

HRIS: The Strategic Value

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HRIS – Human Resource Information System

any organized approach for obtaining relevant and timely information as a base for human resource decisions

HRIS is a set of inter related components working together to collect, process and store information to support HR decision making, coordination and control in an organization.

Importance of HRIS

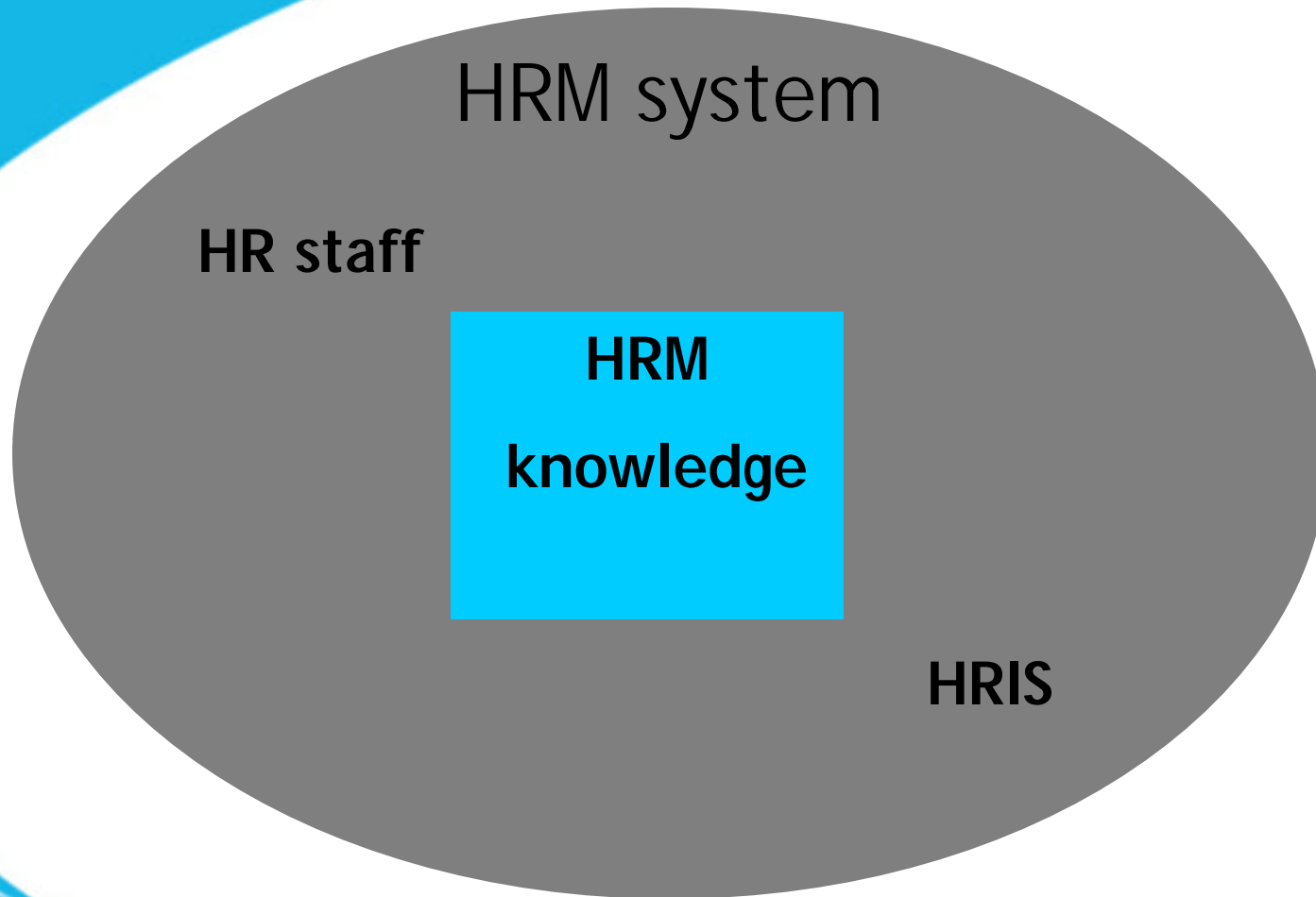
- **Strategy**
- **Competitiveness**
- **People**
- **HRM**

HRIS - a part of strategic HR management

Importance of HRM



HRIS - Component of HRM



Closer look

HR staff

HRM theory / knowledge

Org Chart	Development	Retaining
Leave	Transfer	Termination
Performance	Promotion	Selection
Planning	Benefits	Training
Recruitment	Staffing	

HRIS

HRIS - a strategic partner

- Human Resource Information Systems (HRIS)
- Corporate Intranets and Extranets
- Virtual offices and remote working
- Internet
- Emergence of IT industry

Decision-making process

- **S**trategic
- **F**unctional
- **O**perational

HRIS Unplugged

“Decision making process”

S Strategic:

Time allocation

strategic decision making2%

F Functional:

functional decision making23%

O Operational:

Operational day-to day tasks75%

Ideally

“ Decision making processes with HRIS ”

S Strategic:

strategic decision making~~2%~~

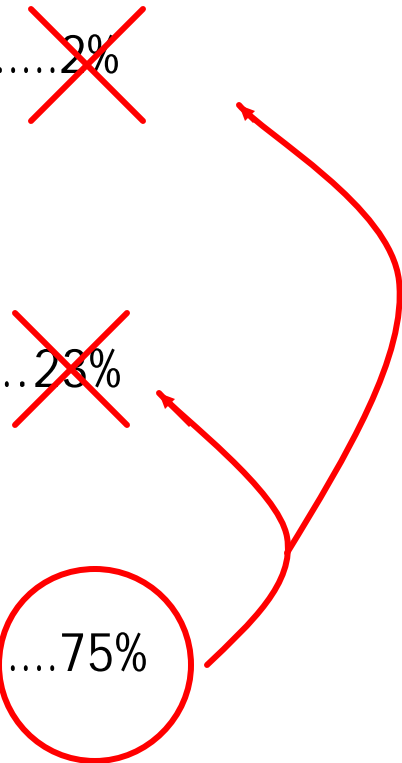
F Functional:

functional decision making~~23%~~

O Operational:

Operational day-to day tasks75%

Time re - allocation



HRIS Plugged

Strategic:

create a comprehensive “ Learning Organization” that enhances the knowledge capital of all the employees

Functional:

Personal development plans for employees, Individual training plans according to employees training needs, Performance evaluation meetings, etc. + **HRIS**

Operational:

maintaining data in the system + using **HRIS**

Scenario (1) - with(out) HRIS

360° Performance evaluation

...without HRIS

- Prepare evaluation forms
- Print and copy them
- Distribute forms to employees
- Employees fill in evaluation forms
(in 2 copies for archive purposes)
- Evaluation forms personally submitted to HR Manager
- Re-write results to the computer or file them
- Manual processing of data gathered
- Prepare result sheets
- Print, copy and distribute them to employees
- File all the forms for future use

Scenario (1) - with(out) HRIS

Define evaluation form

...with HRIS

360° Performance evaluation

Appraisal form

SectionItem	Method	Marks	Remarks
Competencies			
Tech. Compet.	1-10 Method	20	
Ability to Learn	1-10 Method	40	
Communication	1-10 Method	30	
Goals			
Value			

- Define evaluation forms
- Online evaluation entry
- One-click access to results
- History info captured
- Evaluation reports generated by the system
- *Strategic Decision making process can take place*

Scenario (2) - with(out) HRIS

Leave application administration

...without HRIS

- Prepare leave application forms
- Print and copy them
- Manually maintain employee attendance information daily
- Maintain company calendar
- Employees applying for leave fills in an application form
- Application form personally submitted to Supervisor
- Manual check for employee's leave status history
- Supervisor's approval or rejection
- Application form personally submitted to HR manager
- Manual update of employee's personal leave information file

Scenario (2) - with(out) HRIS

Leave application administration

Leave balance

...with HRIS

Leave application form

The screenshot displays two overlapping windows from an HRIS application. The 'Leave Status' window shows a table of leave types and their balances for the year 2001. The 'Leave Application Form' window is for employee Prof. R.D. Downe, showing details for an Annual Leave application from 05/12/2001 to 05/12/2001. It includes fields for leave group, type, and duration, as well as a 'Short Leave' section with radio buttons for one, one and a half, or three hours. A table at the bottom of the form shows leave utilization for 2001.

Type Code	Type Name	Balance
0001	Annula Leave	0
0002	Casual Leave	14
0003		

Year	Leave Code	Leave Name	Leave Balance	Leave Utilized
2001	1	Annual Leave	2	6

- Define company specific leave admin processes (initially)
- Online leave application form
- Online leave Approval/Rejection
- History info captured
- Leave balance reports generated by the system
- *Saves strategic resources*

Scenario (3) - Intranet

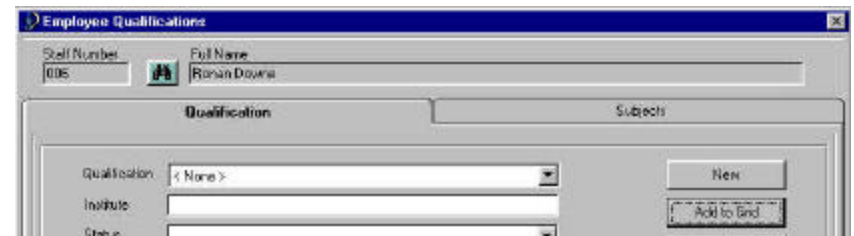
new dimension of HRM

Employee self-service

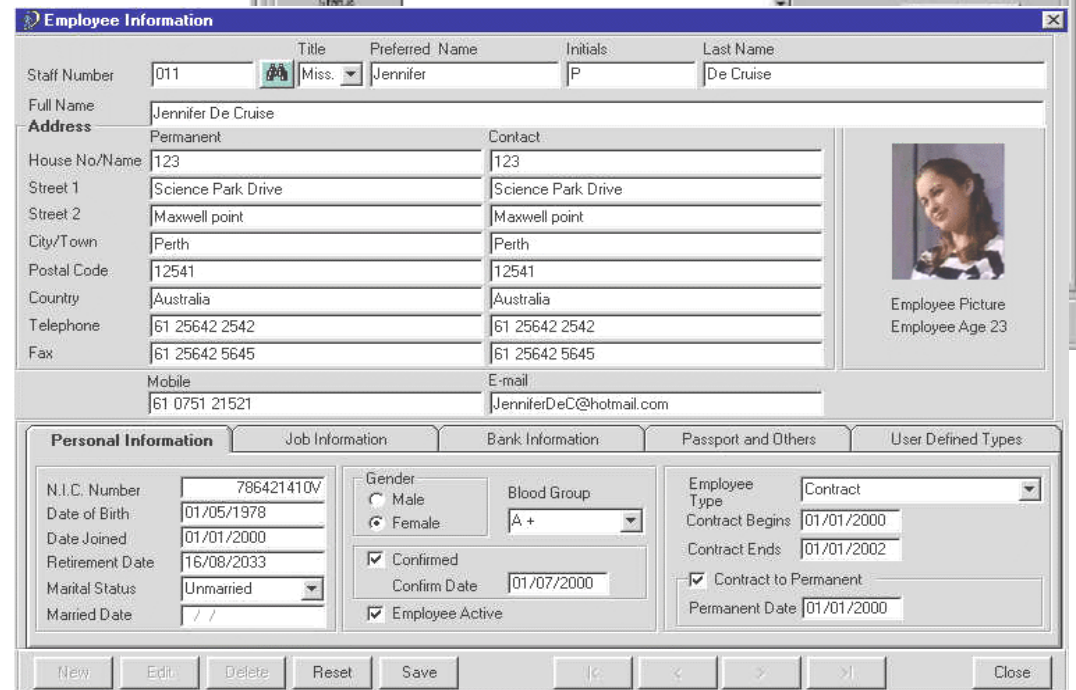
...with HRIS

View/check/modify - online:

- personal information
- census information
- qualifications
- leave application
- leave balance
- leave cancellation
- leave approval/rejection
- salary information
- company calendar
- appraisal results
- online appraisal process



Employee Qualifications window showing fields for Staff Number (005), Full Name (Roman Downe), Qualification (<None>), Institute, and Status. Buttons for 'New' and 'Add to End' are visible.



Employee Information window showing fields for Staff Number (011), Title (Miss.), Preferred Name (Jennifer), Initials (P), Last Name (De Cruise), Full Name (Jennifer De Cruise), Address (Permanent), House No/Name (123), Street 1 (Science Park Drive), Street 2 (Maxwell point), City/Town (Perth), Postal Code (12541), Country (Australia), Telephone (61 25642 2542), Fax (61 25642 5645), Mobile (61 0751 21521), E-mail (JenniferDeC@hotmail.com), and Employee Picture (Employee Age 23). The window also includes tabs for Personal Information, Job Information, Bank Information, Passport and Others, and User Defined Types. The Personal Information tab is active, showing fields for N.I.C. Number (786421410V), Date of Birth (01/05/1978), Date Joined (01/01/2000), Retirement Date (16/08/2033), Marital Status (Unmarried), Married Date (/ /), Gender (Female), Blood Group (A+), Employee Type (Contract), Contract Begins (01/01/2000), Contract Ends (01/01/2002), and Contract to Permanent (checked). Buttons for 'New', 'Edit', 'Delete', 'Reset', 'Save', and 'Close' are visible at the bottom.

B E N E F I T S

- Saving time
- Saving costs
- Work re-allocation

Saving time [efficiency]

- Easy data maintenance
- Administrative processes automated
- Employee 'self-service' (kiosk)
- Adequate information base that leads to timely and just decision making
- Responding faster to employee inquiries to enhance efficiency and productivity

Saving costs [efficiency]²

- Less time spent on tasks = less money
- Minimum paperwork
- Timely and accurate decision making includes less cost

Work re-allocation [effectiveness]

- Helping the employees perform better through effective career planning and performance management
- Integrating the human resource function with other business functions in the enterprise, to serve personnel better

HRIS: The Strategic value

- **Efficiency** - cost & time
- **Effectiveness** - orientation on the most valuable asset of the organization - PEOPLE

=> Adding the strategic value to the organization

HRIS: the way to gain competitive advantage

- PEOPLE, most valuable asset - ***competitive advantage***
 - HRIS - manages PEOPLE efficiently and effectively
- HRIS - gaining competitive advantage

HRIS: Key message

“By automating Human Resource practices, HRIS saves time and money, effectively re-allocates work processes and thus provides competitive advantage and adds **strategic value** to the organization.”

THANK YOU
for your attention.

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