

The 21st Century's Use of Human Resource Information System (HRIS) and Their Effectiveness

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Abstract

Human resource information systems (HRIS) are now used by businesses, governments and non-profits all over the world to facilitate information sharing and to facilitate downsizing and reengineering initiatives. HRM and information systems are combined to generate human resource information systems (HRIS).

HRIS or human resource information system, enables HR managers to use technology to carry out HR responsibilities in a more effective, methodical, and organized manner.

Keywords: Information System; Human Resource Management (HRM); Human Resource Information System (HRIS).

Introduction

The main use of technological improvement in business has sparked changes in working methods, requirements and styles. When work productivity and effectiveness are improved, following time management plans and being devoted to punctuality standards, there are greater profits for the employees, the best use of the resources available and a successful deal with corporate. All of the features in the business system are referred to as the human resource management system (HRMS) or human resource information system (HRIS). The process used by HRMS combines more advanced technological advancement with traditional methods of the human resource mode of working. The structures and processes between information technology and human resource management (HRM) are known as a human resource information system (HRIS) or HR system. HRM is a body that strikes a balance between information technology and its fundamental HR goals and processes.

According to (S.I.Tannenbaum, 1990) Human Resource information System (HRIS) as “one which is used to acquire, store, manipulate, analyze, retrieve and distribute information about an organization’s human resource”. HRIS is well thought-out as a organized process for gathering, storage, sustaining and recuperating data essential by the establishments about their human resources, employees activities and organizational features (Kovach K. , 2002).

Consequently, HR professionals can achieve HR goals with the use of HR information systems. Business establishments may quickly obtain information, discuss information and reap intended benefits thanks to human resource information systems. HRIS, the Internet, and related communication technologies are currently changing how human resource management is done and how employees interact within firms. Although becoming increasingly sophisticated and multidimensional, human resource information systems can be simple or complex, sophisticated or non computerized.

Human Resource Information System (HRIS)

Technological advancements involving software and minicomputers had a significant impact on how evidence was used when managing human resources.

Supercomputers were historically only used in human resources to manage compensation and benefits, such as payroll. However, new advancements in microprocessor technology have made it possible to compile vast volumes of data on employees' PCs and do numerical analysis, which were previously only possible with enormous mainframe computer processors. HRIS can therefore be used to analyze and appraise programs or policies, to support and carry out daily operational issues, to avoid litigation and to assist and sustain tactical and strategic decision making. Additionally, the HRIS integrates human resources. The kind of human resource information system used must be ordered according to the particular needs of the company enterprises. Any development that could be as unique, complex and time-consuming as the addition or progress of an HRIS requires careful planning and scheduling.

The following issues must be resolved in order to implement an HRIS:

- Thorough require analysis?
- What kind and degree of HRIS should be put into place?
- Should I choose an advanced software package or pre-existing software?
- Would the HRIS be implemented all at once or in stages?

A computerized HRIS is a system that uses computers to monitor, control and influence human movement from the moment a person indicates their intent to connect to a commercial location until they are isolated from it after connecting.

Human resource administrators and shareholders put the data produced by human resource information systems into effect and rely on it. Systems for managing human resources tend to be comprehensive and integrated with an organization's planning, recruitment and advancement goals and objectives. Examples of data that is kept in and accessible from a human resource information system are:

- Information for supply and demand projections and industry forecasting.
- Information required to meet a regulation or a stakeholder requirement.
- Data on concurrent service, divorces, and applicant experiences.
- Details on trainee work performance and training program expenditures.
- Details about pay finances, salary forecasts, and salary growth.
- Information about contract discussions and the need for employee help (Kovach, 1999).

The following sub-systems make up it.

- **Employment Information:** It includes all-purpose requirement and training prerequisite information, as well as the appointment information bank announcement component.
- **Employee Statistics:** This section includes information about employees, including details about increment and promotion rates as well as transference tracking.

- **Workforce Development Statistics:** These statistics aim to provide data that might support the use of human resources, career development, succession planning, and contributions to skill progression.
- **Training Evidence:** It provides information for planning course materials, putting together for fundamental basis training, and cost analysis of training, among other things.
- **Health Information System:** This subsystem provides information on employee health and wellbeing-related events.
- **Evaluation Information:** It deals with performance evaluation and quality evaluation data that is useful for career progression, increase, separation and scheduling, among other things.
- **Employees Payroll System:** This system contains data on wages, incentives for wages, payments, gratuity discounts for provident funds etc. It also contains information on the applicant's payment plan.
- **Employees Facts Structure:** This database of pertinent and up-to-date information is used by many different types of specialists.

When HRIS demonstrated their ability to enhance the management of an organization's human capital, they subsequently became a commonplace component of business practices and corporate culture. Business establishments receive an organizational benefit from HRIS, which typically explains to a practical benefit. HRIS systems are increasingly being referred to as employee self-service (ESS) systems in modern business enterprises. ESS architecture allow employees to access and update their records without the assistance of human resources staff. The client-server architecture of HRIS has been replaced by a web-based environment. In order to make it simple for employees to update their HR information, many businesses have integrated interactive voice response (IVR) into their HRIS. Address information, retirement information and other details can all be changed on web-based or interactive voice response HRIS.

Importance of Information System to HR

Because HRIS is well integrated into HR functions, it offers better safety, better service, competitive advantage, fewer errors, greater accuracy, improved communication, increased efficiency, increased productivity, supplemental well-organized management, additional prospects, compact work requirements, condensed expenses, higher decision-making strategies, higher controller etc.

Creating the HRIS

As with any significant change, effective planning is a must for carrying out the HRIS in a successful manner. The exact processes required for properly creating and putting into use an HRIS are described in the steps that follow.

- Idea generation must begin at the point where the creator of the idea first makes a statement about the necessity of an HRIS and what it may accomplish for commercial enterprises.

- Feasibility study: A feasibility study evaluates the present organization and particulars of an HRIS. It evaluates the cost and benefits of an HRIS.
- Selecting the project team: The project team needs to be chosen after the viability assessment has been acknowledged and the assets assigned. A member of the project team must be a HE from the management information structure and workforce.
- Outlining the specifications What the HRIS will do must be specified in detail in a declaration of needs. The facts of the reports that will be created typically make up a sizable piece of the declaration of wants. In fact, the declaration actually outlines more specific requirements. This often consists of written explanations of how employers create and compile information, reach agreements, follow detailed procedures, retrieve information and carry out other non-technical tasks linked to the use of HRIS. Making sure that the HRIS project actually satisfies management's requirements for an HRIS is crucial in this situation.
- Vendor research is done at step number five, which determines which hardware and software are most likely to meet the organization's needs at the lowest cost. It's a challenging job. The best approach is often not to ask vendors whether a particular package can satisfy the needs of the business institution, but rather how it will satisfy those needs.
- Contract negotiations as a package: The contract must be negotiated once a vendor has been chosen; it details the seller's obligations with relation to software, installation, servicing, maintenance training and documentation.
- Training: Training often starts as soon as possible once the agreement is put into effect. The project team's HR members must first be certified to utilize the HRIS. The HR professionals will instruct managers from other departments near the conclusion of the implementation on how to input information into the HRIS and how to seek information from it.
- The system is then modified, with changes made to the structure to best meet the needs of the enterprise. A general rule of thumb is to avoid modifying the seller's packaging because such changes frequently lead to issues. A different approach is to develop plans that add to the seller's database, slightly altering it.
- Data collection: Before the Human Resource system is launched, it is imperative that pertinent data be gathered and inputted.
- Testing the system: After the system has been modified to meet the demands of the company and the data has been entered, there is a testing phase. The testing phase's goal is to ensure that the HRIS is producing the intended results and is performing as intended.
- Initial Starting Up: When all current activities are entered into the system and information is formed, start up officially begins.

- **Parallel operation:** Even after the new HRIS has been tested, it is preferable to use both systems concurrently for a while. This makes it possible to evaluate the system's overall performance and look into any errors.
- **Maintenance:** It typically takes several weeks or even months for the HR staff to be satisfied with the cutting-edge system. It is necessary to maintain any minor errors and adjustments throughout this maintenance period.
- **Evaluation:** The HRIS should be evaluated once it has been in operation for a reasonable amount of time. Is the HRIS appropriate for the company and being used properly?

Digitized talent databases

These comprise information like

- Work History
- Strong points
- Identification of specific training strategies and programs needed to address shortcomings
- Possibility of raising profile
- Career objectives
- Private information
- The number and variety of staff managed
- The entire budget was used
- Prior organizational obligations

Human resource records are frequently computerized and rearranged. Updates are finished at least once every two years. Prior to updating, workers are encouraged to take into consideration any significant changes to their professions, such as the acquisition of new skills, the completion of higher education, the change in responsibilities, attendance at seminars, the publication of papers etc.

HRIS Uses

A human resource information system (HRIS) is a system for gathering, classifying, processing, noting and disassembling evidence that is necessary for a well-organized and effective organization of human resources inside an organization. Numerous problems make such a system more necessary.

1. In organizations that hire a lot of people, it is important to advance the employee record in order to attract personnel.
2. Every workplace in a totally discrete firm needs accurate and relevant data to organize its workforce. If data is stored in several locations, cost and error will increase.

3. The compensation package of today is complex and includes several payments and deductions, among other things. A conveniently located source of information can prove useful for making wise decisions.
4. Organizations are required to abide by a number of property rules. An electronic data system would quickly and correctly store and restore data, enabling the company to adhere to legal requirements.
5. Manager record and file can be combined and recovered with the use of automation employee information system for cross-referencing and prediction. The system would be more concerned about close record keeping than close conclusion.
6. Automatic information systems can be built with the necessary flexibility for response to changes occurring in the environment.

Information systems in the field of human resource management have only been used for workforce training, job position and employee previous reports of new hires, conclusion, and compensation assurance. Advanced businesses have gradually begun using electronic information systems for cooperative bargaining, staff guidance, training, performance evaluation and other purposes. Computer-generated information systems can be used for almost all aspects of human resource management with the help of sophisticated software.

HRIS efficacy evaluation

HRIS effectiveness should be assessed in order to ascertain whether it has worked as expected and whether it is being utilized to its full potential (Byars, 2004). Measuring the effectiveness of their human resources information system (HRIS) in order to demonstrate the value-added contribution of the HRIS to the accomplishment of the organization's mission is one of the most significant difficulties that community employee managers face today (Hagood, 2002). Implementing an HRIS platform may seem like a need for a business, but unless it is a useful tool for HR operations, it won't help efficiency grow and might even hurt it.

The Toshiba America Medical Systems, Inc. (TAMS) is one business that has implemented an HRIS system. When TAMS revolutionized healthcare providers, it posted all employee assistance data online and created an open registration choice. As soon as the UltiPro portal [new HRIS technology] was made available to employees, TAMS began to notice developments, including a predictable 70% increase in open registration productivity.

Benefits of HRIS

- Clearly defined objectives.
- A reduction in the amount and price of human resource data storage.
- The availability of relevant and accurate information regarding human possessions.
- The expansion of the human resources division's performance standards.
- More thorough career guidance and planning at all levels.
- Individual progress through the link between performance rewards and job training.

- High ability to solve problems quickly and effectively.
- Implementing training programs designed using data on administrative requirements.
- The capacity to adapt to a legal and other environment that is constantly changing.
- Reputation for human resource purposes as a result of its capability for planned expansion across the board.

HRIS Limitation and Protection

The confidentiality of employee data has grown into a significant problem in recent years. Employees are becoming more concerned about the protection of their personal information as a result of fraud being a widespread problem. Companies can make their employees safer with the security of their information by ensuring that employee data stored in the HRIS has relevance to the business and that there is limited access (password protection) to such information. Employee files, whether digital or printed, must be handled with care. A balance must be struck between merging HR policy, system expertise, and day-to-day operations when establishing security and end-user rights (O'Connell, 1994).

CS Stars, LLC was one business that experienced a significant security issue. One of CS Stars' supercomputers that was restricted to individual data, including names, addresses, and Social Security and workers' compensation payouts, lost its way. The bigger issue was that CS Stars neglected to inform the impacted clients and staff about the missing machine. Although the supercomputer was recovered and it appeared that no information was compromised, many employees lost confidence in the company. The Information Security Breach and Notification Law in New York, which took effect in December 2005, mandates that companies that retain computerized data containing private information immediately notify the owner of any breach of system security after becoming aware of it if it is practically thought that someone obtained the private information without having received the proper consent (Cadrain, 2007). Businesses with challenges resembling those with human resources information technology and human resources information systems include CS Stars LCC, Terasen Pipeline, BM and Toshiba America Medical Systems, Inc. All of those businesses recognize the value of modern technology, information systems for managing human resources and data security.

Conclusion

Despite the fact that the majority of HR managers recognize the value of HRIS, the general opinion is that its implementation is not necessary. Therefore, only major businesses have begun utilizing HRIS to enhance their HR functions. The fear of "technology" and "IT" that older management has developed is the primary cause of the lag in the introduction of HRIS in businesses. They might not be very tech savvy and worry about getting passed over.

But as more and more businesses understand the value of IT and technology, trends are shifting in a positive direction. Major HRIS suppliers are focusing on small and medium-sized businesses as well as big businesses for their own products.

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