Subject	Human Resource Information System		
Roll No.		Marks	60 Marks
Total No. of Questions	7	Duration	3 Hours
Total No. of printed pages	2	Date	21.12.2018

Note: Q1 is compulsory and solve any FOUR from the remaining SIX questions.

Q1) 20 Marks (Compulsory)

The Ministry of Health and Social Welfare (MOHSW) in Swaziland needed better HRH data. No one had a complete understanding of where health workers were deployed or what jobs they were doing. Some employees were not taken off the payroll after leaving the Ministry's employment and became "ghost workers" in the system, receiving a paycheck even though they no longer worked for the government. Since workers were not removed from the system, replacement workers were placed in incorrect positions just so they could be put on the payroll, making the system unreliable for workforce management and planning.

An HRIS assessment in Swaziland revealed the sources of these problems. HR data were stored in separate systems, some electronic and some paper-based, which were not linked. Information flowed slowly between systems and didn't reach everyone who needed it, so that systems were not updated or errors were introduced. The systems also could not be queried to produce analyses or reports.

The country's Stakeholder Leadership Group prioritized requirements for a comprehensive solution:

- Create electronic records for all health care staff, regardless of employer (including the private sector)
- Include additional data items relevant to HRH, such as registration numbers and facility codes
- Institute tight security to protect access to data
- Complement rather than duplicate an existing Public Service HR database.

Implementing the Step Solution:

To quickly address these problems, the Capacity Project developed a step solution and implemented it over time. The Project took the following steps:

Develop a data collection form to include additional data items and distribute it to health facilities to capture a snapshot of current health worker data.

Program a simple database in Microsoft Access to run alongside the existing Public Service HR database and hold records of non-Public Service health workers.

Generate a staffing report from both databases and circulate it to all health facilities for updating and correction to validate the accuracy of the new data. Make corrections in the Microsoft Access database.

Institute data-quality procedures to improve the accuracy and timeliness of data inputs. Establish a monthly updating process and develop forms to capture data changes. Updates are regularly made to each database separately by the owner of that database.

Combine records from both databases to produce a single dataset that is updated monthly, enabling reports and analysis on all health workers in the country.

The Microsoft Access database is installed in a server at the Ministry of Public Service and is updated centrally by the MOHSW's Personnel department. The database is protected by a Windows login. Confidential information is only accessible by authorized staff from the office of the Principal Personnel Officer, but summary reports and simple staff listings are available to all staff.

Reporting is done through a simple user interface, making queries on HR data very easy. Several standard reports were created for regular access, while detailed queries can be

completed using Microsoft Excel pivot tables. All offices at the MOHSW building are connected to the database, but access is limited to printing standard reports. The office of the Principal Personnel Officer prints and distributes reports to users who are not directly linked to the databases.

The step solution has improved information flow between various systems and among groups that use HR data. Health workforce data from the original Public Service HR database are downloaded monthly into the new HRIS database. Reports from this database are sent to health facilities and departments. The facilities and departments use these reports to send monthly updates to the MOHSW.

1) Analyze the Problem area of the case (6 M)
2) How Does HRIS saves the cost? (6 M)
3) Comment on HRIS implementation in MOHSW (8 M)

Q2) *Any two from (a) or (b) or (c) ———————— (5x2) = 10 Marks*

a) Create the vacancy chart. State its application in HRIS.

b) Identify the information system in the below table and give suitable example.

Organizational Level	Type of System	Major Goal and Focus	HRM Example
Operational			
Managerial			

c) How HRIS helps in hospitals and health care industry?

Q3) *Any two from (a) or (b) or (c) ———————— (5x2) = 10 Marks*

a) Apply the principles of HRIS and create the implementation cycle

b) You are an HR executive, you are asked to prepare the format for monthly status report so that the same can be incorporated in HRIS. Design the format for the same.

c) Take example of your choice and explain the benefits of HRIS.

Q4) *Any two from (a) or (b) or (c) ———————— (5x2) = 10 Marks*

a) Explain the different types of cost associated with HRIS.

b) Design the HR Executive dashboard of HRIS

c) Analyze the system requirements for implementing the HRIS in Business.

Q5) *Any two from (a) or (b) or (c) ———————— (5x2) = 10 Marks*

a) You are the head of HRIS expert internal implementation team. How will you ensure the security of information by means of admin rights?

b) Explain the different threats to HRIS System

c) Design the decision making system from HR analytics.

Q6) *Any two from (a) or (b) or (c) ———————— (5x2) = 10 Marks*

a) Design the HR metrics to measure the HR performance.

b) "Process mapping is required before designing the customized HRIS". Why?

c) Take the example of your choice and explain "Entities, Attributes and Relationships" in HRIS software.

Q7) *Any two from (a) or (b) or (c) ———————— (5x2) = 10 Marks*

a) Do you require management support for HRIS implementation and design? Why?

b) Create the HRIS metrics for increasing the efficiency and effectiveness of recruitment process.

c) "Input to HRIS is in the form of format, Data storage with registers and output with respect to reports" Take the example of any HR activity and design the Input/output of HRIS.