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# **Introduction To Human Resource Information Systems**

## **Chapter 1**

## **Definition - Human Resource Information Systems (HRIS)**

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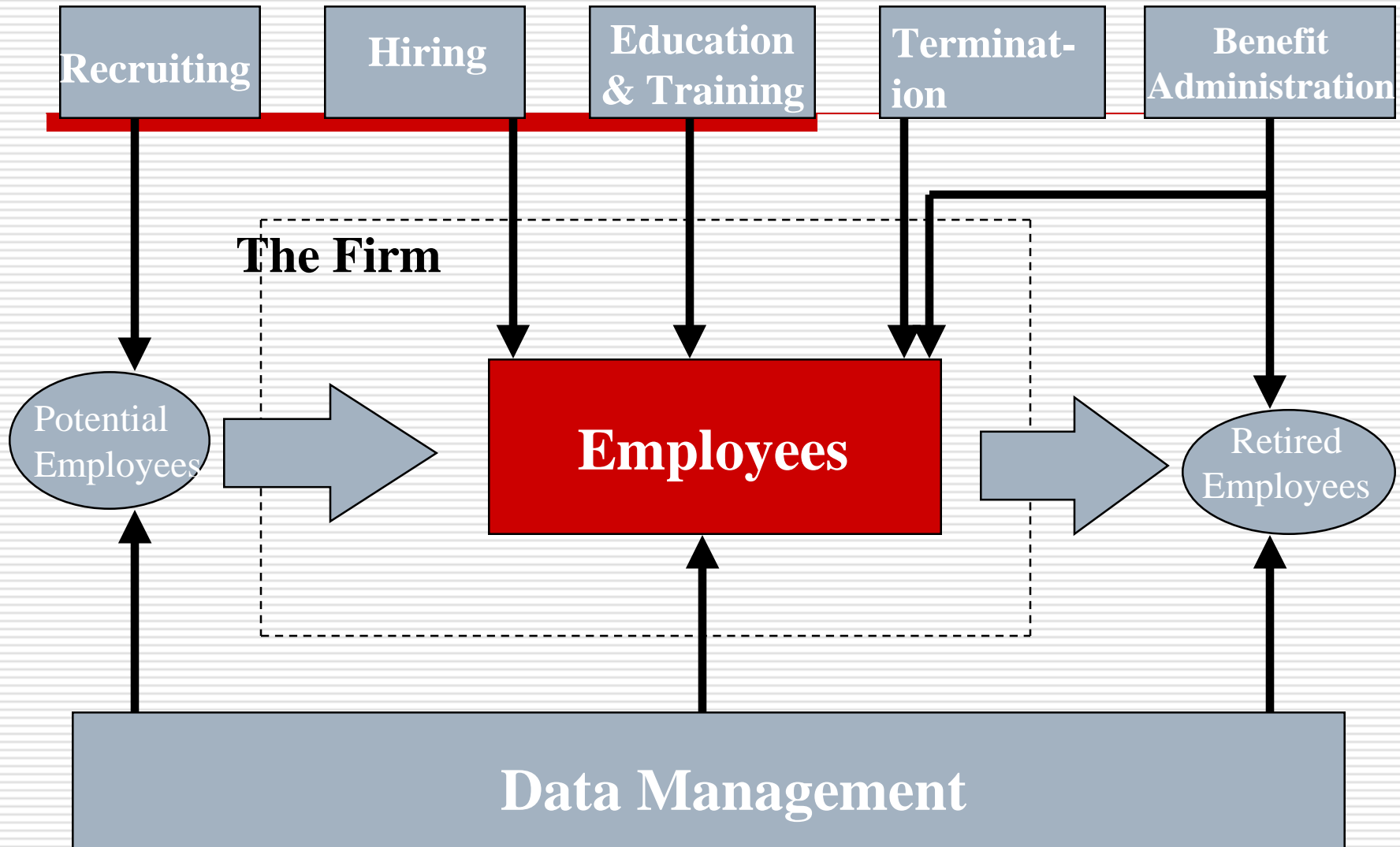
- ❑ Systems used to collect, record, store, analyze, and retrieve data concerning an organization's human resources.

**The HR manager is often a director who is not a member of the executive committee.**

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The importance of the human resource function and the human resources information system has grown over the last ten years

# Primary HR Activities



Prepared by : E.Eswaranathan (B.Accounting Hons, MBA - HRM)

# The HRIS Unit

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- ❑ Usually a part of HR (73.5%).
- ❑ Can be in IS (8.4%)
- ❑ Size ranges from 0 to 260 employees
- ❑ Usually not subdivided (65.9%)

# The Evolution of the HRIS

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- ❑ 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.

# An HRIS Model

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- The problem is the packaging of so many different applications

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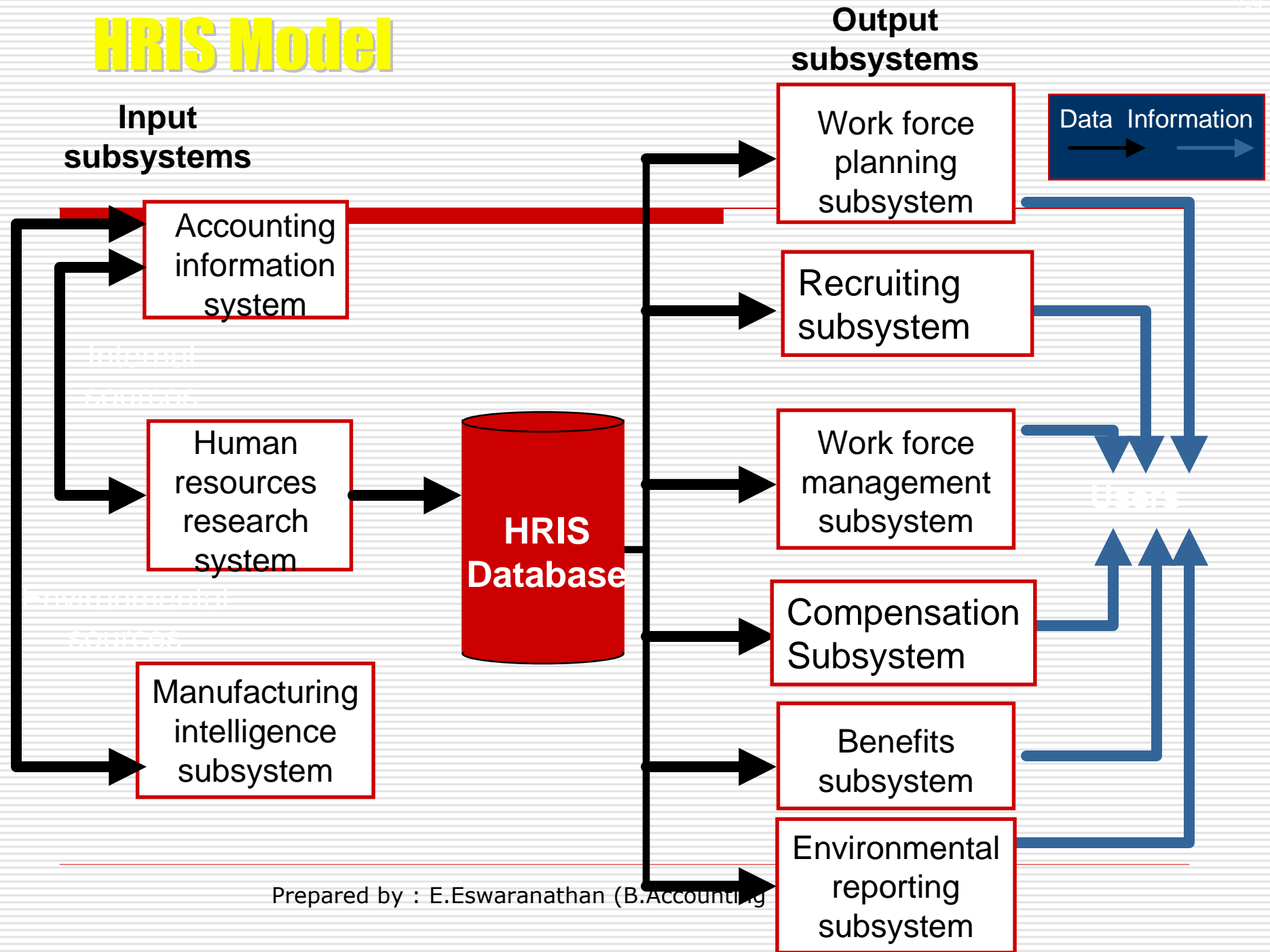
# **Human Resource Information Systems Subsystem**

## **Chapter 2**

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# HRIS Model



# Human Resources Research Subsystem

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- Examples:
  - Job analyses and evaluations
  - Succession studies
  - Grievance studies
- This research can generate new data for the database (job analyses)
- And it can use existing database contents (succession studies)

# Human Resources Intelligence Subsystem

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HR has the responsibility for interfacing with the most environmental elements of any functional area.

- Government -- stay current on legislation. File reports.
- Suppliers -- employment services
- Labour unions, local community, competitors -- sources of employees.
- Global community intelligence
- Financial community -- employee planning
- Competitor intelligence

# Environmental Human Resources Databases

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- Executive search firm databases
- University databases
- Employment agency databases
- Public access databases
- Corporate job banks

# The HRIS Database

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Type of data:

1. Employee

82.5% of the firms maintain only employee data

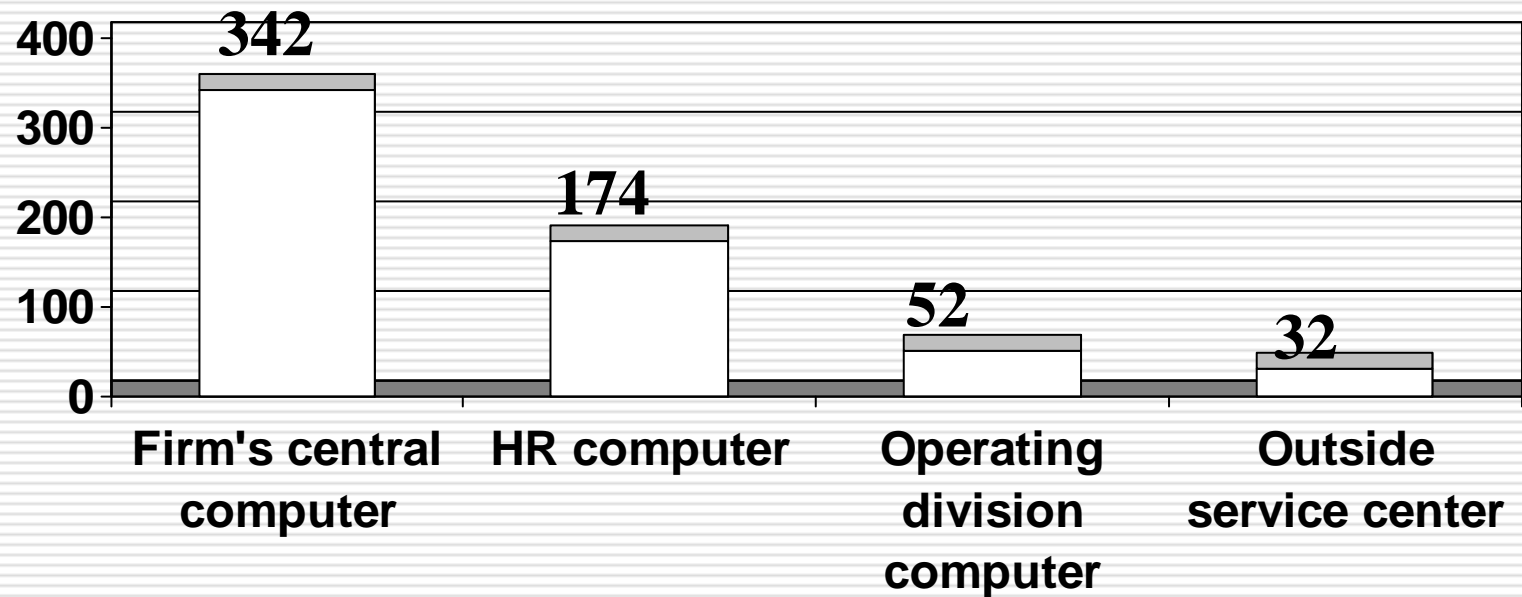
2. Non-employee

8% of the firms

mainly organizations external to the firm

# Possible HRIS Database Locations

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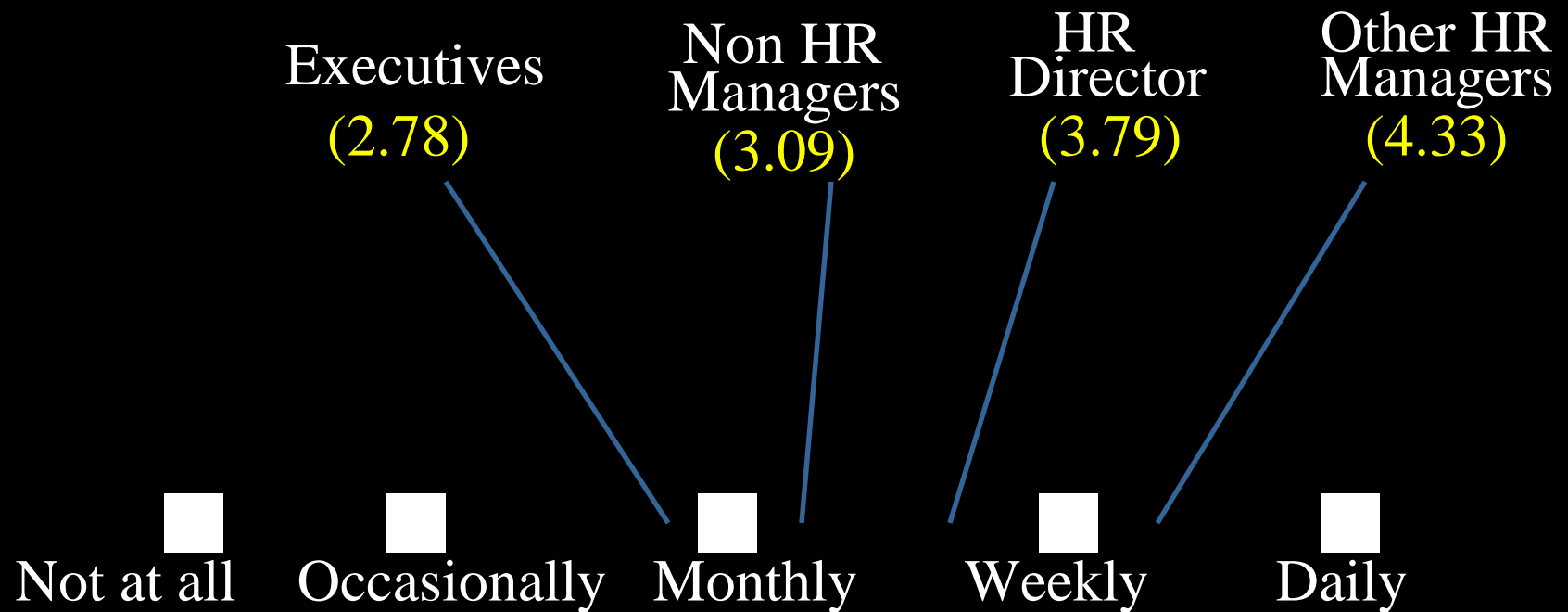
# Database Location

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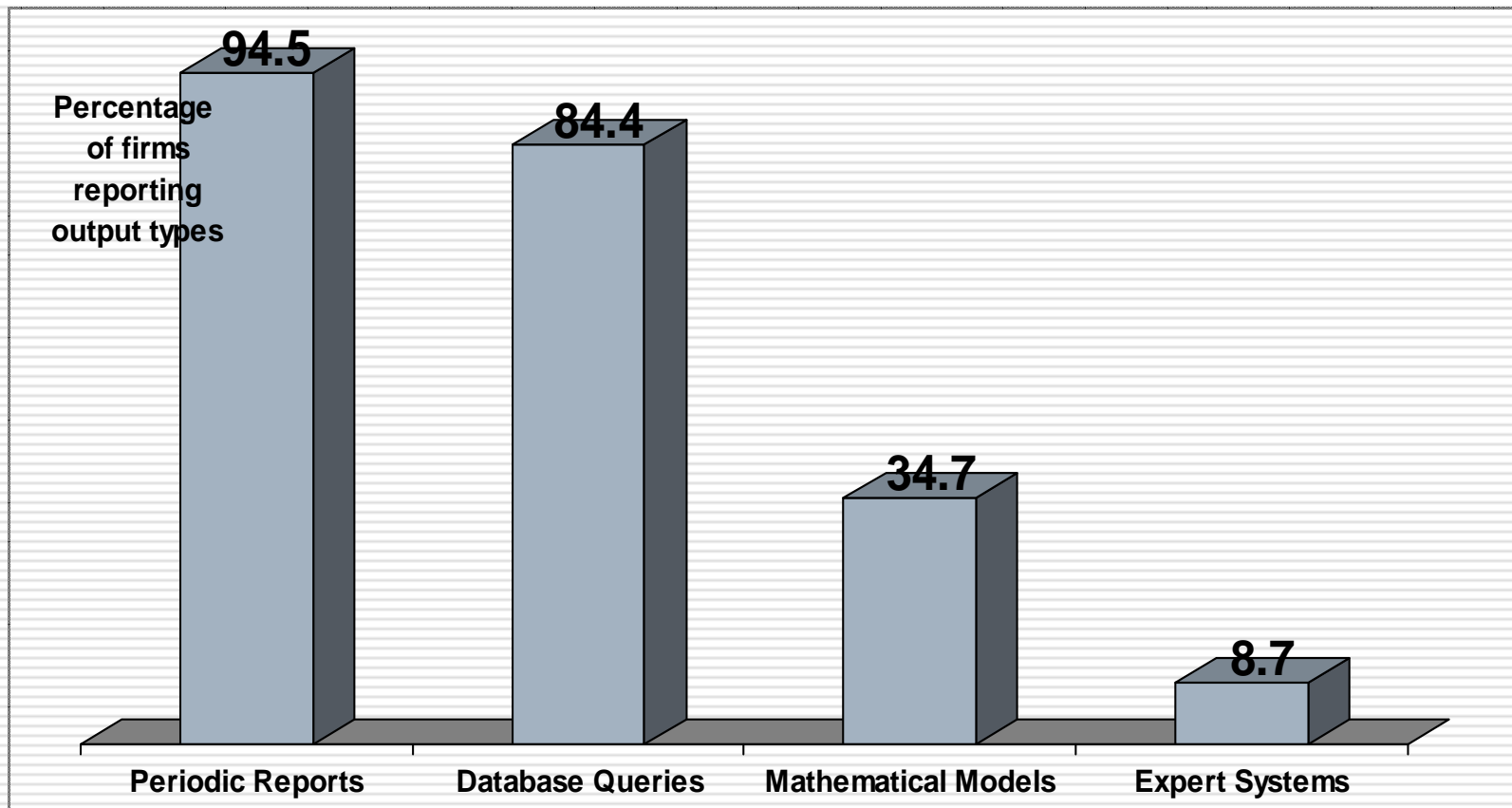
- ❑ Operating division -- decentralized
- ❑ Outside service centre -- outsourcer
- ❑ Central computer is still the most popular location
- ❑ HR computer in only 34% of the firms
- ❑ Some firms keep database in multiple locations

# Users of the HRIS Database

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# Basic Forms of HRIS Output



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# Software

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- ❑ Custom software is usually developed jointly by HR and IS
- ❑ Some software is integrated into a core HRIS
- ❑ Some is standalone

# Work Force Planning Subsystem

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Enable manager to identify future personnel needs

- Organization charting
- Salary forecasting
- Job analysis/evaluation
- Planning
- Work force modelling

# Recruiting Subsystem

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- Applicant tracking
- Internal search

# Work Force Management Subsystem

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- Performance appraisal
- Training
- Position control -- ensuring that head count does not exceed budgeted limits
- Relocation
- Skills/competency
- Succession
- Disciplinary

# Compensation Subsystem

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Most systems in use

- Merit increases
- Payroll
- Executive compensation
- Bonus incentives
- Attendance

# Benefits Subsystem

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- Defined contribution
- Defined benefits
- Benefit statements
- Flexible benefits
- Stock purchase
- Claims processing

# Environmental Reporting Subsystem

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Reporting firm's personnel policies and practices to the government

- EEO records
- EEO analysis
- Union increases
- Health records
- Toxic substance
- Grievances