

## ROLE OF COMPUTER IN HUMAN RESOURCE MANAGEMENT

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### **Abstract:**

The main roles of computer in human resource management are decreasing time complexity, flexibility, record keeping problem etc. HRM system process lots of data everyday with the help of computer. This data processed easily without any fear of data loss so computer a vital role in human resource management system. The usage of computer in human resource management can be usually referred to as management information system. It can also be called as human resource information system. Usually what a computer does, it

converts all the data or we can say raw data into meaningful and usable information required by the manager to take decisions, and for planning and control. The information available can be provided to management more swiftly, computer also made big and sophisticated database available to the manager that can be used by him for making decisions.

**Keywords:** Human Resource System, complexity, flexibility, MIS, computer, decision making, planning.

### 1. Introduction:

Today the computers use in human resource system has been increased exclusively imagined only a long time ago. The decrease in cost of the company networks has resulted into the increase in the accessibility of the Internet and World Wide Web. This all means that by doing just a small work on computer, the company can link instantly to the various sources of information that are used to take about weeks and months to access anything. Not only the computer allows to access the information but also they allow the accessibility of the information to each other and their customers. The technology has become so much advanced today as such the price of the computer hardware has decreased that much that even these systems or computers are affordable for the smallest operation.

### 2. Human Resource System

Human Resource System is considered as a system that includes various things like the accession of various human resources,

health & safety, job specification, description of a job, analysis of a job, evaluation of performance, and all the things relating to human resources like experience, competence, bonuses, increments on yearly basis, and the cost associated with training and acquisition of human resources as well as the retention of human resources. All the information about all this is kept ready and made available to the manager of the human resource. They work in all the areas of the company like functional, manufacturing, sales, finance, advertisement, logistics, Research and Development. All the information is compiled processed stored and retrieved along with external agencies like wholesalers, dealers, suppliers, financiers and government officers etc. A human resource function which is system oriented integrates and correlates with all the other functions of the organization. Human Resource Management System or Human resource Information system maintains all the information which relates to all aspects of human resources of the organization and works as decision support making system. It takes input as raw data and gives the output

as information. It is considered as a system that analyzes, manipulate, store, acquire and retrieve the instant information with respect to the human resources of the organization.

### **3. Computer applications:**

Many organizations in the world follows a structure, with the use of multimedia personal computer, that allows the individual to handle many task that are routine administrative task that were once handles by human resources. This application of self service allows the employee to conduct a large number of functions of human resource to benefit the enrollment to develop through an online training program. When the companies design their Information System for performing more Human Resource Functions for themselves, the managers having human resource responsibilities will have more time to focus on the more significant components of the job such as counseling planning and controlling consequently making them as a more

impressive and valuable partner in decision making System.

### **4. Human resource planning:**

The major role of computer can be seen here in this human resource planning. A big amount of data is required for human resource planning. The top level authorities of the company want to prepare a long term strategy planning for human resources. Here the human resource management system provides all the necessary information required or needed by the manager for making important projections regarding the requirements of human resource.

### **5. Human Resource Acquisition :**

This major thing plays an important role here. It is completed by the recruitment and selection of the individual. Human Resource Information System is the way of providing a big help in internal posting of several jobs that can be done through recruitment process. This can be called as an internal source of recruitment, it requires complete

information regarding skill, training, knowledge, competence, educational qualification, experience etc which is made available to the human resource executive through human resource information system which enables him to enter into the vacant position by the way of transfer and promotions.

#### **6. Merits:**

As computers are having the huge capacity for the storage, maintenance and retrieval of information in a usable format, this has helped the human resource department in becoming the human resource information system for the hospitality organizations. The information about the hospitality organization its most critical resource, office, its people division, manager whoever in the organization take the human resource responsibilities, is considered as very much important to the management decision making system. As we know managerial expertise and experience has its own value computer cannot be taken as a substitute for that but the computer has the ability of

providing the analytical data which is valuable and it also provides decision making support information which helps to improve your effectiveness when changing out the human resource responsibilities. Computer support us as the manager as we carry out the human responsibilities by performing a lot variety of time consuming task. For example: more of the work in human resource office is clerical and many of the routine-task can be made automated reducing the number of persons required for the task. Now let's think of the human resources function which is one of the biggest problems in the maintenance of the current data file on every individual in large organizations. In the gathering of information or in the recording of the information, if there is any backlog then this can result into inappropriate decisions.

Today the technology is used actually to make an office paperless, this means that no notes, no phonebooks, no notepads, no day planner. It will deal with human resource functions such as hiring of individuals, recruitment, performance appraisals, skills test, training and the benefits administration

and development training can all be done without paper. Now looking forward to this idea of no paper might sound somewhat strange but there are several advantages that one needs to consider before rejecting this idea of no paper. The first one is increased efficiency of the storage and it is cost effective too. It helps in improving the accuracy of data as there the chances of human errors but not now. It also saves time and maintains the security of data. Lastly it also helps in improving workplace communication. The computerized system we can say has given the value to the human resource development system and management by giving them the opportunity to emerge as a power in the organization. Now the electronic mail, computer to computer links and video conferencing and all have brought the transformation to all the human resource functions. It has also brought down the overhead cost incurred.

#### **7. Demerits:**

Privacy: The privacy of the employee matters here a lot as the employee entrust

the company with the personal information. Everything about him provided by him from private health information and marital status everything gets stored in the human resource management system. Several individual of management can have access to that information. And it can also happen like a non management employee may get engaged in identity theft. Such a type of breach of security can make you in legal problems.

This refers to the huge amount of data that the system can contain so that one finds it difficult to analyze. So one can do a separate analysis for the separation of meaningful data from the raw data. For example: if the turnover of the company need to be analyzed in relation to the levels and the system may not be that much sophisticated and find difficulties in generation of reports that identify patterns and then you may need a advance software outside the human resource management system. Some more demerits are listed as below:

- a) Human error while inputting information.
- b) cost of technology, as needed every time to update the system malfunctions and the insufficient applications

c) Finding a specialized one with specified knowledge in this particular area.

### **8. Literature review:**

Organization considers people and employees as their business resource. Recruiting, managing and hiring individuals come under this only. It coordinates employee benefits and suggests employee training and development strategies. In this aspect, In the isolated business function, HR professionals are treated as the consultants not workers. As they also provides suggestion in various issues related to employee and help the organization in achieving its goal. Therefore, it is very necessary to have a computer based Human Resource Management System which has the ability to go through various things related to recruitment process, like screening, tracing and reporting on application processes.

### **9. Conclusion:**

This overall content signifies the scope and relative impact of Technology usage on the function of Human Resource Management in organizations from various sectors. It has also considered and taken into account the usage pattern of diverse IT tools for performing different HRM Functions in organization. Based on the survey data, the result firstly indicated that IT has significant effect on every sector of management in planning task and, secondly, that kind of IT used varies extensively for the task of recruitment and maintenance and development functions. The overall paper and study also go with the use of IT that is important in the organization for their HRM activities. And the upcoming Future practical studies should also examine the impact of IT on additional HRM functions in various organizations to make a broad evaluation in the other part of the world. Furthermore, in India this study could also be conducted with more broadness and can be made intensive in terms of HRM Functions and IT tools.

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