HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

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ABSTRACT:

Information Technology has evolved several fields; Business Management is one in every of them. Over the last two decades, Human Resource Management has brought new trends and new solutions to the problems in the field. One of the solutions is Human Resource Information System which is playing a critical role in HRM of any company or business. In this report, human resource information systems (HRIS) have the potential to be the mechanism by which organization monitor and deploy their personnel in order to obtain and sustain a competitive advantage. This is describes a kind of research in the field of information system it has presented an analysis of the application and implementation of human resource system in Jordanian mobile companies and links with strategic human resource planning and also determine the importance of using HRIS in strategic human resource planning. at the same time there are significant relationships between some personal,company variables(educational levels, working experience & HRIS budget) and the utilization of HRIS at the these companies.

Keywords: Business management, HRIS, management.

INTRODUCTION

The field of Business Management has been evolved over many years. Specially, the domain in Human Resource Management has been experiencing new things adding up in the field. Like every other field, the advancement of technology has really affected the domain positively. One of the Advanced Business Management elements is Human Resource Information System (HRIS). HR professionals utilize these systems to manage workflow, improve efficiency, store and collect information. It provides solutions for data entry, data tracking, and data information
of HR, payroll management labor productivity and accounting functions of a business. It merges all the activities into less capital-intensive system.

II. HRIS: PROCESS

1) **Recruitment and selection**: The process starts with recruitment. HR professionals look for talent hunt to bring fresh faces to the company. They locate and attract applicants that they think are right for the requiring job. Then, the right people for right position are selected.

2) **Training and Development**: After selection, the training phase comes. HR department deals with the training and ensures that new employees are provided with training that is required for their jobs. Trainings are offered for current jobs, while the development are offered for future jobs.

3) **Performance, evaluation and management**: HR professionals are able to keep an eye on their employees through HRIS packages. They can evaluate the performance of an employee at anytime. Also, that managing their personal information and service data is quite easier with HRIS.

4) **Promotions**: On the base of their work performance, employees are awarded with promotion. This happens, when employers are interested to build up the morale of their employees.
5) **Record keeping of Personal Information** : HRIS allows HR professionals to manage and keep personal information of all the employees. This data could be related to employee's family members, work history, qualification, contact, address and etc.

6) **Compensation and benefits** : Companies are responsible for providing right benefits and compensation to their employees. Every company has their own policies, such as medical benefits, retirement investment, residential allowances and many others.

7) **Career development** : This helps employees to develop their career with right training and efficient working experience. This helps them to grow in their field and enhance their knowledge about work.

**Benefits of the Right HRIS**

1. An effective HRIS is everything a company needs to manage their work efficiently. HRIS provides information about anything that a company requires to track and analyze about its employees, former employees and future employees. All an employer needs to do is to select a Human Resource Information System and customize it according to company's requirements. If the company is in the growth phase, a suitable HRIS will be that grows with the company.

2. It is less costly and free of risks of human errors.

3. It allows HR professionals to have access to previous performance appraisals and to manage the information at ease.

4. An appropriate HRIS allows HR staff to do their own benefits update and make changes to their personal information. This lets HR staff free of half their burden.

5. It facilitates the data necessary for employee management, knowledge, development, career growth and equal treatment.

6. Managers can find the accurate data, on which they can legally, ethically and effectively support the success of their employees.

**OBJECTIVES OF THE STUDY**

1. To provide timely information. To use the most efficient method of processing data

2. To make the desired information available in the right form to the right person and the right time.
REVIEW OF LITERATURE

Shammy Shiri (2012) In this paper the author emphasized on the effectiveness and the importance of the use of HRIS on the HR functions of an organization. It includes the highest management, managers, and govt of hour operating in producing, service and IT sectors. Results provide insights into HRIS practice, its effects, effectiveness and shows that HRIS is of direct significance verifies completeness of the HR function and also provides HR professionals with opportunities to reinforce their contribution to the strategic direction of the firm. Through this study author observed that, 71.15% of the participants highly agree and 28.85% agree that HRIS has helped in gathering, storing, and analyzing information on HR. Out of 104 respondents, 78.85% agree that HRIS has deliver of strategic competencies and increased administrative efficiency and 21.15% highly agree. From the respondents, 84.62% agree and 15.38% highly agree that HRIS has made work easier. A majority (78.85%) of the participants agrees and 21.15% highly agree that HRIS has enhanced organizational performance. There is an equal response (50%) highly agree and agree that HRIS has improved work environment. An equal (50%) of the respondents agree and extremely agree that it's helped decision-making method.

The study shows that the system is usually difficult and troublesome to figure, however it's helped to align the hour practices with the structure strategy, identify improvement areas, and keep abreast with the current practices. It permits a corporation to assess and measure any gaps or potential risks and increase the commitment of hour professionals to continuous improvement. On the complete, HRIS, increases the efficiency of HR function, has helped to contribute the potentials of HR Department towards the organization, developed the structure, payroll, time, and attendance, appraisal performance, recruiting, learning management, coaching system, performance record, employee self-service, scheduling, absence management, systems, styles, reduced HR cost, increased motivation of the HR personnel, analyzed the problems and solved them swimmingly, provided and developed sound performance appraisal systems, systematic job analysis, and smooth adoption of the changing mind-set. A follow-up study can be done to see if more organizations have adopted HRIS, if the extent of HRIS adoption is greater or if the HRIS is used for more strategic purposes. By creating the HRIS a vicinity of the organization, the HR Department can transform itself to be a strategic business partner.
Janet H. Marler and Barry D. Floyd (2012): The authors described about the database concepts and how database is used for HR purpose using various software tools to make it additional and additional helpful for designing and deciding. Whether an organization purchases, leases, or develops its HRIS, the data and the information it produces are stored and retrieved through a database. Data are created, stored, updated and used by HR employees and managers on daily basis. Today’s employee’s database is backbone of HRIS application. HRIS transform data into information that is essential for business operations and for decision making. Knowledge is different from data and information. Knowledge offers plan a way to use knowledge, information for decision making. For example, In HRIS fact about age, gender, and education are the data. Information created from this knowledge may embody average age, gender ratio and number and types of graduates at business level. Such knowledge and knowledge facilitate hour manager, plan recruitment, schedule training programs to bridge skill gaps and identify whether there may be employee discrimination. Knowledge represents however hour manager will execute achievement set up. In the HR function, data about employees and jobs are the foundation of most of the information that is vital to analyzing and making HR decisions. Knowledge, on the opposite hand, constitutes knowing what information is needed from the database, and how to use it to achieve HR objectives.

Humayun Zafar (2013) “Human resource info systems: info security considerations for organizations” , In this the paper author has emphasized on information security. This study explored the under-researched area of HRIS and eHR security issues. In the organization solely licensed personnel area unit allowed to own access to confidential knowledge. It results in worker central culture, boost satisfaction and morale, and more motivated and loyal workforce. A comparatively recent move toward electronic human resource (e-HR) systems has allowed organizations to offer a personalized interface to individual employees. The interfaces embody ability to use for jobs, changing job-related benefits, and web-based training. Confidentiality assures that private information is kept safe from unauthorized individuals. It is critical for maintaining the privacy of the employees' personal information. Information security, at times referred to as computer security, is defined as the protection afforded to an automated information system in order to attain the applicable objectives of preserving the confidentiality, integrity, and availability (CIA) of information system resources.
Accordingly, info security ought to be a critically vital issue of concern for today's unit of time personnel. Privacy is categorized into three groups. The first worries with physical house or protective a person's territory from being attack by unwanted objects. In the second read, privacy is primarily concerned with the ability to make a choice without obstruction. Finally, the third cluster worries with the flow of private info. Specifically, it highlights an individual's control over the attainment, disclosure and the use of personal information. The factors contributing toward HRIS and e-HR security are data evaluation, policies, legislation/regulation and architecture. Comprehensive security architecture will enhance HRIS and e-HR security.

Nikhal Aswanth Kumar, Sanjana Brijiball Parumasur (2013): This study evaluates the impact of the hourIS system on HR functions, time management, value management, social control satisfaction and structure potency.

Ngai. E. (2006). “Human resource info systems : a reviw and empirical analysis”. To present a comprehensive literature review of human resource information systems (HRIS) and to report the results of a results of a survey on the implementation of HRIS in Hong Kong.

CONCLUSION

In conclusion, it is important to choose the right HRIS. An organization that invest their time to invest in a HRIS that is appropriate for its goals, objectives, mission and value, is an organization that is investing in future and success. It is necessary to customize any HRIS in order to the needs of a company so the system remains flexible and relevant.

REFERENCES


