

HRIS

How Information Technology changed Human Resource Practices?

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In the current information age scenario, impact of technology can be seen in every phase of the business. Many businesses cannot even survive without the use of computer technology. This percussion can be witnessed nearly in all areas of business, including human resources, where technology continues to have a clamorous impact on HR practices. IT assists HR professionals in the transmission of services and impinge all HR practices.

Human Resource Management generally uses IT as HRIS. HRIS is a unified system of databases that allow users to store and track all types of data that are related to human capital in the company. An au courant HRIS is a dynamic data base about employee's performance and demographic erudition. HRIS provides information about employee's data, employment, application requirement, job characteristics, selection and staffing, procedures of employment, corporate structure, professional and individual improvement, education costs, performance appraisal, personnel planning, organizing etc. & these data are used for many purposes .

Some modules covered under HRIS are as following:-

Recruiting

One significant manner in which human resources has been impacted by technology is in the area of recruitment. Previously, HR professionals were dependent on print media, such as newspapers & magazines, to post jobs and get prospects for current openings. Networking was another prominent method, but HR recruiters did not have the ability to post a job in one or more locations. Assemblage and keeping track of applications for employment or online recruiting is an application that allows candidates to apply for a certain position in the company and its also beneficial for HR department to collect and process the received applications. Online collection of application has become standard in developed countries. After collecting applications, the company approach to the next level using the HRIS module. This includes support for the following activities: generating reports with statistics about labour market in the country (in U.S. it is called EEO Form), monitoring of interviews and the score assigned by the staff responsible for their evaluation, monitoring of job descriptions, keeping internal statistics on employees, auto-tracking and analysis of profiles of candidates, generating a list of e-mails, making online opinion etc.

Data Storage and Retrieval

Human resources virtuoso generally process a substantial amount of paperwork. The use of electronic imaging has made it possible for companies to store and retrieve files in an electronic format. Technology also makes it possible for human resources professionals to simply print the forms that are needed for employees. This module usually includes data for regular and emergency contact with the employee, data on all formerly received wages, data on absenteeism from work, trainings and certificates, estimates the characteristics of employees, information on possible disciplinary action, injuries at work, and data that companies can define by itself, unless they are part of a standard software package. In

addition to these data, it is possible to store scanned documents (education diplomas, birth certificates, judgments, etc.).

Training

HRIS enables human resources professionals to train new staff members in a more efficient way. The ability to access company information and training programs from remote locations eradicates the need for trainers to work directly with new hires on all training. Some interaction will always be necessary on some level, of course, but training in virtual classrooms makes it possible for the HR professionals to train a large number of employees quickly and to assess their progress through computerized testing programs.

Performance Management

Yet another very important function of HRIS for each company is performance management. Beside this it is also important to understand whether the objectives are met and which section should develop. The goal of this module is not criticism but potential updating and upgrading of the system. This module holds features for monitoring system performances, which provides beneficial information for the management of the company.

Conclusion:-

Technological development will enable the widespread use of certain functions of HRIS through web, mobile phones, WAP or PDA, with e-mail, as a key component. At the end we can point the importance of these systems with the citation of Martyn Sloman: "Professionals who deal with human resources, and who fail to realize the potential importance of HRIS system will not be able to fulfil their role in the organization. They will not be able to provide information which management need for successfully manage operating costs and development of their employees. Management of the HR department should be more ambitious in terms of their requirements and to unite with the IT sector, to enable better functioning of the system."

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