What is an HRIS?

- Computers
- Networks
- Software
- Applications
- Databases

Chapter 1

Shortfalls in Implementations

- Outsourcing?
- Increasing ratio of HR staff to EE
Outsourcing

• What is outsourcing?
• Advantages/benefits
• Disadvantages/risks

Advantages of outsourcing

• Cost
• Expertise
• Risk
• Economies of scale

Disadvantages of outsourcing

• Risk of bankruptcy
• Giving too much responsibility
• Giving away ownership
• Conversion of existing systems
• Cost
Higher Ratio of HR Staff to EE

- Trend of self service by EEs
- Greater expectations of staff
- .9 to 1.3 HR staff to 100 workers

Performance Level of HR Staff

- Trends of:
  - HR staff performing less clerical duties +
  - Greater HR strategic involvement
  - equals
  - HR staff performing at higher levels

BPR

- Streamline/re-design the work
- Better organizational goal alignment
- Cost effectiveness
- Integration with other processes
- End result is a new set of processes reflecting the way the work will be done
Portals

• A gateway to information, applications
• One stop shopping
• You can get there from here

HR Strategy Needed

• Must map to org’s IT strategy and direction
• Business partner with peer units
• Strategic partner with organization

Chapter 2
Web-based EE Self Service
What is an self service?

• The use of interactive technology by EEs and managers to obtain information and conduct transactions; to essentially shortcut processes that traditionally required multiple steps, paperwork, HR staff, and delays.

Transform HR

• The HR role will change from an essentially administrative function to a strategic business partnering function where HR personnel contribute to bottom-line results.

Groups involved in HRIS

• Candidates for positions – ‘I wanna job’
• Employees – the real workers
• Retirees – ‘I’m so outta here’
• Managers – hang out and do nothing
• Executives – old geezers
• Accounting – bean counters
• MIS - nerdville
Functions of an HRIS

• Recruitment
• Hiring
• Transfer and location
• Timekeeping/Payroll
• Benefits
• Health plans

Functions of an HRIS – cont’d

• Dental/vision plans
• Pension and investment plans
• Vacation
• Compensation – salary – bonus – incentive
• Performance appraisal
• Diversity – EEO – AA compliance

Functions of an HRIS – cont’d

• Training and EE development
• Succession planning
• Labor relations – union
• Separations
Chapter 3
Web-based Manager Self Service

Benefits

• No waiting for forms, policy, HR approval, or historical data
• Can change EE’s employment status
• Ability to research company’s knowledgebase
• Improves manager’s leadership competencies including strategic thinking, decisiveness, and analytical skills

Cultural change needed?

• Empowering managers requires a mindset change
• Managers may need to change their perception of their function
• People may resist change
Best HR functions for managers

- Information that the manager is in the best position of knowing
- Require immediate attention
- Involve the skills or experience of the manager
- Functions that require initial input from manager
- Part of manager’s responsibilities

Objectives

- Improve delivery of HR services
- Increase efficiency-reduce work
- Speed up and streamline workflow
- Reduce administrative costs
- Improve manager access to vital information
- Allow managers to become more strategic

Functions available in an HRIS

- Compensation
- Performance management
- Staffing and recruitment
- Time and attendance
- Training and development
Modeling

- What if analysis

Chapter 5
Web-based Recruiting and Staffing

Growth

- 1997: 11% using the Internet to recruit
- 2000: 80%
- 2003: 100%
Scope of recruitment

• Intracompany?
• Targeted? (going for a specific population)
• Global? (going for the whole population)
• Can there be too many applicants? Yes.

Components of Staffing

• Workforce analysis and planning
• Sourcing and attraction
• Assessment and selection
• Hiring
• Deployment
• Retention

Sourcing and attraction

• Your website
• Advertising
Your website

- What can your website do for online recruiting?
- Online assessment, mini-quizzes, salary calculators
- Clear, concise, informative, easy to apply
- What makes my site sticky?
- Pp 55-56

Your website, cont’d

- Regional/community info
- Answer all questions possible
- If you leave your site, bring them back (frames are a possibility)

Advertising

- How do candidates know how to get to your site?
- Post it and forget it?
- Popular job boards?
- Actively advertise in industry journals?
- Word of mouth?
Internal sourcing
• Different rules for internal employees

Assessment and selection
• Online skills testing
• Resume bank
• Search mechanisms to prioritize candidates
• Can there be too many applicants? Yes

Hiring
• Not to be taken for granted
• Automation can streamline process and provide workflow efficiencies
• Candidate data may become employee data
• Timeliness may be critical
Deployment
• Placement of EEs in organization
• Less likely to get lost in electronic system
• Assess EE’s place on company, weed out deadwood, make room for livewood.
• Reporting tools with access to EE data helps mgrs assess and deploy EEs.

Retention
• Self service
• At home computers – telecommuting

Good sites
• http://www.onrec.com
• http://www.monster.com