

**JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA**  
**PGDM/PGDM-SM/PGDM-M; TRIMESTER V, 2018-20 Batch, ACADEMIC YEAR 2019-20**

**Course Information**

<b>Course Code and title</b>	HR501, Human Resource Information System
<b>Credits</b>	3
<b>Term and Year</b>	V Term, 2019
<b>Course Pre-requisite(s)</b>	Knowledge of key HR functions/processes
<b>Course Requirement(s)</b>	Knowledge of MS-Excel/Database
<b>Course Schedule (day and time of class)</b>	As per Time Table
<b>Classroom # (Location)</b>	As per time table or notified otherwise by PMC
<b>Course Instructor</b>	Prof. Abdul Qadir
<b>Course Instructor Email</b>	abdul.qadir@jaipuria.ac.in
<b>Course Instructor Phone (Office)</b>	0120-4638300, Ext. 381
<b>Office location</b>	2 <sup>nd</sup> Floor, Faculty Cabin 9
<b>Student Consultation Hours</b>	As communicated by PMC or with Prior Appointment

**1. Course Overview**

To increase the HR professionals' productivity and quality with a focus on reducing HR cost and delivery time, modern HRs are leveraging the pursuits of Strategic HRM and Human Resource Information Systems (HRIS). Through this course the students will learn how the HR professionals along with the technical experts are playing the pivotal role in the analysis, design, implementation and operation of an HRIS system. This course will enable students to have a clear understanding of HRIS life cycle, right from conceptualization to its implementation and administration while decoding challenges and opportunities in planning, designing, testing, implementing and maintaining HRIS in organizations. Delivering multiple HR functions through a single window of HRIS using technology will help them plan, design and develop real-time HRIS requirements, leveraging their future as sound HR professionals. The deliberation of the course will be carried out through exercises and simulated HR dashboards.

**2. Course Learning Outcomes (CLOs)**

After undergoing this course, the students should be able to:

**CLO 1:** Relate HRIS concepts in determining HR functional effectiveness.

**CLO 2:** Design HRIS system for effective HR decision making.

**CLO 3:** Examine the internal and external regulatory compliances for effective operational use of HRIS.

**3. Mapping of CLOs with PLOs (Programme Learning Outcomes) & Graduate Attributes (GAs)**

	PLO-1	PLO-2	PLO-3	PLO-4	PLO-5	PLO-6	PLO-7	PLO-8
CLO1			X					
CLO2							X	
CLO3					X			

	GA 1	GA 2	GA 3	GA 4	GA 5	GA 6	GA 7	GA 8
CLO 1		X						
CLO 2			X					
CLO 3			X					

**4. Prescribed Text**

Kavanagh M. J., Thite M. (2012). Human Resource Information System (2ed.). New Delhi: Sage Publications.

## 5. Additional Resources:

- Badgi, S. M. (2016). Practical Guide to Human Resource Information Systems (1ed.). Delhi: PHI Learning Pvt. Ltd.
- Gupta P. K., Chabra S. (2004). *Human Resource Information System*. (1ed.). New Delhi: Himalaya Publishing House. (Please refer as **PKGSC** in the session plan)
- Thite, M (2017). *e-HRM: Digital approaches, directions and applications*. Routledge Publications.
- [http://www.hrinz.org.nz/Site/Resources/Knowledge\\_Base/A-H/Brief\\_Overview\\_of\\_HRIS.aspx](http://www.hrinz.org.nz/Site/Resources/Knowledge_Base/A-H/Brief_Overview_of_HRIS.aspx): This link will abreast you about how HRIS is placed in the HR gamut.
- [www.e-hris.com/index.php](http://www.e-hris.com/index.php): A web portal that provides you an opportunity to experience HRIS hands-on

## 6. Assessment Tasks

	Assessment Item	Assessment Type	Weightage	CLO
1	Written Individual Assignments	Written Submission (Moodle/Offline)	20%	2
2	Quizzes	Two (Moodle Based)	20%	1
3	Group Project Presentations	Group Presentation	20%	1, 3
4	End-term Hall Exam.	Hall Exam.	40%	2, 3

### Assessment Task Description

#### Written Individual Assignments

Assessment Details: Two handwritten and/or MS-Excel based assignments based on specific modules will be administered to test your learning in terms of Knowledge, Skill and Aptitude.

Criteria used to grade this task: Comprehension (50%) and Application (50%)

Task Assessor: Internal Faculty

Suggested time to devote to this task: 1-2 months

Submission details: Hard Copy to be submitted to Faculty by deadline. After running the plag report on turnitin.

Feedback and return of work: Scripts will not be returned, but feedback will be given immediately after assessment.

#### Quizzes

Assessment Details: On Moodle, 02 preannounced quizzes with MCQs/TF types will be administered.

Task Assessor: Internal Faculty

Criteria used to grade this task: Conceptual Clarity & Recall of key concepts with application (100%).

Quizzes shall be preannounced by faculty/PMC, hence no makeup request will be entertained.

#### Group Project & Presentation

Each student group will study the HRIS/HR-Software/HR-ERP at an organization and present the same in group.

Expectation from students: Interview of an HR person to get the right information on the topic.

Criteria used to grade this task: Research/Content (70%), Presentation (30%).

Suggested time to devote to this task: 4-6 Week

Feedback and return of work: Assessment on the basis of classroom presentation with rubrics

#### End-term Examination

Assessment Details: Questions based on the course content will be posed to the students to give adequate responses with suitable illustrations and examples.

Criteria used to grade this task: Comprehension (40%), Application (40%) and Analysis (20%)

Task Assessor: Internal faculty

Suggested time to devote to this task: Concurrent

Submission details: Moodle/Hall Examination

Feedback and return of work: Feedback through showing of non-returnable answer scripts.

## 7. Session Plan

Session	Topic	Session Learning Outcomes	CLO	Reading / Reference	Pedagogy
<b>Module I: Introduction to HRM &amp; HRIS</b>					
1	Introductory Session: - Course Overview - Assessment Components & Expectations - Systems approach to HRM Functions	To understand how system approach is applied to HRM/HRIS.	1	PKGSC, Ch.1, Pp. 3-4	Discussion
2	Introduction to HRIS: - Need and importance of HRIS - HRIS Philosophy - Aligning technical strategy with business strategy	To appreciate the need and importance of HRIS	1	Text, Ch.1, Pp. 5-19 PKGSC, Ch. 4, Pp. 43-49 Video on HRIS	Video based Discussion
3	Types of HRIS: - Information Systems – TPS, MIS, EIS, DSS - HRIS Types – Concentrated, Distributed, Independent & Hybrid	To unfold various info. system which are the integral part of HRIS.	1	Text, Ch. 1, Pp. 21-22  PKGSC, Ch.3, Pp. 24-27	Discussion
4	How HRIS has changed the HRM paradigm	To know the need of HRIS for HRM.	1	Case: HRIS at Canada Post	Case based Discussion
<b>Module II: HRIS Planning, Implementation, Maintenance &amp; Control</b>					
5	Exploring HRIS Architecture - HRIS Customers/Users	To understand the user interface with HRIS.	1, 3	Text, Ch.3, Pp. 60-67 Reading: The Post of an HRIS Administrator	Reading based Discussion
6	HRIS Planning: System Development Life Cycle (SDLC)	To comprehend the HRIS development.	2, 3	Text, Ch.4, Pp. 98-117	Guest Talk
7	HRIS Design - Working with Vendors	To design HRIS system and vendor selection & management	2, 3	Text, Ch.5, Pp.125-44	Exercise & Discussion
8	HRIS Implementation, Maintenance & Control	To learn implementation of HRIS S/w.	2, 3	Text, Ch.8, Pp. 215-29 Ch.9, Pp. 259-70	Discussion
9	Implementing an HRIS	To learn implementation of HRIS S/w.	2, 3	Case: ABC Finance	Case based Discussion
<b>Module III: Working with HRIS</b>					
10	HRIS as an Integrated HRM System: - HR Verticals/Functions	To outline the integration, need in HR verticals.	3	PKGSC, Ch.4, Pp. 45-46	Discussion
11	- Linking HR Functions through DBMS/RDBMS for Integration	To learn the integration of HRM functions.	3	Text, Ch.2, Pp. 36-48	Discussion
12	Exercises on HR Verticals: HR Dashboard	To create emp. data.	3	MS-Excel/Access	Exercise: HR Dashboard
13	Key Data Generation in HRIS Creating Transaction Screens Executing HR Transactions	To develop HR dashboards & pass HR transactions through HRIS.	2, 3	MS-Excel/Access	Exercise: Emp. Key Data Generation

14	Creating Report Formats Generating HR Reports in HRIS	To create report formats and report generation.	2, 3	MS-Word/Access	Exercise: Creating HR Reports
15	Customized vs. Generalized HRIS	To appreciate the HRIS process ownership.	1-3	Case: Geant's HRIS Dilemma	Case based Discussion
16	Cost-Benefit Analysis (CBA)	To use CBA techniques for justifying investment in HRIS.	3	Text, Ch. 7, Pp. 179-94	Discussion
<b>Module IV: Decision Making through HRIS</b>					
17	Workforce Analytics: - Mapping HR Metrics in HRIS	To map HR metrics in HRIS.	2, 3	Text, Ch. 6, Pp. 153-69	Discussion & Exercise: Mapping HR Metrics
18	HR Shared Service Centers and Self-service HR Portals	To evaluate the cost savings via ESS.	2, 3	Text, Ch.10, Pp. 291-94	Discussion
19	Exercise on Creating an Employee Self Service Dashboard & It's Ingredient	To create ESS and appraise it's functioning with other HR verticals.	2-3	MS-Excel/Access	Exercise: ESS
<b>Module V: Contemporary Practices in HRIS</b>					
20	HRM/HRIS Outsourcing  Information Security & Privacy in HRIS	To understand HRM/HRIS outsourcing & appreciate the Information Securities Issue in HRIS.	3	Text, Ch.10, Pp. 302-10  Text, Ch.16, Pp. 531-33 Case: XYZ Univ.	Case based Discussion
21	Working with Demo Versions of HRIS Software: "Diamond HR"	To experience the HRIS software to summarize the learning from HRIS course.	2, 3	Exercise: HRIS S/W	Demo Version: Diamond HR
22	Operational, regulatory and legal aspects of an HRIS	To appreciate the HRIS legal & operational framework.	3	Text, Ch.16, Pp. 531-33	Guest Lecture
23	The next-Gen HRIS system on web based technology – e-HRM - HRIS on Cloud (SaaS) - Gamification - M/c Learning and AI	To appreciate the latest technology trends adopted in HRIS systems	3	Additional resource: Thite, M (2017).	
24	Group Presentations	To relate HRIS at different organizations.	1, 3	PPTs	Class Presentations

### 8. Time budgeting in course planning:

Please note that while assigning activities and planning teaching schedules following table may be of help. The weightage of items in the table is prescriptive and may vary according to course requirement. Yet it is indicative of how *student time per course* can be budgeted:

Activity	Description	Time Budgeted
Classes	03.75 hours per week for 12 weeks	30 hours
Reading	Prescribed readings	10 hours
Preparation of set questions, exercises and problems	Assignments/projects and group exercises	20 hours
Preparation of assignment	Reading and writing	15 hours
Study and revision for test and End-term Exam.	Self-preparations	30 hours
<b>TOTAL</b>		105 hours

### 9. RUBRICS FOR ASSESSMENT COMPONENT

#### Rubrics for CLOs

CRITERIA	BELOW EXPECTATION (< 60%)	MEETS EXPECTATION (60-80%)	EXCEEDS EXPECTATION (>80%)
<b>CLO 1:</b> Relate HRIS concepts in determining HR functional effectiveness	Not able to link the basic concepts of HRIS in leveraging the HRM functions and processes	Able to link few basic concepts of HRIS in leveraging the HRM functions and processes	Able to link and demonstrate most of important concepts of HRIS in leveraging the HRM functions and processes
<b>CLO 2:</b> Design HRIS system for effective HR decision making	Not able to understand and apply skills for gathering, collating and filtering employee records, mapping of HR requirements with technical specifications, formulate HR metrics and design reports for effective HR decision making	Able to understand and apply little skills for gathering, collating and filtering employee records, mapping of HR technical requirements, formulate HR metrics and design reports for effective HR decision making	Able to understand to a great extent how to apply skills for gathering, collating and filtering employee records, mapping HR requirements with technical specifications, formulate HR metrics and design reports for effective HR decision making
<b>CLO 3:</b> Examine the internal and external regulatory compliances for effective operational use of HRIS	Not able to understand and analyse the need for internal and external regulatory compliances and their adherence through HRIS. Not able to understand information security & privacy provisions in HRIS.	Able to understand to some extent the need for internal and external regulatory compliances and their adherence through HRIS. Able to understand to some extent the information security & privacy provisions in HRIS.	Able to understand to a great extent the need for internal and external regulatory compliances and their adherence through HRIS. Able to understand to a great extent the information security & privacy provisions in HRIS

## Rubrics for Written Individual Assignments

**CLO 2:** Design HRIS system for effective HR decision making

Criteria	Below Expectation	Meets Expectation	Exceeds Expectation
<b>Comprehension</b> Max. Marks: 10 (BE <4, ME- 5-8 EE >8)	Not able to understand how HR functions/processes can be made efficient through HRIS	Able to understand to some extent that how HR functions/processes can be made efficient through HRIS	Able to understand to a great extent that how HR functions/processes can be made efficient through HRIS
<b>Application</b> Max. Marks: 10 (BE <4, ME- 5-8 EE >8)	Not able to generate or suggest solutions or recommendations to any HR problem(s) by applying HRIS skills and knowledge	Able to generate or suggest few solutions or recommendations to any HR problem(s) by applying HRIS skills and knowledge	Able to generate or suggest appropriate solutions/recommendations to any HR problem(s) by applying HRIS skills and knowledge

## Rubrics for Quizzes

**CLO 1:** Relate HRIS concepts in determining HR functional effectiveness.

Criteria	Below Expectations	Meets Expectations	Exceeds Expectations
<b>Conceptual Clarity</b> Max. Marks: 20 (BE <5, ME- 6-14 EE >15)	Most of the concepts are not clear and student is unable to understand the same	Majority of concepts are clear and understood by student	Almost all the concepts are clear and understood by the student

## Rubrics for Group Project & Presentation

**CLO 1:** Relate HRIS concepts in determining HR functional effectiveness.

**CLO 3:** Examine the internal and external regulatory compliances for effective operational use of HRIS.

Criteria	Below Expectations	Meets Expectations	Exceeds Expectations
<b>Research/Content</b> Max. 15 (BE <7, ME- 8-10, EE >12)	Shows dismal content and insufficient data/information of key HRIS practices	Shows fair content of research by collected data/information of key HRIS practices	Displays exhaustive content by sound research for data/info covering key HRIS practices
<b>Presentation</b> Max. 5 (BE <2, ME - 3, EE > 4)	Shows no individual contribution in the group task	Puts up fair amount of efforts in the group task	Displays and overall effort in the group task and leads the presentation

## Rubrics for End Term

**CLO 2:** Design HRIS system for effective HR decision making.

**CLO 3:** Examine the internal and external regulatory compliances for effective operational use of HRIS.

Criteria	Below Expectations	Meets Expectations	Exceeds Expectations
<b>Comprehension</b> Max. 15 (BE <5, ME- 6-10, EE >11)	Not able to relate HRIS concepts in determining HR functional /process effectiveness	Relate HRIS concepts to some extent in determining HR functional /process effectiveness	Relate HRIS concepts to a great extent in determining HR functional /process effectiveness
<b>Application</b> Max. 15 (BE <5, ME- 6-10, EE >11)	Not able to apply, map skills, design or formulate important HR metrics for solving HR issue in HRIS	Able to apply, map skills, design or formulate important HR metrics for solving HR issue in HRIS	Able to to apply, map skills, design or formulate important HR metrics for solving HR issue in HRIS
<b>Analysis</b> Max. 10 (BE <3, ME- 4-7, EE >8)	Not able to interpret the key success drivers or inhibitors for implementing HRIS	Able to interpret to some extent the key success drivers or inhibitors for implementing HRIS	Able to interpret to a great extent the key success drivers or inhibitors for implementing HRIS

**Instructions:**

Students will be expected to maintain a daily log of their learning and make an action plan. The continuous evaluation tools would be implemented as per schedule and collected for evaluation.

Students are encouraged to visit videos available on Impartus, you tube on TED talks, and readings available at websites like course era, etc.

**Institute's Policy Statements**

It is the responsibility of every student to be aware of the requirements for this course, and understand the specific details included in this document. It is emphasized that this course requires a significant commitment outside of formal class contact. The learning tasks in this course may include classes (lectures or seminars), required reading, the preparation of answers to set questions, exercises and problems, and self-study. In addition, students may be required to complete an assignment, test or examination.

**LMS-Moodle/Impartus:**

LMS-Moodle/Impartus is used to host course resources for all courses. Students can download lecture, additional reading materials, and tutorial notes to support class participation.

**Late Submission**

Assessment tasks submitted after the due date, without prior approval/arrangement, will be not be accepted. Requests for extension of time must be made with the faculty member concerned and based on Special Consideration guidelines.

**Plagiarism:**

Plagiarism is looked at as the presentation of the expressed thought or work of another person as though it is one's own without properly acknowledging that person.

Cases of plagiarism will be dealt with according to Plagiarism Policy of the institute. It is advisable that students should read relevant section of Student Handbook for detailed guidelines. It is also advisable that students must not allow other students to copy their work and must take care to safeguard against this happening. In cases of copying, normally all students involved will be penalised equally; an exception will be if the student can demonstrate the work is their own and they took reasonable care to safeguard against copying.

**List of PLOs**

- PLO 1: Communicate effectively and display inter-personnel skills
- PLO 2: Demonstrate Leadership and Teamwork towards achievement of organizational goals
- PLO 3: Apply relevant conceptual frameworks for effective decision-making
- PLO 4: Develop an entrepreneurial mindset for optimal business solutions
- PLO 5: Evaluate the relationship between business environment and organizations
- PLO 6: Demonstrate sustainable and ethical business practices
- PLO 7: Leverage technologies for business decisions
- PLO 8: Demonstrate capability as an Independent learner

**List of GAs**

- GA 1: Self-initiative
- GA 2: Deep discipline knowledge
- GA 3: Critical thinking and Problem solving
- GA 4: Humility, Team-Building and Leadership Skills
- GA 5: Open and Clear Communication
- GA 6: Global outlook
- GA 7: Ethical competency and sustainable mindset
- GA 8: Entrepreneurial and innovative

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