

Human Resource Information Systems (HRIS) – The right move towards organizational effectiveness!

20 & 21 February 2012 | 9.00am to 5.00pm
Republic Polytechnic Campus, 9 Woodlands Ave 9, Singapore 738964

Course Synopsis

Information technology is expected to drive Human Resource (HR)'s transition from a focus on Human Resource Management (HRM) to Strategic Human Resource Management (SHRM). This strategic role not only adds a valuable dimension to the HR function, but also raises the competency of HR practitioners. This two day programme provides an introduction to the theory and application of Human Resource Information Systems (HRIS). At the end of the course, participants will understand the key features of an HRIS and how organizations can gain competitive advantage by leveraging on technology. Participants will learn about different types of HRIS, as well as practical experience in using an open source HR Information System. Participants will enjoy complimentary access to a beta version of the HRIS system which will be used during the programme.

At the end of course, participants will be able to:

- Analyze and compare different HR Information systems
- Understand industry practices by MNCs, and SMEs
- Appreciate differences between HR information system for MNCs and SMEs
- Appreciate and effectively operate an HR information system
- Use HR information system to generate reports and manage data
- Understand what improvements can be made to the HR information system
- Examine and practice on an existing HR information

Programme Outline Day 1

Human Resource Information System Overview

- The HRIS competitive advantage
 - o Identifying HR operational & information needs.
 - o Different features & benefits in HR Information Systems.
 - o How to evaluate the different HR Information Systems and factors to consider for implementation.

Introduction to an Open Source HR software

- Capturing company and employee data
 - o Define company structure.
 - o Setting up employee data. What information to capture and how to input into the HR Information Systems.
 - o Report Generation.
 - How does data entry affect report generation
 - How to retrieve data and generate meaningful reports
- Workforce Planning and Administration
 - o Creating jobs and vacancies.

Programme Outline Day 2

Common HR process

- Leave Application
 - o Setting up various types of leave.
 - o Employee leave application
 - o Manager leave approval
 - o Leave application in other HR Information Systems
- Recruitment Process
 - o Tracking job applicants and managing recruitment process
 - o Approval workflow
 - o Recruitment in other HR Information Systems
- Performance Management
 - o Setting up KPI
 - o Performance Management process
 - o Performance Management in other HR Information Systems
- Payroll
 - o Payroll software & services in market

Target Audience

HR/IT professionals who are evaluating HR Information Systems; HR practitioners who may be HR managers, HRIS Administrator; HR Officer/ Executive

Entry Requirements/Pre-requisites

Basic IT skills and knowledge

Certification

Participants will be awarded the Certificate in Attendance issued by Republic Polytechnic upon meeting 80% of attendance requirement and attempting all assignments.

Trainer(s) Profile

YONG Yoke Fong (Ms)

Yoke Fong obtained her Bachelor of Science (Computer Science & Information Systems) from the National University of Singapore and thereafter embarked on her IT career with MNCs, providing application support for legacy systems, handling systems design and development. Subsequently she moved on to a software consultant role to implement HR/Payroll system for several MNCs. The last 8 years, Yoke Fong has been working on ERP systems, particularly in HR domain, in both end user and vendor environment with the last in a project and change management role for a global bank HR function. With an interest in training and education, Yoke Fong obtained a Graduate Diploma in Training and Development with SHRI (Singapore Human Resources Institute).

LIM Choon Yam (Mr)

Choon Yam graduated from National University of Singapore with a Bachelor of Computer Science under a scholarship from National Computer Systems (NCS). In his working career, he was involved in the implementation and support of IT application systems. In the last 5 years, he was the project lead in support, implementation and consultancy of SAP systems specializing in the area of Human Resource. Choon Yam is currently a certified Project Management Professional by the Project Management Institute (PMI).

Jolene CHIAM (Ms)

Jolene received her Bachelor of Science in Computing and Software Engineering from Oxford Brookes University, UK, and a Master of Information Technology from the University of Sydney, Australia. Before joining Republic Polytechnic, Jolene has worked in the UK, Australia and Singapore. Jolene has supported various E-Business and CRM solutions, as well as integrated various systems in the manufacturing industry. She has conducted CRM training in a banking industry, tutored an E-Business undergraduate course, and enhanced web applications for SMEs in Sydney, Australia. She has also automated the conversion of all her University's prospectus for the marketing department of her University into webpages, back in her undergraduate days when websites are new. Jolene has been conducting HR Information System course in Republic Polytechnic since 2009.

RESPONSE SLIP – By 13 February 2012, Monday

(Human Resource Information Systems (HRIS) – The right move towards organizational effectiveness!)
Kindly fax to +65 6299 4864 and attention to Stella Rozario

Name (Mr/Ms/Mrs/Prof/Dr) _____

Designation _____

Tel _____ Fax _____

Email _____

All correspondence will be made via email - please write clearly.

Organisation _____

Address _____

SHRI / SPEC Mbr (# _____) Public

Signature _____ Date _____

- ▲ Fees: SHRI Member / Corporate Friend: \$690.00
Public: \$770.00
(Fees exclude 7% GST)

Registration | please contact Stella Rozario at stella@shri.org.sg
Enquiries | please contact Gina Woon at gina@shri.org.sg

- ▲ Seats will be reserved only upon receipt of registration form. A confirmation note will be sent to you within 2 days.
- ▲ SHRI reserves the right to cancel, change event dates, time, fees and trainers that could occur due to unforeseen circumstances.
- ▲ As seats are limited, a no-show fee of S\$100 will be imposed on individuals who registered but fail to turn up for the session.
- ▲ In the event that you are unable to turn up for a valid reason, you will have to find a replacement and inform us 48 hours before the session and the no-show fee of S\$100 will then be waived.
- ▲ Cheque payment to be made to 'SHRI CORP' before the event date OR you may bring along your cash / cheque payment on the day itself.