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HUMAN RESOURCES INFORMATION SYSTEM IN THEORY AND EXPOSURE

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ABSTRACT

The study of the human resources information system is a study related to a system that collects and maintains data describing human resources, transform the data into information, and report the information to the user. With the study of this SIHRD will be able to know about SIHRD in theory and its application in Indonesia in particular.

Keywords: information systems, human resources, HRIS.

PRELIMINARY

Every company needs a particular organization is real data from all levels of management. The data is compiled and managed in an information system. One of the most important in the company's information system is Human Resources Information Systems / Human Resources Information System (HRIS / HRIS). Every large company must have the human resources information system (human resource information system). Human resource system to help businesses in developing the composition of staffing needs, identify potential new employees, keep employee records, track training, skills, and employee performance, and help managers develop plans in accordance with the compensation and employee career development.

Enterprise systems can help businesses to coordinate their staffing with production and sales activities and financial resources. Human resources responsible for attracting, developing, and maintaining the company's work force. Human resource information systems to support

activities for example mengidentifikasi potential employee, maintains a complete record, for each employee, and creating a program to develop the talents and skills of employees.

THEORY AND EXPOSURE

Definition of Human Resource Information Systems

Human sumber management is a process of addressing various issues on the scope of the employee, the employee workers, managers and other workers, in order to support the activities of the organization in order to achieve the specified goal. Section or unit of the usual care of tablespoons is the human resources department or can be called by the HRD. HR information systems (Human Resource information system) it self is a systematic procedure for collecting, storing, maintaining and validating the data that is needed by a company's ability to obtain informasi yang in need or choice of many people who are more in touch with the new HR planning activities.

While the management information system is built to support the process of running the organization, which is included in her, among others, the planning process, to organization and control. One part of the management information system that is important is the Human Resources Information System (HRIS), because human resources are the most valuable assets for the organization.

Human Resources Function

The human resource function has four main activities:

1. Recruitment and Admissions (recruitment and hiring). SDM helps bring new employees into the company by placing job advertisements in newspapers, etc. HR always follow the

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latest developments in government regulations affecting the practice and advising management personnel to determine the appropriate policy.

2. Education and Training. During the period of employment, HR can set a variety of educational and training programs that need to improve the knowledge and skills of employees work.

3. Management of HR data store database related to employees, and process the data to meet the information needs of the user.

4. Provision and Administration allowances. During an in employed by the company, they receive benefits such as, hospitals, insurance dentist, and profit sharing increasingly difficult administration.

Human Resources Information System is a computer application program containing the program (system) on human resources which can process data quickly and accurately as well. Human Resources Information System form the collection vehicle, peringkasan and analyzing data that is closely related to resource power manusia.Sumber relating to HR functions very much. So example, human resource assessment calendar notes-notes storage involves matters of employees throughout the organization , HRIS is a client database application server (network-based) As for some of the data that is processed, among others:

1. Data HR

-Biography

-Family

-Work

-Leave

-Education

-Expertise

-Language

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- Courses
- Interest
- Value of Training

2. Mutation

- Position
- KGB

3. Retirement

4. Reports related

HR information system is a set of processes that include the collection of materials, summarizing, and analyzing data closely with HR management and HR planning. As the supply of human resource assessment tools, HR information system allows perusahaan store inventory data and inventory management experts in a manner according to the needs planning HRD.

Specific benefits of the HR information system is to assess the supply of human resources include:

1. Examine the capabilities of current employees in order to fill the void that is projected in the company.
2. High lighting job positions at holders expect to be promoted, will retire or will be in Stop.
3. N to have turnover rate, registration, absent, performance, and issues a high that exceeds normal levels.

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4. Research the human resources to carry out research on issues such as employee turnover and absent, or finding the most productive place to reach prospective rocks.
5. Assessment of training needs to analyz individu employees job and determine which ones need further training.

Human Resources Planning

Problems facing human resource management today is the rapid changes taking place in the areas of government that impact the planning of its human power. It is basically an impact on the procurement of HR or HR placement at a location / unit in need. Therefore, basically in the process of manpower planning consists of three processes, namely:

1. The process of forming reapitulasi of data for analysis and simulation, which in principle will be processed from administrative data that is held to get an overview of the current human resource strength.
2. Procurement of human resources / recruitment, which in principle is almost the same as in the collection of biographical data, but in the scope of information that is smaller and followed by way of assessment / acceptance criteria.
3. The process of allocation / reallocation of human resources or redeployment which with enggunakan existing administrative data.

Sehubung with the proposed staffing system, there are many processes that can support the work of the above analysis, such as:

- Facilities to seek a structural position vacant
- Analysis of the most suitable candidates to sit on the job
- Analysis of the needs of workers in an organizational unit
- Etc

Scope of HR Information

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The scope of the reference information from the information system are:

- Biodata which will contain general data such personnel where, date of birth, address, religion etc.
- Rank the record all information relating to the history of rank personnel.
- Position the record all information relating to the history of personnel positions both functionally and structurally.
- The ability of language noting the following personnel speaking ability levels.
- Work Performance record all information related to the history of the assessment of employee performance.
- Choice award which records all officially recognized by the company
- Attendance record all activities of employee absent needs level.
- List family members of employees record all the data.
- Disciplinary Sanctions that records the entire sentence ever received by the employees concerned.

Model of Human Resource Information Systems

Model HRIS includes three substantive input:

- AIS (Accounting Information System). Provide data related to finance personnel.
- Human Resource Research.

Serves to collect data through specific research project. Example:

- analysis and job evaluation study each position in an area to define the scope and identify the knowledge and expertise necessary.

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□ Research complaint to make follow-up of complaints submitted employees for various reasons.

• Intelligent Human Resources.

Serves to collect data relating to the human resources of an enterprise environment that includes:

1. Intelligent government. Provide government data and information to help companies participate in various labor laws.
2. Intelligent supplies. Where supplies include company etc : insurance companies, and graduate placement agency universitasserta employment agency, which serves sebgai source of new employees.
3. Intelligent worker. Union labor or trade unions to provide data and information used in managing the employment contract between the union and the company.
4. Intelligent global society. Global community provides information that describes the source of local information such as, housing, education, and recreation.
5. Intelegant financial community, the financial community to provide data and economic information used in planning personnel.
6. Intelegant pesaing. Dalam specific industry knowledge and skill goes a specialty, such as, industr computer, the displacement of employees who frequently from one company to another.

Use of Computerized Process Compensation

Nowadays, information technology has been developing very rapidly and this technology can be relied on to help people in managing the organization / company. Computer and data communications into standard equipment to help people work more quickly and accurately. Typically, the HR department and the finance department consists only of a few people who have to manage the entire personnel administration. They only have a little time to calculate the salary to be paid, including all components calculate the salary and distributing paychecks

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to each employee. For them, it was a routine job at the end of each month. Computerized system to change the manual payroll system; calculation of salaries, loans, the cost of changing treatment, bonuses and other performance into a system that is faster, more accurately through a process digital data. Automatically process works will help in reducing the workload, generate reports quickly so as to increase productivity in the work to become more efficient.

Database in payroll compensation model

Definition database is a separate data set that can be shared by systems of different applications. In other words, the database is a collection of data separate and intertwined with each other (represented by attributes and data structures and relationships) in forming an information (Prahasta, 2001). Payroll database used to include data such as: class rank space, employee personal data, a list of basic salary, responsible for payroll, mandatory benefits, allowances, compulsory pieces, special pieces of employees, and the details of the salary component.

The steps of the process of transformation of the data is as follows:

1. Capturing of date

The collection of data by recording data that is necessary and has to do with the task at hand and still the raw data.

2. Veryfying of date

Check the correctness of records or data that exists, after verification that the data is correct and right then processed into information.

3. Classifying of date

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Classifying the data collected in different groups according to the desire of the wearer or those who require data.

4. Aranging of date or sorting

Placing or falsifies data into specific sequences in accordance with the needs of the wearer.

5. Summaring of date

The data has been collected shortened and compiled into a report or based on mathematical logic.

6. Sorting of date

Data storage form of reports that can be called or saved back when the data is needed.

7. Retrieving of date

Retrieve data that has been stored for information.

8. Communicating

Useful for transferring data from somewhere other groups.

9. reproducing

Reproduce the data as needed, by way of photocopy or magnetick disk.

CONCLUSION

Studies on the human resources information system used to prepare human resources statistical input and output analyze how labor / employee / inefficiency of resources in order to forecast demand and supply can be made and a comparison is made between the amount budgeted and actual amounts. The information system has an important role in supporting the HR function, especially inside dapartemen

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HR compensation administration section in the company. In the working process of determining compensation and planning required to be able to work quickly, precisely, and mutually agree. For this SIHRD in Indonesia is indeed the implementation and application has not been popular and there are many companies who do not know how important this SIHRD function.

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