

041306T4HRM

HUMAN RESOURCE MANAGEMENT LEVEL 6

HRM/OS/BUS/CR/010/6

MANAGE HUMAN RESOURCE INFORMATION SYSTEM

March/April 2023



THE KENYA NATIONAL EXAMINATIONS COUNCIL

WRITTEN ASSESSMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATE

1. This paper has **TWO** sections **A** and **B**. Attempt questions in each section as per instructions given in the section.
2. You are provided with a separate answer booklet.
3. Marks for each question are indicated in the brackets.
4. Do not write on the question paper

This paper consists of THREE (3) printed pages

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing

SECTION A (40 MARKS)

Answer all questions in this section

1. Highlight **four** characteristics of a human resource information system. (4 marks)
2. Outline **four** challenges that may be encountered when uploading human resource data on to a human resource information system. (4 marks)
3. Many organizations prefer digital to manual record keeping system. State **four** reasons for this preference. (4 marks)
4. Outline **four** roles that a human resource information system administrator may perform. (4 marks)
5. Highlight **four** types of details that may be included in a human resource information system training manual. (4 marks)
6. Outline **four** benefits that an organization may derive from having a records retention policy. (4 marks)
7. Outline **four** reasons for storing employees' data in a human resource information system. (4 marks)
8. Outline **four** benefits that may accrue to a company as a result conducting training using Human Resource Information System. (4 marks)
9. Kilamo firm has just introduced a Human Resource Management Information System. State **four** categories of people who may have access to the system. (4 marks)
10. Outline **four** measures that an organization may take to enhance security of digital records. (4 marks)

SECTION B (60 MARKS)

Attempt any THREE questions from this section.

11. (a) Highlight **five** ways in which the Human Resource Information System may assist the human resource department discharge its role. (10 marks)
- (b) An evaluation of a recently installed HRIS at Chamchan Ltd revealed that the system is not functioning as expected. Explain the **five** reasons that may account for this situation. (10 marks)

12. (a) Explain **five** factors that may be considered when sourcing a database software. (10 marks)
- (b) Highlight **five** demerits of a human resource information system (10 marks)
13. (a) Explain **five** benefits that may accrue to an organization as a result of automating its human resource processes. (10 marks)
- (b) Highlight **five** advantages of having training materials uploaded in the system. (10 marks)
14. (a) Explain **five** factors that may account for inaccuracy of information in the Human Resource Information System. (10 marks)
- (b) The management of ABC Ltd has directed that data stored in Human Resource Information System be cleansed regularly. Highlight **five** reasons that may have influenced this decision. (10 Marks)

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