



## A conceptual study on human resource information system

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### Abstract

Human resource information system is an effective tool for improving the performance of the organization. Since the last one decade Human Resource Information Systems have been adopted by many industries as it contributes to increase the development and profitability of the organization by reducing costs, facilitating information flow and thereby helping the HR managers in the process of effective decision making and gain a competitive advantage. The main objectives of HRIS is to support creation, transfer and application of information related to human resources or employees in the organizations. The Human resource information system is a system which is used to storing, attain, scrutinize the necessary information which is regarding the human resources in the organization. Quality decisions comes from Quality information.

The main areas have been considered into the research paper are, need of HRIS, scope of HRIS, objectives of HRIS, role of HRIS, models of HRIS, models and the measures involved in the process of HRIS development.

**Keywords:** HRIS, decision making, easily access, viability study, accurate data, HR planning

### Introduction

A human resource information system is a software containing database. It allows the global access and visualization and also access the all employees crucial information.

This HRIS used by all level of employees in the organisation, there are so many benefits for changing these speed technology. The role of HR in the organization is to make organization success and to sustain the competitive advantage. This source of data is also considered as the four main management functions i.e. planning, organising, leading and the controlling. It also causes the reduction of the time in terms of routine administrative functions and should eliminate the positions, at the time of promotions, salary increments, Allocating schemes and allowances.

### Need of HRIS

The HRIS includes improved efficiency, easier reporting, improved compliance and better data management. With the HRIS, even small businesses can also easily access the employee data in one place and also uses to track the employee performance.

It's a platform for management and employees to access all the information including policies. It can be a mountain of work, especially when working with distributed teams larger employee bases, high turnover and other variables that make for more complex processes.

The main reasons why need an HRIS are save time and money, streamline automation, Make global compliance easy, Inform data-driven decisions, Ensure the safekeeping of employee data, Reduce human error, Improve on boarding processes, Boost employee experience, Improve company culture.

### Scope of HRIS

The scope of HRIS is comprehensive and it consists the information such as follows:

Collect the sub-system information like Recruitment sources, Applicants profile, Module of advertisement, selection procedure, and storage of placement data are the essential areas.

### Features of HRIS

An HRIS software has numerous features, each designed to cover different aspects of human resource management. They include:

- Recruitment and on boarding
- Payroll management
- Paperless records
- Applicant tracking
- People analytics
- Time and attendance
- Integrations

### Objectives of HRIS

The main objective of the HRIS is to providing the accurate information to the HUMAN RESOURCE DEPARTMENT and assist them in terms of decision-making process, framing the policies and providing perfect data. Some of other objectives are follows:

- Automates HR processes
- Optimizes administrative efficiency
- Increase the quality of HR services
- Improving the HR monitoring and management
- To provide relevant information
- To provide timely information
- To use the most efficient method of processing data
- To supply the desired information at a reasonable cost

### Process of HRIS

Implementation of HRIS software refers to the process of preparing, selecting, installing, testing, and maintaining a new software platform for your organization. With all those different phases, you might realize that HRIS implementation will take quite some time and preparation. The following are the steps of designing of HRIS process:

### Planning of System

The planning of the HRIS requires the identification of the objectives of the system. This requires the members of the organization to acquire an adequate understanding of the objectives. In addition, one needs to be aware of the tasks and functions that they are required to carry out. In order to put into operation, the tasks and functions in a well-organized manner, it is essential to implement methodical and systematic procedures.

The system has certain boundaries and it is essential for the individuals to understand that they need to carry out their tasks and functions within the boundaries.

### Organizing Flow of Information

It is essential for managers to organize the flow of information. The flow of information needs to take place in a methodical and systematic manner. The deficiency under which most of the manager's functions is the lack of information, the manager wants the information for decision making, enhanced communication would lead to the implementation of job functions smoothly and the managers of all departments should be able to make use of the information systems appropriately. The system designer should be able to make the decisions in respect of the number of files, which are to be maintained, the technology and equipment which are to be used, the personnel employed and the storage of information required.

### Implementation

In the case of implementation of HRIS, the old information flow may be allowed to continue as it is, and the new information system is installed to meet the needs. Another point is, that the old system may be replaced by a new one and it is appropriately installed.

It is important to appoint and train the personnel for operating the HRIS. The procedures for the installation of equipment and development of the support facilities are other major decision areas. Obtaining the reports and documents is another major task that needs to be taken into consideration. The incorporation of the information system and the organization structure is the most difficult part of this stage.

### Feedback

The regular feedback obtained is regarding the actual functioning of the HRIS. The way the HRIS is operating, whether it has been productive and beneficial, and whether it is able to meet the needs and requirements of the individuals within the organization are the major areas that are required to be undertaken in feedback.

The feedback is usually obtained by the upper management from the individuals, who are working on HRIS. In other words, those, who are carrying out their tasks and functions through making use of HRIS. It is used to fill the gap in planning and implementation.

### Literature review

The Human resource information system is the origin of recent research in India. It's quite different from other developed countries like US and UK.

### Dr. M. Nishad Nawaz

He make some research on HRIS and found that the organizations are heavily depend on the HRIS Saas and

cloud computing. And the other areas to be concentrated on the advanced technologies of HR which takes from quantity to quality.

### Srinivash Dash-Gangadhar Meher University

Found that present research study not represents the organization culture, i.e. the study under Rourkela steel plant

Dr, Praveen Raja Killu and V.V Sathish Annepu:- Strategic Human Resource Management in steel industry,(February 8,2021): He defines that the HRIS study is a modest attempt to know the organization in the regard to Strategic Management of Human Resource and manage the knowledge workers are more challenge.

### Radhika Kapoor–Human Resource Information System-University of Delhi

The HRIS has been proved that its not only useful for employees and also all level of departments in the organization. HRIS has two functions such as collecting data and managing the data

### Javed Alam

The HRIS quality perceives ease of use and it effects the satisfaction. HRIS data quality is best defined as “fitness for use”. Through this quality HRIS can make easier of use and cheaper, more effective as well as it benefits organization for it's greater success.

### Implementation of HRIS

#### 1. Preparation and Planning

The first phase might be one of the most important. This is where the company will determine the guidelines for the entire implementation process. At this point, business has already decided that an HRIS is a right move. It beats manually inputting data forever into an Excel spreadsheet.

Set up a team to create a timeline and manage the implementation project. It should include an HR professional and representatives from the other departments that will make use of the software. This ensures that each department will be able to add their input.

#### 2. Research and Trials

Once at this phase, ready to gather more information to finalize your HRIS choice. Do research with team to select an HRIS option that aligns with business requirements and features that outlined in phase either go about this by looking for best-in-class HRIS software, sending out a request for proposal, or just simply finding an HRIS that matches firm's needs. Create a shortlist of top options that fit within the requirements and budget of business alongside the features that the team established as necessary in phase 1.

#### 3. Installation and Data Transfer

Implement the software with the provider and team Keep an open line of communication with the provider as some may provide more support than others when setting up the software. Depending on chose cloud-based or on-premise installation, team may need to work with the IT department to successfully install and configure the software.

Transfer overall data once the installation is complete. Company may have various locations for data, in software, spreadsheets, on paper, etc. Make sure to gather all the relevant data points and record them accurately in new HRIS.

#### 4. Testing and Training

At this point, got the system set up, but team might not fully understand it yet.

Test the software fully to make sure that everything was set up correctly and that no essential data is missing. Use this as an opportunity to have fun with the software. Test the different functionalities and train any remaining project team members that don't know the software.

#### 5. Going live and using the system

Spread the word to employees in the company about the upcoming software change. While doing this, it can be useful to highlight the benefits of the new HRIS and how it will change the current business processes that are in place. Start training employees on the software by focusing first on the main departments and top users who will use the software the most. At this point, make sure everyone has the correct security roles to access any necessary data or documentation.

#### 6. Follow-up, feedback, and support

Focus on long-term maintenance of the HRIS. Stay up to date on any issues that come up or modifications to fine-tune the HRIS. Look towards the future of the HRIS as well in terms of scalability or other potential software integrations that could be useful.

At this stage, it's important to get feedback from users to help with the maintenance and modification of the software.

#### New Trends in HRIS

Another trend that is transforming HRIS configuration is the integration of artificial intelligence (AI) and analytics capabilities. AI and analytics can help you automate and optimize various HR processes, such as recruitment, performance management, learning and development, and employee engagement.

##### ▪ Implementing AI-Driven HRIS

AI is certainly one of the best HRIS trends 2023 so far! As observed, AI is increasingly integrated into HRIS. In 2023, expect HRIS to leverage AI for enhanced data analysis, predictive analytics, and automation of routine HR tasks. AI algorithms can help identify patterns in employee data, predict attrition risks, and recommend personalized learning and development opportunities.

##### ▪ Streamlining Compliance through Automated Features

Compliance with various regulations is paramount for businesses, particularly in employer-employee relations. Meeting the documentation requirements imposed by local, state, and national authorities throughout an individual's employment journey can be daunting for HR teams.

##### ▪ Using Exposed API Connections

The availability of APIs for integrations is one of the HRIS trends 2023 that has increased the pace of software development many folds. Several portals make their functionality available for use through APIs. Low coding platforms like Sales force also provide seamless integration with an underlying platform and other applications available on platform using exposed API's

##### ▪ Deploying Low-Code/No-Code (LCNC) Platforms

While LCNC tools have gathered significant attention in the aftermath of the COVID-19 outbreak, they existed long before the pandemic began. More organizations are delving into LCNC development, allowing professionals outside of IT to design and develop solutions to problems relevant to their function.

##### ▪ Embracing Integration and Expansion Beyond HRIS

Traditionally, organizations have operated HRIS independently, separated from other company software. However, businesses are now recognizing the flawed nature of this belief. They realize that data metrics such as the performance of critical hires and comparing tenured and newer staff directly influence an organization's key performance indicators and future business intelligence for effective planning.

##### Developing Intuitive and Accessible Employee Interfaces

HRIS solutions are undergoing a significant shift in their approach to user experience by prioritizing the creation of user-friendly and intuitive dashboards. Gone are the days of lengthy employee handbooks and mandatory on-boarding sessions. Instead, on-boarding processes are seamlessly integrated into HRIS, where assignments, administration, and tracking occur.

#### Benefits of Using HRIS

Here are some key benefits of deploying HRIS in your organization.

##### Streamlined Processes

HRIS centralizes HR functions, automates tasks, and eliminates manual record-keeping, resulting in streamlined operations and increased efficiency.

##### Accurate Data and Reporting

HRIS ensures data integrity, minimizes errors, and provides reliable information for generating comprehensive reports and analytics, facilitating informed decision-making and compliance management.

##### Employee Self-Service

HRIS includes self-service portals that allow employees to update their information, request time off, access pay stubs, and participate in performance reviews, improving the employee experience and reducing administrative workload.

#### Conclusion

Human Resource Information System makes the selecting the Right person in the organization at the Right time along with measures of accurate data. It helps to keep the storing, analysing, and the different measures such as viability study, exposition of the systems, and system formulations are to be involved. Designing process of HRIS includes the Inception of the ideas, feasibility study, state the Requirements, data collection, finally it will be implemented and maintenance. In the organization the HRIS role is to be highlighted in the process of HR planning, analysis and having equal opportunities of employment.

This HRIS is also useful for maintenance of previous records as well and helps the HR managers for making better decisions. Even small business industries also uses this HRIS very easily and adapt quickly.

There is an availability in this HRIS is to module the systems according to our business requirements and modify the designs very quickly.

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