



ELECTRONIC HUMAN RESOURCE MANAGEMENT – AN OVERVIEW

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ABSTRACT

This paper mainly concentrates on how E-HRM will be useful in reducing the cost in the organization. E-HRM is using of information technology for both networking and supporting at least two individuals or more than two in their shared performing of HR activities and practices. E-HRM is different from HRIS (Human resource information system) and Virtual HRM. E-HRM is mediated by information technologies to help the organization to acquire, develop, and deploy the intellectual capital. It is a web-based solution that uses the latest web based application technology it is online and real-time Human Resource Management Solution is possible through E-HRM. The E-HRM technology provides a portal which enables managers, employees and HR professionals to view extract or alter information which is necessary for managing the HR of the organization and for making decisions quickly. The World Wide Web has helped modify many HR processes including human resource planning, recruitment, selection, performance management, work flow, and compensation. These new systems have enabled HR professionals to provide better service to all of their stakeholders (e.g., applicants, employees, managers), and it can reduce the administrative burden in the field and it is very cost effective.

INTRODUCTION

E-HRM is a good way of implementing HR strategies, policies, and practices in organizations through a continuous and directed support by full use of web-technology-based channels and networks. The word 'implementing' in this context has a broad meaning, such as creating something to work, putting something into practice, or achieving something. E-HRM, therefore, is a concept - a way of 'doing' HRM. The E-HRM business solution is designed for human resources professionals and executive managers who need support to manage the work force, monitor changes gather the information needed in decision-making and controlling them and to co-ordinate the employees in organization. At the same time it enables all employees to participate in the process and keep track of relevant information.

Organizations have increasingly been introducing web-based applications for HRM purposes, and these are frequently labeled as electronic Human Resource Management. The empowerment of managers and employees to perform certain chosen HR functions relieves the HR department from all these tasks, allowing the most HR staff to focus less on the operational and more on the strategic elements of HR in organisation, and allowing the organisation to lower the HR department staffing levels. It is anticipated that, as E-HRM develops and becomes more important in business culture, these changes will become more prominent, but they have yet to be manifested to a significant degree. Without satisfaction of employees, the peaceful running of an organisation is not possible at all. If some changes are done in the organisation and employees are not satisfied with it then the results of those changes are not in favor of the organization. So, the employees' perception towards E-HRM is also important.

APPLICATIONS OF E-HRM

1. Applicant Tracking

In the current economic climate there are typically many applicants for each job advertised. It is important to be able to cross-reference applicants from one competition to another, and to be able to track each applicant through the selection process. Frequently applicants passed over from one competition may be a good match for another. If this matching can be done effectively and efficiently it is possible to save significantly on recruiting costs (e.g., advertising and administration).

2. 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 comprise 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, Employee Locator easy and to make decisions with less cost and speedy time.

3. E-Recruitment

Organizations first started using computers as a recruiting tool by advertising jobs on a bulletin board service from which prospective applicants would be contacted by the employers. Some companies began to take e-applications. Today the internet has become a primary means for employers to search for candidates and for applicants who look for a job. As many web based job portals are there were the employers will post their vacancy position in the job search web portals to stimulate the applicants to apply for that particular job and this websites help in review resumes of various types. This helps to screen applicants in online only which helps to reduce the cost.

4. E-Selection

It's very difficult to decide where recruitment ends and selection begins. E-selection can be used to ask the prospective employee to complete the assessment and other formalities via interactive forms and submit to the organization. Assessment results could be generated automated at same time. Interactive online interviews could be arranged via web based technologies. Organization need to critical analyze the e-selection software which is flexible, specialized and helps in reduction of cost of selection process. Most employers will recruit their employees from the online job search engines (website like Naukari, Monster) etc and new selection process are keeping tests online by testing their level of knowledge, behavior, attitude all those the employer will recruit it properly by conducting all the test online by using strong IT which helps to reduce the cost.

5. 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 (LAN/WAN), audio-and



videotape, satellite broadcast, interactive TV, CD – Rom, and more. Training program provides. This helps to save time and money.

6. E-Training & Development

To get ahead of competitors, a competitive edge is required for all firms. This competitive edge can be gained by training and development process within the firm. Training practices help the employees to improve and enhance their knowledge and skills for business growth and efficient customer service. It also helps the employees to get familiar with new technologies introduced in the organization, to improve their communication skills and relationships with in peer and management. It helps in increasing their job related skills. It is a continuous learning process. Organizations can develop their own online training material for their employees and upload on intranet for regular access to staff. Online training provides training to workers at any time and at any place. It helps in reduction of cost by providing training via online classrooms. Employees can get and share the knowledge across other departments and companies. But the blended learning is considered as best learning which includes online learning, classrooms and on- job training programs.

7. E- Performance Management

An effective e-performance management system can benefit organization, managers and its employees. It requires application of software's that can help in monitoring, recording, updating and retrieving of employee's information. Performance which was being managed on papers has shifted to memory databases of the company. E-performance management systems can help in automatic linking of performance with the compensation. It can help the employees in knowing their competency level as result of updating of performance evaluation on intranet system with security. It will provide more transparency, speed and reduction in cost of performance management system.

8. E- Compensation

In recent years, compensation has become the competitive factor for attracting and motivating the crucial labor force in an organization. E-compensation refers to using ICT in designing the compensation and benefit packages for the employee. It also helps in ensuring that the salaries are fairly distributed. It helps in tracking the records of an employee benefit package and crucial compensation information. It helps the managers to develop the budget, analyzing the impact of current incentive systems and ensuring the fairness of their compensation system.

9. Grievance Tracking and Analysis

In unionized settings there is the obligation on both parties to process grievances according to steps and timing stipulated in the contract. Effective automated grievance management system information can save money, avoid unnecessary ill-will, and avoid the prospect of losing grievances or arbitrations for technical reasons.

10. Eliminate Majority of HR Paperwork

With the growing awareness for environmental sustainability, many companies are looking for ways to "go green." Implementing a Human Resource Information System (HRIS) will help reduce almost all of the paperwork associated with HR tasks we can save money and time.

11. E-Leave

It helps to reduce the cost by defining the work force in advance and to review the past data records of the employee leave etc... In this way it will reduce the cost.

As mentioned above, application of E-HRM can help the organization in enhancing its efficiency and effectiveness. Integration of HRM process can help organizations in stepping to a sustainable organization.

ADVANTAGES OF E-HRM

- ✓ E-HRM is a cost reduction programme.
- ✓ E-HRM reduces administrative work.
- ✓ E-HRM reduces administrative staff.
- ✓ Employees are experiencing more HRM skills with the help of E-HRM.
- ✓ Employees get updated news of the org. dynamics.
- ✓ Employees take part in online discussion.
- ✓ Employees are self initiators of their own career mgt. direction.
- ✓ Strategic aspects of the job as E-HRM relieve them with their routine work.
- ✓ Adaptability to client increases after applying E-HRM.
- ✓ There is security of data in E-HRM.
- ✓ E-HRM supports multi-language.
- ✓ E-HRM is a more dynamic workflow in the business process, productivity.
- ✓ Collection of information as the basis for strategic decision-making.
- ✓ Integral support for the management of human resources and all other basic and support processes within the company.
- ✓ Prompt insight into reporting and analysis.
- ✓ A more dynamic workflow in the business process, productivity and employee satisfaction.
- ✓ A decisive step towards a paperless office.
- ✓ Ease of recruitment, selection and assessment.
- ✓ Ease of administering employee records Reductions to cost, time and labour.

DISADVANTAGES

- ✚ Employees and line managers' mindsets will not be changed.
- ✚ They generally feel that they lack the time space needed to work quietly and thoughtfully with web-based HR tools and so, if there is no need, they will not do it.
- ✚ Guaranteeing the security and confidentiality of input data is an important issue for employee in order that they should feel „safe“ when using web-based HR tools.

IMPACT OF E-HRM ON HRM FUNCTIONS

The following functions of Human Resource Management are done through E-HRM in an effective manner.

- Recruitment and selection in the organization.
- Training and Development of employees.
- Retention of employees in effectively.
- Administrative processes become very easy
- Adding value.
- Change management.
- Integration of organization.

CONCLUSION

E-HRM is a high-tech way of performing HRM functions. With top management support and HRM at strategic position towards Organisation Effectiveness, E-HRM can enact as ICT tool to achieve sustainable management. E-HRM can help organizations to enhance their function pertaining to HR activities bringing benefits of cost savings, efficiency, flexible



services, and employee's participation. Organizations are recognizing the importance of sustainability in terms of competition, selecting and retaining talented employees and reputation of the company. 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. It is an efficient, reliable, and 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 descriptions, hiring process, employee's personal pages, and annual interviews with employees. Therefore E-HRM is way of doing HRM in cost effective manner.

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