

Assessing the human resource information systems



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- Critical Analysis of the Human Resource Information System

The Human Resource Information System is either package or an on-line application that is used for the informations trailing and information demand of the Human Resources Department. This helps in bring forthing electronic informations related to keeping the profiles of the employees that helps in assorted maps like accounting, paysheet and direction. With the increasing work force it becomes highly hard for the organisations to keep such a immense set of records. Thus Human Resource Information System plays a critical function in the success of an organisation by rushing up the human resource direction activities and supplying better solution as compared to manual work.

Human Resource Information System has been spread outing in all sectors of UAE really quickly and is now being employed by the Government Organizations as good. In order the survey the relevancy and apparatus of a Human Resource Information System in a authorities organic structure we take the instance of the Department of Economic Development, Abu Dhabi. (Walker, 1998)

The Department of Economic Development, Abu Dhabi (Home- Department of Economic Development) works to advance a sustainable, diversified and balanced that makes Abu Dhabi more competitory and strengthens its economic place in the universe besides doing the people comfortable than of all time. The mission of the section chiefly focuses on:

Economic Agenda and Policy

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RegulatoryA Role

Economic Research

Economic Planning

Marketing & A ; Investment Promotion

Commercial Licensing

Statisticss

Trade

Export Promotion

Industrial Sector

Constitution of Centres / Authorities

Span of Authority

Human Resource Information System works in three of import systems:

Management Information System

Decision Support System

Human Resource Management Decision System

Features of Management Information systems are as follows:

An information focal point, aimed at center directors

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Structured information flows

Integration of EDP occupations by concern map (production MIS, selling MISa^| .)

Inquiry and study coevals (normally with a information base)

This type of HRIS fits the traditional degree of HR activities, such as enlisting, choice, and compensation.

Features of Decision Support Systems are as follows:

Decision focused, aimed at top directors and executive determination shapers

Emphasis on flexibleness, adaptability, and speedy response

User initiated and controlled

Support for the personal decision-making manners of single directors

This type of HRIS fits the transformational degree of HR activities – adding value to organisational procedures.

Features of Human Resource Management Decision System are as follows:

Report formation and coevals based on identified managerial demands for determination devising

Classification of studies by direction degree

Timing of study coevals based on frequence of managerial usage: daily, hebdomadal, monthly

Historical information retained and reported in a timely mode so that directors and HR professionals can see the consequences of their usage of the information in their old determinations

This type of system could be described as the ideal system and should be used as a criterion for the development and application of any HRIS.

Organization Structure

The Department of Economic Development has a four degree hierarchal construction that is necessary to understand before we move on to the execution of the Human Resource Information System at the section.

(Home- Department of Economic Development)

First Degree: At the first degree we have the President.

Second Degree: At the 2nd degree we have the Under Secretary.

Third Degree: At the 3rd degree we have following officers Planing and Statistics, International and Economic Affairs, Commercial Affairs, Policies and Regulations, Support Services and Corporate Support.

Fourth Degree: The Support Services include HR, IT, Finance and Management Information Systems and many other offices in the assorted classs of the 3rd degree.

The Human Resource Information System applied in the Department of Economic Development serves the following overall intents: (The General Secretariat of the Executive Council)

Employee Information is maintained.

Analysis and coverage of the above information.

Documents referring to employee encliridions, emptying and safety guidelines during exigency.

Administration benefits including updating employee information, registration and position alterations.

Payroll and accounting.

Choice of employees either during interviews or choosing current employees for some undertakings.

Although the Human Resource Management Systems can supply about anything related to the current employees, former employees or even the new appliers but they are by and large configured harmonizing to the demands of the organisation supplying specific inside informations merely what is required.

As is apparent through the organisation construction most of the concentration of the Human Resource Information System is at the degree four where the employee strength is well more and therefore helps to supervise them efficaciously.

HR activities Supported by Human Resource Information System

The chief activities are:

Workflow

It allows the user of the system to hold entire to assortment of employee information and besides the authorization to identify in alterations to the informations as provide by an employee. Everything depends upon the administrative authorization of the user.

Manger Self Service

The directors are allowed to work upon the package and add new informations like proclamations along with the necessary paperss for enlisting, choice or merely doing the employees informed.

Employee self-service

The employees can see the company information and alter their profiles or update them. They can besides look into their wages and other emoluments or wagers if being given to them.

Synergistic Voice Response

This helps in supplying a inexpensive and effectual agencies of communicating and acquiring the needed information at the imperativeness of a button.

Service Centres

They are similar to name Centres but with extra characteristics as they may hold to cover with geographically widespread users. Operators take enquiries on call or by mails that deal with non-routine issues that can non be handled by the basic engineering. They can hold fax, electronic mail and station characteristics to enable effectual service distribution.

To set up a Human Resource Information System the premier demands are data bases, standalone or distributed package architecture and information warehouses. This depends upon whether the organisational staffs are little or large and the cost straight depends on the factors of size and characteristics. The expanded activities are described following in the instance with a elaborate treatment in mention to the usage in the Department of Economic Development, Abu Dhabi.

There are three types of informations sharing:

Datas sharing between functional units

Datas sharing between direction degrees

Data sharing across geographically dispersed locations

Datas sharing between different maps

Relational DBMS facilitate informations integrating across different maps such that each map might hold entree non merely to its ain informations but besides to other informations every bit good. Example: the HR section is able to keep its employee database but besides entree cost information from the accounting section ' s database. This integrating can be carried out by endeavor resource planning (EPR) concern applications.

Common concern maps to be integrated are: HR, general leger, histories collectible, histories receivable, order direction, stock list control and client relationship direction.

Datas sharing between different degrees

Operational employees, directors and executives besides portion informations but they each have different aims and different demands for that information.

Operational employees use transaction-processing information systems which help behavior concern on a daily footing to supply seasonably and accurate information to directors and executives. Examples: update employee history, attending, work hours.

Directors are more interested in drumhead informations, such as studies generated from day-to-day operational informations that can be summarized into day-to-day, hebdomadal or monthly studies on hours worked by employees or absences by employees.

Data sharing across locations

In today ' s planetary environment, entree to informations from any physical location in the universe is progressively of import. Data sharing across geographic locations throws up two issues:

Pull offing the day/time of a dealing

Determining where to hive away the assorted constituents of the concern application, DBMS and database.

The coming of Internet has made centralized database constructions and geographically dispersed informations sharing executable. As centralised database allows a company to restrict its informations to a individual

location and hence, more easy command informations unity, updating, backup, and question and command entree to the database.

Human Resource Information System

In the Department of Economic Development it is employed in the undermentioned cusp countries: (Human Resource Information System for Better HR Operations)

Human Resource planning

Planning of sequence events

Pull offing work force

Staff choice

Recruitment and choice trailing of appliers

Development of employee database

Performance direction of employees

Compensation and benefits of work

Pay axial rotation direction

Job rating and reappraisal of employees

Salary study and planning

International compensation

Management of benefits of organisation

Develop advanced Organizational Structure

Information Technology and direction integrating

The above characteristics make the Human Resource Information System highly strategic to the operation of the Department of Economic Development. The section has late envisaged the Human Development Report to which the system played a major function in supplying a aggregation of enlightening informations on the subject.

The above characteristics can be dealt in item as follows:

Human Resource Planning is required to do certain that an organisation has the right sort of people in the right figure and at the right topographic point that will finish their designated undertakings in the right clip and aid in accomplishing the ends of the company. It helps in keeping the links between the schemes and their operation. It is more pro-active than reactive.

Sequence Planning is the procedure of placing and preparation and developing them to busy the of import leading places in the close hereafter or sequence. It increases the opportunities of holding more employees that are experienced for the stations in the company. It includes:

Identifying the cardinal functions for sequence planning

Specifying the competences, qualities and motivational profile that determines the suited employees

Appraisal of the people against the standards and future orientation

Identify the endowment pool for the cardinal places in the company

Development of the employees for promotion into of import places through the right experience

Pull offing work force is highly of import to keep the regulations and guidelines set by the organisation along with putting the right employee end product rate.

Staff Selection is highly of import as qualified employees are required ever in the company and for this intent it requires a chiseled scheme and process and therefore the information system helps in the applicant choice procedure.

Developing of employee database is non merely of import from the position of maintaining a record of the employees but besides for choosing them for assorted occupations, imputing wages and besides bonus if any straight into the database and therefore maintaining a path of all the fundss of the employees.

Performance Management of Employees is the systematic process adopted by an bureau affecting its employees, either as persons or group members, to better effectivity of an organisation for the achievement of the ends and aims of the company.

Employee public presentation steps include:

planning of work and scene of outlooks

continuously monitoring the public presentation of employees

developing the ability and capacity to execute good

sporadically rating the public presentation in a summarised manner

rewarding good public presentation sporadically

Pay Roll Management and Compensation: Compensation is the money based in wage on history of employee ' s part to the company. Payroll is merely pulling off the money paid to the employees in wages and other ways that is automatically recorded in the electronic database. (Payroll Management)

Job Evaluation merely deals with measuring the occupation or place and not the individual associated with it. It helps in finding the weightage of one occupation with regard to another to ease just distribution of rewards and salary to the employees. There are assorted types of rating:

Job Ranking is done harmonizing to the senior status of places but is highly hard in big organisations with immense diverseness. Here the Human Resource Information System plays its function.

Pair comparing of occupations.

Benchmarking against some standard occupation of office.

Point Factor Analysis (PFA) is one of the old bureaucratic ways is used to find the mark for each occupation by giving points on a chosen graduated table to the assorted factors that construction the occupation.

Employee Review is done because of the followers:

Employee growing and development

Employee motive

Identifying preparation demands

Documentation to back up the Decision Information System (DIS)

Consistency in maintaining the employee information updated

Appraisal of organisational jobs

The usage Human Resource Information System is to supply an machine-controlled form/ questionnaire for the employee reappraisal instead than the manual 1s. The section uses the same methodological analysis to reexamine the employees.

Salary Survey and Planning is done to take any unfairness among the assorted offices and to offer wages harmonizing to the demand and demand of the hr. In instance of big organisations even little alterations may ensue into great alterations and hence the wages are planned and distributed in the planned mode.

International Compensation is highly of import in big organisations with a figure of world-wide offices therefore enabling transportation of occupations from one state to another. When there are a figure of offers the employee has to make up one's mind among many factors one of them being International Compensation. It determines the benefits reaped by the employee if he is stationed outside the native state. (International Compensation)

Developing advanced organisational construction maintaining in head the engineerings required to enable smooth operation of the organisation like put ining a Human Resource Information System is the key to the success of the organisation. It keeps a path of the operation of the administration, absenteeism from meetings or otherwise presence.

If there is a assorted manner of organisation so every member must be able to pass on with the other at the same degree. Thus Human Resource Information System plays a critical function in supplying an interface between the employees and reassigning of information from one to another.

Information Technology and Management is the solution provided by the Human Resource Information System to enable the integrating of IT and Management to and supply all the services discussed supra. This helps in effectual direction of the organisation with the usage of package tools.

Benefits of the Human Resource Information System

The chief benefits of the Human Resource Information System are in the field of effectual direction of the organisation from automated distribution of

wages to the feedback from employees, hiring of employees to firing them or <https://assignbuster.com/assessing-the-human-resource-information-systems/>

whether it is concerned to the procedure of motive of employees the Human resources Department plays a critical function in non merely alining and streamlining the concern procedures but besides in explicating the company policies. (Advantages of a human resource information system)

The Human Resource Information System is designed to supply an incorporate system thereby assisting in paysheet, disposal, enlisting, preparation and the analysis of employee public presentation. The Human Resource Information System works on chief countries of paysheet direction, Human Resource direction, clip direction and employee reappraisal and benefits doing them less debatable besides doing them run swimmingly without any enlistment. It facilitates an person (the user of the Human Resource Information System) to hold a position of the chronological history of the employee informations, the paysheet for him and the benefits being taken by the employee that belongs to his/her section. Obviously the use of the package is limited to administrative construction and the permissions given to the employees of the Human Resources Department by the organisation.

The chief advantage of package like Human Resource Information System is in its capableness to manage paysheet direction by automatizing it with informations being gathered on a regular basis. Besides making the premier occupation it besides gathers information like the attending of the employees, computation of the wages and revenue enhancement tax write-offs on them and bring forthing pay-checks sporadically and managing the above studies by hive awaying them in an electronic information base to the company seniors. This makes the occupation the Human Resources

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Department really easily as everything is automated and is click off from being processed or investigated.

In the field of clip and labour direction the Human Resource Information System is highly utile and advantageous as it enables the forces in the human resources section use novice engineerings for assemblage and measuring the employee clip information and work information. This helps in easy tracking the employee information and leting it to be examined and assessed at higher degrees of scientific nature to find whether the employees public presentation is up to the grade or non and if any other alterations have to be made to do the work environment better and heighten the security of employees in footings of money and wellness.

Employee motive is another important activity that can increase the work production and quality. The Human Resource Information System helps in maintaining a better path of all the employee activities and accomplishments and helps in looking into the fact that the employee is profiting from the policies of the company and to understate any favoritism on any evidences against the employee.

It is an effectual tool in the Human Resource Management and because it shortens the clip of long activities besides supplying cost effectivity. It reduces the paper work that makes the work slow and is besides hard to maintain record of thereby doing the operation of the assorted sections more productive, contributing and smooth in the tally. These are some of the possible benefits of a Human Resource Information System.

Barriers in the success of Human Resource Information System

The chief barriers to the success of Human Resource Information System when being initiated into the section were: (HRIS Implementation Pitfalls)

Lack of committedness in direction

Analysis non done decently

Cardinal people undermined

Project squad hard to maintain integral

Get the better ofing Politicss and hidden docketts

Significant groups non consulted

Communication spread

Bad timing of execution and usage

The chief barriers discussed supra are the major inhibitors of the success of machine-controlled systems in the organisations and the same parametric quantities were found to be countered at the Department of Economic Development. Lack of committedness can take to the complete failure of the whole system being installed as the employees and other people in the organisation may non take part efficaciously therefore many inside informations would be left out.

The Human Resource Information System is non a individual system that can be used to pattern any organisation but varies from one to another,
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therefore if the analysis is non decently done the system may non carry through the demands of the organisation.

The cardinal people who have to utilize the package are undermined and therefore the interface of the system may non be executable for them to work upon and may be the organisation would hold to incur excess cost over preparation and initiation of new employees to work upon the package.

Besides it would be hard to maintain the undertaking squad integral till the completion of the undertaking and therefore would take to execution holds.

The undertaking may fall a victim to the internal political relations as it may take to get the better ofing some of the major frauds being done and therefore the employees may stand against its execution. The communicating spread may besides impede the success of the system as the employees may non portion every information and the analysis may travel incorrect.

The undertaking may be implemented at such a clip when it can interfere with the internal operation of the organisation and hence clip may non be right for the execution of the undertaking. This can take to black effects every bit barrier as the whole investing in the undertaking can travel incorrect.

Pitfalls in the Human Resource Information System

The assorted booby traps experienced at the Department of Economic Development in the execution of the Human Resource Information System:

(Human Resources Software Pitfalls)

With so many sellers around selling HRIS soft-wares it creates a good chance for the company to acquire what it wants but besides burdens the company to make a big sum of prep to make up one's mind the best amongst the immense assortment closely differentiated merchandises.

Timing is highly of import as a hold would ensue into losings on the execution of the merchandise. As for illustration if enlistings are to be done the package should be in topographic point at least six months before execution to prove it wholly and take any bugs. The undertaking development may besides acquire delayed if a big figure of characteristics are demanded in the package that will take to immense initiation clip in every section, preparation clip and wastage of resources.

The range is an highly of import issue. The characteristics in an Human Resource Information System should be make up one's mind on non what the seller offers but what are required by the company. This non merely saves cost but besides helps in easy care of the system since everyone is cognizant of the characteristics of the system.

Data Quality is besides a really of import issue. The information generated and used must be by far legal and must bring forth studies that can be used for a assortment of intents. It must take extra informations, maintain consistence of informations and eventually filter of the unrequired content to enable faster processing and apprehension by the user.

Support from direction is the key to the success of the Human Resource Information System. The higher direction has to look into the filed by

enabling that the message is communicated throughout the organisation,
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the undertaking squad gets complete support and resources to finish the undertaking. Empty motivational addresss and remarks can non make to do the undertaking. The characteristics have to be clearly laid down before the employee, their suggestions taken because they are the terminal users and the complete undertaking be tracked on to guarantee its success.

Critical Analysis of the Human Resource Information System

Department of Economic Development has taken a good measure in implementing the Human Resource Information System. However most HR directors believe that they work can be carried out without it and therefore merely big organisations have started using the Human Resource Information System. It is non incorrect to state that Human Resource Information System may non turn out utile in smaller organisations where there are fewer resources to pull off. (Paauwe, 2004)

Sing the nature of promotion in concerns the Human Resource Information System would be really utile in the close hereafter as follows:

Processing of big sums of informations.

Work environment centric to undertakings.

Authorization of employees.

Increasing the cognition base.

Organizational acquisition.

The directors delay the execution of Human Resource Information System as they are non comfy with sudden alteration from manual work to automated work i. e. in other words they fear the engineering that will shortly replace the traditional system of human resource direction. But once more this is non true and at present clip when Techno directors have started taking the lead the way has become simpler.

With the altering tendency of concerns the sellers have besides realized that there is traveling to be a immense demand of such information systems. Hence they have already geared up to supply A-Z assortment of information systems and other concern intelligence systems. Department of Economic Development has entered into a new stage OF HR direction by using the best suitable Human Resource Information System and now it ' s the bend of other authorities organic structures to make the same.