

Functional Information System -MIS for Personnel

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Abstract- MIS is an organized and well-structured system used by organizations for the collection, storage, processing and dissemination of data in the form of information that facilitate the smooth functioning of the organization. MIS involve three primary resources :people, technology and information or decision making. MIS are distinct from other information systems in that they are used to analyze operational activities in the organization. Academically, the term is commonly used to refer the group of information, management methods tied to the automation or support of human decision making, such as decision support system, expert system and executive information system. Because of changes in the work environment, motivating MIS personnel has become more challenging to both MIS managers and CIOs. Although the employees well perform their work, MIS managers still need to improve elements of their staffs jobs e.g. salary and opportunity for advancement, to maintain the quality of their staffs work. The task of motivating MIS personnel is very important as the most precious asset of any organization is its people. Managing them well leads to growth and prosperity and mismanagement results in losses. In fact, most of management literature is about managing this precious resource.

Key Words: Decision Support System, personnel, Human Resource management

OBJECTIVES

- Explain what is MIS for personnel
- Meaning of Personnel management

Different terms used to denote personnel management. They are :labor management, labour administration, labour management relations, employee-employer relations, Industrial relations, Personnel administration, Personnel management, human capital management, human asset management, human resource management and the like. Though these terms can be differentiated widely, the basic distinction lies in the scope or coverage and evolutionary stage. In simple sense, human resource management means employing people, developing them, utilizing, maintaining and compensating their services in tune with the job and organizational requirements.

DEFINITION

Personnel management as defined by the institute of personnel management in UK and subsequently adopted by Indian Institute of Personnel management is as follows.

“Personnel management is a responsibility of all those who manage people as well as being a description of the work of those who are employed as specialists. It is that part of management which is concerned with people at work and with their relationship within an enterprise. It applies not only to industry and commerce but to all fields of employment”

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- **Recruitment:** It is the activity of selecting the right people for the right job. A selection process is used to select right kind of people from a multitude of interests people, for a job in the organization. The recruitment activity is a regular activity in an organization, as the organization being growing entity requires more and more people to run its business and also because people leave an organization for various reason. This loss of personal is collectively called attrition. Recruitment is the process to neutralize this attrition effect t and ensure that there are enough people to manage the growth activities of the organization.
- **Training and Development :** It is the activity, which involves the development of employees in terms of skills, personality, behavior etc. this activity is an ongoing activity within an organization, as most organization believe in an continuous improvement and in order to improve the constantly, training is essential. Some organization consider this activity is not very important. However most good companies take this activity very seriously as it holds the key to developing human capital of an organization, which in turn results in improved performance of the organization.
- **Compensation and Benefits management:** this activity is required to fix the compensation and benefits of employees, so that the employees is satisfied in terms of salary and benefits. This is very crucial activity, as many things have to be taken into consideration in order to do justice this kind of work. Issues like seniority, fairness, performance etc. are very important in conducting this activity properly.
- **Performance Management :** this is primarily controlling activity. It is required to understand the level of performance of the employees in an organization. The lesser performing employees are normally put through the training process and the high performance employees are rewarded so that they feel good and continue to serve the organization in future with the same performance.

Human Resource Information System

Human Resource MIS helps managers to administrator the HR of the organizations in an improved manner. HR MIS sometimes called HRIS, is an integrated stream and has the following modules:

- **Recruitment Subsystem:** It has already been explained earlier that recruitment is a regular activity in an organization and involves the selection of suitable people for suitable job. Recruitment activity tends to increase with the expansion of the organization. It is an ongoing process because people leave an organization for various reasons. Therefore as mentioned earlier, recruitment neutralizes the effect of attrition and ensures that sufficient staff is always present to handle the growth activities of the organization.
- **Training and Development Subsystem :** HRIS helps the ongoing training and development activities in organization by giving a detailed information about the training need of employees, trainer details, training modules and content etc, to help the HR department take improved training and development-related decision.
- **Compensation and Benefits Management Subsystem:** Compensation management involves fixing compensation and benefits of employees to ensure that the employees are satisfied in terms of the remuneration they receive and the facilities and benefits they are provided. Compensation-related decisions depend on issues such as performance, seniority, fairness etc. HRIS provide information on current market rates for the type of skill and competence that an individual possesses to help managers take a decision on compensation. Other related information like pay parity information of similar ranking people in the organization, the historical compensation structure of the organizations are also available in the HRIS to help the HR department in deciding compensation packages.
- **Performance Management Subsystem :** As discussed earlier, performance management is a controlling activity wherein the week performers are recommended for training and the strong performers are appropriate rewarded.

HRIS maintains important measures of performance for each employee, so that the performance of the employee can be rated. The high rated performers can then be rewarded and the poor performer can be relieved. This type information is very important for taking decisions on the career planning of the employees.

CHALLENGES/PROBLEM OF MIS IN HR

1. Difficulty in identifying the people, use right kind of recruitment technique and sources.
2. Difficulty identifying the right kind of selection test, interview etc.
3. Difficulty in convincing the employees to accept the rating of performance appraisal, accept the purpose and outcome performance and /or potential appraisal.
4. Difficulty in motivating the employees to undergo training seriously and apply the knowledge/and skill acquired in the job.
5. Difficulty in changing behavior of employees in accordance with the required behavior of the organization.
6. Difficulty in formulating wage/salary policy acceptance to all employee, trade unions and management.
7. Dissatisfaction of employee regarding promotion and transfer.
8. Employee reluctance to accept disciplinary rules of the company.
9. Employee grievances and inability of management to redress all grievances.

CONCLUSION

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