# WOMEN'S UNIVERSITY IN AFRICA

*Addressing gender disparity and fostering equity in University Education*

## FACULTY OF MANAGEMENT AND ENTREPRENEURIAL SCIENCES

**BSc HONOURS DEGREE IN HUMAN RESOURCE MANAGEMENT**

**MAIN PAPER**

**HRM424:** **HUMAN CAPITAL INFORMATION SYSTEMS**

**INTAKE 8:** **FOURTH YEAR SECOND SEMESTER**

**TIME:** **2 HOURS**

**INSTRUCTIONS TO CANDIDATES**

Answer Question **1** and any other **two**

**Questions 1**

**POSITION DESCRIPTION AND SPECIFICATION FOR AN HRIS ADMINISTRATOR**

The following is an actual advertisement for an HRIS administrator. A large corporation placed this ad in the "Job Central" section of the Internet site for the International Association for Human Resources Information Management1 *(http://www.ihrim.org)*.

**HRIS Administrator**

Job Level: Senior (5+ Years), Full time
Reports to: Senior Director of Human Resources Operations

**Position Summary**

MOMIRI, LLC is an Alabama Native Owned Corporation, providing shared services to the MOMIRI family of companies and planning and incubating the next generation of companies serving federal and commercial customers. MOMIRI companies offer core expertise in telecommunications, information technology, product development, major program management, open source software, construction management, facility operations, and operations support. MOMIRI companies realize that quality personnel are the key to our success. An excellent benefits package, professional working environment, and outstanding leaders are all keys to retaining top professionals.

**Primary Function**

The incumbent will serve as a key member of the HR Support Services department and provide professional human resources support in specific functions or disciplines to management and staff for the MOMIRI family of companies. This position is viewed as going to a midlevel professional who assists management and staff with HR programs at the tactical level and performs all essential duties and responsibilities at the direction of the Manager of HR Operations.

**Essential Duties and Responsibilities**

- Provides technical assistance to senior-level HR staff and management on several HR programs to include employee relations, compensation, EEO compliance, company policies and procedures, disability programs (STD, LTD, FMLA, ADA), federal and state employment laws, and personnel actions as needed.

- Supports and maintains the Human Resources Information System (HRIS) in addition to other systems supported by the management of enterprise applications.

- Serves as technical point-of-contact for assigned functional areas and assists subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities.

- Supports HRIS and other enterprise systems' upgrades, patches, testing and other technical projects as assigned.

- Recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy.

- Serves as key systems liaison with other departments and process stakeholders (e.g., Payroll).

- Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for on-going customer needs.

- Maintains data integrity in ATS, HRIS, and other enterprise systems by running queries and analysing and fully auditing data across all HR departments.

- Conducts new hire in-processing to include systems training for new employees and entering new employee information in Costpoint.

- Conducts termination out-processing to include entering employee separation information in

- Costpoint and reporting attrition data.

- Develops user procedures, guidelines, and documentation for HR-related systems. Trains system users on new processes/functionality.

- Provides HR tools and resources for management and staff to accomplish their goals and objectives.

- Processes personnel actions (hires, terminations, pay & title changes, promotions, employment status, etc.) to include entering data into HRIS.

- Assists with special HR-related projects and provides training to other staff members as required.

- Performs other duties as assigned.

**Requirements**

*Specialized Knowledge and Skills*

- Experience working with a multiple-site workforce.

- Working knowledge of federal and state employment laws and related acts.

- Advanced to expert level computer skills.

- Excellent verbal and written communication and presentation skills.

- Great interpersonal skills.

- Strong time-management and prioritization skills.


**Qualifications**

- Bachelor's degree in HR and/or equivalent professional experience.

- 3–5 years of technical HRIS experience in professional HR environment.

- Self-directed, highly responsive, and detail oriented.

- Ability to maintain absolute confidentiality in all business matters.

- Government contracting experience is a plus.


a) How does this position help the HR function become a strategic partner of the organization?

[15]

b) From the position description, identify the traditional, transactional, and transformational HR activities that this position is involved with. [10]

c) Using the key responsibilities identified for this position, explain why and how the HRIS function plays a pivotal role in the organization. [15]


**Question 2**

a) What are the risks associated with information technology. [10]

b) Distinguish between HRIS and E-HRM. [8]

c) State any two functions of Human Capital Information Systems in organizations.

[2]

**Question 3**

You have been appointed Project Manager for a Human Resource Management Information System Project implementation. Describe in detail the steps that you would follow to successfully implement this project for any organisation of your choice. [20]

**Question 4**

a) What are the benefits of adopting HRIS in organizations [4]

b) State and explain the demerits of adopting HRIS. [6]

c) State any four pros of using the social media as a HRIS. [4]

d) Explain any two types of Human Resource Information System. [6]

**Question 5**

Assess Ulrich's model of HR in today's organisations. [20]

**Question 6**

Discuss the features of Human Resource Information Systems. [20]

**END**