

# ELECTRONIC HUMAN RESOURCE MANAGEMENT SYSTEM

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## Abstract

Perhaps we can claim that current era is the period at which human is standing on the bilateral edge of industry and tradition. The basic characteristics of the complex industrial society in the future confirm that most of the human management and communication mechanisms will not change during human life. Therefore, moving towards the electronic world is a predictable phenomenon. In recent years electronic human resource management is being used in most of the companies and institutions and is among the leading organizational systems in human resource management which its applications are considered to be very effective and cost-effective. Doubtless in nowadays chaotic world, implementation and development of the E-HRM systems as one of the basic features and elements in capacitating globalization paradigm play a significant role in companies and countries. Globalization paradigm is a set of multi-dimensional and complex processes which comprises several fields including economics, ideology, politics, culture and natural environments and leads to more dependency among different countries. In this paper, the researcher tries to propose an implicit model to identify the nature, objectives, policies and strategies, applications and E-HRM system outputs in order to clarify the role of this system as one of the most affective and affected basic elements in capacitating globalization paradigm by relying on its dimensions, and point out the importance and necessity of the phenomena of organizational globalization in modern societies via E-HRM system.

**Key words:** Electronic human resource management, human resource information system, e-recruitment, etc.

## 1. Introduction

The processing and transmission of digitalized HR information is called electronic human resource management (E-HRM). E-HRM is the application of IT for HR practices which enables easy interactions within employee and employers. It stores information regarding payroll, employee personal data, performance management, training, recruitment and strategic orientation. Information technology is changing the way HR departments handle record keeping and information sharing. It decreases the paperwork substantially and allows easy access to voluminous data. The employee can also keep track of his/her achievements without having to go through litigious procedures. It uses intranet or other web technology channels. It can also be used for implementation of different HR strategies. The authorization of different HR functions can be distributed through E-HRM. Competitive business environments have compelled the organizations to think speedily to innovate and excel for their survival. Technology advancement is one of the powerful driving forces. It has reshaped the way we communicate, live, work and also the way a business is conducted. Corporations need to shift from physical technology to information technology, from capital centered economy to human centered economy, and further from conflict to cooperative working

relationships. Since many years now, information technology seems to be affecting individuals and organizations' communication and behaviours. The change in information technology is faster than any other processes in the organization. One of the major hurdles which the HR department needs to cross is the changing technological environment. The IT possibilities for HRM are endless; in principle all HR processes can be supported by IT. Computers have simplified the task of analyzing vast amounts of data and they can be invaluable aids in HR management, from payroll processing to record retention. With computer hardware, software and databases, organization can keep records and information better as well as retrieve them with greater ease. E-HRM is the relatively new term for this IT supported HRM, especially through the use of web technology.

## 2. Objectives of E-HRM

The E -HRM is designed to achieve the following objectives:

- To offer an adequate, comprehensive and on-going information system about people and jobs at a reasonable cost.
- To provide support for future planning and also for policy formulations.
- To facilitate monitoring of human resources demand and supply imbalance.
- To automate employee related information.
- To enable faster response to employee related services and faster HR related decisions.

## 3. E-HRM tools

**E-employee profile:** The e-employee profile web application provides a central point of access to the employee contact information and provides a comprehensive employee database solution, simplifying HR management and team building by providing an employee skills, organization chart and even pictures. E-employee profile maintenance lies with the individual employee, the manager and the database manager. E-employee profile consist of the following: certification, honor/award, membership, education, past work experience, assignment skills, competency, employee assignment rules, employee availability, employee exception hours, employee utilization, employee tools, job information, sensitive job information, service details, calendar, calendar administration, and employee locator.

**E-recruitment:** Organizations first started using computers as a recruiting tool by advertising jobs on a bulletin board service from which prospective applicants would contact employers. Then some companies began to take e-applications. Today the internet has become a primary means for employers to search for job candidates and for applicants to look for job. As many as 100000 recruiting web sites are available to employers and job candidates and which to

post jobs and review resumes of various types. But the explosive growth of internet recruiting also means the HR professionals can be overwhelmed by the breadth and scope of internet recruiting.

**E-selection:** Most employers seem to be embracing internet recruitment with enthusiasm, the penetration of on-line assessment tools such as personality assessments or ability tests, has so far been limited. Organizations already use either psychometric or other assessment during the recruitment process, only few of these companies use on-line assessments prior to interview.

**E-learning:** E-learning refers to any programmed of learning, training or education where electronic devices, applications and processes are used for knowledge creation, management and transfer. E-learning is a term covering a wide-set of applications and processes, such as web-based learning, computer-based learning, virtual class room, and digital collaboration. It includes the delivery of content via internet, intranet/extranet, audio-and video tape, satellite broadcast, interactive TV, CD Rom, and more.

**E-training:** Most companies start to think of online learning primarily as a more efficient way to distribute training inside the organization, making it available “any time”, “anywhere” reducing direct costs, and indirect costs. Attracted by these significant and measurable advantages, companies start to look for ways to make the most of their existing core training available online, and to manage and measure the utilization of the new capabilities.

#### 4. Advantages and disadvantages of E-HRM

The E-HRM business models are designed for human resources professionals and executive managers who need support to manage the work force, monitor changes and gather the information needed in decision-making. At the same time, it enables all employees to participate in the process and keep track of relevant information. Integral support for the management of human resources and all other basic and support processes within the company. Prompt insight into reporting and analysis. Employees and line managers’ mindsets need to be changed: they have to realize and accept the usefulness of web-based HR tools. They generally feel that they lack the time space needed to work quietly and thoughtfully with web-based HR tools.

#### 5. Evaluation of E-HRM

The evaluation of the E-HRM department is based on six driving forces. These forces need to be harnessed and responded to as companies approach the 21<sup>st</sup> century. The following six forces must be addressed by HRM departments that want to continuously increase their value while reducing costs.

**Information technology:** HRM professionals are facing a digital future. The rapid growth in the field of computer hardware, software, networking, and telephony services is absolutely essential to the virtual HRM movement. It is not accident that virtual HRM department will become the norm in the near future. This is especially true with the increase sophistication and lower costs of information age technology and automated processes.

**Processes re-engineering:** Strategic HRM managers are constantly looking for ways to streamline and improve core business processes to make them efficient. All business processes especially those in the HRM department can be reengineered and improved through the skillful application of information technology.

**High-speed management:** To be competitive, all companies must work smarter and faster. Virtual HRM is definitely a smarter and quicker form of service delivery than traditional HRM.

**Networked organizations:** Virtual HRM departments are more likely to emerge in networked organizations than in traditional and bureaucratic companies. The proliferation of information technology such as local area networks, e-mail, and corporate intranet are the trademarks of a flatter networked company. These new-wave organizations offer state-of-the-art technology and information sharing to empower all levels of personnel.

**Knowledge workers:** The 21<sup>st</sup> century organization will compete on strategic information and knowledge. These learning organizations will be staffed with self-directed and computer savvy, knowledge workers. These workers will excel at using information to quickly identify and capture lucrative business opportunities while also diligently identifying and resolving costly problems.

**Globalization:** To complete successfully in the 21<sup>st</sup> century, nearly all companies must develop a global business strategy. This means that HRM department must be capable of providing services to its employees anywhere on earth. Obviously, a technology-assisted HRM department that is skilled at traversing the information super highway is in the best position to support a globalized work force.

## 6. Conclusion

E- HRM is a web-based tool to automate and support HR processes. The implementation of E-HRM is an opportunity to delegate the data entry to the employee. E- HRM facilitates the usages of HR marketplace and offers more self-service to the employees. E-HRM is advance business solution which provides a complete on-line support in the management of all processes, activities, data and information required to manage human resources in a modern company. It is an efficient, reliable, easy to use tool, accessible to a broad group of different users. E-HRM is a way of implementing HR strategies, policies, and practices in organizations through a conscious and directed support of and/or with the full use of web-technology-based channels. It covers all aspects

of human resource management like personnel administration, education and training, career development, corporate organization, job description, hiring process, employee's personal pages, and annual interviews with employees.

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