

# Information system in an organization



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The capabilities of an essential organization are enhanced by an Information System. The information system provide support for an organization such as the business operations, individual and group decision making, the relationship of business with customers, new product development and in some cases, is for the business model itself. In general, the use of web-based human resource information system helps to reduce the cost of communication among the workers and firms and enhance the coordination of supply chain. An organization focused on their core competencies to specialized companies as it outsource other parts of value chain. Hierarchical layers have been lowered with the capabilities to communicate efficiently by an information system. The success of using human resource information system are depends on both skill of which the information system is deployed and combined with other relevant resources of the organization. Information system development is done in stages which include the problem recognition and specification, information gathering, requirements specification for the new system, system design, system construction, system implementation and review and maintenance.

Most of human resource managers had the human resource management information system installed in their computers. This proves that an organization provide the information system to improve the human resource management process and solve other problems related with management and communication. In order to cut down on paperwork, as well as access information more easily, an increasing number of human resource professionals are choosing to update their record keeping methods by switching to Human Resource Information Systems (HRIS). To reap the full

benefits of HRIS, HR professionals need to carefully plan how HRIS will be implemented into their organization so that a smooth transition can be made with as little disruption as possible to the organization's day-to-day business. Below are several factors to keep in mind when implementing HRIS.

The need of a successful implementation are depends on the cooperation of management and staff. Human resource department must ensure that an organization communicate the benefits of HRIS to all members of the organization and across all the departments. These communication must include the finance department, payroll department and IT to consulting senior management. Human resource professionals need to be aware of any stumbling blocks when attempting the implementation of an HRIS. HR department need to be knowledgeable of any possible resistance that might come from some staff in the organization, particularly those who are not comfortable with any sort of change. Human resource department should be aware of any other barriers to a successful implementation. This may include a conflict in timing with the implementation of other policies or initiatives in the company. As with any new procedure, it is vital that HR assesses and pre-empts any problems that may arise and develops a viable plan to address any challenges. This type of forward thinking can help to reduce time and money taken to rectify problems after they occur. HR may also want to assess how much time putting the system into place will take, and treat this as a possible risk. Some HR employees and resources will be diverted towards the implementation process, so setting up a multi-stage implementation strategy which can allow for redistributing work normally done by those employees involved in the roll out, to other members of staff,

is important. This can allow for a continuous performance of day-to-day tasks without too much disruption.

Implementation methodologies involve providing content when crafting a project plan and the project plan itself delivers the methodology. An implementation methodology involves planning at a higher level before diving into completing more detailed tasks. A thorough and well thought out approach prevents rework in the long-run. Picking the right methodology is the key to developing a structured implementation approach and it is best to review the accepted methodologies before choosing the one that is most appropriate to the company's needs. In choosing the best approach, HR may even be provided advice by their software vendor which can be helpful as software vendors are uniquely experienced in the implementation of their own system within various types of companies. Performing a Business Process Overview or BPO means mapping out data sources, interfaces, and procedures with other software used by the company. Doing so means that HR can better integrate their HRIS to work with other existing software and ensure compatibility.

HRIS is only as good as the data stored and how the data is used. HR should have a good understanding of their current record management system, the current data requirements and determine how the same data will be recorded, tracked and retrieved using the new HRIS. This may involve meeting with each department to determine their data needs and gathering each departments' requirements. These requirements should be clearly defined as this allow the HRIS to be configured in a way in which each departments' reporting requirements can be met. The implementation of any

new system can feel overwhelming, particularly to companies which are already struggling to meet their day to day business needs. However, with careful planning in which HRIS is rolled out in stages, with clearly defined objectives, a good understanding of the companies' data needs and an openness to change, a successful implementation is possible.