

## Progress toward human resources information system

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### Abstract

Rapid changes in technology have affected businesses in various ways and organizations must look for means to manage their internal processes efficiently while preserving the integrity of each practice. In human resources point of view, this involves many transactions affecting HR related issues. Organisations are investing large amounts of money and reserves on HR software's. Human Resource Management (HRM), in an organizational perspective, is undergoing rapid change toward use of use Human Resources Information System (HRIS) as a strategic tool for their management purposes. HRIS integrate HRM and Information Technology.

This study aims to explore the extent of usage of a Human Resource Information System (HRIS) in an organizations analysing and emphasising the advantages that derives from the implementation of HRIS.

**Keywords:** HRIS, Human Resources, Information Technology.

Jel Code: O15, O32-3

### Introduction

*"An organization is as strong as the weakest person in it"*<sup>1</sup>

Ever since the creation of mankind to date, in any epoch or socio-economic system, in any culture or stage of social development, the most important source and the most powerful and sustainable driving force of every development step, in every field, has resulted to be the human capital. Human resources in an economic entity, private or public, are considered of critical importance for both management and owners, or other related parties. Human resources constitute a key element in the success and failure of an organization, making human capital of an absolute importance and irreplaceable. In the creation of revenues and values, in planning and strategic direction, in the success or not of each economic entity, it is clearly evidenced that the main determinant factor is human resources, both in the form of intellectual and physical capacities.

## I. Development of human resources

### 2.1 HR development – historical approach

*Work*, a word as old as mankind itself, comes from that time when man survived only

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<sup>1</sup> This expression is processed as a derivative outcome of the quote "A chain is only as strong as its weakest link" (idiom of unknown source)

by utilizing own strength and by the ability of thinking in order to transform the simple circumstantial sources into survival sources.

It all began from two sides, one mind, one man, one group of people... the human resource, the perfect work of God, to whom from the time of creation, full power was given over the natural riches that surrounded him. Man, a fragile and sensitive source, with his inexhaustible strength and constant contribution, has always managed to be the highest form of resources.

The word "*Labour*" derives from the Latin *Labor* which means *fatigue, strain* and it is attributed to the verb *Labare* – *to suffer under a weight*.

Of course, nothing has been simple ... on the contrary, human development in relation to work has been and remains a long battle of challenges and struggles, sufferings and failures, revolutions and successes in an effort to survive or create prosperity.

The experience and the nature of human development has gone through many stages during the creation of humanity, from the most primitive forms of human contribution of our ancestors, up to nowadays, where the human resources are receiving more and more special attention and treatment. Early human development was motivated by the need to survive; to create life needs for oneself and the family. Learning consisted in creating simple to use tools, made of wood or stone and their usage in the interest of survival. Exactly the survival and the confrontation of man with unfamiliar and dynamic circumstances along that journey called "life", led to the gradual development of man as a resource and reformed his knowledge of himself and the environment (as a resource). Early activities of processing raw materials (wood, stone or metal) enabled man and increased his demands to produce practical and as convenient as possible tools in order to increase the productivity of life processes and the effective use of natural resources. The extraordinary production capacities, creative ability and the ever-expanding demands to develop and adapt to timely changes, the contribution and dependence of success upon human labor have been some of the key factors that have clearly identified man as the main economic resource at every stage of social development.

Earlier called "personnel" the human resource was considered a service to the organization to achieve the objectives, and the human capital was not considered an integral part of its functional objectives and was not treated by its importance or value as other sources of the organization. The only data stored in the staff register consisted of information such as name, address, contact number and a brief history of employment. In the absence of technology and information tools, personnel records were kept manually, often using a simple indexed-file or personal-file system. Human Resource Management was inexistent and the staff department was a body without authority in itself and limited in terms of interaction with the business objectives of the organization.

World War II could be considered as a breakpoint, a moment when entities began to become aware of the absolute importance of human resources in the success or not of the organization. The distinctive individual characteristics of human resources indicated and motivated the necessity of following a formal selection process in the exclusion of human resources. This process evidenced and increased the importance of the staff department. Until before the 60s, the time at which technological

developments enabled the electronic database, information about personnel was still kept manually in the personal file.

## 1.2 Human Resource is the most important resource of an organization

“Our employees are the key competitive advantage and in order for us to fulfill our mission, our internal objective is to create sustainable work teams composed of highly talented individuals” ... “Credins Bank recruitment process is a highly important process, since the people we hire will be key to the fulfillment of our mission” (Angoni, 2018).<sup>2</sup>

Organizations whether private or public, can be defined as: “objective-oriented socially owned entities intentionally designed as structured and coordinated activity systems and are related to the external environment”.<sup>3</sup>

The term human resources was created for the first time in the 1960s when the value of labor relations began to draw attention and when notions such as motivation, organizational behavior and evaluations of selection began to take shape.<sup>4</sup> Human resources are defined as “the group of individuals who constitute the work force of an organization, economic sector or an economy as a whole”.

Human resources are the most important asset in an organization/entity. The term “human resource” is used to describe people who are working in an organization, as well as the department responsible for managing human resources, a department which in today's time turns out to be a critical<sup>5</sup> component of employee welfare in all the organizations, regardless of its size.

Shifting and increasing the focus of human resources management in terms of manual labor contribution, has resulted in high profitability for the organization. The management needs to devote an increasing importance to the contribution of knowledge of the work and of the employee (Drucker, 1999, p.135).

Intellectual capital turns out to be of a crucial and growing importance in enhancing innovation and productivity growth, enterprise competitiveness and economic performance. Intellectual capital includes a number of components, including research and development; technology and intellectual property rights; *human resources*; organizational structure and workplace; marketing networks; consumers and suppliers networks; and software.<sup>6</sup>

Different international organizations, considering the high social sensitivity to human resources, are increasingly paying attention to the quality aspects associated with and accompanying human resources, aspects such as: quality and conditions of work environment, dignified treatment and protection of the human resource, adequate

<sup>2</sup> <https://www.bankacredins.com/index.php/karriera/> (10.06.18).

<sup>3</sup> Retrieved from “Introduction to Organisation Theory”, Rosa Chase, 2016, online web source: <https://slideplayer.com/slide/10543433/> (21.08.18).

<sup>4</sup> <https://www.humanresourcesedu.org/what-is-human-resources/> (24.06.18).

<sup>5</sup> <https://www.entrepreneur.com/encyclopedia/human-resources> (23.09.18).

<sup>6</sup> Sergio BINI – The Management of Human Resources and Organisation Welfare (notes from lectures) – LUMSA CdL LM87 (2016-17), from: <https://www.lumsa.it/sites/default/files/UTENTI/u261/BINI%20Sergio%20Dispensa%20GRUeBO%20LUMSA%20LM87%20%28aa%202016-17%29%20%28fin%202017%2004%2030%29.pdf> (15.09.18).

reward of human contribution, special health-related or safety-related treatments, incentive packages, etc.

The OECD<sup>7</sup> is one of the organizations that, among many other global aspects, is very active in relation to human resources. In one of its reports<sup>8</sup> on intellectual capital measurement and reporting, the OECD has developed a framework for measuring work quality in three dimensions of objective indicators:

1. The quality of the remuneration as a means for measuring how much labor income contributes to the well-being of workers, taking into account the average salaries in the equity of purchasing power, as well as their distribution;
2. Protection in the labor market, to measure the probability of loss of employment and in case of receiving subsidy to mitigate the resulting economic shock;
3. Quality of work environment, to measure the non-economic aspects, including the nature and content of the performed work, working hours and working relationships.

Human resources are widely seen as an integral part of the creative value process of an organization and as an asset that creates and carries competitive advantages.

### **2.3 Human Resource Management – a growing necessity and challenge**

Human Resource Management is a contemporary term used to describe the direction and development of employees in an organization/entity. Continuous assessment of the effectiveness (efficiency) of an organization brings the need for continuous growth and development of human resources. Traditionally, the role of human resource professionals in many organizations has been to serve as systematic police leverage to the executive management (Heathfield, 2018).

The HR leadership role is visibly developing and is undergoing a significant transformation regarding the current approach and vision for the future, aligning the latter with the vision for the future of the organization itself. The focus of HR professionals is increasingly focusing on strategic contribution in synchrony with the organization's own strategic objectives, with the aim of promoting and achieving business success to the same organization. More than a cost-oriented or administrative-oriented manager (from where the concept itself is born), HR professionals are now orienting their contribution towards the assessment and improvement of human capacities, enhancement of strategic benefits stemming from employees' contribution and maximization of the employees' satisfaction.

Human resource management focuses on a number of key areas or processes<sup>9</sup>, including:

- planning and recruitment process of staffing;

<sup>7</sup> Organization for Economic Co-operation and Development (OECD) is an intergovernmental economic organization with 36 member states, founded in 1961 to stimulate economic progress and world trade (10.06.18).

<sup>8</sup> OECD, 1999, "Measuring and Reporting Intellectual Capital: Experience, Issues, and Prospects", International Simposium, Amsterdam 1999, from: <http://www.oecd.org/sti/ind/2750309.pdf> (10.06.18).

<sup>9</sup> From: <https://www.humanresourcesedu.org/what-is-human-resources/> (24.06.18).

- training and learning;
- organization development;
- compensation and benefits;
- employees and work relationships;

Equally important in HR Management are:

- audit / inspection of HR;
- HR accounting;
- aspects of HR maintenance and training, such as: motivation, career development, health and insurance plans, pension plans, etc.

We mentioned above the key areas of human resource management, areas that individually are comprised of a series of specific HR management processes. The specific characteristics of each field, process or sub-process and the need to maximize efficiency in the specific direction of each individual process related to the HR direction, has led to the creation and development of a significant number of HR related specific professions.

In addition to the considerable number of areas and processes that accompany human resource management, there are a number of other factors that influence and condition the further creation and development of specific professional roles that engage in HR management, among which the following are to be mentioned:

- the size of an organization/entity;
- the number of human resources, the complexity and the role played by the human resource in the organization;
- the degree of dependence of the economic activity of an organization or economic sector on human resources;
- the specific weight of human resource versus other resources contributing to the economic activity of an organization/entity;
- specific social-cultural characteristics of the country where the organization operates;
- the economic and welfare level of the country where the organization operates;
- the social responsibility of the organization, its organizational behavior and internationalization;
- the level of development and the characteristics of legislation applicable to HR in a given country;
- the characteristics of the national and global market where the organization operates;
- etc.

Considering the common features between some aspects and processes of human resource management, among the most common roles / titles of specialized professionals engaging in specific processes of human resource management, we mention:

- human resource manager;
- employment service manager;
- benefits' consultant / specialist;
- job analysis and rewards specialist;
- staff specialist;

- training and development specialist;
- employment manager (recruitment);
- etc.

For more than 50 years, human resource management has received a special attention, precisely because of the absolute importance of human resources in an organization. Numerous are curricula, programs, training, basic and advanced schools, state institutions and NGOs, global standards and conventions, all created to help build and strengthen the educational base, as well as the support and professional development of roles that relate to the direction of human resources.

The management of human resources remains a dynamic field in continuous improvement and development, just as human resources are. The dynamics of the organization's development and strategies to respond to the direction of changes that development brings to an organization, pose increasing challenges to the HR manager profession. Achieving an optimal balance between the changes and the strategic needs of the organization would maximize the satisfaction of the HR and their positive approach to change. It is the responsibility of HR leaders that the organization's most important asset, its human resources, be supported by focusing on the added value of employee's strategic contribution and their impact on the organization's objectives and achievements.

HR accounting, in addition to its strategic importance in managing the achievement of economic objectives, can be an important source of information in decision-making for investment purposes. Introducing financial information on human resources would be a vibrant and dynamic testimony, a meaningful and useful tool for predicting future performance, which is of great importance to all stakeholders in general and to investors in particular.

## **II. Human resource information systems (HRIS)**

### **2.1 HRIS definition – literature review**

At the early beginning of the HR, employee records were kept totally manually, using simple systems that contained indexed folders where basic employee data was kept, such as: name, address, phone number, and history employment.

Today, in the era of technology, information systems are widely used by organizations for various purposes related to human resources, such as: announcing vacancies, communicating recruitment criteria, accepting applications, accessing global recruitment pages, online training, etc. The many benefits of using technology and the need to maintain and process more and more voluminous and complex data on HR have pushed organizations towards sophisticated information systems, which result to be highly effective and efficient (in time and cost).

HRIS is not a new concept. In 1990 Tannenbaum published the following definition: a HRIS is a system used to acquire, store, handle, analyze, sort, and distribute relevant information concerning human resources in an organization. Hendrickson (2003) adds that it is not limited to technical aspects (computer equipment's, software applications) but includes also individuals, procedures and policies, necessary data to

manage HR function. However, Ruël (2005) specifies that HRIS must not be confused with E-HR<sup>10</sup> because the HRIS is a tool for HR function whereas E-HR have a target outside the HR department. Ruël et al. (2004) indicate that E-HR is supporting HRM process by the use of internet technology.

"HRIS can be briefly defined as the sum of integrated systems used for collecting, storing, and analyzing information related to the human resources of the organization" (Hedrickson, 2003, p. 381). In his study Hedrickson extends the definition and goes beyond the technology itself, including in HRIS people, rules and the procedures. HRIS is a system that enables the retention of human resource data and the information about them. Mainly implemented through a database and in some cases through a series of related databases.<sup>11</sup>

## 2.2 HRIS – designed software's

While in its beginnings, the most advanced technological tool consisted of a simple computing machine. Since then the world has made tremendous progress and has evolved a lot in terms of information technology. Today technology is almost in everything that surrounds us. Most of the information may be available only through technology.

A set of software is designed to help the specific needs the organizations have in human resource data management. There are many of such sets and they cover almost every functional aspect related to human resource management.

A healthy HRIS can offer the following advantages:<sup>12</sup>

- Set clear goal specifications;
- Reduction in the amount and cost of stored data on human resources;
- Availability of accurate and timely information about human resources;
- Development of performance standards for the human resources division;
- More meaningful career planning and counseling at all levels;
- Individual development through linking performance reward with work training;
- High skills to quickly and effectively solve problems;
- Implementation of training programs based on the recognition of organizational needs;
- Ability to respond to statutory or other changes;
- Status for human resources functions as the result of its ability to strategic planning with the entire organization.

The first computers, in the 1970s, provided simple storage and access to human resources data. Over the years, HRIS has evolved a lot and today it counts a large number of software widely used by business companies of various sizes.

Finance online<sup>13</sup> is an online platform that enables the latest information about HRIS programs and at the same time refines the information gathered by site users. From

<sup>10</sup> E-HR is a function of HR that is concerned with the use, management and regulation of electronic information and processes within organization.

<sup>11</sup> <http://www.whatishumanresource.com/human-resource-information-systems> (15.07.2018).

<sup>12</sup> <http://www.whatishumanresource.com/human-resource-information-systems> (16.07.2018).

<sup>13</sup> <https://financesonline.com/about-us/> (16.07.2018).

the elaboration of opinions about the most popular HRIS programs, the platform has listed the 10 best elite programs of HRIS<sup>14</sup>, specifically:

Table 1 – HRIS software ranking

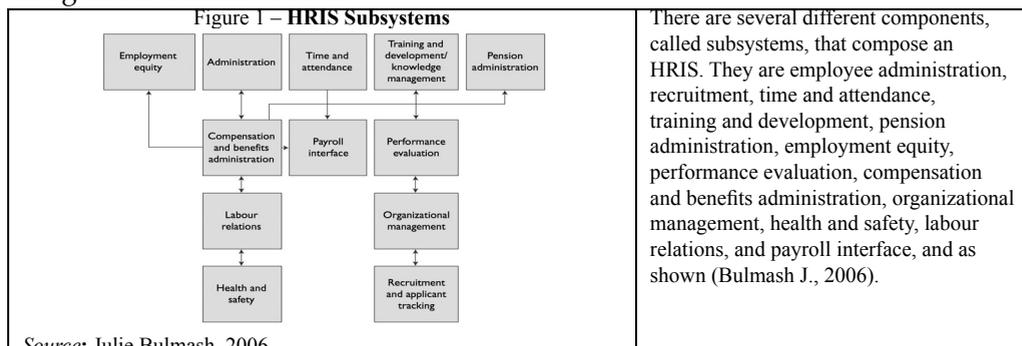
Nr.	HRIS program name	Ranking in points (max 10 points)	Costumer's satisfaction	Type of customer / Business
1	bambooHR	9.8	99 %	Small, Medium
2	ZOHO	9.6	99 %	Small, Medium, Big
3	ClearCompany	9.5	100 %	Small, Medium
4	workday	9.4	96 %	Small, Medium, Big
5	UltiPro	9.2	94 %	Small, Medium, Big
6	ADP	9.2	99 %	Small, Medium, Big
7	onpay (OnPay)	8.4	100 %	Small, Medium
8	sage People	8.4	N/A	Small, Medium, Big
9	freshteam	9.1	100 %	Small, Medium, Big
10	CERIDIAN	9.1	100 %	Small, Medium, Big

Source: From the author (review of several web sourced base data)

A range of popular modules are available, including those for recruiting, such as resume and applicant management, attendance, email alerts, employee self-service, organizational charts, the administration of benefits, succession planning, rapid report production, and tracking of employee training.

### 2.3 Which turns out to be the contribution of HRIS?!

Traditionally HRIS is primarily used to maintain administrative information on human resources; administrative uses such as: presence monitoring, salary structure, training information, recruitment process, flowing information, medical information, and general administration.



<sup>14</sup> For more information about HRIS refer to: <https://hr-management.financesonline.com/#top10-products> (23.09.18).

Contemporary HRIS is far more than a database for an organization. Today HRIS results to be a complex analytical tool that assists the management in the decision-making processes. HRIS is a multifunctional system and integrated data within it are widely used in:

Table 2 – HRIS as a multifunctional system

Function	Process
Strategic direction	Environmental scanning Tracks improvements in quality and productivity
Workforce and Employment Planning	Tracks rates of promotion, transfers, recruitment and termination of employment Maintains and prints data on EEOC <sup>1</sup> and other similar bodies in each country, respectively in the needed format Prints the flow report and usage of the applicant of the affirmative action programs
Human Resources Development	Represents the development of career path Tracer, educator and trainer program Registers employees in professional classes Assess employee performance
Total Rewards	Tracks information on the salary survey Track retirement planning, school reimbursement, information on health / dental benefits, etc. Facilitates the administration of benefits and payroll analysis in the classifications of job positions
Work Reports and Employees	Saves employee disciplinary data Records data on Unions and employment distribution Keeps the data on behavioral surveys
Risk Management	Identifies the trend of accidents and illnesses Tracks data on safety, insurance and other employee requirements Monitor accidents and high risk conditions

Source:

Table – prepared by the author

Content – integrated information of various data source

## 2.4 Certification of HRIP<sup>15</sup>– Human Resources Information Program

Organizations are engaging greater focus on their core internal capabilities to create the in-house HRIS specialist. The increasing complexity of HRIS, cost reductions and optimization of HRIS governance and control are some of the issues that lead an

<sup>15</sup> Human Resources Information program issued by IHRIM (International Association of Human Resources Information Management), the leading membership association for HR information management professionals and offers you a unique community that blends education, collaboration and professional certification. See more on the web page: <https://ihrim.org/about/>

organization to develop internal capacities in that regard. Organizations place more weight in real-world experience and performance-based certifications (ISACA Loeb News Release 2017).

As HR technology continues to evolve, practitioners need to understand not only the functionalities of the software they use every day, but also how to derive the most benefit from emerging capabilities. Managers need a qualified support staff that can quickly adapt to software changes and leverage those new features to add value to the HR department and the company as a whole (2017).

The role of the HR professional has changed fundamentally as a result of technology. The core competencies that have developed are mastery of HR technology, strategic contribution, personal credibility, HR delivery, and business knowledge (Bulmash J., 2006).

### **The HRIP Certification Program**

The International Association of Human Resources Information Management (IHRIM) has created the only recognized certification program in human resources information systems provided through the Human Resources Information Program (HRIP). The program boasts that participants will “cover all aspects of HRIM/HRIS, including the latest trends and best practices.”:

- The HRIP Certification exam assesses the knowledge, skills, and abilities of staff in HR information management.
- The studies expand knowledge and understanding of HRIM and HRIS technology, functions, trends, and best practices.
- Three delivery systems match testing opportunities with participant needs: convenient testing centers, proctored exams at local sites, and hosted testing at HR industry events.

Candidates who pass the exam for the Human Resources Information Professional (HRIP) Certificate will be certified for three years<sup>16</sup>. To continue the certificate beyond three years, recipients must re-certify with proof of 60 credit hours of continuing education.

### **HRIS Certification criteria e qualifications**

There is no prescribed set of courses for the HRIP Certificate. However, there are some conditions worth attention:

- The best candidates have five years of experience in working with human resources technology solutions or information management.
- IHRIM offers courses to complete re-certification requirements, but the courses and webinars can also help prepare for the HRIP exam.
- HRIP offers exam preparation at rates discounted for IHRIM members. HRIP has no specific curriculum, but it does offer a blueprint<sup>17</sup> of preferred areas of expertise.

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<sup>16</sup> HRIP Certification Program Guide, Revised version Aug. 2018, IHRIM, inc. web page: <https://ihrim.org> (26.11.18).

<sup>17</sup> HRIS Examination Blueprint, Copyright 2015 IHRIM. web page: <https://ihrim.org> (26.11.18).

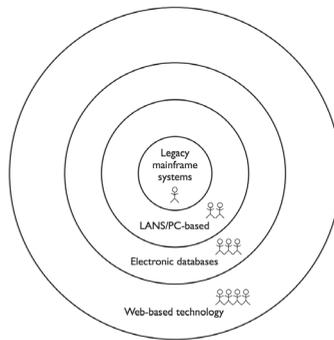
Study Domain: % of Certification Exam in regard to the main knowledge areas measured by the examination:

- Technology Strategy and Solutions Assessment: 15%
- HR Technology and Business Processes: 30%
- Systems Selection, Implementation, and Upgrades: 30%
- HR Systems Operations: 25%

### Personal data protection - Legal framework

The usage of HRIS, in regard to the very sensitive information it inherits, moving from the very simple databases to the web-based ones, may bring several risks associated with.

Figure 2 – Evolution of HR Technology



Source: Julie Bulmash, 2006

The security aspect in the area of protection and safeguarding of personal data, inherent in IT systems, is ruled by international laws and conventions that determine the type and extent of data that can be collected or used as well as the authorities allowed to access HRIS data.

In the US, FCRA<sup>18</sup> is the legal act that comes into play during the recruiting and selection process when employers make basic research on the potential employees. More than 90% of personal information enters the system through recruitment<sup>19</sup>. FCRA protects the privacy of basic data, requires written authorization for the employee to generate a customer report and demands notification of the employee if the employer has been taking offensive actions, based on the information received from the customer reporting agency.

<sup>18</sup> FCRA – (Fair Credit Reporting Act) is a US Federal government legislation enacted to promote the accuracy, fairness and privacy of consumer information contained in the files of consumer reporting agencies. For more information refer to [https://www.ftc.gov/system/files/fcra\\_2016.pdf](https://www.ftc.gov/system/files/fcra_2016.pdf), (f. 60), (access dt.15.07.18)

<sup>19</sup> Referring to the university module information found at: [https://www.shrm.org/academicinitiatives/universities/teachingresources/Documents/08-0882\\_Integrating\\_HR\\_Info\\_Sys.pdf](https://www.shrm.org/academicinitiatives/universities/teachingresources/Documents/08-0882_Integrating_HR_Info_Sys.pdf) (access dt.23.09.18)

Directive 95/46 “EU Data Protection” (“On Data Protection in the UE”, 1998<sup>20</sup>) regulates electronic processing and personal data transfer. According to this Directive:

- companies should provide employees access to their personal data
- personal data may only be used for the purposes for which they are provided
- companies are not allowed to transfer personal data to countries lacking adequate personal data protection legislation.

Despite the legislation on personal data protection, multinational companies have made little effort to comply with the rules for the protection of personal data of employees (Frauenheim, E., 2006).

In Albania, Law no. 9887 “On the Protection of Personal Data”<sup>21</sup> came into force in 2008 and has as its object the definition of rules for the protection and lawful processing of personal data. This law defines the term “Personal Data” as “any information about a natural person, identified or identifiable, direct or indirect, in particular by reference to an identification number or to one or more specific factors of his or her identity, be it physical, physiological, mental, economic, cultural or social”. By law, the collection of personal data, which is uniquely related to a data subject, for direct trading purposes, is only permitted if the data subject has given explicit consent (Law 9887, Article 6/5), while the international transfer of personal data is carried out by recipients from states with a sufficient level of personal data protection (Law No. 9887, Article 8/1).

The Commissioner for the Right to Information and Protection of Personal Data<sup>®</sup> is the responsible independent authority that oversees and monitors in accordance with the law, the protection of personal data, while respecting and guaranteeing human rights and fundamental freedoms (Law 9887, Art. 29/1). As a public juridical body, it is an independent public administration institution which carries out an administrative investigation and has the right of access to personal data processing and is entitled to collect all the information necessary for the fulfillment of oversight tasks; orders ending of, deletes, destroys or suspends the illegal processing of personal data; provides guidance before the processing takes place and ensures their publication (2018).

## Conclusions

Human resources are considered the most valuable asset and the related information results to be of critical importance. HRIS is a smart and extraordinarily useful solution for an organization, with the purpose of *storing and administering* information on human resources, which represents a high sensitivity for the organization as well as for the employees themselves.

The vast data and reports HRIS provide in real time processing lead the management to a better *quality of decision-making*, helps in better *planning HR* in line with the organization objectives and perspective, enhance the *control effectiveness*, provide a clear and reliable index of HR welfare and readdress in real time various problems may

<sup>20</sup> For more information refer to “Data Protection Directive”, Directive 95/46/EC of the European Parliament and European Council, dt.24.10.95 (effective since 24.10.98), found at <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A31995L0046> (access dt.15.07.2018)

<sup>21</sup> Law no. 9887, dt.10.03.2008, amended with Law no. 48/2012 “On protection of personal data”, approved from The Republic of Albania Assembly. Found at: <http://www.hidaa.gov.al/ligje/ligji%20i%20mbrojtjes%20se%20te%20dhenave%20personale.pdf> (23.09.18).

arise to HR related issue helping on time interventions and *fast problem solving*. Numerous HRIS software provide multifunctional processes and solutions, such as: training, payroll, HR, compliance, and recruiting. HR systems tend to be flexible and practicable in use. Integrating and quickly analysing wide range data, HRIS create and provide *accurate and useful reports* regarding HR features. HRIS results a *cost saving system*, by increasing the efficiency of time used in HR regard issues. In regard to *employees* – HRIS results to be a greater ease tool in handling, monitoring and accessing personal information and provide feedback in real time. The use of HRIS is becoming a necessity in *recruiting* process as HRIS allow companies to screen candidates from those boards, facilitating the process. There are many types of HRIS software, providing wide and multifunctional solutions, which require HR professionals to extend their knowledge's in regard to IT related issues. Specific training and qualifications are provided in regard to *HRIP certification*. HRIS provide a sound information and reporting basis to perform qualitative HR audits.

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