

SOS POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

MBA HRD 402

SUBJECT NAME: MANPOWER POLICY & PLANNING

UNIT IV

TOPIC NAME: HUMAN RESOURCES INFORMATION SYSTEM



HUMAN RESOURCE INFORMATION SYSTEM



Defintion


The Human Resource Information System (HRIS) is a software or online solution for the data entry, data tracking, and data information needs of the Human Resources, payroll management, and accounting functions within a business.

CONCEPT OF HRIS

Human Resource Information System is a system designed to supply information required for effective management of an organisation.

Any organisation is managed by taking various decisions at its various decisions at the Various level of its management hierarchy is needed to take these decisions.

Therefore, designing of an effective Information System is vital for the efficient working of an Organisation.
HRIS is designed to supply information required for effective management of human resources in an organisation.



COMPUTERISED HUMAN RESOURCE INFORMATION SYSTEM

A computerised HRIS is designed to monitor, control and influence the movement of people from the time they join the organisation till the time they separate from the organisation. HRIS is very vast and it includes the following sub-systems:-


1. Recruitment sub-system information
2. Manpower planning Sub-system Information
3. Personnel Administration Sub-system Information
4. Training Information Sub-system
5. Maintenance Sub-system Information
6. Appraisal Sub-system Information


7. Payroll Sub-system Information

8. Personnel Research Sub-system Information

9. Job Analysis and Design Sub-system Information.

OBJECTIVES OF HRIS

- 1.To make the desired information available in the right form to the right person and at the right time.
 - 2.To supply the desired information at a reasonable cost.
 - 3.To use the most efficient method of processing data.
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- 4.To provide necessary security and secrecy for important and/or confidential information.
 - 5.To keep the information up-to-date.
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FUNCTIONING OF HRIS

It can be broadly classified into two processes:-

1.Data Collection-who should collect what data and in what form and how often?the nature and form of data will vary from organisation to organisation depending upon its objectives. After collection of data,the irrelevant data should be filtered out and the relevant data should be properly classified and tabulated so that it can be used easily when needed.

2.Data Management–It involves the following sub-system:–

- ▶ Data Management–A good data management system involves editing the data.
- ▶ Processing Operations viz, classifying, analysing, summarising and editing the data.
- ▶ Storage of data viz, indexing, coding and filing of information.

- ▶ Retrieval of data, whenever required.
 - ▶ Evaluation i.e., judging the usefulness of information in terms of its relevance and accuracy.
 - ▶ Dissemination i.e., providing the required data in the right form at the right time.
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DESIGNING OF HRIS

It consists of the following steps:-


1.Planning of system-It requires the identification of objectives of the system.This further requires a clear formulation of objectives of the organisation,spelling out of the activities required to be carried out,work relationships,work patterns.

2.Organising Flow of Information–The system designer should study what is the prevailing flow of information and compare it with what should be flow of information.It based on following premises:–

- ▶ The managers need the information he wants for decision making.
- ▶ Better communication between manager will improve organisational performance.

3. **Implementation**–This phase deals with the fitting in HRIS into the organisation structure. The various alternatives available in this connection are:–

- ▶ The old information flow may be allowed to continue as it is and a new system may be installed to meet the requirements of the new operation.

- ▶ The manager needs the information he wants for decision making.
 - ▶ If a manager has the information he needs,,the decision-making will improve.
 - ▶ Better communication between managers will improve organisational performance.
 - ▶ A manager does not have to understood how his information system works,only how to use it.
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- ▶ The old system may be scrapped completely and supplanted by the new one.
 - ▶ Phasing the installation of the new system and scrapping the old one.
4. **Feedback**–The regular feedback regarding the actual functioning of the HRIS is a must for the designers to fill up the gap between its planning and implementation. Hence the system should be continuously reviewed in the light of changes in the environment both within the organisation and outside the organisation.

APPLICATIONS OF COMPUTERISED HRIS

1 **Job Description**–Produce printouts that describes jobs according to user specifications and information input into the system. As a minimum job description includes job title, purpose, duties and responsibilities, the computer program should allow the authorised users to update and reformat job descriptions.

2. **HR Planning**–Forecast demands for key jobs as well as employees turnover and patterns of inter-organisational mobility.

3. **Staffing**–Address recruitment, selection and placement functions and can include the following modules:–

- ▶ Applicant tracking
- ▶ Job posting
- ▶ Job requirements analysis

- ▶ Job person matching

4. **Succession Planning**–Report information on the availability of competent candidates for key positions. It can help in identifying candidates for each key position and the development needs of candidates where they fall short of the requirements for a target job.

5. **Training and Development**–It includes the following:–

- ▶ Carrer planning.
- ▶ Development needs analysis.
- ▶ Development advisor.

6. **Performance Appraisal**–Help managers direct employees to achieve organisational goals and develop their competencies.It includes the following:–

- ▶ Performance assessments

- ▶ Goals accomplishments
- ▶ Reward management

7. **Job Evaluation** – Computer assisted job evaluation system helps managers determine job evaluation points or classification levels and job hierarchies.

8. **Compensation** – Track, analyse and report compensation information on pay grade structures, merit guidelines, support salary budgeting.

THANK YOU