

Human resource Management Systems

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Human resource Management System

- A HRMS (Human Resource Management System) is a combination of systems and processes that connect human resource management and information technology through HR software
- help to modernize a workplace
- The automation of repetitive and time consuming tasks associated with human resources management frees up some of the companies most valuable employees and allows the focus to shift to culture, retention, and other highly impactful areas.

Functions of HRMS Systems

- involves tracking employee histories, skills, abilities, salaries, and accomplishments
- Replacing certain processes with various levels of HRMS systems can distribute information management responsibilities so that the bulk of information gathering is not delegated strictly to HR
- allowing employees to update personal information and perform other tasks, information is kept more accurate and HR professionals are not burdened.

Managing payroll

- Payroll is the process by which employers pay an employee for the work they have completed. Any business with employees should have a payroll established
- payroll is an everyday task, which involves many aspects including, withholding taxes from each paycheck and making sure accurate funds are paid to the correct government agency
- Payroll duties can create a huge burden and unwanted stress
- In order to avoid this stress, one can use that payroll system

Objectives of HRIS

- Supplying information at an optimum cost
- Providing information whenever required
- Updating information frequently
- Processing raw data into the desired form of information
- Securing confidential information

Payroll System

- A payroll system is software designed to organize all the tasks of employee payment and the filing of employee taxes.
- These tasks include keeping track of hours, calculating wages, withholding taxes and deductions, printing and delivering checks and paying employment taxes to the government
- Payroll software requires very little input from the employer. The employer is required to input employee wage information and hours—then the software calculates the information and performs withholdings automatically. Most payroll software is automatically updated whenever a tax law changes and will remind employers when to file various tax forms.

- payroll system software can eliminate errors in the payroll process and eliminate excessive effort involved in calculating employee hours, wages and tax withholdings.
- Payroll software is easy to use and is very affordable which can be used either using local computer or via a cloud service
- Using payroll software allows to compile reports at whatever pace they desire.

Recruitment and onboarding

- An HRIS can save HR and management labor hours by making it fast and simple to post hiring needs in highly visible places.
- An HRIS may also automatically sort applications, so that managers and HR professionals do not waste time scrutinizing applicants.
- HRIS that is set up to forward recruits along to the next phase of the hiring process can save a lot of money and time

- **Posting Job Needs and Receiving Applications**
 - HRIS can radically decrease the amount of time it takes to post and can also help to get the word out to the right applicants faster.
 - From the listing, applicants should also be able to click to a place where they can easily submit a resume, for best results.
- **Job Applicant Engagement**
 - systems may allow applicants to view the status of their application and communicate with the company regarding next steps.
 - Selecting a system that allows a high degree of engagement may allow applicants to find out more about the company before applying, which can help to ensure the best fit of new hires.

- **Advanced Application Sorting**

- HRIS sorts the applications, only highlighting those submitted by applicants with certain qualifications
- If the recruitment features assist with application sorting, it may help your company to hire only the highest quality candidates, which can in turn help boost retention and productivity

- **Streamline Recruitment Process**

- The recruitment options in some HR systems will make it easy to automatically forward applicant information to the next person involved in the hiring process
- It even helps to streamline the process of moving the applicant along to the next phase of the process.
- When these steps are managed with alerts and notifications, it can make the whole process painless for everyone involved

Onboarding and training

- When moving out of the recruiting phase and into the onboarding and training phase, having an HRIS that streamlines the process can be hugely advantageous.
- Simply being able to click and move information from the online resume or application into employee files can save time and help to avoid entering errors. Being able to forward information along to the recruit to begin the onboarding and training phases can also help to get people into productive position

The Benefits of Using Time and Attendance System

- Tracking time and attendance is critical for all organizations, no matter its size or the methods used to determine employee pay.
- Having an automated time and attendance tracking system in place can help organizations across all industries save money and improve operations.
- Time and attendance software can also be integrated with human resources management systems and payroll systems to simplify and streamline many functions within the organization.

- **Productivity Gains**

- time and attendance software can help managers to track productivity and determine ways to improve organizational efficiency and labor management for salaried employees
- Valuable labor hours are also saved as human resources or managers aren't required to compile time cards and calculate payroll. This frees labor hours up for more productive uses.

- **Reduction of Errors**

- Human error is always a factor when processes are completed manually. Even when items from one system must be manually transferred or entered into another system, the propensity for errors exists. Linking time and attendance software to payroll processes virtually eliminates the possibility of errors, ensuring greater accuracy in employee compensation and labor tracking.

- **Improved Employee Morale**

- Payroll errors can affect an employee's trust and even loyalty to an organization.
- An employee that does not receive just compensation for work performed or hours put in is less likely to feel valued.
- When time and attendance software is used instead of time sheets or time cards, employees do not have to worry about errors that may affect compensation.

- **Greater Employee Empowerment**

- Many types of time and attendance software have employee access capabilities.
- When employees are able to access their own information to determine hours worked and review attendance records, employees may feel more empowered and accountable.
- This can increase the “ownership” mentality, leading employees to feel more pride and loyalty toward a company.

- **Easier Scheduling and Compliance**

- Time and attendance software makes scheduling easy and painless by managing multiple shift patterns and overlaps, calculating and flagging overtime, and monitoring absence.
- Time and attendance software can typically be configured for managers to easily make sure that there is compliance with all federal and local regulations regarding overtime, rest days, minor hours worked, and other constraints.

- **Better Work to Life Balance**

- In addition to ensuring compliance with regulations, the scheduling functions and constraints may help managers to more easily determine employee's work to life balance and make alterations if need be.
- Managers may configure the system to reduce or eliminate very long shifts, shifts that are scheduled less than twelve hours apart, or other types of work schedules that may cause a poor work to life balance.

- **Automatic Documentation**

- When problems exist with an employee's attendance, automatic time and attendance tracking makes it much simpler to obtain supporting documentation for warnings.
- Hours worked are conveniently tracked daily, so it is easy to compile reporting that shows patterns of unpunctuality or absenteeism.
- These reports can be very valuable when firing problematic employees or in coaching employees that are habitually late.

- Performance evaluation
 - Using software to track, monitor, and review employee performance can help most companies to maximize efficiency and provide more accurate feedback for employees

Advantages of HRIS

- An HRIS can reduce the amount of paperwork and manual record keeping
- It retrieves information quickly and accurately
- It allows quick analysis of HR issues

- **Most HRIS Contain:**

- Personal history - name, date of birth, sex
- Work history - salary, first day worked, employment status, positions in the organization, appraisal data and hopefully, pre-organizational information
- Training and development completed, both internally and externally
- Career plans including mobility
- Skills inventory - skills, education, competencies...look for transferable skills

- Human resource systems can differ widely.
They may be:
 - **Intranets** using web-type methods but operating purely within one organization or location.
- **Extranets** - encompassing two or more organizations.
- **Portals** - offering links to internal information and services but also accessing the worldwide web.

- Job analysis and design Systems
 - Involves identifying and recording of the various aspects related to a job
 - HRIS helps in specifying the skills and qualifications required by an employees to perform a specific job.
 - Inorder to do this , the system brings into use the data retrieved from interviews, trade unions, competitors, and regulatory agencies.
 - The system after processing such data produces job description and job specification in the form of output

- Compensation management
 - Involves deciding the remuneration of employees in the form of salary and incentives according to their skill and competencies.
 - HRIS is helpful in determining and implementing compensation and benefits of the organization which in turn increases the productivity of employees

- Succession Planning

- Refers to a process of ensuring a suitable supply of successors for current and future key jobs
- HRIS helps in carrying out succession planning by identifying skills and abilities required by an individual to perform a particular job.

- **Work force Planning**
 - Involves identifying the gap between existing workforce and required workforce.
 - HRIS helps organization to maintain an adequate amount of human resource by forecasting current demand and supply of human resource.

Strategic Human Resource development System

- Helps an organization to perform the following functions
 - Identifying unique opportunities for achieving competitive advantage
 - Predicting changes that are likely to occur in future
 - Creating a continues learning approach
 - Making the employees and processes flexible so that they can readily adapt to changes

Techniques for Strategic Human Resource development System

- **Competency Mapping**
 - Involves identifying the competencies of individuals, which are required to perform a particular job
- **Multi-skilling**
 - Refers to the ability of an individual to perform many tasks at the same time with the same efficiency that he/she exhibits while performing work related to his/her area of expertise.
- **Benchmarking**
 - Refers to comparing the business processes, functioning or competencies of an organization with that of others
 - It helps the organizations to realize their relative performance and position.

Advantages

- Familiarity (looking like web pages) –
- Attractiveness (colourful, clearly laid out, graphics)
- Integration (linking different HR systems such as basic personnel records, employee handbooks, terms and conditions, contracts, various entitlements and payroll)
- Allowing employees and managers to enter, check and amend controlled ranges of personal and other information.
- Eliminating printing, enveloping and mailing of personnel and other employee information
- Reducing need for telephone handling of routine enquiries by HR staff.

Basic system requirements

- Desktop PCs for accessing and inputting information locally. Standard browsers are used to access information (e.g. Netscape or Internet Explorer).
- Organization-wide server. In a small company this need be nothing more than a PC as well. The server must have an intranet server software package installed (Microsoft Internet Information Server, or Netscape Communications Server are examples.)
- Server-side software such as HTML, Java, Javascript, Perl.
- Intranet communications protocol running on both PCs and the server.
- Relational database/Information processing software for records, payroll, etc. If data is to be accessed then the procedure is made slightly more complicated with the need for CGI scripts and database server software on the server.
- Basic documents such as policy manuals typically loaded in HTML - but formats such as Adobe Acrobat PDF are also an alternative

Efficiency and effectiveness

- HRIS is capable of changing the work performed by the Human Resources personnel by dramatically improving their level of service, allowing more time for work of higher value, and reducing their costs.

