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HUMAN RESOURCE MANAGEMENT SYSTEMS



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A B S T R A C T

Globalization is increasing the competitive pressures on businesses in India, while rapid advances in technology require new skills and accelerated development of the workforce. A well-run business require a strong and talented workforce. Business owners are facing a range of human resource challenges. The changing business environment is putting more pressure on business owners to address human resources as a key part of the strategic competitive plan. Human capital management, escalating cost benefits, compliance, risk of litigation limited HR resources are the challenges as a key factor to overall business success.

A Human Resource Management System (HRMS) provides an integrated software solution for automating and managing organization's core workforce administration and transaction, including : compliance, employee benefits, time and attendance, payroll, recruitment, employee development, compensation, planning, analysis, and reporting. The paper discusses about the working of Human Resource Management Systems, the bottom line value it brings to the organization and how it meets the top business challenges such as recruiting and benefits management.

Key words: Human resource Management System (HRMS), Compliance, Litigation, Globalization, Business challenges.

INTRODUCTION

Workforce is the key element for the success of any business. Day to day, the opportunities for the Workforce are growing and it is becoming difficult to maintain the well experienced and talented workforce. Top talent is availing high salaries as the global organizations are attracting them with flavorful benefits. Businesses are facing challenges of human resources and these factors are becoming key factors for the success of the business. The ability of the organization to attract, retain, and develop talented employees is the key of success. Shortages of executives, senior managers and other leaders will be acute, and compe-

tion for talent in many fields will become intense. The small and midsize businesses have limited staff and resources to manage the many aspects of human resources. As a typical company, HR must spend more time on routine administration than strategic objectives.

As lots of resources are dedicated in maintaining the workforce, it is necessary to identify ways to improve results, increase efficiency, and lower costs. A human Resource Management System (HRMS) help organization and capitalize on them. We are here discussing a system, which is fully based on compliance employee benefits, time and attendance up to reporting. It is HRMS i.e. Human Resource Management

System. In very simple words Human Resource in an intergrated software solution for automating and managing your organization's core workforce. The total system has a software program, which starts from very basic level and on logical work life of an employee.

* Recruitment * Time & attendance * Payroll * Retentions * Employee Development & Benefit * Compensation* Compliance In very simple terms we can describe it as planning, analysis & reporting of each HR of the organization.

BENEFITS OF HRMS :

1. It can cut off costs of business by automating core HR benefits, payroll processes for increased efficiency and productivity. 2. It ultimately reduces spiraling costs of employee benefits. 3. It assists in decision making regarding the manpower by giving timely, accurate, analytical information. 4. By keeping accurate data, it reduces the cost of fine penalties & costly litigation. 5. It reduces the process for paperwork enabling you to focus more on workforce & business strategy. 6. Improves the processes for recruiting developing & retaining people with required skill and aptitude to meet current and future requirement of company.

FACTORS OF HRMS :

Compliance Management:

To pave the way with various rules and regulation of government, to run the business, without paying the fine, penalties of mistakes or mishaps and expose the company to risk employee lawsuits; HRMS helps to determine which employment law to the company and can track necessary information. This information can be used to comply with labour organization, labour tribunals and other machineries to conflict resolutions. HRMS assists effectively in dealing with payment of wages act, payment of Bonus act, Factories act under which government have laid down various rules & regulations for companies manufacturing concerns.

Employee Self Service :

Employee self-service are the solutions provided by HRMS in order to reduce the routine administrative task in HR department. It gives online access to employee and managers' online access to the benefit they can accrue. Through HRMS employees can view

create and maintain information using Internet. It is supposed that 30% of time of HR Department wasted in dealing with issues of 'Benefit' 'Benefit enrolment time entry pay roll distribution are some of them ESS can effectively deal with these issues. Moreover, ESS gain productivity lowers transaction cost improves level of services.

Benefit Management :-

For most of the past decade cost of benefit has risen for much & with a staggering rate. Most Employers offer multiple benefits like health life & disability insurance. These are some of benefits which are managed by benefit management software. Each individual plan must be set up and administered by HR: each plan requires an employee enrollment with transmission of census data to benefits. Benefit Management software can automate each step of benefit management processes, which improve efficiency and accuracy.

Online Benefit Enrollment :-

This is an online benefit program, review their benefit data & report life event changes over the internet and company network. Employees can choose plans based on eligibility criteria. HR staff can check the status of the enrollment in real time. If Enrollment is over, HRMS system produces detailed reports projecting the cost of employee benefits. HRMS strategy can 1. Shorten the cycle of enrollment up to 50% 2. Eliminate cost of paper enrollment packages i.e. cost of printing, personnel & postage, 3. Reduce data errors 4. Save 90% of time during enrollment 5. Reduce call to HR because employee can access the full information. By doing all these procedure online they can provide. Both parties to benefit management gate the fast easier to do.

Talent Management :

It refers to recruiting, hiring, developing & retaining employees. For all of these activities different level of personnel are engaged in organization. These personnel thus engage in lengthy slow & cumbersome activities. HRMS can automate recruiting and new hire onboarding training solution. HRMS eliminates routine administration and paper based processes. Talent management software can achieve more timely hires and thus with lower recruiting costs.

Recruiting solutions: These atomize processes by optimizing workflow and more accurately tracks the sources of hire. this enables all recruiting participants viz. recruiters, HR managers, hiring managers and applicants to interact with software at appropriate stages of the process.

Automated software can

1. Streamline hiring procedures to reduce the amount of time position are unfilled.
2. Create requisitions and match them to candidates by defining desired qualifications.
3. Intergrate online recruiting tactics, including internet job boards.
4. Reduce cost per hire.
5. Analyze the effectiveness and cost of different recruitment activities.
6. Maintain a comprehensive database of previous applicant and current employees.
7. Allow the existing employees to apply for open jobs.
8. Speed applicant to new hire process.

TRAINING SOLUTION

Training solution of HRMS can help HR and management to plan skill and development that creates a competitive advantage for the organization. Because your current workforce is such an important source of future leaders for the business, HRMS assists for plan-

ing and training for them. HRMS keep an update record of career development of each and every employee. By way of training solution of HRMS system you can .1. Centralize job requirements to determine which employees need training . 2. Create schedule and enroll employees in training . 3. Track job skills for maximum strategic development 4. Generate reports and demonstrate compliance with government regulations

CONCLUSION

The cost saving associated with HRMS reach into many areas of the business. The savings can be defined and measured. There is quick return on investment; often it is less than fifteen months. The return on investment is like: 1. Increased productivity .The time and effort are saved through enhanced efficiency, elimination of duplication and routine administration. 2. HRMS raises productivity through out the organization. 3. Elimination of cumbersome, time consuming paper processes achieves direct cost saving. 4. Recruiting solution shorten the time that open position go unfilled. In short we can say that it bring value for bottom line to the organization and thus it can meet to challenges of the organization.

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