HUMAN RESOURCE INFORMATION SYSTEMS (HRIS)

HABAB ALI OSMAN ALI
Progress International Schools Management Department
E-mail: Can.dream20@gmail.com

Abstract - Information Technology has evolved many fields; Business Management is one 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 (HRIS), which is playing a critical role in HRM of any company or business. In this report, we have discussed what is HRIS and how it processes.

Keywords - Business management, HRIS, management.

I. 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). If we define Human Resource Information System, it is a system, which seeks to merge the tasks associated with human resource management (HRM) and information technology (IT) into one common database through the use of enterprise resource planning (ERP) software. 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-intense system.

II. COMPONENTS

There are various components of HRIS, but here six of them are explained below:

1) Database
HRIS core offers database to store employee information. HR professionals can input all personal data into the system, which can be reached anywhere, anytime. Types of information that HR professionals can collect in the database include compensation history, emergency contact information, and performance review. The core database can also be viewed online as a backup of paper files.

2) Time and Labor management
Labor and time management could be time consuming and hectic. HRIS package offers employees to input their own hours worked and allows HR professionals to immediately verify vacation requests, and the data is directly fed to the payroll. Time and labor management improves the HR department's efficiency, punctuality and attendance.

3) Payroll Function
Payroll function is another important component of a HRIS. HR professionals can easily download or unload employee hour, issue cheques or payroll deposits to employees. It reduces risks of errors itself when it comes to paying the salary to the employees. The HRIS payroll software assists usually to improve tax compliance for locations with multiple tax levels.

4) Benefits
HRIS also offers employer to establish and maintain health benefits, retirement investments through the available softwares. Such software allows employers to have one-stop shopping experience to fulfill all their human resource management needs. A

5) Employee interface
Many HRIS packages offer an employee to have limited user access. It allows employees to change and update their personal information, review pay scale, change retirement benefit programs, update deposit information directly and more.

6) Recruitment and retention
Recruitment and retention are considered to be most important components of HRIS. It helps in finding new talent, acquiring them and keeping them engaged, and retain them are major tasks of a HR professional. They also ensure that the employees are not only able to work, but also, provided with the required training, proper compensation and benefits from the company.

III. TYPES

There are four types of HRIS:

1) Operational HRIS
Operational HRIS assists the manager and of immense help. It provides all the required data to support routine and repetitive human resource decisions. Many operational human resource systems collect and update human resource data. These systems deal
with information about company's employees and positions and government regulations. This type is further divided into two sub-types.

- **Employee Information Systems**
  (Ball)Employee information systems are important in Operational HRIS. Company needs to keep a track of their employee's records and information related to all kinds of personal and professional details, including name, address, sex, minority status, marital status, education, previous work history and experience and many other things that are required.

- **Position Control Systems**
  The concept of position control systems is introduced in an organization in order to identify each position within the organization; the job position and title; and the employee currently assigned to the position. A HR manager can identify the information about and unfilled position, with the help of position control system.

2) **Tactical HRIS**

Tactical HRIS is a type of HRIS that provides managers support for decision making that emphasize the allocation of resources. This includes recruitment decisions, job analysis, design decisions, training, development and compensation plans. Tactical HRIS is sub-divided into few parts:

- **Job Analysis and Design Information System**
  This refers to the data related to job analysis and design information system, also data from supervisors and employees. Inputs also comprise information from external sources to the firm, such as labor unions, competitors and government agencies.

- **Recruiting Information Systems**
  An organization needs to make a perfect recruiting plan. The plan should address the vacation positions to be filled and skills required for employees to these positions. If this plan is to be executed, a proper recruiting information system is pretty much required, so that everything is executed with proper ease.

- **Compensation and Benefits Information Systems**
  Compensation and benefits plan are important for the development of an organization. This HRIS may support a range of tactical HR decisions, especially when it comes to compensation and benefits systems.

- **Employee Training and Development Systems**
  Training and development is another important aspect when it comes to human resource management of a company. The training must be directed at those individuals who are not only interested but also capable of benefiting from it.

3) **Strategic HRIS**

Strategic HRIS deals with supporting labor negotiations, workforce planning and certain specific human resource softwares. The main purpose of this is to have an overall good idea about labor resources and workforce planning. Major types of strategic HRIS comprise the following:

- **Information Systems Supporting Workforce Planning**
  Organization that are involved in long-term strategic planning, such as those planning to expand into new market areas, construct factories or offices in new locations, or add new products, will need information about the quantity and quality of the available workforce to achieve their goals. Information systems that support workforce planning serve this purpose.

- **Specialized Human Resource Information Systems Software**
  There has been a great deal of software that has been designed for the proper functioning of the human resources. Software that is specifically designed for the human resource management function can be divided into two basic categories: comprehensive human resource information systems software and limited-function packages that support one or a few human resource activities.

4) **Comprehensive HRIS**

The computerization of HRIS has resulted in an integrated database of human resource files., employee files, position, skills inventory files, affirmative action files, job analysis and design files, occupational health and safety files, and many other human resource files are constructed in a coordinated manner using database management systems software so that application programs can produce reports from any or all of the files.

III. **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 he 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.

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