

LGO2222 Human Resource Management in LGO.

Collect and Rearrange By
Assistant Professor Dr. Marndarath Suksanga

Delivering HRM systems and roles

Chapter 3.

Information Systems

- **Information** meaningful **data** (facts)
- Societies mainly depend on the information
- Information support to achieve desired objectives
 - Planning, organizing, decision making, ...
- **IS** process (handle) the data to be useful information
 - Through H/W, S/W, telecommunication, DB
- IS computer systems related to process data and provide required information
- ATMs, airline reservation systems, course reservation systems



Any Computer-based IS

Consists of...

- Hardware
- Software
- Databases
- Telecommunication
- Procedures
- People

HRMS

- System, application, software, process
- Merges **HRM** (including its basic HR activities and processes) with the **IT** field
- Allow enterprises to automate and standardizing HR department processes :
 - Reducing the workload
 - Increasing the efficiency of the department
- Through HRMS, IT support HRM
- Facilitating HR management process.

HRM

- HRM : approach to the management of an organization's working people who contribute to the achievement of the objectives of the business.
- HRM employing people, developing their capacities, utilizing and maintaining their services in tune with the job and organizational requirement

IT

- IT: study, design, development, implementation, support or management of information systems".
- describes any technology that helps to produce, manipulate, store, communicate, and/or disseminate information

HRMS again

- an organized collection of people, procedures, software, databases, and devices IS that support to manage HR
- Why HRMS ?
facilitating each human resources function or process

- Challenge: to manage employees through utilizing the technology
- The staff needs to:
 - increase their productivity,
 - reduce cost,
 - produce better products/service,
 - provide customer satisfaction,
 - increase business competitiveness,
- Through utilizing technology.

HRMS in specific

- Application of computers to employee-related record keeping and reporting, and to management decision making
- Basic HRMS consist of:
 - Data on employee
 - Other data (org. , job classification)
 - S/W
 - H/W
 - Staff
 - Manual operation
 - Policies and procedures
 - Users

Developing Role of Human Resources

- Organization refer to the department that handled employee hiring firing and tracking as personnel
- Traditional personal administration become HRM
- Comparison

Growing Significance of the Computer in Human Resources

- Growth of technology and computers in addition to complexity of HR data and requirement

Defining Human Resources Systems

- Application of computers to employee-related record keeping and reporting, and to management decision making
- an organized collection of people, procedures, software, databases, and devices IS that support to manage HR
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Components of an HRMS

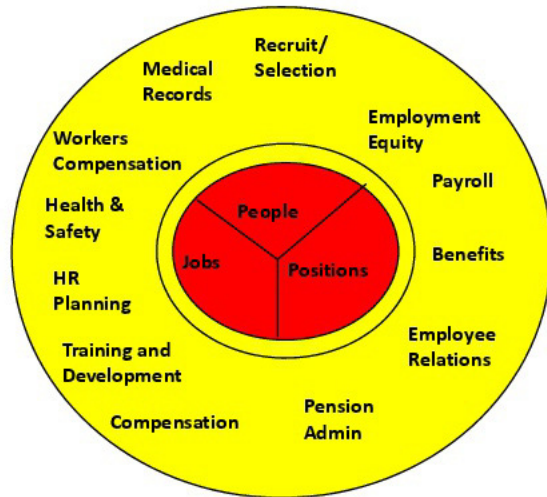
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- Figure 1-1

HRMS Record Keeping and Reporting

- Its most basic job
- The required information by HR professionals includes:
 - Personal employee information
 - Wages and salaries
 - Review dates
 - Benefits education and training
 - Attendance
 - Performance appraisal
- Users can view this info through reports such as:
figure

HRMS tracks people, jobs and positions



Characteristics of Successful HRMS

- Able to accommodate data initiated by employees (marital status, beneficiaries, address) or by employers (job, code, location, salary)
- Responsive to changes in regulations, organization policies, and business conditions
- Time-consuming to develop
- Expensive to implement
- Allow only authorized users access to sensitive data
- Expandable, so human resources can only add new applications later
- More transaction-driven than computational

HR as business partner

- To perform management activities, HRMS must include special tools that handle sophisticated analysis, not just transaction based processing
- HRMS requires s/w and h/w, staff training and attention to make sure each component performs well

HURMS Development Goals

1. To provide complete, timely, and accurate information for personnel administration and analysis.
2. To match its own capabilities with the needs, skills, and interests of human resources staff and other users.
3. To foster comfort and trust among its intended users.

Advantages of Automating Human Resources

- Increase Data Accuracy
- Increase Processing Speed
- Create More Useful, Sophisticated Results
- Increase Productivity

Increase Data Accuracy

- Computer don't make errors
- Validation rules e.g. 32 April , 1880
- Process data faster
- Computer answer exact data
- Users can making meaningful inquires

Increase Processing Speed

- Data entry
- update
- calculation
- arrange
- classify
- reporting

Create More Useful, Sophisticated Results

- Computer perform more complex statistical operations and modeling
- This because processing capabilities
- User obtain more detailed information about HR
- Information can be used to resolve conflicts and solve problems earlier, disputes
- Keep record for every data updating , security

Increase Productivity

- Helping HR department hire, support, develop, and retain the most qualified employees
- A trained HRMS user can perform more efficiently the search updating, analysis, and report creation

How an HRMS Enhances Productivity

- Increases Work Force Quality
 - 1 More appropriate hiring
 - 2 Better training and development
 - 3 Improved retention of desired employees
- Eases Regulatory compliance
 - 1 Equal employment opportunity(EEO)reports
 - 2 Consolidated Omnibus Budget Reconciliation Act (COBRA)
 - 3 Occupational Safety and Health Administration (OSHA) safety reports
- Controls Expense
 - 1 More thorough salary /benefits administration tracking and analysis
 - 2 More appropriate training and development
 - 3 Ad hoc reports to answer queries
 - 4 More user independence

Limits of Computer Systems for Human Resources

- Automation itself does not automatically make HR department successful
- Some HR processes are still handled by human resource staff manually
- Such as: counseling, interviewing, supervision and surveillance
- HRMS cannot substitute for policies that deal with applicants employees.

Why HRS often cannot do the job

- Unclear goals and objectives
- System solves the wrong problems
- Started too big, aimed too high
- Improper vendor /product selection
- Lack of flexibility and adaptability
- Misinterpretation of HRMS specification
- Poor communication between human resources and IS
- Underestimation of conversion effort
- Improper testing of the HRMS

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Steps in Computerizing Human Recourses

- System planning
- System design
- Vendor selection
- System implementation
- System maintenance and evaluation