"WAYS FOR IMPROVING HUMAN RECOURSE PRACTICES BY USING HUMAN RESOURCE INFORMATION SYSTEMS."

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ABSTRACT

Human Resources Department of any organization performs various HR practices to perk up motivation and affection towards organization in the employees. HR practices are strategic in nature. Since strategic nature the organizations can add different strategies to build employee employer relationship. A HR **Practice** is a method used to describe the process of developing and maintaining the organizational standard. It is also used to maintain quality of work in an organization. HR practices include number of HR activities. HR activities are the set of directives used for HR practices.

Human Resource Information System (HRIS) is nothing but an intersection of human resources within the organizations and information technology using HR software. HRIS allows HR activities and processes to occur electronically. HRIS help organizations to take care of HR activities by using various information systems.

The evolution of technology has encouraged organizations to use human resource information Systems (HRIS). HRIS is believed to contribute to the effectiveness of HR activities and help HR practices.

This paper focuses on improving the human resource practices by using human resource information systems. Many times it is observed in the organization that simple tasks take too much time to accomplish, increased continuous complaining nature among employees, excessive use of papers, improved percentage of manual data keying and rekeying, extensive use of external databases/ data ware houses and recruitment related problems. The normal use of HR activities affects HR practices. The paper shows the comparative study of manual HR activities and the activities carried out with the help of Human Resource Information Systems. It also shows different solutions offered by a Human Resource Information System in training, payroll and HR, compliance handling and recruiting.

Keywords: HR practices, HR activities, Human Resource Information Systems, Information Systems.

INTRODUCTION

In today's techno savvy world, creativity is an important element for every organization. Creative thinking is the process of handling all physical and financial resources in an organization. People in the organization are the only source of such creativity. Human Resources are the people and their characteristic at work. Human resources can be used as a means for developing competitive advantages.

And human resource management deals with the process of developing people in accordance with their aspirations and to suit the organizational needs. The main purpose of the human resource management is to improve the productive contribution of people to the organization in an ethical and socially responsible way. Human Resources Departments of the organizations needs to perform various HR practices to motivate their employees. For running successful business, managing the people in the organization is the most important task. Having a well-defined set of Human Resources practices makes this an easier task to accomplish. Practices that are legally and ethically sound will produce greater results in business than attempting to manage employees in a haphazard fashion

The best human resources practices creates the most effective and efficient method of managing employees. The most effective human resources practices include capable leadership in the form of a human resources manager or team of human resource department with experience in employee matters, legal requirements and organizational development. A successful human resources manager needs to have on-the-job experience and education to effectively lead the personnel efforts of a company. The various human resource practices include Human Resource Planning, Performance Appraisal, Training, Performance Reward System, and Recruitment.

Human resource planning is a procedure of forecasting the human resource requirements of an organization and the future supply of human resources. It involves identifying staffing needs by analyzing the available human resources and determining what additions and replacements are required to maintain a staff of the desired size and quality. It is a process for identifying the current and future human resource needs of an organization to accomplish the organizational goals. Human resources planning is a link between human resources management and the strategic plans of an organization. Every organization can develop a strategic HR plan to guide decisions about the future. Based on the strategic plan, the organization can develop a budget so that the factors like costs of recruitment, training, etc. can be analyzed properly. It helps to focus on Assessing the current HR capacity, Forecasting HR requirements, Gap Analysis and Developing HR strategies to support organizational strategies. By assessing current HR capacity the knowledge, skills and abilities of current staff can be identified. By forecasting HR requirements one can be able to assess the challenges in meeting staffing requirements. The present need of job and present human resource requirements. Whereas Gap analysis helps to understand that where the organization will be in future and where is it now? And developing HR strategies helps to meet organizational goals.

Performance Appraisal is the judgments of an employee's performance in a job, based upon the considerations other than productivity. It is the systematic evaluation process of the individual with respect to his performance on the job and his potential for development. It involves the evaluation of employee's performance at the work place. Performance reward is nothing but analyzing and controlling employee remunerations and all of the other benefits for the employees. It aims in creating a reward structure for an organization. Reward structure consists of pay policy and practices, salary and payroll administration.

Training and Recruitment is the most important practice in any organization. It involves selecting and attracting the best workers. All the organizations need highly skilled, skilled, semi-skilled and unskilled employees at different levels to work. Recruitment and training is the practice to decide which category of the employees will be needed and make arrangements for recruitment of required employees and finding out the level of skills abilities possessed and type of training to be given to them.

Human resource information system is a software solution for businesses to help by automating and managing their human resource activities. HRIS also leads to increase in efficiency when it comes to making decisions in human resource. The decisions produced by HRIS (human Resource Information System) helps in improving the productivity of both employees and managers. A HRIS allows a company to plan its human resource costs effectively and manage and control them without needing to allocate too many resources toward them. It is an intersection of human resources and information technology through human resource software. It allows human resource department activities and processes to occur electronically. The main functions of human resource departments are administration and motivate the employees of organization. The employee motivation can be possible by applying effective human resource practices.

This paper focuses on improving the human resource practices by using human resource information systems. Many times it is observed in the organization that simple tasks take too much time to accomplish,

increased continuous complaining nature among employees, excessive use of papers, improved percentage of manual data keying and rekeying, extensive use of external databases/ data ware houses and recruitment related problems. The normal use of HR activities affects HR practices. The paper shows the comparative study of manual HR activities and the activities carried out with the help of Human Resource Information Systems. It also shows different solutions offered by a Human Resource Information System in training, payroll and HR, compliance handling and recruiting.

OBJECTIVES OF THE STUDY:

To explore the functionality and contribution of HRIS in human resource management, the objectives of the study are:

1. To identify the contribution of HRIS in human resource planning in the organizations.
2. To identify the contribution of HRIS in performance appraisal and reward, training and recruitment within the organizations.
3. To explore some HR strategies for improving HR practices using HRIS.

LITERATURE REVIEW :

Organizations now a days have increasingly recognized that the potential for their people to be a source of competitive advantage (Pfeffer, 1994). Creating competitive advantage through people requires careful attention to the practices that best leverage these assets. The seminal work in this area was produced by Huselid (1995), who examined the relationship between HR practices and corporate turnover, profitability and market value.

Aptly described by Kavangah et al., (2007), HRIS is a computer system used to acquire, store, manipulate, analyses, retrieve and distribute information related to human resources. Besides hardware and software, it also includes people, forms, policies, procedures and data. Modern HRIS is used in organizations for automating most HR planning functions. HRIS is an important strategic tool to collect, manage and report information for decision-making.

Pyburn (1983) is of the opinion that HRIS has become increasingly important to the successful Implementation of corporate strategy. Wade and Tanriverdi (2006) also see it as a strategic organisational resource. Williams (1997) states that information system strategies could be random, inspirational or unarticulated thoughts or could be the result of careful analysis and detailed planning.

Thomas (1996) defined human resources strategy as a co-ordinated set of actions aimed at integrating an organisation's culture, organisation, people and systems. In the April 21, 2010 issue, The Financial Post outlined a survey performed by Chuck Bolton, a professional management consultant. His survey revealed that 87 percent of workers and 94 percent of executives found traditional employee evaluations to be ineffective and without measurable value. With the use of HRIS, managers can be coaches instead of judges. They can formulate clearly defined goals and objectives together with employees and can concrete on results.

Process of Human Resource Information System :

In an era where almost everything we do can be done electronically, why are we so slow in incorporating this technology into human resources practices? HR departments in any organization are one of the most document-intensive areas. Moving from documents to an electronic form is very important. HRIS is used to collect, classify, process, and record the information required for efficient and effective management of human resources within the organization. It already works under areas like Personnel Administration, Salary Administration, Leave/Absence Increase, Skill Inventory etc.

Now let us focus on the HR practices which are generally carried out in the organizations i.e. Human Resource Planning, Performance Appraisal, Training, Performance Reward System, and Recruitment and how these practices can be improved with the help of HRIS. Human resource planning also called as manpower planning can be done with the help of HRIS. HRIS can keep the information of organizational requirements in terms of requirements. It can connect employees to the required positions in the organization. It will also be used to identify vacancies and by maintaining the existing employees records can identify existing employees suitable for the desired positions. Maintaining existing employee records benefits for insurance planning, savings planning, and salary grades planning.

Performance Appraisal: The most important and critical task in an organization i.e. performance appraisal. HRIS maintains data like the due date of the appraisal, potential for promotion, scores of each performance criteria etc. By using HRIS appraisal methods can be easily applied, and more transparency in the system can be achieved. The data maintained would be more timely and accurate. Employee performance reviews are generally most time-consuming and unrewarding task and that is because clear communication, well-defined expectations, concise goals and accurate feedback are not a part of most evaluations. HRIS makes it easy to set clear goals, measure progress, deliver helpful feedback and target improvement. On the other hand employees can also track their performance, participate in goal-setting, engage in self-monitoring, gather feedback and review themselves online in collaboration with managers and team members. This process helps employees to become more invested in and responsible for their own performance, development and growth.

Recruitment and Training: HRIS helps in the recruitment process in a big way by recording the details of activities involved in employee recruitment. These may include cost and method of recruitment and time taken to fill the positions level wise. It can reduce the cost of stored data in human resource. Various promotional strategies can be easily implemented. Reduce duplication of efforts in recruitment process. The computerization of personnel records deals some option to be considered when personnel functions face conflicting pressures. If the existing employees are trained properly one-third time can be saved to process new employees.

Conclusions:

Most organizations still use traditional methods of HR planning, performance appraisal, recruitment and training. HRIS can be used by only a minority of senior HR executives to recruit employees. Lack of top management support, funds, HR knowledge of system designers and HR solutions, are the main factors keeping organisations away from HRIS.

when an HRIS is used in a positive manner, the results also shows efficiency of HR planning through HRIS skill inventory, HRIS training program evaluation. It was found that higher usage of the training and development function of HRIS resulted in better training needs analysis and better predictability.

The results of this study will support the organizations by improved HR practices.

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