



DEPARTMENT OF LIFELONG LEARNING
BHARATHIDASAN UNIVERSITY
Tiruchirappalli- 620024,
Tamil Nadu, India

Programme: M.A.HUMAN RESOURCE MANAGEMENT

Course Title : HUMAN RESOURCE INFORMATION RESOURCE SYSTEMS

Course Code :22HRMEC6

UNIT-VI
SECURITY AND HRIS

Dr. T. KUMUTHAVALLI
Associate Professor
Department of Lifelong Learning

Security Considerations for All Organizations

Data Protection

Implement comprehensive security measures to safeguard sensitive employee data, including encryption, access controls, and regular audits. This includes adhering to industry standards such as GDPR and HIPAA.

Operations Security

Ensure secure network infrastructure, robust firewalls, and continuous monitoring to protect HRIS systems from cyber threats. This includes implementing strong passwords and two-factor authentication.

Security of Data and Operations of HRIS Modules

HRIS systems store sensitive employee data, making robust security measures critical. Here's a breakdown of key security aspects:

1. Data Security

- **Encryption:** Data should be encrypted both at rest (stored data) and in transit (data being transmitted). This ensures that even if data is intercepted, it remains unreadable to unauthorized individuals.
- **Access Controls:** Role-Based Access Control (RBAC) restricts employee access to only the information necessary for their job functions, minimizing the risk of internal data exposure.
- **Data Loss Prevention (DLP):** DLP solutions monitor and prevent sensitive data from leaving the organization's network without authorization.

2. Operational Security

- **Regular Backups:** Regular backups of HR data are essential to recover from incidents like data breaches or system failures.
- **Security Audits and Vulnerability Assessments:** Regular audits and assessments help identify and address potential security vulnerabilities.
- **Incident Response Plan:** Having a well-defined incident response plan helps organizations quickly and effectively respond to security breaches.

3. Compliance

- **Adhering to Regulations:** HRIS systems must comply with relevant data privacy regulations like GDPR, CCPA, and HIPAA.
- **Regular Security Assessments:** Regular assessments ensure compliance with industry standards and legal requirements.

Best Practices for HRIS Security:

- **Employee Training and Awareness:** Educate employees on data security best practices, including strong password policies, social engineering awareness, and the importance of reporting suspicious activity.
- **Multi-Factor Authentication (MFA):** Implement MFA to enhance login security by requiring multiple forms of authentication.
- **Vendor Due Diligence:** Carefully evaluate HRIS vendors' security practices and choose providers with robust security measures.
- **Regular Monitoring and Alerts:** Monitor system activity for unusual patterns or suspicious behavior and configure alerts to notify administrators of potential threats.

Consequences of Poor Security:

- **Data Breaches:** Exposing sensitive employee data can lead to identity theft, financial losses, and reputational damage.
- **Legal and Financial Penalties:** Non-compliance with data privacy regulations can result in hefty fines and legal action.
- **Operational Disruption:** Security breaches can disrupt HR operations and negatively impact employee productivity.

HRIS security is not a one-time task but an ongoing process requiring continuous attention and proactive measures. By implementing strong security controls and fostering a culture of data security awareness, organizations can protect their HR data and ensure the confidentiality, integrity, and availability of critical HR information.

Common Problems during IT Adoption Efforts:

1. Lack of Clear Objectives and Strategy:

- **Problem:** Without defined goals and a well-thought-out plan, IT adoption efforts can lack direction, leading to wasted resources and frustration.
- **Example:** Implementing a new CRM system without clear goals for customer relationship improvement or sales growth.

2. Inadequate Planning and Execution:

- **Problem:** Insufficient planning, poor project management, and inadequate resource allocation can result in delays, budget overruns, and project failure.
- **Example:** Not allocating enough time for user training and support, leading to low user adoption and system abandonment.

3. Resistance to Change:

- **Problem:** Employees may resist change due to fear of the unknown, job security concerns, or lack of understanding of the benefits of the new technology.
- **Example:** Employees resisting the implementation of a new workflow system due to concerns about increased workload or changes to established routines.

4. Lack of User Involvement and Training:

- **Problem:** Insufficient user involvement in the planning and implementation phases can lead to systems that don't meet user needs and low user adoption rates. Poor training can result in users struggling to use the new technology effectively.
- **Example:** Implementing a new ERP system without involving key users in the selection and configuration process, leading to a system that is difficult to use and doesn't support business processes.

5. Inadequate Communication and Support:

- **Problem:** Poor communication about the IT adoption initiative, its benefits, and the change management process can lead to confusion, anxiety, and resistance. Lack of ongoing support can hinder user adoption and lead to system abandonment.
- **Example:** Not providing adequate support to users after the implementation of a new system, leading to frustration and a lack of confidence in the technology.

6. Data Quality Issues:

- **Problem:** Poor data quality can hinder the effectiveness of IT systems and lead to inaccurate reporting and decision-making.
- **Example:** Implementing a new BI system with inaccurate data, leading to misleading insights and incorrect business decisions.

7. Security and Privacy Concerns:

- **Problem:** Inadequate security measures can expose sensitive data to cyber threats, leading to data breaches and reputational damage.
- **Example:** Not implementing adequate security measures for a cloud-based application, leading to a data breach that exposes customer information.

8. Lack of Integration:

- **Problem:** Difficulty integrating new IT systems with existing systems can create data silos and hinder workflow efficiency.
- **Example:** Difficulty integrating a new CRM system with existing ERP and accounting systems, leading to data inconsistencies and manual data entry.

9. Budget Constraints and Cost Overruns:

- **Problem:** Budget constraints can limit the scope of IT adoption initiatives and hinder the implementation of necessary features. Cost overruns can strain budgets and jeopardize project success.
- **Example:** Cutting corners on training and support to save costs, leading to low user adoption and system failure.

10. Lack of Top Management Support:

- **Problem:** Without strong support from top management, IT adoption initiatives may lack the resources, prioritization, and momentum needed for success.
- **Example:** Lack of support from top management for a new digital transformation initiative, leading to lack of resources and employee disengagement.

By addressing these common problems proactively, organizations can increase the likelihood of successful IT adoption and maximize the return on their technology investments.



Overcoming Adoption Challenges

1 **1. Resistance to Change**
Address concerns, provide clear benefits, and offer effective training to overcome resistance.

2 **2. User Interface Complexity**
Choose an intuitive HRIS platform, provide comprehensive tutorials, and offer ongoing support.

3 **3. Data Migration Issues**
Plan meticulously, leverage expert support, and validate data integrity after migration.



Orientation & Training



Documentation

Develop detailed user manuals, quick guides, and interactive tutorials.



Video Tutorials

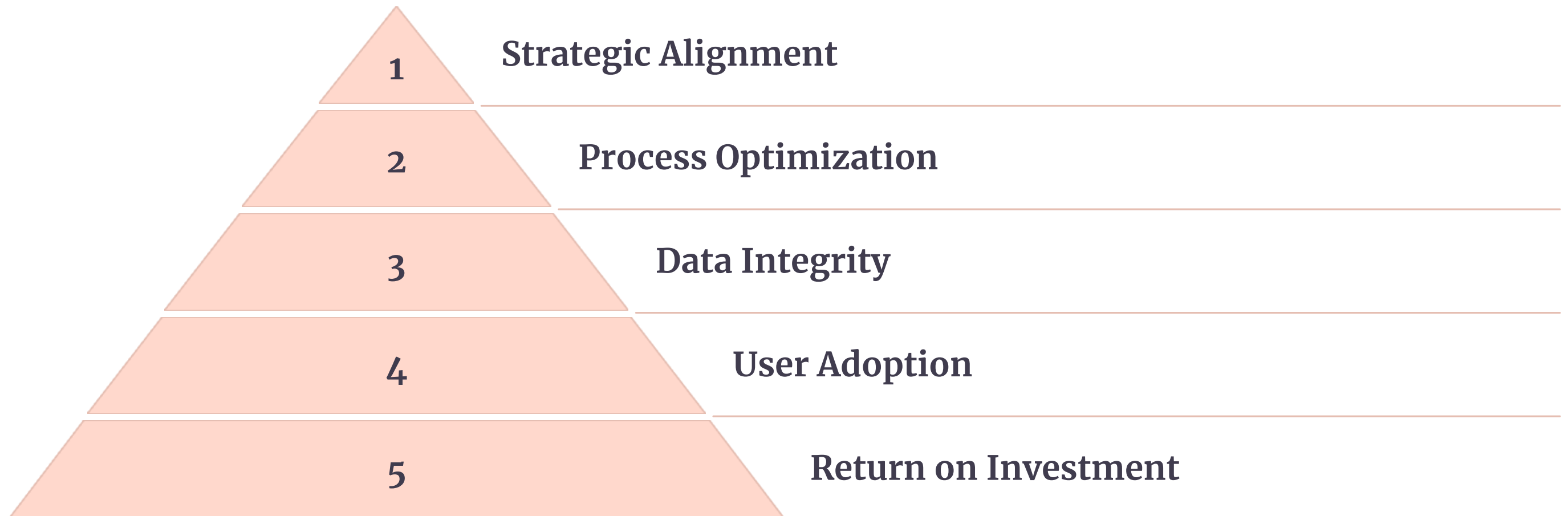
Create engaging video guides to demonstrate key features and functionalities.



Live Workshops

Offer hands-on training sessions with experts to answer questions and provide guidance.

Analytical Framework for Evaluation & Implementation





Synergistic Collaboration

HR Expertise

Understanding employee needs, workflows, and regulatory compliance.

ITES Expertise

Technical knowledge, systems integration, and data security.



Ensuring HRIS Compliance

GDPR

1

Data protection and privacy rights for individuals in the EU.

2

HIPAA

Protection of health information in the US.

FCRA

3

Fair Credit Reporting Act for background checks and employment screening.

Integrated HRIS: Holistic People Management



Talent Acquisition

Streamlined recruitment and onboarding processes.

Performance Management

Automated performance reviews and feedback mechanisms.

Compensation & Benefits

Payroll processing, benefits administration, and compensation management.

Learning & Development

Online training programs and skills development resources.

An Integrated View of HRIS

An integrated view of HRIS encompasses its role as a central hub for managing human capital and aligning HR processes with business strategies. It goes beyond basic HR functions like payroll and benefits administration to provide a holistic view of the entire employee lifecycle.

Key Components of an Integrated HRIS:

1. Core HR:

- Employee data management
- Onboarding and offboarding
- Payroll and benefits administration
- Time and attendance tracking

2. Talent Acquisition:

- Applicant tracking system (ATS)
- Recruitment and onboarding workflows
- Candidate sourcing and screening

3. Performance Management:

- Goal setting and tracking
- Performance reviews and feedback
- Talent development and succession planning

4. Learning & Development:

- Training and development programs
- Skills assessments and certifications

5. Workforce Management:

- Scheduling and time-off requests
- Project management and resource allocation
- Compliance with labor laws

6. Analytics and Reporting:

- HR metrics and key performance indicators (KPIs)
- Workforce planning and forecasting
- Data-driven decision making

Benefits of an Integrated HRIS:

- **Improved Efficiency:** Automation of tasks, reduced manual data entry, and streamlined processes.
- **Enhanced Data Accuracy:** Centralized data storage and real-time updates ensure data consistency.
- **Better Decision Making:** Access to accurate and timely data enables data-driven decisions.
- **Improved Employee Experience:** Self-service portals, mobile access, and personalized experiences enhance employee satisfaction.
- **Increased Compliance:** Ensures compliance with labor laws and data privacy regulations.

By adopting an integrated view of HRIS, organizations can leverage technology to optimize HR processes, improve employee engagement, and drive business success.