

HUMAN RESOURCE INFORMATION SYSTEMS

Chapter 4 – HRIS Philosophy

Chapter 4

The reasons behind the emergence for computerized HR system

- Expansions
- Reporting Requirements
- Technology

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Human Resource Information System

It can be defined as a systematic procedure for collecting, storing, maintaining, retrieving and validating data needed by an organization about its human resources, personnel activities, and organizational unit characteristics.

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Need for HRIS

- Plays an important role in enhancing their effectiveness
- Helps the business to improve its operations and promote innovation
- Maximize satisfaction of its employees
- Helps to provide interface among employees

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Advantages of HRIS

- Reduced Clerical Effort
- Risk Management
- Training Management
- Financial Planning
- Flexible Benefits
- Attendance Reporting and Analysis
- Employee Equity Reporting

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HRIS Objectives

There are two main objectives:

Operational Efficiency:

- Effective Communication
- Open and Flexible System
- Vertical and Horizontal Integration

Effective Decision Making:

- Effective HR Planning
- HR Information Consolidation
- HR Process Automation

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Principle goals to be achieved by HRIS

- Determination of the needs of personal information in each functional area
- Design of a comprehensive database to support these needs
- Development of complete functional specifications for the HRIS
- Design of necessary transaction processing and updated information
- Identification of information retrieval and reporting needs
- Development of relevant supporting documents

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A Generic HRIS Model comprises of

- Payroll
- Benefits
- Performance Appraisal
- Training & Development
- Recruiting & Placement
- Labour Relations

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Key features of HRIS employee

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Key features of HRIS administrative

- Reporting
- Evaluation
- Control
- Budgeting
- Co-ordination

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Key features of HRIS planning activities:

- Forecasting
- Managerial human resource planning
- Planning for high talent personnel
- Reserve and replacement planning
- Career Development
- Research

Types of HRIS

- S. P. Mandal's
for "W" Grade ISO 9001 : 2005 & School in India Certified By BVQI
WELINGKAR
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