MANAGE HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

UNIT CODE: HRM/OS/BUS/CR/10/6/A

UNIT DESCRIPTION

This unit specifies the competencies required to create and manage Human Resource Information System (HRIS). It involves creating human resource data base, automating the human resource processes, training employees on self-service information systems, maintaining the Human Resource Information Systems (HRIS) and review system features

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. ***Bold and italicized terms are elaborated in the Range***
1. Create a human resource data base	1.1 The needs of an organization for a human resource data-base are identified. 1.2 The functionality of the data base is determined according to organizations needs. 1.3 The components of the data based are determined. 1.4 Software that meets the needs of the organization is sourced for and procured based on organizations procedures. 1.5 Human resource data to be uploading in the data-base is identified. 1.6 Human resource data is uploaded.
2. Automate the human resource processes	2.1 ***Human resource processes*** identified. 2.2 Identified processes documented. 2.3 Documented processes converted from manual to electronic.
3. Train employees on self-service information systems	3.1 Users of the HRIS and their roles are identified. 3.2 Training manuals developed in line with the SOPs 3.3 Training for each category of users is done in line with SOPs.

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	3.4 Monitoring, evaluation and reporting on the HRIS is done.
4. Maintain the Human Resource Information Systems (HRIS)	4.1 Familiarize with Human Resource Information Systems (HRIS). 4.2 Update the human resource data in the system. 4.3 Data cleansing undertaken periodically in line with SOPs.
5. Review system features	5.1 Feedback from the users is received 5.2 System features are appraised based on organization procedures 5.3 Adjustment to the system are done in line with the organizations policies

RANGE

This section provides work environments and conditions to which the performance criteria apply.
It allows for different work environments and situations that will affect performance.

Variable	Range
1. Human resource processes May include but not limited to:	• Human resource planning (recruitment, selecting, hiring, training, induction, orientation, evaluation, promotion and layoff). • Employee remuneration and benefits administration. • Performance management. • Employee relations. • Talent Development and knowledge management. • Organization Design. • Compensation and Benefits.

| | • Training and Development |
| | • Leadership Development |

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Data analysis and presentation
- Listening
- Problem solving
- Time management
- Decision making
- Emotional intelligence
- Interpersonal relations
- Crisis management
- Analytical skills
- Public relations
- Negotiation
- Computer
- SOP
- Operations of the organization
- Emerging issues
- Record management
- Reading

Required Knowledge

The individual needs to demonstrate knowledge and understanding of:

- Work place functions and procedures
- Human resource procedures and manuals
- Human resource procedures and manuals
- Data base creation and management
- Work planning and documentation
- Problem solving process

- Legislations, policies and regulations
- Communication processes
- Automation
- Maintaining and reviewing of Information systems
- Statistics
- Communication
- Data base operations
- System analysis
- Capacity building
- ICT
- Emotional intelligence
- Interpersonal relations

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidences that the candidate:
	1.1 Identified the human resource data-base needs of the organizations.
	1.2 Identified and select the software that meets the needs of the organization.
	1.3 Uploaded human resource data in the data-base.
	1.4 Converted documented processes from manual to electronic.
	1.5 Trained each category of users to use the database
	1.6 Monitored, evaluated and reported on the HRIS
	1.7 Updated the human resource data in the system
	1.8 Appraised the human resource information system
2. Resource implications	The following resources MUST be provided:
	2.1 Access to relevant workplace where assessment can take place
	2.2 Appropriately simulated environment where assessment can take place
	2.3 Materials relevant to the proposed activity or tasks

3. Method of assessment	Competency may be assessed through: 3.1 Written questions 3.2 Oral questions 3.3 Observation 3.4 Projects 3.5 Review of portfolios 3.6 Review of third party workplace reports
4. Context for assessment	Assessment may be done in the workplace or in a simulated workplace setting (assessment centers)
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.