

Development and Implementation of HRIS

A human resources management system or human resources information system or human capital management is a form of human resources software that combines a number of systems and processes to ensure the easy management of human resources, business processes and data.

A HRIS generally should provide the capability to more effectively plan, control and manage HR costs; achieve improved efficiency and quality in HR decision making; and improve employee and managerial productivity and effectiveness. Typically, the better The Human Resource Information Systems (HRIS) provide overall:

- Management of all employee information.
- Reporting and analysis of employee information.
- Company-related documents such as employee handbooks, emergency evacuation procedures, and safety guidelines.
- Benefits administration including enrollment, status changes, and personal information updating.
- Complete integration with payroll and other company financial software and accounting systems.
- Applicant tracking and resume management.

Human Resource Management Systems encompass:



- ✚ Payroll
- ✚ Work Time
- ✚ Appraisal performance
- ✚ Benefits Administration
- ✚ HR management Information system

- ✚ Recruiting/Learning Management/Training System
- ✚ Performance Record
- ✚ Employee Self-Service

Steps for a successful HRIS Development and implementation

1. Plan and Define Objectives

- ✚ The first step toward getting HRIS is creating preliminary project plan and defining objectives for the HRIS.
- ✚ At this stage, you should define the reasons that your HRIS is needed, the problems that will be solved following your hr system implementation and the problems that will not be addressed by the HRIS.

2. Inception of idea

- ✚ The another step of HRIS implementation is the inception of the idea. The need of the organization to have HRIS software must be realized and agreed by the top management. It is an investment and management needs to keep it in mind.

3. Feasibility study

- As this is an investment the feasibility of HRIS must be assessed.

It covers the following areas

- ✚ Scope of the software
- ✚ Future benefits after implementation
- ✚ Potential software developers assessment
- ✚ Cost estimate
- ✚ Value addition to business
- ✚ ROI calculation

A proper feasibility study will help the management to make the decision based on facts and figures.

4. Selecting a project team

- ✚ Implementation of HRIS is a project as it requires ensuring budgeted cost, specific timeline with quality delivery.
- ✚ Successful implementation largely depends on capability and effort of project team.
- ✚ Project team members should be taken from both HR and IT.
- ✚ Involvement of senior managers is required to get the top management buy in on different issues.

5. Defining the requirements

- ✚ At this stage the scope needs to be defined.
- ✚ It will not be a detailed requirement specification but at least the processes that will be incorporated in the software.

- ✚ Some organization may want to develop the payroll module while others may want more modules to be developed.
- ✚ It all depends on the affordability and plan of the concerned organization. But it is an essential step before communicating with the vendor or software developers.
- ✚ Otherwise it will create complexity during discussion and negotiation with the software developers.
- ✚ At this stage the company HR policies and processes must be analyzed and defined rigorously.
- ✚ If there is any ambiguity in process, difficulty may arise to incorporate it in the software.

6. Vendor analysis

- ✚ Selecting the right software developer is another challenge.
- ✚ The capability, track record and good will of the developers must be taken into consideration.
- ✚ The requirement of the organization must be shared with the developers clearly without ambiguity.
- ✚ The existing processes can be clarified with them, if required. After getting clear understanding about the requirement they will come up with their offer that includes cost and specific timeline for project completion.
- ✚ The software requirement specification needs to be documented to avoid ambiguity in future.

7. Package contract negotiation

- ✚ After getting the final offer from the vendors, the decision of work order will be finalized based on cost and quality actors.
- ✚ Then the contract will be signed with the software developers.
- ✚ The development work will start then.
- ✚ But the company needs to monitor the development work time to time to ensure on time quality delivery of the project.

8. Training

- ✚ Training usually begins as soon as possible after the contract has been signed.
- ✚ First, the members of the project team are trained to use the Human Resource Information System.
- ✚ Toward the end of the implementation, the human resource representation will train managers from other departments in how to submit information to the HRIS and how to request information from it.

9. Tailoring the system

- ✚ After finalizing the system requirement specification, the design of the software will be initiated. The design should be shared with the company to identify improvement areas.

10. Collecting data

- ✚ At this stage required data to enter in the software will be collected.

- ✚ A team of HR needs to be deployed to collect data for the software. Data validation is also required.
- ✚ This is a very critical part of the project.

11. Testing the system

- ✚ Once the system is developed with data the testing is required. Some organizations call it User Acceptance Test.
- ✚ At this stage the users use it and try to check if there is any gap between requirement and the delivery of the software.
- ✚ If the test is okay then the final delivery is given to the company

12. Maintenance

- ✚ Once the software has been installed regular maintenance and performance monitoring is essential.
- ✚ For effectiveness annual maintenance contract can be signed with the software development company.

13. Evaluation

- ✚ After running the software for a certain period of time the performance evaluation will be done. What value the software has added since its inception needs to be evaluated