1. Course Code: HR 601	**2. Course Title: Human Resource Information System**

3. Course Overview

Today, technology is the new vehicle, which brings information about people, to use in business. Managers and employees can now access the information and make decision based on them. Organizations have tried to implement computer application for employee information system that helps to increase efficiency, storage, record, and report. To increase HR professionals' productivity, reduce cost, save time and deliver quality HR services, Human Resource Information Systems (HRIS) are now present in a majority of firms. To match with the fast-paced changes in area of human resource management (HRM), employers nowadays look for specialized knowledge in their new hires such as HRIS savvy professionals, who could understand the integrated intricacies of HR functions for leveraging better, smoother and faster HR management.

Although every aspect of human resource management can be integrated through information technology, yet, HR professionals are looked-for to serve as subject-matter experts in system's analysis, design, implementation and operation. This course has been designed to prepare you for these expertise through understanding the integrated role of HR functions and developing some basic technical skills to unfold the nitty-gritty of HRIS. Thus, the course will help you to participate in all phases of the HRIS life cycle, right from conceptualisation to its implementation and administration. Besides these, you will also get to know the challenges and opportunities in conceiving, designing, testing, implementing and maintaining an effective HRIS in organisations.

In a nutshell, this course aims to make you understand and analyse the basic role of HRIS in the integration of HR functions through a single window. Once you understand the intricacies of this integrated role of HR functions in an HRIS, you would be able to conceive, design and develop real-time HRIS requirements, which will leverage your career ahead as an HR professional.

4. Learning Outcomes (LO):

After undergoing this course, the student will be able to:
1. Understand the basic concept of HRIS in relation to core HR functions.
2. Conceptualise, plan, and design HRIS through simulation and demo softwares.
3. Analyse critical data/information and their integration for smooth and proper working of HRIS.
4. Map & calculate HR metrics for managerial decision-making over HR issues.
5. Evaluate outsourcing or internal HRIS developing decisions in an organisation.

5. List of Topics/Modules:

Topic/ Module	Contents/ Concepts
Module 1: Introduction to HRM & HRIS	➢ Systems approach to HRM Functions, Need and importance of HRIS, HRIS Philosophy, Information Systems, HRIS Types – Concentrated, Distributed, Independent & Hybrid
Module 2: HRIS Planning, Implementation, Maintenance & Control	➢ HRIS Architecture, HRIS Customers/Users, HRIS Planning: System Development Life Cycle (SDLC) HRIS Design, Working with Vendors, HRIS Implementation, Maintenance and Control
Module 3: Working with HRIS	➢ HR Verticals as HR Functions, Linking HR Functions through DBMS/RDBMS, Exercises on Dashboard, Key Data Generation, Transaction Screens and Executing HR Transactions, Creating Report Formats, Generating HR Reports
Module 4 : Decision Making through HRIS	➢ HR Metrics & Workforce Analytics: Mapping HR Metrics in HRIS, Cost-Benefit Analysis, HR Shared Service Centers and Self-service HR Portals, Creation of Employee Self-service Dashboard
Module 5: Contemporary Practices, Legal & Security Issues in HRIS	➢ HRIS Outsourcing, Information Security & Privacy in HRIS, Operational, regulatory and legal aspects of an HRIS, Working with Demo Version of HRIS Softwares: "HRCube"

6. Evaluation Criteria:

Component	Description	Weightage %
Class Participation	It will involve attendance, punctuality, attentiveness, responsiveness, proactivity and preparedness in each session. You will be assessed on these dimensions.	10
Assignments	Assignments based on excel and access exercises alongwith write-ups will be administered in this part.	10
Quiz	There will be two quizzes and average of both the quizzes will be considered for the assessment.	20
Group Project	This is a group task, each group will be studying an integrated or standalone HRIS vertical in an organisation. The students groups will notify the organization name to course instructor in advance. The same would be presented in the class and you will be assessed based on your individual as well as group contribution.	20
End-term examination	This will comprise case analysis, conceptual and application based questions.	40

7. Recommended/ Reference Text Books and Resources:

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

Reference Books
1. Badgi, S. M. (2016). Practical Guide to Human Resource Information Systems (1ed.). Delhi: PHI Learning Pvt. Ltd.
2. Gupta P. K., Chabra S. (2004). *Human Resource Information System.* (1ed.). New Delhi: Himalaya Publishing House. (Please refer as **PKGSC** in the session plan)

Web Resources
- **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:** A web portal that provides you an opportunity to experience HRIS hands-on

8. Session Plan:

Session	Topic	Requirements: Readings & Cases	Learning Outcome
Module I: Introduction to HRM & HRIS			
1	Introductory Session: - Course Overview - Assessment Components &Expectations - Systems approach to HRM Functions	PKGSC, Ch.1, Pp. 3-4	To understand how system approach is applied to HRM/HRIS. LO 1
2	Introduction to HRIS: - Need and importance of HRIS - HRIS Philosophy	Text, Ch.1, Pp. 5-19 PKGSC, Ch. 4, Pp. 43-49 Video on HRIS	To appreciate the need and importance of HRIS and its types. LO 1
3	Types of HRIS: - Information Systems – TPS, MIS, EIS, DSS - HRIS Types – Concentrated, Distributed, Independent & Hybrid	Text, Ch. 1, Pp. 21-22 PKGSC, Ch.3, Pp. 24-27	To unfold various info. system which are the integral part of HRIS. LO 1
4	Need of Information System in HRM	Case: HRIS at Canada Post	To know the need of HRIS for HRM. LO 1
Module II: HRIS Planning, Implementation, Maintenance & Control			
5	Exploring HRIS Architecture - HRIS Customers/Users	Text, Ch.3, Pp. 60-67 Reading: The Post of an HRIS Administrator	To understand the user interface with HRIS. LO 2
6	HRIS Planning**:** System Development Life Cycle (SDLC)	Text, Ch.4, Pp. 98-117 *Guest Lecture*	To comprehend the HRIS development. LO 2
7	HRIS Design - Working with Vendors	Text, Ch.5, Pp.125-44	To design HRIS system and vendor selection & management. LO 2
8	HRIS Implementation, Maintenance & Control	Text, Ch.8, Pp. 215-29 Ch.9, Pp. 259-70	To learn implementation of HRIS S/w. LO 2-3
9	Implementing an HRIS	Case: ABC Finance	-Do-
Module III: Working with HRIS			
10	HRIS as an Integrated HRM System: - HR Verticals as HR Functions	PKGSC, Ch.4, Pp. 45-46	To outline the integration need in HR verticals. LO 3
11	- Linking HR Functions through DBMS/RDBMS for Integration	Text, Ch.2, Pp. 36-48	To learn the integration of HRM functions. LO 3
12	Exercises on HR Verticals: HR Dashboard	MS-Excel/Access	To create emp. data. LO 3
13	Key Data Generation in HRIS Creating Transaction Screens Executing HR Transactions	MS-Excel/Access	To develop HR dashboards & pass HR transactions through HRIS. LO 3
14	Creating Report Formats Generating HR Reports in HRIS	MS-Word/Access	To create report formats and report generation. LO 3
15	Customized vs. Generalized HRIS	Case: Geant's HRIS Dilemma	To appreciate the HRIS process ownership. LO 2-3
Module IV: Decision Making through HRIS			
16	Workforce Analytics: - Mapping HR Metrics in HRIS	Discussion & Exercise Text, Ch. 6, Pp. 153-69	To map HR metrics in HRIS. LO 4
17	Cost justification in HRIS and Cost-Benefit Analysis (CBA)	Text, Ch. 7, Pp. 179-94	To use CBA techniques for justifying investment in HRIS. LO 4
18	HR Shared Service Centers and Self-service HR Portals	Text, Ch.10, Pp. 291-94	To evaluate the cost savings via ESS. LO 2 & 4
19	Exercise on Creating an Employee Self Service Dashboard & It's Ingredient	Exercise: ESS	To create ESS and appraise its functioning with other HR verticals. LO 2-3-4

Module V: Contemporary Practices in HRIS			
20	HRM/HRIS Outsourcing Information Security & Privacy in HRIS	Text, Ch.10, Pp. 302-10 Text, Ch.16, Pp. 531-33 Case: XYZ Univ.	To understand HRM/HRIS outsourcing & appreciate the Information Securities Issue in HRIS. LO 5
21	Working with Demo Versions of HRIS Software: "HRCube"	Exercise: HRIS S/W Demo Version: HRCube	To experience the HRIS software to summarize the learning from HRIS course. LO 2-3-4
22	Operational, regulatory and legal aspects of an HRIS	*Guest Lecture*	To appreciate the HRIS legal & operational framework. LO 2 & 5
23-24	Group Presentations	PPTs	To relate HRIS at different organisations. LO 1-5

Case Briefs:

Case 1: HRIS at Canada Post
This case highlights needs and importance of HRIS in organization, presenting before and after scenario which convinces the stakeholders to ensure that the HR operations can be efficient and effective through HRIS.

Case 2: ABC Finance
The case focuses on the HRIS planning, designing and primarily on its implementation. It would deal with issues like what whether it would be generalized or customized HRIS, what would be the users' requirements, its architecture and phase-wise its implementation.

Case 3: Geant's HRIS Dilemma
This cases poses a situation wherein a company's HR stakeholders are divided over the development of internal vs. outsourced HRIS software. Various key factors are used as proxies for this critical decision.

Case 4: XYZ University
This case unfolds various issues of information security and confidentiality of data in HRIS. What makes an HRIS secured from the database point of view, is the core focus and how the users can master and practice those skills to keep the HRIS clean, confidential and secured while managing HR.

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