

Role of information technology in hrp



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Technology can be defined as the Invention, modification, usage, and knowledge of tools, machines, techniques, crafts, systems, and methods of organization, in order to solve a problem, improve a preexisting solution to a problem, achieve a goal, handle an applied Input/output relation or perform a specific function. It can also refer to the collection of such tools, Including machinery, modifications, arrangements and procedures. We are now living in the era of technology and it has affected our society and Its surroundings in a number of ways.

In many societies, technology has helped develop more advanced economies (including today's global economy) and has allowed the rise of a leisure class. In an organization, the utilization of right technology can help not only to Increase the productivity but also to manage and develop it human resource in an effective way. For this reason, the significance of technology has been more and more highlighted in organization and human resource planning Is one of the best examples.

Human resource planning (HRS) may be defined as strategy for acquisition, utilization, Improvement and preservation of he human resources of an enterprise. It is the activity of the management which is aimed at co-coordinating the requirements for and the availability of different types of employees. This paper will discuss about the role of technology in the HRS on the following aspects: Manpower forecasting; Recruitment; Training & development; Human capital management; Succession planning. 2. What are the technologies being used In HRS activities?

The Technologies in HRS nowadays may include the HRS system, web-based applications such as: e-recruiting, e-learning, enterprise portal that allow employees from a single or multiple companies to access and benefit from specialized knowledge associated with tasks, etc.. Some small software including email, keep, word, excel and so on are also examples of technologies that can be used in HRS activities. Of all these technologies, the HRS system is the most important and popular in any organization.

It is the composite of databases, computer application, hardware and software necessary to collect, record, store, manage, deliver. Manipulate and present data for human resource. A comprehensive HRS system can record the following information: Wage and salary data (pay structure, raises received by employees, wage histories of employees); Benefits (types, choices, used/accumulated by employees, choices by employee group); Staff profile (minorities, women, people with physical disabilities, managerial vs. On- managerial); Grievances (types, frequency, decisions by adjudicators Training and development (types, dates offered, training records of employees, training needs of personnel, training costs); Health and safety (accidents, costs, tolerance limits for various dangerous substances Succession plans (skills, specialties, work experience, performance record, promotion capabilities of employees Job 1 OFF Employee information (all relevant data including those for tax and pension plan purposes); Organizational data (structure, levels, reporting pattern, major policies) Demographics (staff profiles including education, age, etc.); Environmental and census data (population trends, economic indices); Productivity data; 3.

Role of technology in HRS Thanks to technology, the HRS of an organization has become more convenient and time effective than ever before. It is proven through the contribution of technology in the following activities. 3.

1 . Manpower forecasting In the past the manpower forecasting used to take a lot of time as everything was done on paper basis. Nowadays with the support of information technology, software application, the calculation and storage and retrieval of the data for manpower forecasting has become easier and take less time than before.

In addition, with the help of the HRS system, all information related to human resource such as environment and census data, population demography can be stored, updated and derived at anytime to serve for the forecasting of manpower supply as well as manpower demand. Moreover, the HRS is also a valuable source of information for assessing the internal supply of talents. It would typically contain a personal record or skills profile of each member of the workforce.

Included in the inventory are items such as employee name, seniority, classification, part- or full-time work status, work history and record of Jobs held in the organization, education, training, skill competencies, areas of expertise, talents, history of performance appraisals, and true Jobs desired by or recommended for the individual, as well as hobbies and interests that may be useful for organizational planning. 3. 2. Recruitment In case of recruitment, information technology has a highly positive impact. E-recruitment is the use of technology or web based tools to support the recruitment process.

The major ways of recruitment, which companies commonly use are by displaying the career opportunities on their websites, depending on the Job portals for making the potential hires and using social networking sites (SINS) for getting the database. The major advantages of this e-recruitment are: Economical way to publish Job openings; Greater reach; An easy tool to get connected to people with niche skills; Speeds up the recruitment process (faster posting of Jobs, quicker applicant response, and rapid hiring); 24/7 access to the online resumes.

The usage of Social networking helps in getting faster response and interactions but the safety and credibility of the data continues to be a serious question. Corporate have started using these sites for business and to find out potential talents in few minutes. The major disadvantage is that many Job seekers post their confidential data on these sites and end in serious issues; hence the safety of these data is an unanswerable one.

Risk of mistaken identity is another problem faced by the HCI, Wiper, TTS etc hire 7-10% of their overall employees through SINS and these companies have a separate recruiter team for coordinating these activities. It is due to the reduced cost and greater reach of SINS to the younger segment which makes major corporate use SINS as a tool for recruitment. 3. 3. Training and development In the case of Training and development, e-learning is an intense opportunity provided by the companies for their employees, which help them to increase their knowledge level.

The training materials are provided online; employees can utilize these materials and get trained. In the case of e-learning, employees have an

advantage that they can learn at their own pace. The stretched duration taken by the employees to complete the training and the assimilation of the training independently can be few disadvantages in the e-learning mode. Several customized HRS-IT solutions are available off the shelf for performance management, payroll maintenance and attendance which have a positive impact. These functions have become a part of the customized software packages like ERP solutions.

CPM (Computerized performance monitoring) system used by companies helps in data collection by counting the number of work units covered by each one per time period. At a time, it helps in calculating the performance of approximately ten million people. Even though these software packages have been made to make the flow of information between different departments to be smoother, they have disadvantages also. Inadequate testing of the application and poor implementation can lead to problems in the system, also inexperienced employees using the system can add to confusions leading to lower productivity. 3. 4.

Human capital management There are several applications that help to manage human capital more effectively and one of them is the SAP's Human Capital Management System. It is a complete and integrated human capital management solution that allows HRS professionals to hire the best talent and to train and cultivate its workforce. Beside the use of human UAPITA management system, the HRS itself can be a good tool for human capital management as this system can help to track the employees in a comprehensive way such as: their profiles, working history record, work performance, training and development, salary, etc.

In the past, the storage and management of these information required a great number of paper document which caused troubles in retrieving and updating. Now everything has become easy with computer and software. 3. 5. Succession Management This activity is focused on preparing employees for future Jobs within the organization. The process is information intensive as it requires information on: Competencies; Talent pools; Development plans; Performance assessments from different sources (including 360 degree feedback, allowing employees to assess their own skills); Development opportunities.

As mentioned above, these information can be provided by HRS. In addition, uses a web-based system for employee performance appraisal that can create forms, electronic roll out appraisals, and facilitate 360 degree feedback information; The software solutions of Executrices Software Group that create succession-planning attires, establish career paths, and create candidate placement scenarios. 4.

Conclusion Through the above examples and analysis, we can see the good contribution of technology to HRS, especially to the manpower forecasting, recruitment, human capital management, succession planning, training and development. However, technology is various and in this fast growing market, it can become outdated very soon. The organization should select a suitable technology and adopt it in accordance with their situation to ensure the efficiency of HRS in cost and time effective manner.