

## ROLE OF INFORMATION SYSTEM IN HUMAN RESOURCE MANAGEMENT: A STUDY

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### Abstract: -

Business in today's world uses modern technology on their benefits, in order to maintain competitive advantage. In this juncture one of the key issues of successful business is nothing but Human Resource Management, Business in its transforming journey need a proven approach to use human resource under great influence of modern information technology. Over the last few years, Human resource management has experienced significance changes and it is considered as one of the organisational strategy. However, human resource is one of the meaningful assets of the company, human resource information system acts as a background supporting the company. It acts as a nerve system in human body, it is a link that connects all the functions of the organisation by providing things like skilled and talented labour, transfers and promotion of employees, training and development, employee enrichment etc. for better operation and survival in the competitive environment. This research paper used secondary data to study the functions in depth, the study discusses the Components of Human resource information system, efforts of information system in Human Resource management considering the new era, and describe the benefits and possible limitations of using information system.

Key words: Information system, Human Resource Information System, HR Professionals.

### Introduction:

Information is a critical resource in field of operation and management of organisation. The modern business requires modern way of working with easy way of accessing and accurate timely availability of information is vital for effective performances. Human resource information system provides such way of information. Human resource information systems used to collect, record, store, analyse and retrieve data concerning an organisations human resources, but it is not merely reduction of administrative procedural.

**Management:** Management can be getting the work done through others. The process implies management functions and procedure. In other words, management also means how business organize, and direct workflow, operation and employees work efficiently and productively.

**Information:** Information are data that have been retrieved, processed or otherwise used for informative or inference purpose.

**Information System:** System here can be described as the information that are joined to serve the specific purpose. The system also connected with sub system to serve the several purpose in the given environment. Until 1960's the role of information system was simple, to record the financial related data, then one more features is added that is providing the data related to human resources.

**Human resource management:** Human resources management is nothing but organising, controlling and managing employees within an organisation to accomplish its vision, mission and goals. It includes recruitment, hiring, training, compensating, retraining, enrichment and motivating employees.

**Human resource information systems:** Human resource information system is a system to collect, store, analyse, record and retrieve data concerning to an organisations human resources in information system.

**Research methodology:** The paper used systematic secondary data and the secondary data are collected from published articles, journals, seminar materials, books, internet and web ecologies etc. The technological advancement, innovations in the field of research and development, product changes, increased complexity of management, the quick decision making all led to the new face of information system for human resource management. Human Resource Information System is not new, only the computerisation of the system is new. Before computer the system was existed to provide information that would permit the businessman to plan and control the activity related to the human resource. The computer has added one more new features to the system that is speed, accurate and increased volume of data. The increasing number problems in the field of human resource management in recent years made it necessary to implement an IT management system is one of the key for implementation of the software system and success in this area.

Social, Environmental and technological changes in the field of industry and business is identical and extensive. According to this, Human Resource Management and Information Technology is comprehensive. At the same time, it should be fast, flexible and high quality, because human resource management, which is processed in the information system, is important for decision making and success of the organisation. Under these competitive reality, HRM has a critical role than ever because New form of business require new technology to solve the new sort of problems. Globally business attracts human resource from all over the world, hence tracking of the availability of resource is a challenge for many businessmen's. timely availability of human resource along with less labour turnover is the matter of the day, hence the proper use of this system is one of the reason for company's competitive advantage. Human Resource Management has effective way of recruitment methods, organisational communication, employee involvement and increases skills of top level management. Companies of all forms, irrespective of size of the organisation or types of organisation utilise Information technology to help them to manage their Human as Capital and provide a centralised location to store employee's data. HRIS is a system which essentially an HR software package that either runs on company's technical infrastructure or which depend on a remote device like cloud. In todays would it is very common that the company relay on third party software system to be cloud-based, which makes them easier to access the data. And at the same time these data require high security to keep the information of the company's human resource in a confidential manner, where the cloud is providing such service as per the requirement of modern business. Data Base Management System and Rational Data base management system popularly know as DBMS and RDBMS provides such high security for company's data. Over las 5 years 98% of the company use cloud based Human Resource Information System.

#### Objectives of HRIS:



#### Functions of HRIS:

**Remuneration:** During hiring process, payroll data can be entered into the software. Time and attendance data also tied into the system for the benefit and timely accrual to have accurate calculation of remuneration.

**Applicant Tracking System:** As a part of HRIS, the applicant tracking system not only provides hiring data, but can also directly connects payroll administration when a candidate is hired.

**Administration:** it is one of the high priority function in HRIS. From enrolment to administering new enrolees throughout the year due to qualifying events and reporting, benefits administration in an HRIS today is typically an employee self-service model that allows employees to select benefits and track utilisation.

**Time keeping:** companies need not administer time management manually. HRIS allows time and attendance tracking, so employee can be monitored through check in and check out. Time and attendance help to ensure compliance with labour laws, Fair labour standard Act. It is also helpful to solve the issues related to absence and tardiness.

**Performance appraisal:** Annual performance reviews, as well as periodic reviews, discipline and performance ratings, tie into performance management. This helps the management in taking decisions related to promotion, demotions.

**Training and development:** the training and development component of HRIS allows organisation to track skills and certifications and required training and development activity of the organisation. It also enabled with reminders, deadlines, and tracking of what employees have or have not completed formalities.

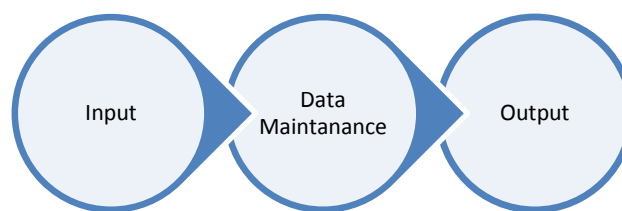
**Succession Planning:** organisations need to develop a route to replace key roles in the organisation. The process determining key roles and identifying replacements is called succession planning, and HRIS systems can support companies with this process.

**Reporting and analytics:** HRIS provides systems to get the ready reports and automated statements for data on absence and leave accruals, employee turnover, performance ratings, hiring statistics and more.

**Employee self-service:** self service allows managers and employees to access the data. Entering a leave request by an employee for management approval is an example for self-employment service, as well as managers entering performance ratings as a whole.

#### **Components of HRIS:**

HRIS applications allows to store all data that are related to Human capital. The system itself created to store the data related to employee, handle their payrolls, benefits, vacancy etc. however it is a very important function of management in modern world. Hence the important Components of HRIS are ;



**Input:** Inputs under human resource management system means and include those component which are necessary to achieve the organisational goals. Organisational goals, strategies, human resource plan, human resource inventory are also considered as input for this purpose

**Data Maintenance:** HRIS core offering includes a data base to store employee information. HR professionals can input all personal data into the system which can be accessed from anywhere, round the clock. The core database can also be viewed as an online backup for paper files.

**Output:** The result of a human resource manager is the output for this purpose. It includes systematic and segregated data of the company's employees. Personal data, data related to transfer, promotion, training, development, payrolls, pensions, decision making, strategies, reports and statements are some of the examples of output.

#### **Information System and Human Resource Management:**

Information management has effects on every aspects of the business, as well as day today life. From administrative management, it has become a strategic partner of organisation, largely because of the use of technologies. Continuous innovation in technology will make remarkable changes in the field of management. Information system have a deep effect on HRM. It transforms human resource processes and practices to digital means to collect, store, segregate, use and dispose information. The quality of HRM is a key success factor for organisations. The HR professional should analyse and consider the environment, social, economic, political, legal and technological. To answer this challenge, HRM has been adopted new logics, automated system is introduced to define the strategies and build programs to develop their human capital.

#### **Benefits of Human Resource Information Systems:**

**Compliance:** Human Resource Information System allows organisations to more easily ensure they are complying with labour laws and employment laws, such as benefits requirement, overtime, and payroll, as well as industry specific requirements, such as renewing necessary certifications.

**Record keeping:** HRIS systems allow organisations to maintain records for necessary data about employees. HRIS include emergency contact data, benefits options, employment status, home addresses, mailing addresses, performance data etc.

**Self-service:** HRIS allows employees to manage aspects of their employment. It also allows record keeping, Administration benefits, personal profile management. Employees often appreciate having some autonomy in this respect, as well.

**Increased Efficiency:** Having employment data stored in a centralized location provides efficiencies through the organisation. Allowing all key features within one system, such as time tracking and performance management, also increases efficiencies. Finally, allowing employees to manage aspects of their own data through self service HR can improve efficiencies

**HR and business strategy:** HRIS systems allow for the tracking of essential data necessary to support business and HR strategies. Such data can be used for advance organisational and department specific initiatives.

**Greater Functionality:** Because of HRIS, HR manager can concentrate on business strategy. Hence more than 98% of the business implement HRIS with the main goal of gaining greater functionality.

**Savings:** the HRIS has made significance increase in labour efficiency. The professional development module reduces logistical costs associated with the organisation of training. The centralised system makes it possible to integrate all process into one umbrella.

**Improved communication:** the centralised data base reduces the mass communication by one hybrid set of information for all employees in the organisation. Reducing errors caused by working within correct data also reduces costs and eliminates wrong decisions.

**Analysing and reporting:** HRIS makes it simple and quick to analyse data, and the obtained information becomes error free. It allows the manager to take decisions more accurately.

**Increased productivity:** it saves the time of employee and managers. Advanced systems automated the most tedious tasks.

#### **Conclusions:**

As the technology evolves, it requires implementation in almost all the field of organisation. HRIS emerged in this change that is to be carried out in the most fruitful way possible, considering its accuracy, efficiency, competitiveness and timeliness. The role of HRIS tells us the the emerging need for the introduction of IT in HR. The use of technology continuously improves the information available to HR, facilitates HR processes and making them faster and more effective. In present scenario, there is cut throat completion in all kinds of business after liberalisation, Globalisation and privatisation. Hence HRIS enables the company to compete globally. There are several option for ensuring efficient information management and these options should be explored to determine cost benefits on a case by case basis. Position files, Payroll files, employee files, skills inventory files, job analysis and design files, training and development files, transfer and promotion files, health safety, insurance, gratuity, pension and many other files are constructed in a coordinated manner using data base management system so that the HR manner and produce reports and statements for internal and external decision making. It also enables the manager for recruitment, job requirement estimation, employee turnover etc. however the manager may face several challenges. HR professional need to prepare themselves for the future by gearing up for new roles or find themselves outsourced. HRIS is necessary for the development of people, business and organisation.

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