THE IMPORTANCE OF HUMAN RESOURCE INFORMATION SYSTEMS IN ORGANIZATION

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ABSTRACT: While the notion of a human resource information system is not new, its importance is expanding in the dynamic business world. It is crucial for every organization's human resources department. One of its numerous benefits is that it may be used as a database for a range of HR tasks such as personnel cost planning, training and development, performance evaluation, and human resource planning. Overall, HRIS helps the HR department handle its multiple strategic projects more effectively and efficiently. Many firms are attempting to implement human resources and information technology as strategic competitive weapons. HRIS are information systems designed specifically to help human resource management. It improves the effectiveness of the human resource system by collecting, storing, managing, distributing, and presenting data to human resource staff. Implementing human resource information systems brings information technology and human resource management together. HRIS is now a critical component of any competitive and effective organization. The current study emphasizes the importance, components, benefits, and applications of HRIS. This will aid comprehension of the crucial importance of HRIS in organizations, as well as its enormous potential.

Keywords: Human Resource Information Systems; HRIS; Human Resource Management; Information Systems

I.INTRODUCTION

Leadership that sticks out Some academics argue that managers in the twenty-first century should prioritize "the art of human and humane management" over technology. Similarly, organizations that can attract, train, and retain a diverse pool of highly skilled employees will have a competitive advantage in the future. An HRIS is a computer application and tracking system that assists human resource professionals in preparing reports and making decisions. It's an IT-driven HR tool that provides managers with analytics. HRIS is an essential component of every company's management information system.

An HRIS, like other information systems, consists of a database that stores information and a database management system that allows users to access and use the database. HRIS includes tools that allow users to edit and add to existing information. Users can choose from and create a variety of pre-made reports that can be printed or shown on a computer. Reports can cover a wide range of human resource management topics, including succession planning, personnel cost planning, and employee benefit management. Most HRIS systems have capabilities that allow users or system managers to create custom reports and select which cases or groups of cases to display. HRIS makes it easy to locate people who are interested in working for you, maintain a thorough database of current employees, and create training programs to assist employees improve their abilities. HRIS can be used at any level of management. Senior management uses

HRIS to determine how many personnel are required to achieve the company's goals. Middle management uses HRIS to monitor and record activities such as reward schemes, hiring, and pay systems. Lower-level personnel utilize HRIS to keep track of hiring and terminating employees.

The rise of human resource management, as opposed to personnel administration, increased the credibility of the HR job in the commercial sector. The increased demand for strategic management expertise necessitated more complex information use. Because there is increased competition, higher management is putting further pressure on enterprises to reduce costs. This causes more HRM records to be kept automatically. Larger firms' HR departments have established HRIS units and expanded the capabilities of their internal information systems.

II PROCESSES OF HUMAN RESOURCE INFORMATION SYSTEMS

Database management

The majority of human resource information systems are designed with a database structure that is readily accessible. Its sole function is to keep and oversee information pertaining to employees. The HR personnel or the site administrator should assume responsibility for ensuring the accurate input of all employee information. Our primary objective is to achieve unimpeded access to all critical data and information, 24/7 and from any location worldwide.

The system maintains records of various data, including salary details, emergency contact information, academic records, current contact information, learning assessments, and performance review outcomes. For a corporation that maintains minimal physical documentation, the database serves as a secure online or cloud backup and serves as the central platform for managing all HR responsibilities.

Time and labor management

Ensuring accurate timekeeping for each worker is a time-consuming task. An increasing number of firms are allowing their employees to utilize biometric punches or log in and input their own hours. Consequently, a substantial amount of data must be effectively managed on a daily basis.Managers now have the ability to approve requests for time off and immediately associate them with the corresponding pay information. An inconspicuous and functional human resource information system can aid in monitoring attendance and timetables.

Payroll functions

Managing payroll is a crucial responsibility in human resources. Enhancing the usability of the HRMIS and enabling the uploading or transferring of time and attendance data will facilitate faster employee payments and payroll computations. Moreover, the occurrence of errors is reduced when the number of individuals participating is minimized. Additionally, the majority of HRIS accounting systems facilitate compliance with tax regulations, providing valuable assistance to organizations that must navigate multiple tax systems.

Benefits management

Benefits management encompasses all inquiries, remarks, correspondences, and documents pertaining to benefits, encompassing not only medical and retirement schemes. These applications provide a comprehensive platform experience that simplifies operations, enhances transparency, and benefits both employees and organizations.

The management of rules and benefits has a direct impact on the overall work experience of all workers.

Employee interface

Regrettably, the majority of HR software restricts access to only specific people. Nevertheless, even this minimal degree of self-service provided to employees contributes to the establishment of a more autonomous work environment. The primary objectives of the user interface should be to

optimize time efficiency, ensure smooth integration, and enhance simplicity of use. This will facilitate tasks such as modifying personal information, downloading benefit voting documents, accessing pay schedules, and adjusting retirement benefit programs.

Talent acquisition and retention

In order for a business to expand, it must possess the capability to locate and retain competent people. Consequently, the recruitment and retention of personnel are crucial components of a Human Resource Information System (HRIS), a consensus shared by the majority of firms.

Discovering extraordinary individuals to join your team is merely the initial step towards the opportunities that lie ahead. In order to facilitate the personal and professional development of employees and enhance their overall job satisfaction, firms must provide them with appropriate training, opportunities for career advancement, incentives, and motivational initiatives. HRIS-based solutions can enhance the application process for applicants and streamline the search, tracking, and communication with qualified individuals.

III. TYPES OF OF HUMAN RESOURCE INFORMATION SYSTEMS

1.Operational HRIS

People managers and HR professionals can receive assistance from the operational HRIS group with talent management responsibilities including employee recruitment, promotion, and

transfer. Operational HRIS solutions aim to enhance system performance by increasing the efficacy and utility of the system.

Applicant tracking system (ATS)

By monitoring all available positions within an organization, an application tracking system (ATS) minimizes operational costs and guarantees timely position filling. One can identify recruiting challenges, distribute job postings across multiple job boards, and filter through applications to identify the most qualified candidates by utilizing an applicant tracking system (ATS).

Performance management system

An implementation of performance management entails the surveillance of employees' self-assessments of their work. Employing administrators may utilize this system to manage relocations, promotions, contract terminations, job changes, and employee retention. Managers utilize performance management as an evaluation method to ascertain whether an employee requires additional assistance or is failing to exert sufficient effort.

2.Strategic HRIS

Strategic HRIS systems and human capital management tools each perform a portion of the research function. They also aid in decision-making and goal-setting. Focusing on strategy, HRIS systems assist organizations in hiring and retaining the most qualified candidates.

Workforce planning

By utilizing workforce planning tools, human resources departments are able to ascertain the compensation range, necessary qualifications, activities, certifications, and skills for each position. This position contributes to the closure of talent and employment inequalities in the current labor force. This promotes employment opportunities and facilitates personal development and education.

Learning management system

Learning management systems (LMS) facilitate succession planning, which assists with operational decisions regarding job rotation and promotions. The system monitors the

development of the competencies of every employee and assesses their preparedness for further training or certification in light of recent job or duty modifications.

Tactical HRIS

The tactical HRIS category consists of enterprise-wide human resource management systems that prioritize security and performance. Human resource administrators can utilize these capabilities and tools to assist with a variety of responsibilities, such as payroll, salary administration, employee orientation, and training. They effectively utilize the resources that are available to them.

External data aggregation

External intelligence regarding a company's competitors, industry, and regulations is gathered by tactical HR modules. By means of wage rate monitoring across various international marketplaces, Deel ascertains whether a proposed wage is comparable to, lower than, or approximately equivalent to other rates prevailing for comparable positions in that specific geographical area.

3.Comprehensive HRIS

An HR information system ought to empower HR administrators to perform the majority of their responsibilities when accompanied by the requisite expertise. It streamlines routine, strategic, and tactical human resources responsibilities through the storage of vast quantities of data.

These three professions not only entail unique responsibilities but also exert diverse influences on each other. For operational and strategic job analysis and planning, for instance, it is beneficial to comprehend the contribution of a role to the organization's objectives and its integration into its overarching structure.

An all-in-one HRIS that integrates data from all three categories of functional systems is the optimal solution for larger organizations. This data will be of great assistance to organizational administrators and human resource specialists in facilitating prompt decision-making grounded in

dependable information. A restricted-scope information system would be a prudent investment for a business with specific tactical requirements that cannot be met by a single solution.

Smaller organizations might prefer an HRIS system that is more user-friendly and handles only administrative tasks, such as payroll for employees. It may be impossible to develop and maintain a comprehensive HRIS at this time. Numerous minor organizations are unable to adopt all-in-one human resources systems on account of their exorbitant expenses.

4.Limited-Functions HRIS

On the contrary, a comprehensive HRIS supervises a substantial quantity of central information systems, whereas a limited-function HRIS is responsible for managing a restricted subset of these systems. They typically perform a limited range of human resources responsibilities, including the administration of benefits and compensation.

A critical component of HR software, an employee information system is indispensable, even if a limited-function HRIS is utilized for a specific set of HR activities. The aforementioned system oversees and amasses personnel-related personal and professional data, encompassing critical particulars such as name, place of residence, nationality, academic credentials, and employment record.

IV. DATA ANALYSIS

1. What goal does NTPC have in mind when establishing a Human Resource Information System (HRIS)?

| s.no	particulars	No. of respondents	percentage
1	Streamlining recruitment processes	40	40%
2	Enhancing employee performance management	30	30%
3	Improving payroll and benefits administration	20	20%
4	All of the above	10	10%
	Total	100	100%
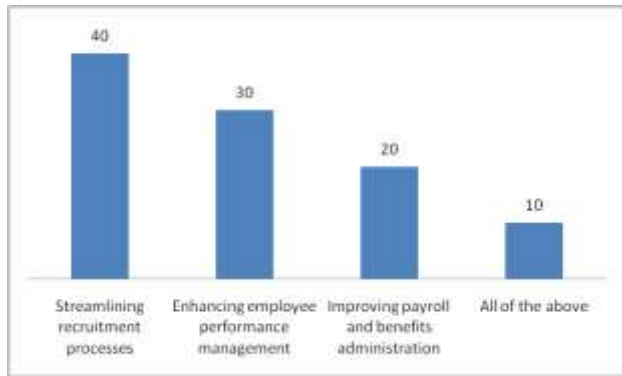
INTERPRETATION:

As demonstrated in the previous table and graph, 40% of the work is being directed toward optimizing the recruiting process, with the remaining 30% directed toward streamlining job administration. Enhanced payroll and benefits management offers the potential to boost savings by 20%. Only a small percentage of people (10%) own all of these items.

2. Which component of the HRIS manages personnel personal data, such as contact information and emergency contacts?

| s.no	particulars	No. of respondents	percentage
1	Recruitment module	35	35%
2	Employee self-service module	45	45%
3	Core HR module	15	15%
4	Benefits administration module	5	5%
	Total	100	100%
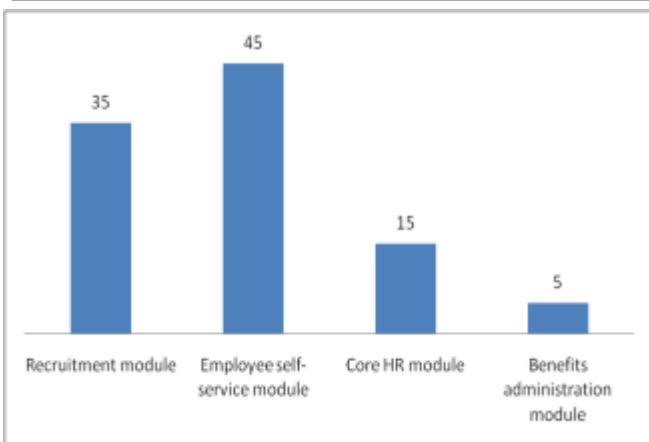
INTERPRETATION:

From the above table and graph we observed that Recruitment module is 35% and Employee self-service module is 45% Core HR module is

15%Benefits administration modul is 5% of respondent. The previous table and line show that the hire module receives 35% and the employee self-service module receives 45%. The primary HR number is 15%.The person who answered has a benefit management modulus of 5%.

3. How does NTPC use its HRIS to recruit skilled personnel?

| s.no	particulars	No. of respondents	percentage
1	Automated resume screening	45	45%
2	Interview scheduling and feedback	25	25%
3	On boarding processes	10	10%
4	All of the above	20	20%
	Total	100	100%
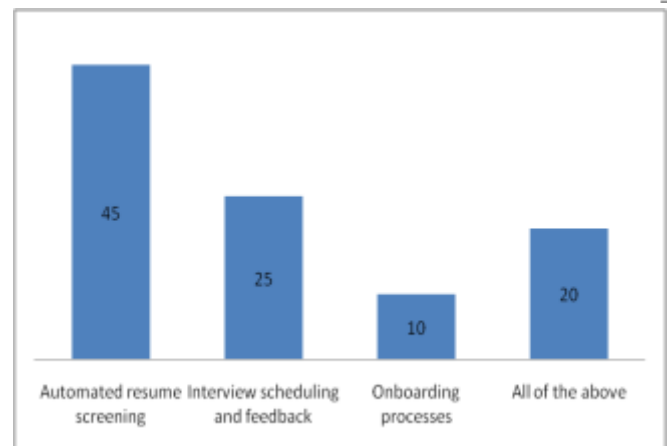
INTERPRETATION:

Obtaining input and organizing talks account for 25% of the process, as shown in the graph and table above. Automated resume evaluation takes about 45% of the time. Induction accounts for 10% of the overall process.Twenty percent of responders have all of these qualities.

4. What does the term "predictive analytics" entail in relation to HR analytics?

| s.no	particulars	No. of respondents	percentnge
1	Analyzing historical data to identify patterns	25	25%
2	Forecasting future HR trends	15	15%
3	Real-time monitoring of employee activities	35	35%
4	None of the above	25	25%
	Total	100	100%
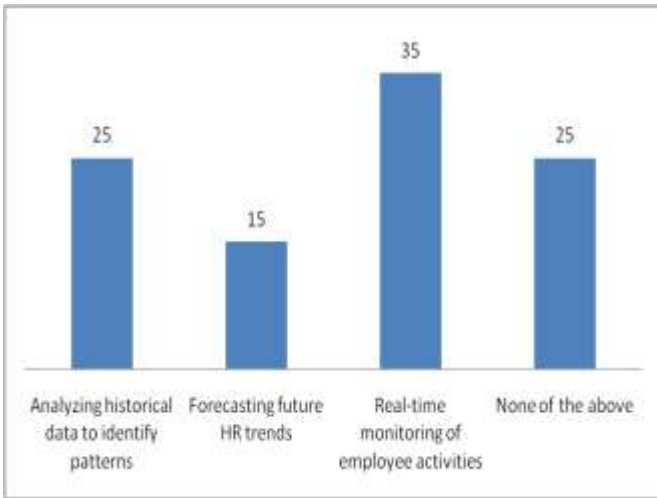
INTERPRETATION:

The chart and picture above show that 25% of the effort is necessary to uncover patterns in historical data, whereas 15% is spent projecting future HR trends. An average of 35% of employee work is tracked in real time. 25% of respondents said none of the above is true.

5. What types of security features do the majority of HRIS systems provide to protect sensitive HR data?

s.no	particulars	No. of respondents	percentnge
1	Multi-factor authentication	35	35%
2	Data encryption	30	30%
3	Access controls and permissions	25	25%
4	All of the above	10	10%
	Total	100	100%
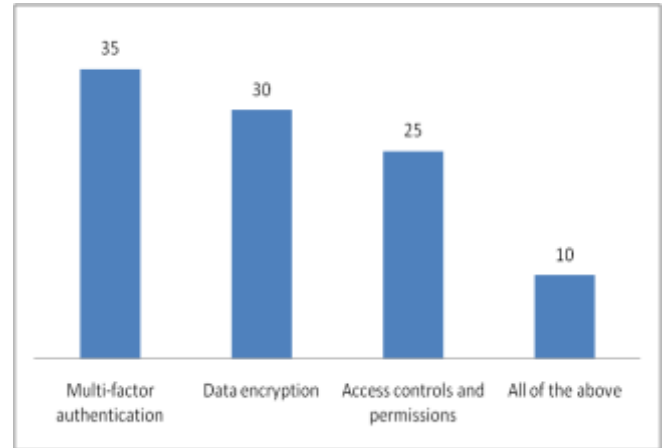
INTERPRETATION:

As demonstrated in the graph and table above, three-factor authentication is at 35%, while data protection is at 30%. These account for 25% of the total.Only a small percentage of people (10%) own all of these items.

VII. CONCLUSION

This paper reveals that implementing Human Resource Information Systems (HRIS) can significantly improve Human Resource Management (HRM) in terms of administrative and analytical operations. The use of technology is increasing across various divisions of multinational corporations, including IT departments. Senior human resource administrators are particularly concerned about the possible impact of technology on departmental operations. As compliance rules become increasingly integrated, firms will be forced to modify their HRIS more regularly. Based on the supplied data, HRIS can provide employees with wide data access, fostering openness. The firm is capable of efficiently communicating with its personnel while following to established norms and procedures. Data collection is the most important aspect of an HRIS. HRIS will remain a vital component of enterprises because it stores information critical to the company's operations throughout time.

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