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***“The Role of Effectiveness of Human Resource Information System (HRIS):  
In Indian”***

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***Abstract:***

*The Human Resource Information System (HRIS) is commonly a portion of the administration's larger Organization Decision System. Former manual systems are existence gradually exchanged by computerized HRIS. The HRIS want not be composite or smooth computerized. But automation consumes its own benefit of providing more exact and opportune data for management. HR activities are needed to automate so that collection, processing and distribution of faultless info to the right person are possible through HRIS. Due to globalization, HRM is an essential factor of any successful business. Human Resource Information System (HRIS) is self-motivated to decision-making and shows a lively part in the achievement of the business. Today, Business organizations, governments, and non-profit organizations around the world rely on human resource information systems (HRIS) to smoothen the progress of information sharing as well as make easier in downsizing and reengineering efforts. Human Resources Information Systems (HRIS) is a combination of HRM and Information Systems (IS). HRIS or Human resource Information system helps HR managers to execute HR functions in a more efficient and systematic and orderly way of using technology.*

***Keywords:****Human Resource Information System (HRIS), Human Resource Management (HRM), Information System (IS), Human Resource (HR).*

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❖ ***Introduction:***

We are living in an Age of Change. The tempo of change in the latter half of the last century has significantly accelerated. As this century progresses, it is expected that the rate of change will increase further. Much that was relevant in past has already become irrelevant. There is an increasing realization in the recent times that the success of a business enterprise (especially Service Sector) in a complex and changing environment lies in efficient management of its Human Resources. Information is an asset and accomplishment for any organization to coordinate its activities. Hence an information system is required to be communicated effectively with the environment. Information stored in paper & files did not provide the holistic view required to optimize the most important assets of the knowledge economy, its human resource. It is only recently that the information technology has started playing an important role in storing and using information in every respect. In this new era the HRM also not grow without this concept of Information System. With this new modifications the traditional Human Resource Management has become a service to the organizations which is known as Human Resource Information System (HRIS).

“HRIS is an effort towards speedy, effective and professionally handling of information on resources for efficient management of Human Resource function. HRIS is a computerized system used to acquire, store, analyze and distribute information regarding an organization's human services and to provide services in the form of information to the clients or users of the system”. Thus HRIS is a system that enables storing of information of Human Resource in every aspect such as Personal, Academic, Qualification, Family, Medical, Career and Performance Evaluation, Training & Development & Wage and Salary of individuals. Unlike manual systems the HRIS enables availability of all such information in a single screen. Reports on various parameters can be generated with ease. Moreover reliability of such records is assured. “An HRIS system helps your HR staff streamline day-to-day processes, manage employee benefits, reduce paperwork, and track ongoing employee data. By managing these and other activities from a single location, you can move onto more productive tasks”.

❖ *Meaning and Concept of Human Resource Information System (HRIS):*

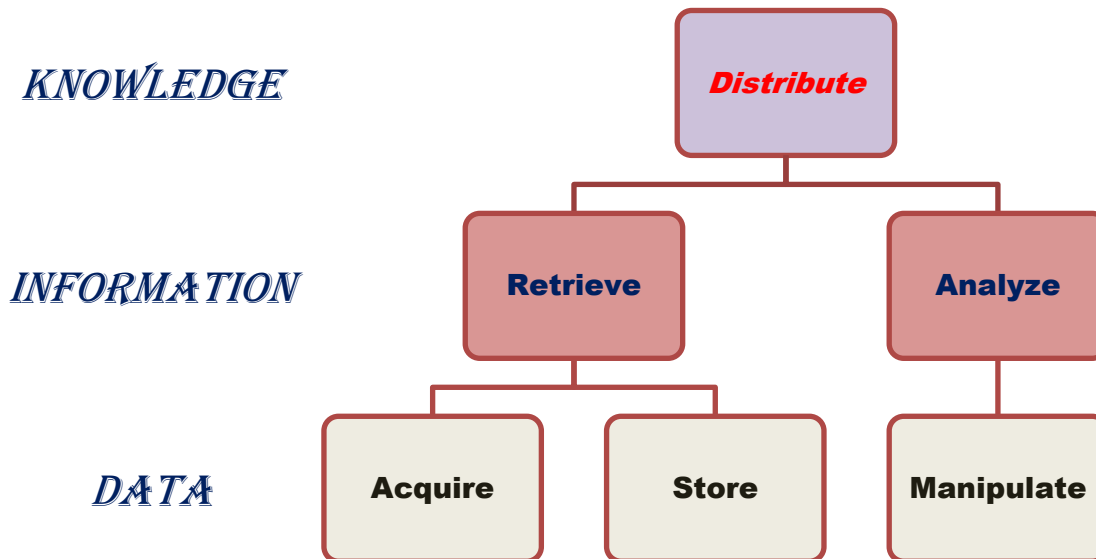
Information is a vital ingredient for management. The information system is a set of organized procedure which when analysed, design, development, executed, provides information to support, planning & decision-making. The last two decades have seen massive growth in information technology (IT). There has been a revolution in hardware, software, data mining and communication technology which help to provide the required information.

One of the most significant modules considered in ERP is Human Resource Management System (HRMS) or Human Resource Information System (HRIS). Human Resource Information System in short form called 'HRIS'.

“Human Resource Information Systems (HRIS) is a process of utilizing information technology for the effective management of human resource functions and applications in an organization. HRIS is a software system with database which is also known as a knowledge bank. HRIS is mainly a database of employee's records which assist HR professionals. HRIS is used by the business organization to optimize its human capital”.

Human Resource Information System (HRIS) is the combination of human resource management and information technology. In this combination information technology provides technical support to manage human resources, this technicality refers to data collection of employee, payroll system, data base management system, training and development, research, strategy making, competency building, quality improvement, skill development, profit maximization, decision making and so on. There are many interchangeable terms used to refer Human Resource Information System, for instance Human resource management system (HRMS), e-HRM, web-based HR, HR modules, HR intranet, computer based human resource management systems, virtual HR and HR portals.

*Figure No. 01:– Depiction of Tannenbaum Definition of HRIS:*



❖ *Why Human Resource Information System (HRIS) Is Service?*

Note the actual term “HRIS system” is a bit redundant. However, it’s a common name for the software and some experts even associate the “S” in HRIS with “Solution” or “Service Software” to make the phrase a bit clearer. You’ll also see HRIS referred to by other names such as “HRMS” (Human Resources Management Systems) or “HCM” (Human Capital Management). Regardless what a vendor calls it; just make sure the software can handle the tasks you need it to. The employee and manager self-service application, which is one way for Human Resources to add value to an organization, we are seeing a real focus on customer service as Human Resources becomes an increasingly effective strategic business partner.

The wave in the late 1990s toward packaged implementations and using the “best of breed” application software to standardize and define business processes is giving way to more custom development to meet increasingly complex business requirements and to deliver better customer service. HRIS can provide service effectiveness in four ways: Firstly, with emphasis on increased productivity from the workforce, recruitment, short term working, temporary, and less

redundancies. Secondly, it deals with the increasing demands made by legislation, which related to HR practices and the increased need to produce statistics for government. The third factor was the rate of the development of computer technology. The final factor was the increased availability of HRIS at lower costs.

❖ ***Needs of Human Resource Information System (HRIS):***

- Efficiently storing each employee information and data for reference- personal data management, pay roll accounting, benefits management and planning.
- Enabling informed decision making in day-to-day personnel issues, planning, budgeting, implementing and monitoring Human Resource function.
- Providing data / returns to government and other public.
- Facilitating decision making in areas like promotion, transfer, nomination, settling employee's provident funds, retirement, gratuity, LTC, and earned leave compensation.
- Cutting costs and Improving accuracy

❖ ***Benefits of Human Resource Information System (HRIS):***

Among the many benefits you'll find in HRIS systems:

- ***Benefits Management:***

An HRIS system imports all employee data as well as payroll and benefits information from other systems to control all HR aspects from a single location.

- ***Reporting:***

Use preset reports for standard administrative documents like employee reviews, disciplinary history, and OSHA updates, or customized reports that allow you to create special fields and forms to your liking.

- ***Tracking:***

In addition to the previously mentioned access tracking, you can also stay on top of employee attendance and remaining vacation banks, which employees are under extended absence for family leave or jury duty, and maintain records of disputes between employees.

- HRIS System Modules:

You can focus on specific HR tasks with an HRIS system geared towards your most important responsibilities. Choose from modules that handle your core HR management, payroll services, recruitment efforts, and employee skills management, and add others as you become familiar with the functionality.

- ❖ ***Barriers to Human Resource Information System (HRIS):***

1. Lack of management commitment,
2. Satisfaction with the status quo,
3. No or poorly done needs analysis,
4. Failure to include key people,
5. Failure to keep project team intact,
6. Politics / hidden agendas,
7. Failure to involve / consult significant groups,
8. Lack of communication,
9. Bad timing (time of year and duration),

- ❖ ***Human Resource Information System (HRIS) Software's:***

- Abra Suite:

Abra Suite is for Human Resources and Payroll Management.

- ABS (Atlas Business Solutions):

General Information, Wages information, emergency information, Reminders, Evaluators, Notes customer information, Documents and photos, Separation information.

- CORT/HRMS:

Applicant tracking, Attendance tracking and calendars, Wage information, Skills tracking, Reports-to information, Status tracking, Job history tracking etc.

➤ HRSOFT:

Identify and track senior managers, Assess management skills and talents, Generate a wide range of reports, resumes, employee profiles, replacement tables and succession analysis reports, career development, align succession plans etc.

➤ ORACLE- HRMS:

Oracle E-Recruitment, Oracle Self-Service Human Resources, Payroll, HR Intelligence, Oracle Learning Management, Oracle Time and Labour.

➤ PEOPLE SOFT:

Enterprise e-Recruit, Enterprise Resume Processing, Enterprise Services Procurement, Workforce Planning, Warehouse

➤ SAP HR:

Human Capital Management (HCM) for Business, All-in-One: Rapid HR,

SPECTRUM HR:

I-Vantage® and HRVantage®. I-Vantage is a Web-based HRIS product designed for organizations with up to 10,000 employees.

➤ Human Resource Microsystems:

Sophisticated data collection and reporting, flexible spending accounts, compensation, employment history, time off, EEO, qualifications, Applicant/Requisition Tracking, Position Control/Succession Planning, Training Administration, Organization Charts, HRIS-Pro Net (employee/managerial self-service), HR Automation (e-Notification and e-Scheduler), and Performance Pro (performance management).

❖ **Literature Review:**

**Lin (1997):** Confirmed that there are other factors which play role in support of HRIS implementation and effectiveness, among which he mentions: higher HIRS level, usage by top managers as well as usage by HR staff and their experience. As far as the effectiveness of HRIS is concerned, the most powerful contributors are: training, support of the information systems department, the involvement of human resources leaders in addition to HR staff computer literacy. Moreover, support for decision making, timeliness, comprehensiveness and accuracy can enhance system effectiveness.

**Over man (1992):** Presented the potential advantages of HRIS which include faster information processing, greater accuracy, improved planning, program development, and enhanced employee communications.

**Kovach et al. (2002):** Listed several administrative and strategic pros; meanwhile, we prefer to mention here the five reasons why companies should use HRIS as pointed out by Beckers and Bsai (2002). These were because HRIS can: (1) increase competitiveness by improving HR operations; (2) produce a greater number and variety of HR-related reports; (3) shift the focus of HR from the processing of transactions to strategic HRM; (4) make employees part of HRIS; and finally (5) reengineer the entire HR function of companies.

**Sadri and Chatterjee (2003):** Computerized HRIS function enable, faster decision making, development, planning, and administration of HR because data is much easier to store, update, classify, and analyse. Analysed the Impact of Information Systems on the Performance of Human Resources Department and concluded that HRIS is positively used as a tool to achieve greater administrative efficiency by adding value in the department.

**Mohammad Al-Tarawneh, Haroon Tarawneh (2012):** Studied the effect of applying Human Resources Information System in corporate performance in the banking sector in Jordanian firms and found that there is a significant effect between the quality of the output of human resources information system and institutional performance; between motives and



corporate performance; between training and organizational performance in the banking sector in the Jordanian firm.

***Manar Al-Qatawneh and Al Hammad (2012):*** Analysed the effect of the implementation of Human Resource Information Systems on job related decisions in commercial banks in Jordan and concluded that all Human Resource Information System implementations have a positive effect on the quality of job related decisions.

***Dr. Shikha N. Khera and Ms. Karishma Gulati (2012):*** Made a research on Human Resource Information System and its impact on Human Resource Planning: A perceptual analysis of Information Technology companies and concluded that HRIS identifies occupied and unoccupied positions in an organization very effectively and accurately.

***K P Tripathi (2011):*** Analysed the role of Management Information System (MIS) in Human Resource and developed an MIS model to keep the control on working of the staff at various levels. The system has been tested in Birla Corporation Ltd and it helped in taking effective decisions concerned with human resource in attendance recording and capturing.

***Dileep (2010):*** Postulated that HRIS is an integration of HRM and information systems through which HRIS helps HR managers perform HR functions in a more effective and systematic way using technology. According to some researchers, implementing HRIS would reduce HR costs by automating information and reducing the number of needed HR employees. It also helps employees to control their own personal information and allows managers to access relevant information and data.

***According to Hendrickson (2003),*** HRIS is regarded as the backbone of contemporary HRM function and HRIS could be benefited by the processes of increasing efficiency, effectiveness and training support. This IT system is used for gathering, storing, maintaining, analysing, and recovering an organization's necessary information about its all employees. The major task of HRIS is to gather and facilitate analysing the data required for human resource management department to perform its job correctly.

❖ ***Objectives of Human Resource Information System (HRIS):***

The common objectives of HRIS are to make the desired human resource information available in the right form to the right person and at the right time, at a reasonable cost, process the data by using most efficient methods, provide necessary security and secrecy for important and confidential information, and to keep the information up to date. Processes of Human Resource Information System involves Data Collection and Data Management.

❖ ***Measuring the Effectiveness of HRIS:***

The evaluation should determine whether or not the HRIS has performed up to its expectations and if the HRIS is being used to its full advantage. One of the utmost important challenges confronted by community employee's managers nowadays is measuring the performance of their human resources information system (HRIS) in order to explain the value-added role of the HRIS to achieving the organization's mission. Thus, Implementing an HRIS program may seem a necessary step for a company, but unless it will be an effective tool for HR operations, it will not help increase efficiency and may hinder it instead.

One company that executed a HRIS system is Toshiba America Medical Systems, Inc. (TAMS). TAMS put all employee assistances data online and formed an open registration choice when TAMS transformed healthcare providers. Nearly upon progressing out the Ulti-Pro portal [newHRIS technology] to employees, TAMS started seeing in developments, with a predictable 70% growth in open registration productivity.

❖ ***Limitations and Security of HRIS:***

1. Expensive in terms of finance and manpower requirement.
2. Inconvenient to those who are not comfortable with computers, particularly top bosses.
3. Computers cannot substitute human being, individual decision making and intuition.
4. System needs updating, in many a situation, stale information is as good as no information.

## ❖ Conclusion:

Although most HR managers understand the importance of HRIS, the overall perception is that the organization can do without its implantation. Hence only large companies have started using HRIS to enrich its HR activities. The main reason for slowdown in HRIS implementation in organizations is owing to the anxiety phobia formed by "technology" and "IT" inside the attentions of older management. They may not be very tech savvy and fear being overlooked. But trends are changing for the higher as more and more organizations realize the importance of IT and technology. Major HRIS providers are concentrating on the minor and middle range organizations also as large organizations for their own products. They are also arising with very specific software modules, which might cater to any of their HR needs. Hence, HRIS would soon be an essential part of HR activities in altogether organization.

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