Human Resource Information System (HRIS)

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I. INTRODUCTION

Human Resources Information System is a system that lets the HR manager to keep track of all the employees' information. It is usually done in a database or, more often, in a series of inter-related databases. These systems include the employee name and contact information.



Fig: 1 source: slideshare

II. OBJECTIVES OF HRIS

- Identification of HR information need for every functional area of the organization.
- Creation of a comprehensive data base to fulfill these needs.
- To make the desired information available in the right form to the right person and at the right time.
- Designing necessary transaction processing and updated information.
- To use the most efficient method of processing data.
- Developing supporting documentation.
- To provide necessary security and secrecy for important and confidential information.
- To keep the information up-to-date.

III. NEED FOR HRIS

- To create and maintain employee records.
- To plan future HR requirements.
- To reduces the manual work.
- To assist managers by providing the relevant data.

IV. SCOPE OF HRIS

The scope of HRIS is very vast and it encompasses information about the following sub-systems.

- 1. Procurement sub -system information: Here, the advertisement module, recruitment sources, Applicant's profile, selection procedure, appointment and placement data are stored.
- 2. HR planning sub system information: It includes information that could assist human resource mobilization, career planning, succession planning and inputs for skill development.
- 3. Training & Development sub system information: It provides information for designing course material, training schedule, training module, training methods, and appraisal of training program etc.
- **4. Appraisal sub system information:** It contains information about performance rating of employees which serves as input for transfer, promotion, increment, succession planning and career planning etc.
- **5.** Pay roll sub system information: It consists of information concerning wages, salaries, wage incentives, allowances, overtime etc.
- **6. Industrial relations sub system information:** It aims at offering information on trade union, grievances, disputes settlements, awards etc.

V. TYPES OF HRIS

Operational HRIS: provide the manager with data to support routine and repetitive human resource decisions. Several operational-level information systems collect and report human resource data. These systems include information about the organization's positions and employees and about governmental regulations.

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Tactical HRIS: Tactical human resource information systems provide managers with support for decisions that emphasize the allocation of resources. Within the human resource management area, these decisions include recruitment decisions; job analysis and design decisions, training and development decisions, and employee compensation plan decisions.

Strategic HRIS: Strategic HRIS helps top level manager to set goals and direction for organization .



Fig:2 Source: Slideshare

AREAS OF HRIS

- Employee personal information: It is used to maintain the personal information of the employee.
- Wages and salaries: It is used to manage the payroll.
- Attendance: It is used to record the attendance of the employees with the proper time.
- Education and training: It is used to train the employee with the latest methods.
- Performance appraisal: It is used to record the employee performance and conduct the performance appraisal.
- Strategic planning: It is used to provide a competitive advantage to the organization.

ADVANTAGES OF HRIS

- An HRIS can reduce the amount of paperwork and manual record keeping.
- It retrieves information quickly and accurately.
- It saves the time.

DISADVANTAGES OF HRIS

• The cost of some systems is very expensive.

- Thorough understanding of the system is necessary for its functioning.
- Unauthorized Access.

VI. CONCLUSION

By automating Human resource practices, HRIS saves time, money and effectively reallocates work processes thus providing an competitive advantage to the organization.

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