Resource Person: Attique Ahmad (attique63@gmail.com)

Semester: Fall, 2016

Course Title: Human Resource Information System

Course Code: XH-640

Course Type: Core

Pre-Requisite: MO, OB

Counseling Hours: Lecture Days

Program Head: Aizza Anwar

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Prepared By**(Resource Person) | Attique Ahmad |  |  |
| **Checked By**(Program Head) | Aizza Anwar |  |  |
| **Approved By**(Director SPA) | Dr. Naveed Yazdani |  |  |

**Course Description**

The collection and use of information has long been recognized as a potential source of added value to organizations. Human resource management information is pivotal to the strategic planning and subsequent success of the organization. Thus, the subject focuses on the primary activities performed by the human resources (HR) function and how human resource information systems (HRIS) can be developed to support these activities. Assessment includes quizzes, assignments, class participation, case studies, group projects and mid/end term examinations.

**Format of the Course:**

Twice a week lectures aided by video clips, cases studies and in class situational analysis. Weekly readings will supplement lecture material.

**Course Instructional Objectives**

This is an advanced course for students specializing in human resource management. The learning outcomes address both the knowledge and skills to design and implement effective HRIS system in today’s modern organization or to critique and improve existing system already implemented. The outcomes also address the specific skills to conduct GAP analysis and the business process reengineering. The course materials are designed to be relevant for a human resource professional in either an organizational or consulting capacity.

**Course Student Objectives**

1. HRIS is a cross-disciplinary subject and encompasses two critical areas, namely, Human Resource Management (HRM) and Information Technology/Systems (IT/IS). With the emergence of Enterprise Resource Planning (ERP) System that seamlessly integrates various business modules within the information architecture of any business enterprise, HRIS has become a critical area of attention for management professionals.
2. Undertaking this course will allow the students to build on, and expand, their knowledge of HRIS from a theoretical and a practical perspective. In addition, the HRIS assessment items expose students to a variety of HRIS issues and subsequent application problems. Thus, the content allows students to consolidate previous areas of interest. It also encourages the students to reflect upon and apply current knowledge and understanding of theoretical concepts to contemporary organizational HRIS issues.
3. This course provides students with a comprehensive look at the current issues and methodologies that are used in the HRIS design, selection, integration and implementation process. Emphasis is placed on how to align the HR and IT functions with the overall business strategy of the firm.

**Course Contents:**

The content for this course has 5 major parts / areas that would be covered with the following sequence. Details of each topic covered in these areas are mentioned in calendar of activities:

|  |  |  |
| --- | --- | --- |
| Sequence | Major Topics / Areas | Approximate time |
| 1 | Introduction to HRM and HRIS/ Database concepts | 3 Lectures / Sessions |
| 2 | Determining HRIS needs | 3 Lectures / Sessions |
| 3 | HRIS Implementation | 2 Lectures / Sessions |
| 4 | HRIS Application | 3 Lectures / Sessions |
| 5 | Special Topics in HRIS | 1 Lecture / Session |

Following is the session-wise breakup of the course:

**Session 1: Introduction**

One-to-one introduction

Course Introduction, Teaching & Assessment Methodology

Distribution of Course Outlines

Discussion on Course Outline

Setting up of Norms

Dividing the class in 4 to 5 Study Groups which will remain till the completion of the course

Brief discussion about HR/IS system

**Session 2: Evolution of HR and IS system**

**Reading 1:** Chapter 1 of the text book / Hand-outs

**Introduction to HRIS:**

* Evolution of Human Resource Management
* Need for HR / IS
* What is HRIS
* The role of information technology
* Why Need HRIS

**Learning Outcomes**

The main learning objective of this reading is to provide an introduction to the fields of human

resource management (HRM) and information technology (IT), and the combination

of these two fields into human resource information systems (HRIS). More over the readings would also provide insight of role of information technology in HR and how its helping HR to achieve its strategic goals and objective.

**Session 3: Database Concepts and Applications in Human Resource Information Systems**

**Reading 2:** Chapter 2 of the text book

Management Information System

Data /information/ knowledge

Database concepts

* Tables
* Records
* Forms

Database applications

*In-Class Group Discussion*

1. *Role of HRIS Manager*
2. *Job Description of HRIS manager*

**Learning Outcomes**

These readings provide basis for understanding of the database management system. The components of the database, tables, records, fields and relationship. Moreover it would also provide insight of management information system and its use in today’s business. By reading

these chapters students will also be able to understand that how data is converted in information and how this information can help in decision making.

**Session 4: Considerations in the Design of an HRIS**

**Reading 3:** Chapter 3 of the text book

System considerations in designing HRIS

HRIS architecture

* Two tier architecture
* Three tier architecture
* N-tier architecture

System implementation process

**Learning Outcomes**

These readings will highlight the key issues in designing of the HRIS system. Moreover it also provide formal plan for the implementation of the system from the project management perspective.

**Session 5: Need analysis and cost justification of HRIS**

 **Cost Justifying Human Resource Information Systems Investment**

**Reading 4:** Chapter 4,5,6 of the text book

HRIS – Need analysis

SDLC (System development life cycle)

Creating and using DFDs

BPR (Business process re-engineering)

Gap Analysis

Cost justification HRIS

**Learning Outcomes**

Readings would enable students to understand process of gathering the requirements for the HRIS and linking it with the organizational goal. Moreover, the session will also be aided with the additional material on BPR and Gap analysis. Students will also develop the understanding of the actual and hidden cost of the HRIS project.

**Session 6: HRIS implementation and change management**

**Reading 5:** Chapters 7,8,9 of the text book

HRIS implementation process

Change management

Maintenance

*In-Class Activity (10 marks)*

*Situational analysis and problem solving exercise in light of the topic(s) covered in the lecture.*

**Learning Outcomes**

Readings would enable students to understand implementation process and issues associated with the implementation. How, some of the techniques like change management can prepare people and organization for the massive change that HRIS would bring in. Moreover, the session will also be aided with the additional material and case studies from Harvard Business Review.

**Session 7: Demo of the HRIS application**

*Demo of HRIS application would be provided in the class or would be arranged through a consultant.*

**Learning Outcomes**

Student will be presented a real HRIS application. It would help them to understand that how HRIS application works. Focus would be on the following screen shots

Input (data)

Processing

Output (reports)

**Session 8: Research work - Presentations**

*In-Class Activity (20 marks)*

Students will be provided a research topic in advance which they would present in the class in an interactive session.

**Learning Outcomes**

Students will be exposed to real time business problem and they would be asked to present a solution.

**Session 9: HRIS Administration, Talent Management, Job Analysis and Human Resource Planning**

**Reading 6:** HRIS Chapter 11 of the text book

* Job Analysis and HR Planning
* Strategic choices
* Recruitment methods
* The selection process

**Learning Outcomes**

In this session the students will learn how HRIS can help in talent management and Job analysis and human resource planning.

**Session 10: Recruitment and Selection and HRIS**

**Reading 7:** Chapter 12 of the text book

Recruitment and selection

In internet context

Social Networks

*In-Class Activity (10 marks)*

*Cases for discussion*

*Situational analysis and problem solving exercise in light of the topic(s) covered in the lecture.*

**Learning Outcomes**

Students will learn how HRIS supports recruitment process. Moreover, students will also be exposed to new way of hiring through social networks.

**Session 11: Training and development with HRIS**

**Reading 8:** Chapter 13 of the text book

Training and development issues and HRIS application

**Learning Outcomes**

Readings would enable students to understand the how HRIS supports the training and development function. Metrics would help them to determine the cost and ROI of the training programmes.

**Session 12: Payroll, Compensation, benefits and HRIS**

**Reading 9:** Chapter 13 of the text book

**Compensation &Benefits**

**Payroll System**

**Tools and techniques**

**Learning Outcomes**

Readings provide sufficient details of integration of payroll, compensation and benefits with the HRIS system.

**Session 13 Emerging trends and future of HRIS**

**Reading 10:** Chapter 14,15,16 (Chapters reading for reference purpose)

Future of HRIS

Information Security and privacy

Emerging trends in HR and IT, Manager self service

**Learning Outcomes**

This session focuses on the fundamental of the information security related to HRIS system. Moreover the readings would also highlight some of the emerging trends in HRIS and IT

**Session 14 & 15: Dedicated for the Project presentations group wise and submission of the formal report related to the project**

**Learning Outcomes**

Three sessions with HR personnel from three different industrial sectors will give students opportunities to directly interact with the corporate world and to learn the contextual differences between performance management systems of different industries.

**Recommended Book (s) & Text:**

A comprehensive Course Pack with selection of readings from reputed texts on the subject will be provided.

**Text Book**

* Michael J. Kavanagh and Mohan Thite

Human Resource Information Systems

Basics, Applications and Future directions (2009)

**Reference Book**

* Brave new world of eHR

Hal G. Gueutal and Dianna L. Stone

**E-Resources:**

**HRIS/ HRM-related Web Sites:**

http://www.ihrim.org/

http://www.shrm.org/

http://www.shrm.org/hrlinks/intl.htm

http://www.shrm.org/hrtx/

Oracle/ Peoplesoft http://www.oracle.com/applications/peoplesoft-enterprise.html

<http://www.sap.com/solutions/business-suite/erp/hcm/index.epx>

**ASSESSMENT METHODOLOGY**

|  |  |
| --- | --- |
| Assignments | 10 |
| Quizzes  | 10 |
| Class participation/Case studies | 10 |
| Midterm exam | 20 |
| Final term exam | 30 |
| Final ProjectGroup exercise in which students will work on real business situation and will provide solution in light of the concepts learnt during the course. A formal project report will be submitted by each group.Project guidelines and outline of the project would be provided in the 7th Session. | 20 |
| Total | 100 |

**CALENDAR OF ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session** | **Sub-Topic** | **Readings** | **Activities** |
| 1 | Brief discussion about HR/IS system |  | Amic test(General personality test) |
| 2 | Introduction to HRIS* Evolution of Human Resource Management
* Need for HR / IS
* What is HRIS
* The role of information technology
 |  |  |
| 3 | Role and responsibilities of HRIS ManagerManagement Information SystemData /information/ knowledgeDatabase concepts Database applications | Ch – 1 to 2Text book | Job description of HRIS Manager |
| 4 | System considerations in designing HRISHRIS architecture* Two tier architecture
* Three tier architecture
* N-tier architecture

System Implementation Process* Planning
* Project manager
* Steering committee
* Implementation team
* Go live
* Evaluation of pitfalls
 | Ch – 3Text book | Business Case I |
| 5 | HRIS – Need analysisSDLC (System development life cycle)Creating and using DFDsBPR (Business process re-engineering)Gap AnalysisCost justification HRIS | Ch – 4,5,6Text Book | Business Case IIQuiz 1 |
| 6 | HRIS Implementation* IT perspective
* HR perspective

Change management* Implementation
* Integration
* Maintenance
 | Ch -7 and 8Text BookSome additional material will be provided in the class | Video Clip – Impact of integrated information system on company’s business |
| 7 | HRIS DemoGuidelines for research workGuidelines for final project (project outline) |  | Overview of the HRIS application. |
| 8 | Group Presentations(Research Work) |  |  |
| 9 | HRIS AdministrationTalent ManagementJob Analysis and HR Planning* Strategic choices
* Recruitment methods
* The selection process

*Tip of the day* | Ch – 9,10Text BookSome text from E-Book |  |
| 10 | Recruitment and selectionIn internet contextSocial Networks | Ch - 11 | In Class - Practical exerciseQuiz 2 |
| 11 | Training and development issues and HRIS application | Ch - 12 |  |
| 12 | Compensation &BenefitsPayroll SystemTools and techniques | Ch – 13 |  |
| 13 | Future of HRISInformation Security and privacyEmerging trends in HR and IT*Tip of the day* | Ch – 15 and 16 | Video Clip – Way Forward |
| 14 | Project Presentations |  |  |
| 15 | Project Presentations |  |  |