INTERNATIONAL JOURNAL OF RESEARCH IN COMMERCE, IT & MANAGEMENT

IJRCM

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INTERNATIONAL JOURNAL OF RESEARCH IN COMMERCE, IT & MANAGEMENT iii

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4. **ABSTRACT**: Abstract should be in fully italicized text, not exceeding 250 words. The abstract must be informative and explain the background, aims, methods, results & conclusion in a single para. Abbreviations must be mentioned in full.

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   REVIEW OF LITERATURE

   NEED/IMPORTANCE OF THE STUDY

   STATEMENT OF THE PROBLEM

   OBJECTIVES

   HYPOTHESES

   RESEARCH METHODOLOGY

   RESULTS & DISCUSSION

   FINDINGS

   RECOMMENDATIONS/SUGGESTIONS

   CONCLUSIONS

   SCOPE FOR FURTHER RESEARCH

   ACKNOWLEDGMENTS

   REFERENCES

   APPENDIX/ANNEXURE

   It should be in a 8 point Calibri Font, single spaced and justified. The manuscript should preferably not exceed **_5000 WORDS_**.

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- The title of books and journals should be in italics. Double quotation marks are used for titles of journal articles, book chapters, dissertations, reports, working papers, unpublished material, etc.
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- Bowersox, Donald J., Closs, David J., (1996), "Logistical Management." Tata McGraw, Hill, New Delhi.
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- Always indicate the date that the source was accessed, as online resources are frequently updated or removed.

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HUMAN RESOURCE INFORMATION SYSTEM

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ABSTRACT

A HRIS, or Human Resource Information System, is a software solution for small to mid-sized businesses to help automate and manage their HR, payroll, and management and accounting activities. A HRIS generally should provide the capability to more effectively plan, control and manage HR costs; achieve improved efficiency and quality in HR decision making; and improve employee and managerial productivity and effectiveness .My research on HRIS is descriptive exploratory basically based on secondary data collected from various sources like internet, books, company's websites. The study will have an important implication in throwing light on how technology can be used in human resource system and its benefits. as its an emerging area in India so much is not known and also not been practiced in India regarding HRIS. This paper however helps to provide information relating to this and would proof beneficial for the companies who are still using the old methods

KEYWORDS
HRIS, Human Resource, Benefits, Company, Automate and Manage.

INTRODUCTION

The Human Resource Information System (HRIS) is a software or online solution for the data entry, data tracking, and data information needs of the Human Resources, payroll, management, and accounting functions within a business.HRIS reports data on all employees to whom the company pays or reimburses salaries or benefits, regardless of funding sources or reporting system; maintains data on former and current employees; and stores historical personnel data for inquiry and analysis. HRIS also helps in complying with salary administration provisions, benefits, helps management in taking decisions regarding human resource issues like recruitment, selection, training & development etc. and analyze the use of their human resources

The Human Resource Information Systems (HRIS) provide overall:
- Management of all employee information.
- Reporting and analysis of employee information.
- Company-related documents such as employee handbooks, emergency evacuation procedures, and safety guidelines.
- Benefits administration including enrollment, status changes, and personal information updating.
- Complete integration with payroll and other company financial software and accounting systems.
- Applicant and resume management.

THE EVOLUTION OF THE HRIS
- First, paper files were located in the Personnel department.
- Then, punched card and magnetic media files were located in IS.
- Government legislation in the 1960s and 70s eventually called management's attention to the importance of HR data.
- In the late 1970's the concept of an HRIS was born.

HISTORY OF HRIS
- 1950's – HRIS was virtually non-existent
- 1960's – Only Few Organizations were used to implement HRIS
- 1970's – Organizations realize the need of HRIS
- 1980's – HRIS was implemented by most of the organizations
- 1990's - There were numerous vendors of HRIS in the market
- Human resource information systems (HRIS) have increasingly transformed since it was first introduced at General Electric in the 1950s. HRIS has gone from a basic process to convert manual information keeping systems into computerized systems, to the HRIS systems that are used today. Human resource professionals began to see the possibility of new applications for the computer. The idea was to integrate many of the different human resource functions. The result was the third generation of the computerized HRIS, a feature-rich, broad-based, self-contained HRIS. The third generation took systems far beyond being mere data repositories and created tools with which human resource professionals could do much more.

WHY HRIS?
With an appropriate HRIS, Human Resources staff enables employees to do their own benefits updates and address changes, thus freeing HR staff for more strategic functions. Additionally, data necessary for employee management, knowledge development, career growth and development, and equal treatment is facilitated. Finally, managers can access the information they need to legally, ethically, and effectively support the success of their reporting employees. The HRIS that most effectively serves companies tracks:
- attendance and PTO use,
- pay raises and history,
- pay grades and positions held,
- performance development plans,
- training received,
- disciplinary action received,
- personal employee information, and occasionally,
- management and key employee succession plans,
- high potential employee identification, and
- applicant tracking, interviewing, and selection.

HRIS SYSTEM DEVELOPMENT LIFE CYCLE

FIG. 1
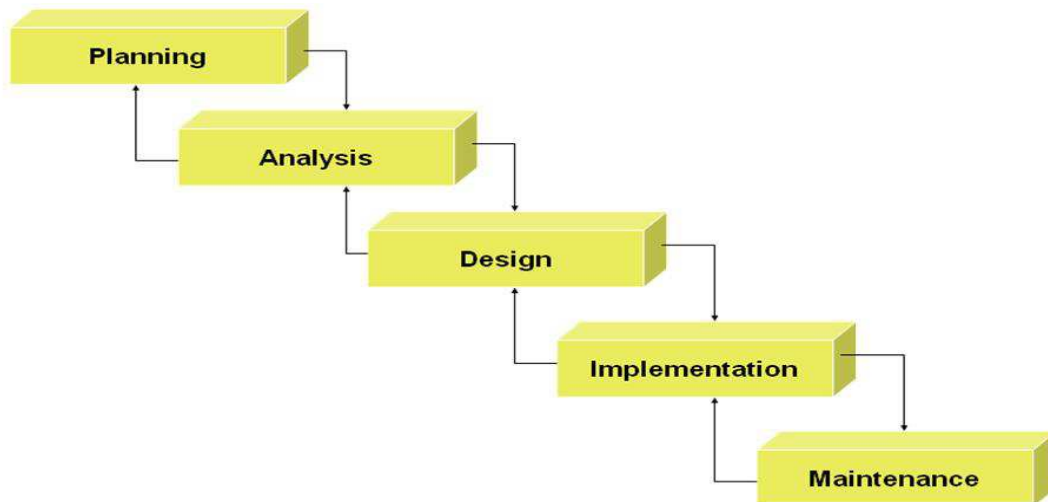
- First of all one should decide the objective of introducing and implementation of HRIS in the company
- Then identify various HRIS projects. After that set the company's priorities and in accordance select the project. Then analyze the resources of the company and the resource requirement of the project. Then set a schedule and develop the HRIS plan. After that analyze the plan that whether it is fulfilling the requirements and needs of the company and it is feasible or not. Then design the HRIS system and finally implement it in the company. Lastly, maintain the HRIS in the company which is being implemented.

HRIS MODEL

FIG. 2
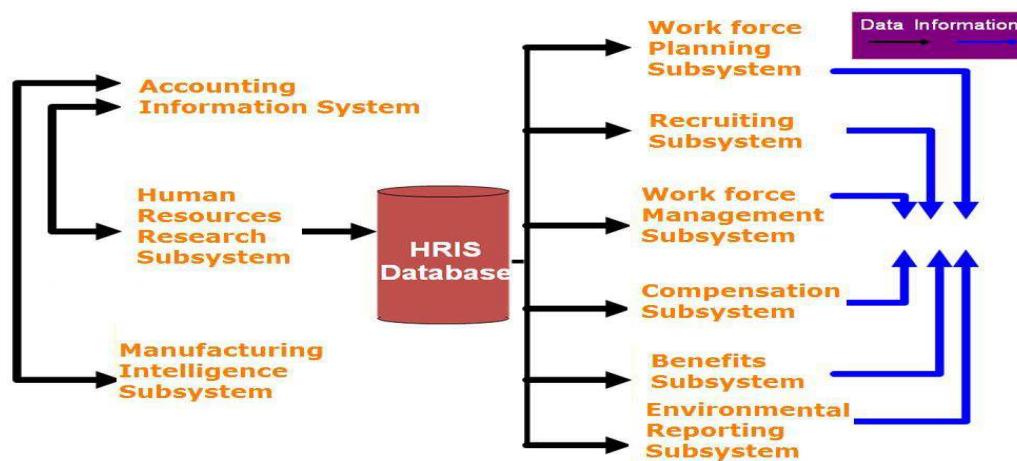
This model shows how actually the HRIS works and how it helps in various functioning of human resource department .Here human resource department can fetch various data and information from HRIS database which can be utilized in human resource planning, recruiting, compensation system, benefit system etc.

THE HRIS DATABASE

- Employee: 82.5% of the firms maintain only employee data
- Non- Employee: Only 8% of the firms maintain the data of external organization

These HRIS database is used by executives, non – HR managers, hr managers,hr directors on monthly and weekly basis .As with the help of the data and information they are able to take necessary decisions for the company benefit.

HRIS output information can be in the form of periodic reports, database queries, mathematical form, expert system. So it helps in taking various decisions at middle and senior level management .It also make things easier as it furnishes information in various forms and hence can be utilized in accordance with the prevailing situation regarding which the decision has to be taken

APPLICATIONS & UTILITIES

FIG. 1
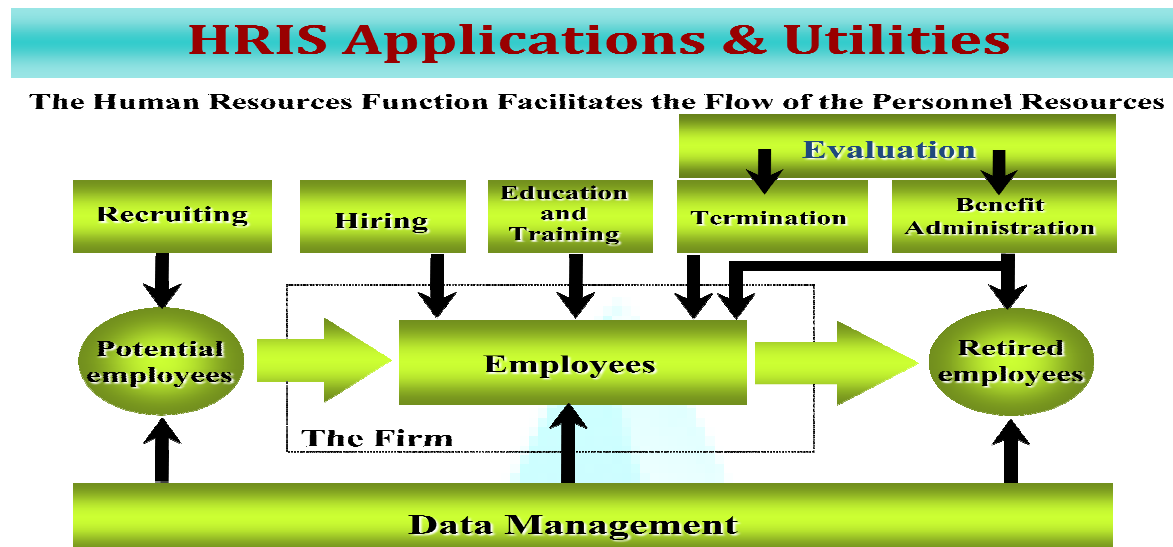
PERSONAL RECORDS

Tracking employee data is one of the central features of an HRIS. By centralizing information that may currently exist in multiple locations, an HRIS can give you a more complete overview of your HR picture and reduce administrative overhead It will encompass information about each employee, such as name address, personal details etc.

BENEFITS MANAGEMENT

Employees place enormous value on benefits like health insurance, vacation time, and retirement plans. The correct HRIS will help reduce the amount of staff time spent on enrollment forms, changes, and even simple requests like "how much vacation time do I have left?"

FEATURES TO LOOK FOR

- **Covers all your benefits:** parenting leaves, flexible schedules, community service time, 401k or other retirement plans, health, dental, and vision insurance, and flexible spending or dependent care accounts
- **Connects to external systems:** can establish direct connections with your **health insurance**, and other benefit providers

TERMINATIONS

How long was Mr. X in our service? Why did he leave the company? What did he contribute to the Pension Scheme?
- On termination of an employee's service the HRIS system allows for relevant details to be checked and recorded.
- Payroll Details include: outstanding loan balances, leave balances, service period information and salary information.
- Personnel Details include: outstanding items issued to the employee such as cell phones or laptops, details of training sessions planned for the employee and the recording of the exit interview conducted with the employee.

PAYROLL

Payroll is often the first aspect of HR to be automated, usually when a company outsources the job to a payroll service provider. Computerized payroll systems can drastically reduce the time your staff spends on payroll work and cut down on errors.
This can save some steps: if all your data is in one system, you can cut down on data exports and re-keying. It contains all the information regarding the pay scale of different employees falling under different grades.

TIME AND ATTENDANCE REPORTING

Either integrates with your existing time tracking system, or provides all the attendance tracking features you need. It gives all the details regarding the punctuality and attendance of the employees in the company.

HRIS TIME CLOCK CENTER

The empire payroll HRIS System comes with a basic time clock function which is accessed via PC and/or the Internet. Empire payroll offers several other time & attendance systems including biometric as well as basic punch clocks.

RECRUITMENT AND SELECTION

HRIS provides for short-listing, search, and easy retrieval of resumes. This module is capable of processing large volumes of resumes and can also support resumes in many different formats. Status tracking and history record of every candidate / resume in the system will be available to HR professionals, at the click of a button. It helps in selecting right candidate for the right job. It shows all the information about the applicant which ultimately helps in selecting the right candidate It helps in viewing the selected person which is best suited for a particular job.

EMPLOYEE TURNOVER

HRIS furnishes information regarding employee's turnover. It tells us how many employees have left the company and how much new recruitments are there. It helps in calculating employee turnover ratios.

PERFORMANCE APPRAISAL

Employees are the most valuable and dynamic assets of an organization. Performance Appraisals Management System (IPMS) is an extensive andcomprehensive system that maintains and tracks information pertaining to the performance appraisals in an organization.

The system captures information related to eligibility criteria, appraisal groups or categories, multiple appraisal cycles, Key Result Areas (KRAs), workflow driven performance appraisals process with electronic protection. The appraisal process begins with Appraisal Cycle Initiation, Definition of KRAs by the Appraiser, Self Rating by the Appraisee, Rating by the Appraisers, Overall rating and Normalization. The system supports 360 degree paradigm for Performance Appraisal Review. HRIS formalizes and automates your review process, including self, peer, and manager reviews and all approvals

HRIS – BENEFITS

The various benefits of HRIS which a company can obtain can be summarized as below:-
- Higher speed of retrieval and processing of data.
- Reduction in duplication of efforts leading to reduced cost.
- Ease in classifying and reclassifying the data.
- Better analysis leading to more effective decision making.
- Higher accuracy of information/report generated.
- Fast response to answer queries.
- Improved quality of reports.
- Better work culture.
- Establishing of streamlined and systematic procedure.
- More transparency in the system.
- Employee – Self Management.

The importances of info system in HR processes are as follows:-
- Better safety
- Better service
- Competitive advantage
- Fewer errors
- Greater accuracy
- Higher quality products
- Improved health care
- Improved communication
- Increased efficiency
- Increased Productivity
- More efficient administration
- More opportunities
- Reduced labor requirements
- Reduced costs
- Superior managerial decision making
- Superior control

HRIS – DISADVANTAGES

Besides having lot of advantages the HRIS system has also have certain disadvantages which can be summarized below:-
- Unclear goals/objectives
- Management – unrealistic expectations
- System solves the wrong problem
- Lack of overall plan for record management
- Improper vendor/product selection
- Lack of flexibility and adaptability
- Lower user involvement
- Misinterpret HR specifications
- Planning overlooks impact on clerical procedures
- Lack of HR/functional expertise in designing
- Poor communication between HR/IS
- Underestimate conversion efforts
- Inadequate testing

HRIS SOFTWARE: SOME OF THE HRIS SOFTWARE ARE SUMMARIZED BELOW
- ➢ **Abra Suite** for human resources and payroll management
- ➢ **ABS (Atlas Business Solutions)** for general information, wages information, emergency information, reminders, evaluators, notes customer information, documents and photos, separation information.
- ➢ **CORT-HRMS** for applicant tracking, attendance tracking and calendars, wage information, skills tracking, reports to information, status tracking, Job history tracking, cost center tracking, reviews and tracking, mass update and change tools etc.
- ➢ **HRSOFT** for Identifying and track senior managers, assess management skills and talents, generate a wide range of reports, resumes, employee profiles, replacement tables and succession analysis reports, Identify individuals for promotion, skills shortages, unexpected vacancy, discover talent deep, competency management, career development, align succession plans etc.
- ➢ **Human Resource Micro Systems** for sophisticated data collection and reporting, flexible spending accounts, compensation, employment history, time off, EEO, qualifications, applicant/requisition tracking, position control/succession planning, training administration, organization charts, HRIS-Pro Net (employee/managerial self-service), HR Automation (e-Notification and e-Scheduler), and performance pro (performance management)
- ➢ **ORACLE- HRMS** for Oracle recruitment, Oracle self-service human resources, payroll, HR Intelligence,Oracle learning management, Oracle time and labor
- ➢ **VANTAGE-HRA** 'Point-and-Click' report writing, internal messaging system for leaving reminders to yourself, to someone else or to everyone using HRA - very useful for Benefit Applications, disciplinary actions, special events, employee summary screen for basic, leave (Absenteeism) and salary/position history, skills & training module, leave tracking module
- ➢ **Simple HR** one of the least expensive HR products available, simple HR lets companies store basic information about employees' salary, benefits, performance reviews, vacation use, safety incidents, etc. Different versions are available (with different prices), depending on how many employees the company has.

- **People-Track HR** priced at a one-time fee of $20 per employee, People-Track is one of the more flexible offerings. Other versions are available that add features for additional costs.
- **EmpXTrack Starter Edition** EmpXTrack combines payroll software with an employee database, featuring a self-service option that lets employees keep their own information up-to-date. Pricier editions add tools for performance evaluations, surveys and recruiting.
- **Microsoft Dynamics NAV and GP** for some smaller companies, these offerings from Microsoft could be overkill, but they might be worth the investment for employers with robust growth who already rely heavily on Microsoft products

CONCLUSION

A HRIS facilitates communication process**s** and saves paper by providing an easily-accessible, centralized location for company policies, announcements, and links to external URL's. Employee activities such as time-off requests and W-4 form changes can be automated, resulting in faster approvals and less paperwork. An affordable Human Resource Information System (HRIS)capabilities**,** allows companies to manage theirworkforce through two powerful main components: HR & Payroll. In addition to these essential software solutions, HRIS offers other options to help companies understand and fully utilize their workforce's collective skills, talents, and experiences.

Some of the most popular modules are:

Organization charts (Create professional looking, dynamic organization charts),Employee self service (Employees can update personal information and view benefits elections, absence transactions, time-off balances and payroll information),Benefits Administration (Save paper and postage, take weeks off the benefits open enrollment period, reduce administration time, and improve data accuracy, Track training for employees. Selecting the right HRIS is important. Your company will need to make sure that they can customize the system to meet its specific and unique needs and that it is a system that will grow with your company.

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With sincere regards

Thanking you profoundly

Academically yours

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