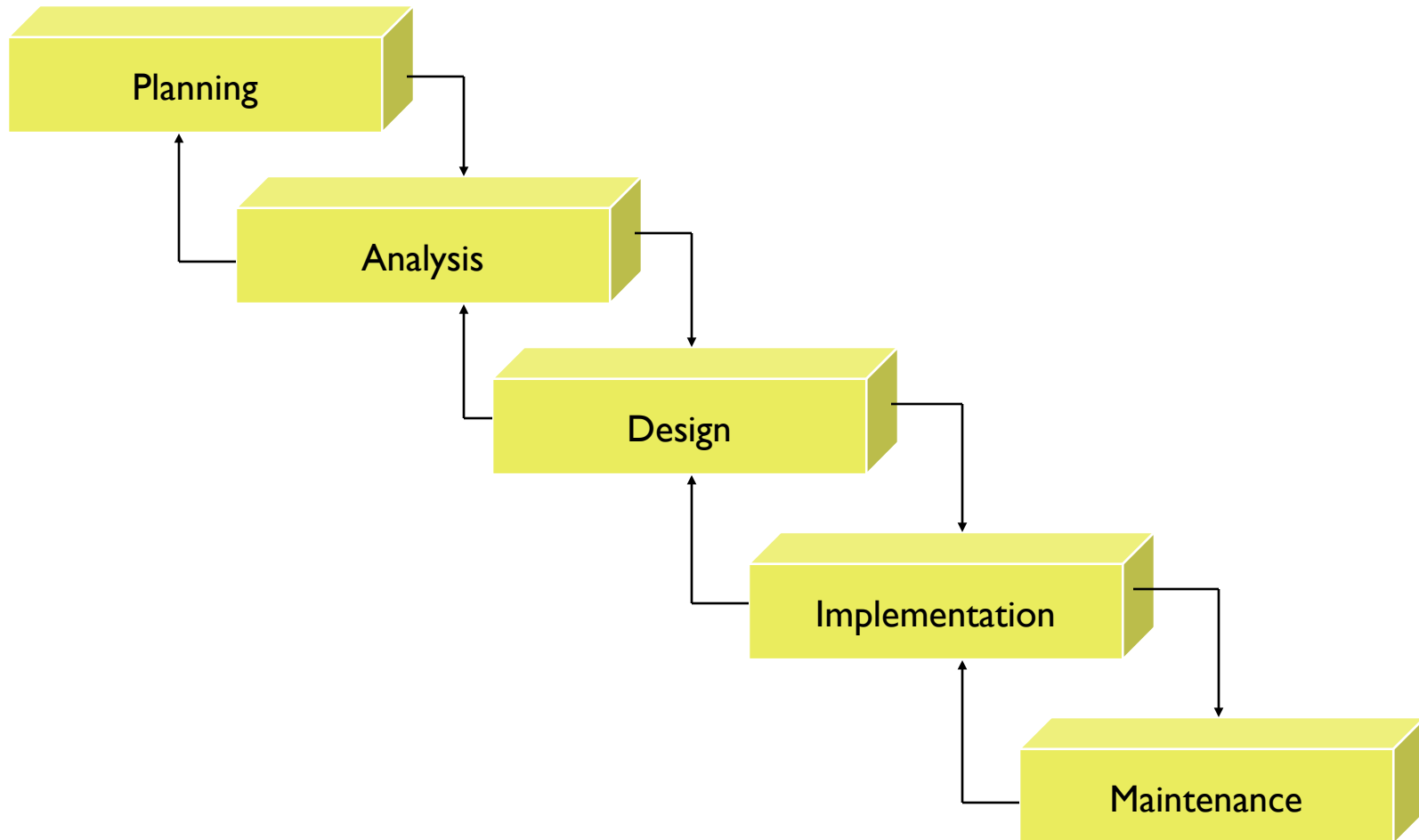
STEPS IN PLANNING

- Inception of idea
- Feasibility study
- Selecting a project team

STEPS IN ANALYSIS

- Defining the Requirement
- Vendor Analysis
- Contract negotiations

STEPS IN DESIGNING

- Examines the flow of Information
- Identification of gaps and outlines

STEPS IN IMPLEMENTING

- Training
- Implementing
- Tailoring the system
- Collecting data
- Testing the system
- Starting up
- Running in parallel

STEPS IN MAINTENANCE

- Maintaining of HRIS

- Auditing

APPLICATIONS OF HRIS

- Personnel administration
- Salary administration
- Leave/absence recording
- Skill inventory
- Medical History
- Accident monitoring
- Performance appraisal
- Training and development
- Human resource planning
- Recruitment

IMPORTANCE OF HRIS

➢Large amount of data and information to be processed.

➢Project based work environment.

➢Employee empowerment.

➢Increase of knowledge workers & associated information.

➢Learning organization

BENEFITS OF HRIS

- Higher speed of retrieval and processing of data

- Reduction in duplication of efforts leading to reduced cost

- Ease in classifying and reclassifying data

- Better analysis leading to more effective decision making

- Higher accuracy of information/report generated

CONTD....

- Fast response to answer queries

- Improved quality of reports

- Better work culture

- Establishing of streamlined and systematic procedures

- More transparency in the system

LIMITATIONS OF HRIS

- It may be expensive in terms of finance and manpower

- It may be inconvenient for computer illiterates or people with mere knowledge of computer

- Computers can not substitute human

BARRIERS TO THE SUCCESS OF HRIS

- Lack of management commitment
- Satisfaction with the status quo
- No or poorly done needs analysis
- Failure to include key people
- Failure to keep project team intact
- Politics / hidden agendas
- Failure to involve / consult significant groups
- Lack of communication
- Bad timing (time of year and duration

REFERENCES

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➢ http://www.hrtotal.com/hris.asp

➢ http://management.about.com/cs/peoplemanagement/g/HRIS.htm

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THANK YOU