



## **Objectives of Presentation**

 To overview the benefits of IhRIS to Human Resource Practitioners in the Public Service

#### STRATEGIC PLANNING

Defining organizational
Direction, Making decisions
on allocating resources
& implementing the strategic plans

### **MANAGEMENT**

Establishing Policies to accomplish Organizational Goals

### **ADMINISTRATION**

Aligning HR Infrastructure with Operations

### **TRANSACTIONS**

Daily personnel & payroll activities

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# Modules that facilitate the ease of information gathering

- Workforce Administration
- Position Management
- Recruit Workforce
- Performance Management
- Health and Safety
- Labour Relations
- Training Administration
- Absence Management

- Workforce Administration facilitate easy retrieval of Officers information such as D.O.B, first Permanent Appointment, Promotions etc
- Position Management affords for the accountability of each position on the estimate
- •Recruit Workforce enables the selection of the best fit for a specific job from a pool of applicants
- •Performance Management when entered makes for the accessibility by the Service Commissions Department





- Health and Safety provides the ability to record and track incidents, injuries, illnesses and dangerous occurrences at the workplace
- Labour Relations is designed to record grievances and disciplinary (SCD) actions which may be brought or taken by an Officer
- Training Administration facilitates the maintenance of recording and tracking training programs for which Officers are trained
- Absence Management tracks absence (S/L, V/L C/L or other reason) from work which is critical to producing an accurate payroll





## Benefits to HR Practitioners

- Enables the shift from old-style Personnel Administration to HR Management
- Facilitate storage of vast quantity of easy-toretrieve HR data
- Faster access and retrieval of HR data for strategy development, HR Planning, HR Monitoring and decision-making
- Improve HR Officer time utilization and efficiency
- Employee Self Service





## Reports that can be generated to assist HR Practitioners

- Daily HR Transaction Summary
- Employees Due to Retire
- Employees hired for a period
- Employees retired for a period
- Return of Personnel





# Daily HR Transaction Summary Report

Details the data entered in IhRIS identifying

- The user who executed the transaction
- When the data was entered/change
- The employee whose record was updated/changed
   This report allows supervisors to:
- view the work done by users for a specific period,
- determine whether data is being entered accurately and in a timely fashion.





## Employees Due to Retire Report

This Report identifies those employees who are due to retire compulsorily from the Public Service by a projected date.

The main benefit of this report is to enable supervisors to manage succession planning.





## Employees Hired for a Period Report

This Report identifies the employees hired, specifying their start date, end date, Job Title and any other information that might be requested.

This report can be used for statistical purposes by the Parliament/Executive Council THA





# Employees Retired for a Period Report

This Report lists all employees who retired during a given period, stating their Names, Empl.ID, Position, Ministry/ Department from which retired and the Date of retirement.

The report can assist with identifying vacancies





## Return of Personnel Report

This is a report that the Human Resource Unit is mandated to send to the Accounting Unit or Payroll Department listing the names of employees who should be paid for the period under review or any part thereof.

This minimizes incidents of overpayment





# Reports Awaiting Sign-off by the Director of Personnel Administration

- Establishment
- Vacancy with bodies
- Vacancy without bodies





## **Establishment Report**

This Report is a replica of the Establishment of an Organization

## It also identifies:

- position number which automatically defaults company, department and job title
- employee IDs





# Vacancy With/Without Bodies Report

This report is self explanatory

Appointments can be made on a temporary or acting capacity