

Human Resources Information System

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ABSTRACT

Human Resources Information System is a form of intersection/meeting between the fields of human resource management and information technology. Meanwhile, the Human Resources Information System is a computer application program that organizes the management and management of Human Resources in a company to support the decision-making process by providing various necessary information. The purpose of this article is to explore the meaning, the function or benefits, the characteristics, the components, and models of information systems. In simple terms, it is a systematic procedure for collecting, storing, retaining, retrieving, and validating the data needed by an organization about its human resources, personnel activities, and characteristics of its organizational units. Human resource information systems have two main objectives, increasing efficiency and multiplying productivity and have the characteristics, timely, accurate, concise, relevant and complete. It is basic components consisting of input, process, and output. The model may be varied, in university, SIAKAD model is well known.

1. Introduction

Human resources (HR) are potential assets owned by an organization and play an important role in achieving organizational goals. Both business organizations and government organizations want their human resources to make the greatest contribution to the organization. To achieve goals and realize organizational plans through human resources (HR), several supporting aspects are very necessary, one of which is the implementation of an adequate information system.

An information system can be defined as a system within an organization that is a combination of people, facilities, technology, media, procedures and controls intended to obtain important communication channels, process certain types of routines, provide signals to management and others. to important internal and external events and provides a basis of information for fast and appropriate decision making.

An information system is a system within an organization that meets needs, processes daily transactions, supports operations, is managerial and strategic activities of an organization and provides certain external parties with the necessary reports.

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Human resource information system (SISDM) or human resource information system (HRIS) is an information system to support activities in the human resource function, human resource information system is also said to be a systematic procedure for collecting, storing, retaining, retrieving and validate the data needed by a company to improve human resource decisions.

Human resource information systems are able to improve performance when the need for fast, precise information and the availability of data for the decision-making process is required. Ais Zakiyudin, explained that the existence of computer facilities has simplified the task of analyzing very large amounts of data and has become an invaluable aid in human resource management, from payroll processing to data or document storage, with computer hardware, software and databases, an organization can not only store records and information better, but also to retrieve them with great ease.

Based on this, mastery of information systems is an absolute demand in an organization and the success of an information system implemented in an organization depends on the quality of the information system itself and its human resources.

2. Literature Reviews

2.1 Human Resources Information System Concept

1. Understanding Information Systems

According to Tata Sutabri, an information system is a system within an organization that brings together daily transaction processing needs that support the managerial operational functions of an organization with the strategic activities of an organization to be able to provide certain external parties with the necessary reports.

Azhar Susanto states that an information system is a collection of sub-systems, both physical and non-physical, that are interconnected with each other and work together harmoniously to achieve one goal, namely processing data into useful information.

Based on the definition above, it can be concluded that information is the result of data that has been processed and then turned into a form that is meaningful and more useful according to certain needs and can be used for decision making for the recipient.

2. Understanding Human Resources

Human resource management is related to managing people through organizational activities and operational functions. Thus, human resources can be defined as a process of planning, organizing, staffing, mobilizing and supervising the procurement, development, compensation, integration, maintenance and separation of workforce to achieve organizational goals.

Several expert views regarding the meaning of human resources. According to Malayu SP Hasibuan, human resources are the integrated abilities of an individual's thinking and physical abilities. His behavior and characteristics are determined by his heredity and environment, while his work performance is motivated by the desire to fulfill his needs. Meanwhile, according to Gomes, human resources are one of the resources in an organization, including all people who carry out activities.

According to Soni Sumarsono, human resources have two different meanings namely, firstly, HR is a work effort or service that is provided with the aim of carrying out the production process. In other words, human resources are the quality of effort carried out by someone within a certain period of time to produce services or goods.

Related to the first thing, the second definition of HR is where humans are able to work to produce services or goods from their work efforts. Being able to work means being able to carry out various activities that have economic value, or in other words, these activities can produce goods and services to meet life's needs. In simple terms, human resources (HR) are productive individuals who work as drivers of an organization, both within institutions and companies, who function as assets and therefore must be trained and developed their abilities.

2.2 Understanding Human Resources Information Systems

The human resources information system is an information system to support activities in the human resources function. This function was previously called the personnel department function, now the name has been changed to the human resources function to show that humans in the organization are an important economic resource.

Veithzal Rivai Zainal, et al provide the definition of a human resources information system (human resources information system) as a systematic procedure for collecting, storing, maintaining, retrieving and validating the data needed by a company to improve its human resource decisions. In other words, a human resource information system has the ability to obtain the information needed or the choices of many people which are more related to human resource planning activities. A human resource information system is a computer application program containing a program (system) regarding human resource management that can help a company smoothly achieve its goals, because this application program can process data quickly and accurately too.

According to HM Yani, a human resource information system is a series of processes that include collecting materials, summarizing and analyzing data, which is closely related to human resource management and HR planning . Handoko explained that a human resources information system is a systematic procedure for collecting, storing, maintaining, retrieving and validating certain data required by an organization regarding its human resources, personnel activities and work unit characteristics.

A human resource information system will be effective if it is able to produce sound human resource decisions. This system usually uses computers and other advanced technology to process data so that it can reflect the daily activities of a company which is produced in the form of information to make it easier for decision makers. Therefore, a human resource information system is an integrated system that provides information used in making human resource decisions.

The definition of a human resources information system expressed by Henry Simamora is a systematic procedure for collecting, storing, maintaining, retrieving, and validating data required by an organization about human resources, personnel activities, and the characteristics of its organizational units.

3. Methodology

This article was written using the descriptive-qualitative method. The qualitative descriptive method is a research method used to understand a phenomenon in depth by collecting non-numerical data, such as words, images or documents. This method focuses on the description and interpretation of the phenomenon being researched (Wijaya. 2018, & Moleong. 2014)

In the qualitative descriptive method, researchers usually collect data through observation, interviews, or document study. The data obtained was then analyzed in depth by identifying patterns or themes that emerged from the data that had been collected (Sugiono, 2009). The researcher then provides an interpretation of the results of the data analysis.

Qualitative descriptive methods are usually used in research that focuses on the subjective experiences of individuals or groups, such as research on people's beliefs, values, or views on a phenomenon. This method is also suitable for use in exploratory research or in building new theories about a phenomenon (Suharsimi, 2015).

4. Results and Discussion

The results of research conducted by Yolanda Ramirez and Angel Tejada concluded "A well-implemented human resource information system has the potential to enhance human capital efficiency in universities. The findings provide some insights into the performance and applications of human resource information systems in Spanish universities that could help human resource management practitioners to get a better understanding of the current uses, benefits and problems of human resource information systems, which, in turn, will improve their effectiveness in Spanish universities".

Furthermore, Yolanda Ramirez and Angel Tejada recommend that "A well-implemented human resources information system has the potential to improve the efficiency of human capital management. This study contributes to practical knowledge by helping professionals in charge of human resources management to better understand the benefits and barriers to implementing human resource information systems in universities, enabling the better future management of human resources in them. Likewise, this article provides managers with a greater understanding of the effects of human resource information systems on efficiency and shows that they represent a key factor in improving university performance."

5. Conclusion

1. Management information systems are created to support all processes in an organization including planning , organizing and controlling . A management information system must be able to provide information about the actual situation in the organization that implements it.
2. An HR information system or HRIS (Human Resources Information System) is an organizational unit consisting of individuals who process human resource data using information technology (computerization), which is a collaboration between human resource management science and information technology. With an HR information system, we can get the benefits of convenience in routine work, for example online attendance and e-SKP, e-Training, e-Banking, and the like.
3. The benefits of HR Information Systems play a very large role in helping to increase efficiency in terms of performance and time because the process is faster and easier and automated, helping to facilitate data management, especially data that is in large quantities and is done repeatedly, is easier to track, find and update, helps increase productivity, related to time and cost efficiency.
4. The functions of the HR Information System include: 1) Recruiting and Hiring , 2) Education and Training , 3) Data Management, 4) Termination of Employment and Benefits Administration
5. The characteristics of the information presented in the HR information system are timely , accurate , concise , relevant and complete .
6. The basic components of a human resources information system include: 1) Input function, namely entering employee data into the human resources information system, 2) Data maintenance function, namely after the data is entered into the information system, the data maintenance function will update and adding new data to the existing database, 3) Output function, namely output or information produced by a human resources information system whose output is valuable for information system users, because the human resources information system must be reliable.
7. Human Resources Information System Model, namely: 1) Input Subsystem , 2) Human Resources Database, and 3) Output Subsystem.

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