

HUMAN RESOURCES

MODULE 5

MEANING

- **Human resources** is the set of the people who make up the [workforce](#) of an [organization](#), [business sector](#), industry, or [economy](#). A narrower concept is [human capital](#), the knowledge which the individuals embody. Similar terms include manpower, labor, personnel, associates or simply people.
- A human-resources department (HR department) of an organization performs [human resource management](#), overseeing various aspects of [employment](#), such as compliance with [labor law](#) and employment standards, administration of [employee benefits](#), organizing of employees files with the required documents for future reference, and some aspects of [recruitment](#) (also known as talent acquisition) and employee [offboarding](#)
- Human resource management used to be referred to as "[personnel administration](#)." In the 1920s, personnel administration focused mostly on the aspects of hiring, evaluating, and [compensating](#) employees. However, they did not focus on any employment relationships in an organizational performance level or on the systematic relationships in any parties. This led to a lacked unifying paradigm in the field during this period

HR RESPONSIBILITIES

- HR responsibilities]
- Human resource managers are in charge of every aspect of the employee life cycle in an organization. The responsibilities of HR include preparing or updating employment records related to hiring, transferring, promoting, and terminating. The duties include planning, [recruitment](#) and [selection process](#), posting job ads, evaluating the performance of employees, organizing [resumes](#) and job applications, scheduling interviews and assisting in the process and ensuring [background checks](#). Another job is [payroll](#) and benefits administration which deals with ensuring vacation and sick time are accounted for, reviewing payroll, and participating in benefits tasks, like claim resolutions, reconciling benefits statements, and approving [invoices](#) for payment.^[2] HR also coordinates employee relations activities and programs including but not limited to employee counseling.^[3] The last job is regular maintenance, this job makes sure that the current HR files and [databases](#) are up to date, maintaining [employee benefits](#) and employment status and performing payroll/benefit-related [reconciliations](#)

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ACTIVITIES

- A human resources manager has various functions in a company.
- Determine needs of the staff.
- Determine to use temporary staff or hire employees to fill these needs.
- Determine Do's & Don'ts.
- Recruit the best employees
- Train employees. Upgrade their learning knowledge.
- Supervise the work.
- Evaluate the work.
- Establish 'Discipline work culture' in the organization.
- Avoid Politics in office.
- Apply 'HR Software' for the ease of work in the organization.
- Manage employee relations. If there are unions perform collective bargaining.
- Prepare employee records and personal policies.
- Manage employee payroll, benefits and compensation.
- Ensure equal opportunities.
- Deal with discrimination.
- Deal with performance issue.

OTHER ACTIVITIES

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- Ensure equal opportunities.
- Deal with discrimination.
- Deal with performance issues.
- Ensure that human resources practices conform to various regulations.
- [Motivate](#) employees
- Mediate disputes
- Disseminate information in the organization so as to benefit its growth.

DEVELOPMENT

- Human resource companies play an important part of developing and making a company or organization at the beginning or making a success at the end, due to the labor provided by employees. Human resources is intended to show how to have better employment relations in the workforce. Also, to bring out the best work ethic of the employees and therefore making a move to a better working environment

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PLANNING

- Administration and operations used to be the two role areas of HR. The strategic planning component came into play as a result of companies recognizing the need to consider HR needs in goals and strategies. HR directors commonly sit on company executive teams because of the HR planning function. Numbers and types of employees and the evolution of compensation systems are among elements in the planning role. Various factors affecting Human Resource planning: Organizational Structure, Growth, Business Location, Demographic changes, environmental uncertainties, expansion etc. Additionally, this area encompasses the realm of [talent management](#).
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