

ACS-1803

# Introduction to Information Systems

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## Functional Area Systems – Human Resource Systems

Lecture Outline 5, Part 2

# System Examples: Functional Area Info Systems

Functional Area	Information System	Examples of Typical Systems
Accounting and Finance	Systems used for managing, controlling, and auditing the financial resources of the organization	<ul style="list-style-type: none"><li>■ Inventory management</li><li>■ Accounts payable</li><li>■ Expense accounts</li><li>■ Cash management</li><li>■ Payroll processing</li></ul>
Human Resources	Systems used for managing, controlling, and auditing the human resources of the organization	<ul style="list-style-type: none"><li>■ Recruiting and hiring</li><li>■ Education and training</li><li>■ Benefits management</li><li>■ Employee termination</li><li>■ Workforce planning</li></ul>
Marketing	Systems used for managing new product development, distribution, pricing, promotional effectiveness, and sales forecasting of the products and services offered by the organization	<ul style="list-style-type: none"><li>■ Market research and analysis</li><li>■ New product development</li><li>■ Promotion and advertising</li><li>■ Pricing and sales analysis</li><li>■ Product location analysis</li></ul>
Production and Operations	Systems used for managing, controlling, and auditing the production and operations resources of the organization	<ul style="list-style-type: none"><li>■ Inventory management</li><li>■ Cost and quality tracking</li><li>■ Materials and resource planning</li><li>■ Customer service tracking</li><li>■ Customer problem tracking</li><li>■ Job costing</li><li>■ Resource utilization</li></ul>

# Functional Area Information Systems

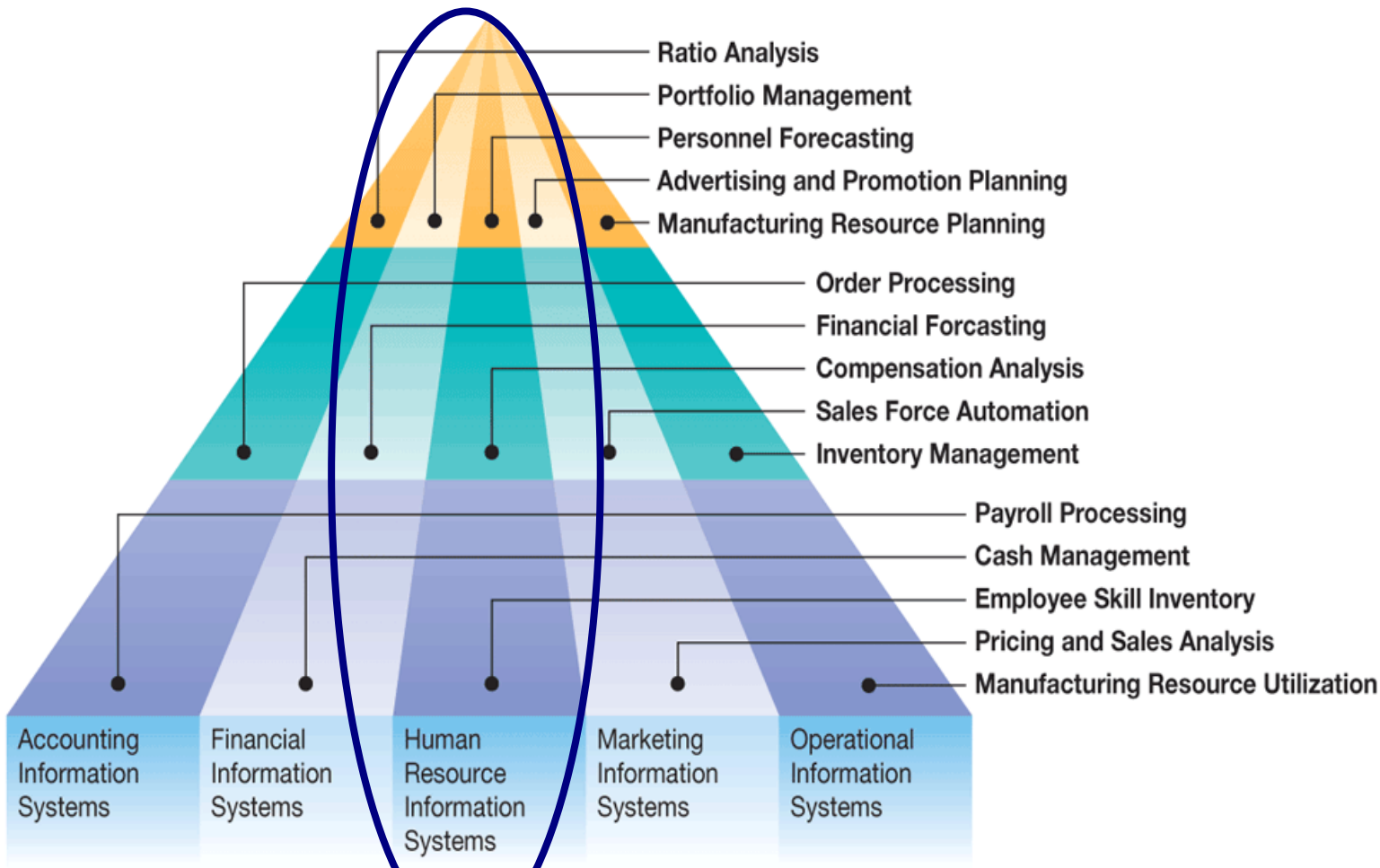


Figure 6.34 Functional area information systems.

# Human Resource Management Systems (HRMS)

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- ▶ Combination of systems and processes that connect human resource management and information technology through human resource management software/ hardware.
  - ▶ Managing payroll
  - ▶ Recruitment and onboarding
  - ▶ Gathering, storing, and accessing employee information
  - ▶ Keeping attendance records and tracking absenteeism
  - ▶ Performance evaluation
  - ▶ Benefits administration
  - ▶ Learning management
  - ▶ Employee self-service
  - ▶ Employee scheduling
  - ▶ Analytics and informed decision making

# Operational Systems in HR

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- ▶ Historically, **payroll** was the first
  - ▶ Now part of the AIS
    - ▶ Related to expenditure cycle
- ▶ **Employee Information Systems**
  - ▶ Maintain information on every employee for various reporting purposes
  - ▶ Employee profile: basic personal data, education, previous experience, employment history in org., preferred location for work ....
  - ▶ May contain skills inventory component
    - ▶ Employee's work experience, work preferences, test scores, interests, special skills
    - ▶ How could this be used



# Operational Systems in HR

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## ▶ **Attendance Recording Systems**

- ▶ May use negative reporting (only when absent)
- ▶ Include overtime credits etc.

## ▶ **Employee Scheduling Systems**

- ▶ Can get complex with shift work (e.g, nurses)
- ▶ Must adhere to union regulations

# Operational Systems in HR

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## ▶ **Performance Management Systems**

- ▶ Collect and store textual data e.g., written comments of supervisor
- ▶ Appraisal data can be filled out on special screens
- ▶ Need careful documentation of employee performance and how performance was measured (e.g., for grievance hearings)
- ▶ May have tactical components
  - ▶ *Which supervisors give high number of poor evals.*
  - ▶ *Which labour sources provide unacceptable workers*

# Tactical Systems in HR

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## ▶ **Position Control Systems**

- ▶ Keep data on each job position in the org.
  - ▶ E.g. task content
- ▶ Can be useful for job redesign
  - ▶ Which job positions require data entry?
  - ▶ Which require statistical analysis

## ▶ **Recruiting Systems**

- ▶ Provide list of planned retirements
- ▶ List skills, preferences of current employees
- ▶ Analyze turnover rates among various classes of employees



# Tactical Systems in HR

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## ▶ **Compensation and Benefit Systems**

- ▶ “cafeteria style benefits” for employees to choose from
- ▶ Considerable data storage here
- ▶ Tactical:
  - ▶ how much to increase compensation plans to attract high quality employees
  - ▶ What kind of benefits are different categories of employees choosing?
- ▶ May be available on organizational intranet

# Strategic Systems in HR

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## ▶ **Long-term Workforce Planning**

- ▶ What are the HR needs to meet organization's strategic plan for next 5-10 years?
- ▶ *Forecasting* supply and demand of required workforce

## ▶ **Labour Negotiation Support Systems**

- ▶ Must be timely and have ad hoc capacity
- ▶ Assist in bargaining sessions with unions

# Human Resource Management System

The screenshot displays a web-based Human Resource Management System interface. The main window is titled "Baraza Project" and contains a sidebar menu on the left and a central data entry form for an employee.

**Sidebar Menu:**

- Human Resources
  - News
  - My Details
  - Leave Application
  - My Application
  - My CV
  - Recruitment
  - Internships
  - Pay Slip
  - Client Forms
- Administration
  - News Admin
  - Organisation
  - Banks
  - Departments
  - Applicant
  - Employees**
  - Casuals
  - Leave
  - Leave Approval
  - Intake
  - Internships
  - Job Review
  - Arbitration
- Reports
- Forms

**Employee Record Form (Employees):**

Department Role	Development, System Developer		
Employee ID	3	Surname	Kipirash
First Name	Nancy	Middle Name	Kemol
Date Of Birth	Jul 12, 1983	Gender	Female
Nationality	Kenya	Marital Status	Single
Appointment Date	Sep 02, 2008	Exit Date	
Contract	<input checked="" type="checkbox"/>	Contract Period	0
Employment Terms	Permanent		
Basic Salary	38,000	Identity Card	2232323
Bank Account	454345	Active	<input checked="" type="checkbox"/>
Bank Branch	Standard Chartered, Koinange		
Language	ENGLISH		

**Navigation and Action:**

- Buttons: Objective, Interests, Details
- Buttons: Save, Cancel, Delete, Audit

**Summary Table:**

3	Nancy	Kipirash	Female	38,000	Development	System Developer	Yes
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