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Human resource information system: An overview

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Abstract

The human resource information system is intersection of human resource and information technology through a HR application or software package. It allows human resource activities and processes automatically in electronic form. The HRIS is a software application or web solution for the data tracking, data entry or data information that's a need of human resource management, payroll, and financial or accounting functions within business or organization. The motive of HRIS is to combine the different part of HR, including labor productivity, payroll & benefits into a limited capital system than the mainframes use to manage activities in traditional or past management. A human resource information system commonly provide the competence to more effective plans. Manage and control human resource costs, improved efficiency and quality in decision making, & improve management & employee productivity and effectiveness.

Keywords: HRIS, information technology, labour productivity, human resource managements

Introduction

Technological advancement has changed the fate and future of the world and the business. HRIS is a software which provides a software that provides a centralised repository of employee's master data. In today's changing world new technology is being developed rapidly. This change requires organizational officials to be familiar with the various types of technology which can helps to improve organizational effectiveness. Human resource management system (HRIS) has drastically evolved from they were first started more than 55 years ago. They have left beyond their original paper record accept the computerization. In today's scenario, human resource are able to handle several functions of HR software or application packages are now completely capable to store, sorting and manage employee's data more securely with accuracy as per requirement of organization.

These HR software tools are now helping HR professionals to maintain records on regular basis for different purposes. In the past, organizations were used spreadsheet and paper to record data that system was too bulky and time consuming, it also reduced the security of data. By moving towards human resources information system, organizations are now able to store data and records up-to-date and accurate with security. HRIS make the system easy to use, more secure, helps to increase quality of decision making and as the result productivity of both HR officials and employees should increase and become more effective.

Meaning

Human resource information system can be used in organisational design as a tool for facilitating HR strategic alignment. HRIS is software containing a database that allows the entering, storage and manipulation of data regarding employees of an organization. It is integrated system used to gather, store and analyse information regarding an organization's human resources comprising of databases, necessary to collect, record, manage, deliver, and manipulate data for human resources function.

Human Resource Information System

HRIS is an information system, which is likely used to track data relating to human resource. It is a type of management information system. There are so many changes as how the data stored in the traditional human resource department to current system that is used by organizations today. This system integrates several information such as employee's details, performance, payrolls, fringe benefits, appraisal reports etc. due to this advancement of

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technology a lot-of changes have been made in human resource management. There are so many options are available to secure and store data like, compact disks, hard disk drives, semiconductor devices, magnetic tapes, and most important the cloud space, which is also known as virtual space. Storage of data became too easy and lots manual work was removed after implementation of HRIS.

Concept of HRIS

HRIS (Human resource information system) is mainly designed for supply of information requisite for progressive management of an organization. Human resource store all records of the personnel of the organizations including personal details, salary, skills etc. the basic level of HR is used to help to manage employment relationship with in the employees and organization. In the traditional era, the organizations used hard paper spreadsheet to track data, that was too time consuming and some difficult too to maintain all records. Whereas HRIS store all require information regarding the existing employees such as, personal details, salary & wages, benefits, education, training schedules, performance appraisal. The effective management human resource in the organization to gain competitive advantages in the market place requires timely and accurate information on existing employees and potential employees in the labour market. With the advancement of computer technology, meeting the information requirement has been greatly enhanced through the creation of HRIS, as result of this

organisation have realize the need to implement computerized system.

HRIS in Present Scenario

HRIS helps an organization to maximise the use of human resources and maintain a dignity in the competitive market. Human information system is widely used in large industries and plays a role of technical backbone of any organization in human resource. It provides a complete set of function to manage activities and schedules related to the human resources. HRIS also play a central role in the organizations with different tools of planning, controlling, forecasting, training need to the officials etc used through HRIS, all different tools has now operated with the help of computerizes system applications of HR function. That's why; HRIS helps to improve effectiveness of an organization.

Scope of HRIS

The scope of HRIS is very wide below stated points comes under the ambit of this system:

1. HR planning and analysis.
2. Employer and employee relations.
3. HR Development.
4. Equal employment.
5. Staffing.
6. Health, Security & Safety.
7. Benefits and compensations.

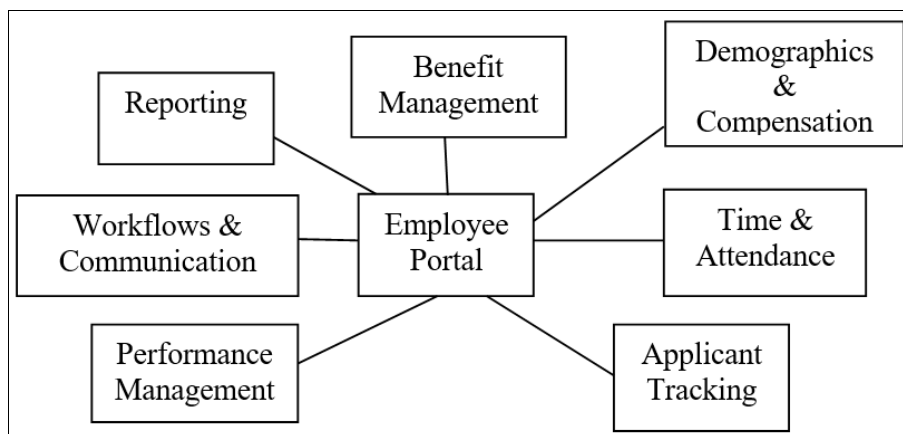


Fig 1: Uses of HRIS

Due to absence of proper channel, the quality of information reduced during transactions, sometimes errors has been mixed with information and changed the meaning of original information.

Benefits of HRIS

HRIS (Human resource information system) became an essential need of every organization; it provides information that is required for the organizations related to employees, ex-employees and upcoming employees. A complete HRIS has its own specific benefits, which are stated below:

1. For provide information accuracy.
2. For improved data transactional path.
3. For faster information processed system.
4. For enhance communications between employees.
5. For security level is higher than traditional HR process.
6. For maintain synchronization between other units of organization.
7. For provide transparency in the whole system.

8. For reduced cost of data storage.
9. For helps in decision making process, counselling and planning at various levels of managements.
10. For knowledge management.
11. For easy access of data or information.

Limitations of HRIS

The limitations of the human resource information system, can be a problem for small organizations, because it's a tough task to accept HRIS in small business. If they try to accept HRIS in their business they have to face several issues such as, they have to appoint a computer specialist and he will get a higher salary from employer, increases computer expenses, expenses in training programs, and the technology they will used being costly for small scale. Also there is a demand technology and computers specialist with general information technology knowledge and hire a qualified computer operator with HR functional area knowledge can be difficult. Also some limitations have

faced in big organizations such as: human errors involve during bulk information input, cost of availability of system upgradation, software errors, unwanted bugs installed in system from web, malwares etc.

Recapitulation

HRIS is deemed to be instrument in shaping the pattern of organisational operation and design. It automate Human Resource Process. Playing an important roles in organizations human resource functions. In today's era, everything is depends on web or internet, as we require something browse internet and get data instantly. The main conclusion of this study is the realization that the use of computer base human resource information system is most effective than manual because it helps to maintain data with more accuracy in short time. HRIS also improve human resource management in administration & analytical purpose. Human resource information system work as a key component of organization (as shown Fig.1) & it provide information about human resources needs and capabilities. This information helps to create organization goals helps to archives targeted goals. In last, HRIS is now become an essential part of every organization.

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