# APPLICATION AND USEFULNESS OF MANAGEMENT TOOLS - HUMAN RESOURCE INFORMATION SYSTEMS (HRIS)

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*Abstract*
*Human resource information systems (HRIS) have increasingly transformed since it was first introduced at General Electric in the 1950s. Human Resource Information System has gone from a basic process to convert manual information keeping systems into computerized systems, to the HRIS systems that are used today. HRIS which seeks to merge the activities associated with human resource management (HRM) and information technology (IT) into one common database through the use of enterprise resource planning (ERP) software. The goal of HRIS is to merge the different parts of human resources, including payroll, labor productivity, and benefit management into a less capital-intensive system than the mainframes used to manage activities in the past that is also called Human Resource Management Systems (HRMS).The efficiency of HRIS, the systems are able to produce more effective and faster outcomes than can be done on paper. Some applications of HRIS are: Clerical applications, applicant search expenditures, risk management, training management, training experiences, financial planning, turnover analysis, succession planning, flexible-benefits administration, compliance with government regulations, attendance reporting and analysis, human resource planning, accident reporting and prevention and strategic planning.*

*Key word: HRIS, IT, Information System, HR, ERP, Training Management, Training Experiences, Succession Planning, And Flexible-Benefits Administration.*

## INTRODUCTION
Human Resource Information System (HRIS) is a software solution for small to mid-sized businesses to help automate and manage their HR, payroll, management and accounting activities provide the capability to more effectively plan, control and manage HR costs**;** achieve improved efficiency and quality in HR decision making; and improve employee and managerial productivity and effectiveness. A HRIS offers HR, payroll, benefits, training, recruiting and compliance solutions.

Most HRIS are flexibly designed with integrated databases, a comprehensive array of features, and powerful reporting functions and analysis capabilities need to manage workforce. This can give back hours of the HR administrator's day previously spent attending to routine employee requests.

A HRIS also facilitates communication processes and saves paper by providing an easily-accessible, centralized location for company policies, announcements, and links to external URL's. Employee activities such as time-off requests can be automated, resulting in faster approvals and less paperwork.

An affordable Human Resource Information System (HRIS), for example **SAGE ABRA HRMS'S** e-capabilities, allow companies to manage their workforce through two powerful main components: HR & Payroll. In addition to these essential software solutions, HRIS offers other options to help companies understand and fully utilize their workforce's collective skills, talents, and experiences.

## SOME OF THE MOST POPULAR MODULES ARE
I. **Recruiting** (applicant and resume management): Reduce hiring costs and shorten the recruitment cycle. Part of the industry-leading Sage Abra HRMS, Abra eRecruiter automates and simplifies the workflows required to create and approve job requisitions as well as screen, interview, and hire new employees.

*Sage Abra e-Recruiter Online Recruiting Software* - Simplify recruiting by taking it online with Sage Abra eRecruiter
   a. **Easy Job Posting to Career Centers** - Customize an online career center to match your corporate Web site's look and feel. Recruiting software allows applicants to easily view open positions, submit resumes, answer screening questions, and fill out applications online.
   b. **Job Board Integration** - Integration with major job boards, like Monster.com, gives thousands of potential candidates' access to your postings.

c. **Online Resume Routing** - Built-in e-mail workflows result in paperless recruiting. Automatically route requisitions for approval, post approved requisitions to the public career center, route applicants to recruiters for review, and much more.
d. **Online Applications** - Applicants fill out applications online via the public or internal career centers. Ensure more qualified candidates by filtering applicants for specific criteria.
e. **Simple Requisition Management** - Create new requisitions using templates or from scratch, automatically route them to approvers for review, and post to the Web.
f. **Quick Candidate Search** - Search the applicant database for a variety of requisition-specific criteria, including degree, major, referral source, position desired, and skills.

II. **Attendance** (Manage incident based and regular time off, track accrual pay and all attendance plans, create reports easily). Sage Abra Attendance Time Tracking Software -Expand **the** attendance tracking capabilities with Sage Abra Attendance. When implemented with Abra HR or Abra Payroll, Sage Abra Attendance software adds value to your HRMS solution by managing your workforce costs and increasing productivity.

With Sage Abra Attendance we can track:
- Vacation
- Personal
- Illness
- Jury duty
- Bereavement
- FMLA time-off.

III. **Organization charts** (Create professional looking, dynamic organization charts) :Automate the Creation of Complex Organizational Charts.
a. **Chart Publishing and Sharing**: Publish your organizational charts in a variety of formats, including Microsoft PowerPoint, Microsoft Word, Adobe Acrobat PDF, HTML, or post them directly to the Web or your company intranet.
b. **Schedule Updates**: Refresh, distribute, and publish your chart data on a predefined schedule of your choosing.
c. **Business Planning Tools**: Empower managers to create "what-if" business scenarios and measure their impact.
d. **Integrated Data Management**: Perform spreadsheet functions on data in chart boxes and insert links to other files that contain employee-related information.
e. **Flexible Formatting**: Create multiple rows under one manager with multi-column chart styles, import and manipulate pictures to boxes and backgrounds, and group boxes within charts.

IV.**Alerts** (automatically notify personnel of performance reviews, benefits enrollment, compliance requirements and other key events) Increase productivity with automotive email alerts.

V. **Employee self-service** (Employees can update personal information and view benefits elections, absence transactions, time-off balances and payroll information).

VI. **Benefits Administration** (Save paper and postage, take weeks off the benefits open enrollment period, reduce administration time, and improve data accuracy).

VII.**Track training for employees** -The Internet is an increasingly popular way to recruit applicants, research technologies and perform other essential functions in business. Delivering human resource services online (eHR) supports more efficient collection, storage, distribution, and exchange of data (Friesen, 2003). An intranet is a type of network used by companies to share information to people within the organization. An intranet connects people to people and people to information and knowledge within the organization; it serves as an "information hub" for the entire organization. Most organizations set up intranets primarily for employees, but they can extend to business partners and even customers with appropriate security clearance.

**HRM System**
The business function emphasis
1. Planning to meet the personnel needs of the business
2. Development of employees to their full potential
3. Control of all personnel policies and programs.

a) Employee skills inventory system uses the employee skills data from a personnel database to Locate employees within a company who have the skills required for assignments.
b) Personnel record keeping system keeps track of additions, deletion and others changes the records in a personnel database.
c) Personnel requirement forecasting is to assure a business an adequate supply of high quality human resources.
d) Computer based training programs and appraisals of employee job performance are available.
e) It can also help to analyse the range and distribution of employee compensation within a Company.
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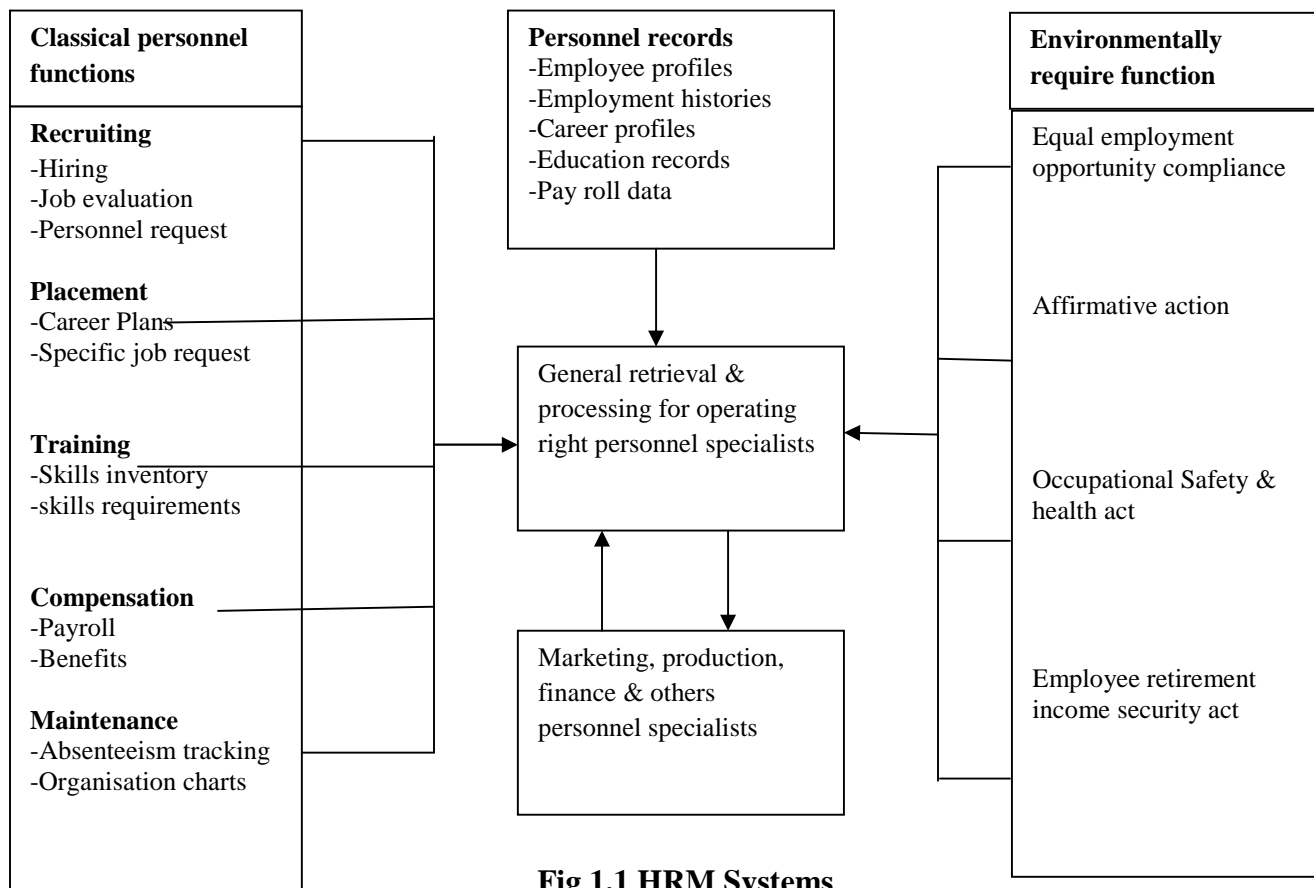


**Fig 1.1 HRM Systems**

The efficiency of HRIS, the systems are able to produce more effective and faster outcomes than can be done on paper. Some of the many applications of HRIS are: Clerical applications, applicant search expenditures, risk management, training management, training experiences, financial planning, turnover analysis, succession planning, flexible-benefits administration, compliance with government regulations, attendance reporting and analysis, human resource planning, accident reporting and prevention and strategic planning. With the many different applications of HRIS, it is difficult to understand how the programs benefit companies without looking at companies that have already benefited from such programs.

**a) IBM - IBM** has a paperless online enrollment plan for all of its employees. Not only has the online enrollment saved the company 1.2 million per year on printing and mailing costs, the employees enjoy working with the online plan. So the company has been working to put in place a web-based enrollment system that employees and retirees can access from anywhere. By utilizing the flexible-benefits application HRIS has to offer, IBM was able to cut costs and give employees the freedom to discover their benefits on their own time and pace.

b) **SHAW'S SUPERMARKETS -** Another company that has taken advantage of HRIS applications is Shaw's Supermarkets to manage its workforce the company decided it was time to centralize the HR operations. After looking at different options, Shaw's decided to implement an Employee Self Service (ESS) system. The use of self-service applications creates a positive situation for HR. ESS gives HR more time to focus on strategic issues, such as workforce management, succession planning, and compensation management, while at the same time improving service to employees and managers, and ensuring that their data is accurate.

c) **TOSHIBA AMERICA MEDICAL SYSTEMS -** Toshiba America Medical Systems, Inc. (TAMS) put all employee benefits information online and created an open enrollment option when TAMS changed healthcare providers. Almost immediately upon rolling out the UltiPro portal [new HRIS technology] to employees, TAMS began seeing improvements, with an estimated 70% increase in open enrollment efficiency. By determining the efficiency of the new program, TAMS was able to realize the benefits of the new HRIS system.

**CONCLUSION**
Companies know the importance of new technology, human resources information systems, and data security. The paper provides synopses of more companies facing human resources issues, how the company responded to the issues, and the outcomes of the company's responses. HRIS are the information systems that support human resource management activities such as recruitment, selection and hiring, job placement performance appraisals, training and development. With an appropriate HRIS, Human Resources staff enables employees to do their own benefits updates and address changes, thus freeing HR staff for more strategic functions. Additionally, data necessary for employee management, knowledge development, career growth and development, and equal treatment is facilitated. Finally, managers can access the information they need to legally, ethically, and effectively support the success of their reporting employees. An emerging human resources job is the human resources information system specialist, who develops and applies computer programs to process personnel information, match job seekers with job openings, and handle other personnel matters. Jobs of the human resources information system specialist can include developing Intranets, cooperating on the recruiting aspects of the company's website, developing organization weblogs (or blogs), developing online data bases of employee information, developing online searchable data bases of applicant resumes, training staff, training record maintenance, and any other aspect of human resources requiring information storage or computer software, hardware, and desktop support.

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