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**Programme : M.A.HUMAN RESOURCE MANAGEMENT**

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RESOURCE SYSTEMS**

**Course Code :22HRMEC6**

**UNIT-IV  
SYSTEMS**

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# Systems: Optimizing Organizational Processes

Building a strong organizational foundation requires a comprehensive suite of integrated systems. This presentation will explore key systems essential for managing employee benefits, performance, and compliance.

# Leave Accounting: Tracking Time Off Efficiently

## Automated Tracking

Automated leave accounting systems provide a centralized platform for employees to request, track, and manage their leave.

## Real-Time Visibility

Real-time data ensures managers have accurate information about employee leave balances and approvals.



# Payroll: Ensuring Accurate and Timely Compensation

## Accurate Calculations

Payroll systems automate complex calculations, minimizing errors and ensuring accurate compensation for all employees.

## Timely Payments

Ensuring timely payments, both directly to employees and to relevant tax authorities, maintains financial stability and avoids penalties.

# Payroll

Payroll refers to the **entire process of managing and executing the payment of salaries to employees**. This includes a range of tasks, from calculating gross pay and deductions to distributing payments and maintaining accurate records.

## **Key Components of Payroll:**

- **Employee Data:** Accurate information about each employee, including personal details, employment history, and tax information.
- **Time and Attendance:** Tracking employee hours worked, including overtime, sick leave, and vacation time.
- **Salary and Wages:** Calculating gross pay based on hourly rates, salaries, or commissions.
- **Deductions:** Withholding taxes, social security contributions, health insurance premiums, and other deductions as required by law or employee agreements.
- **Benefits:** Managing employee benefits such as health insurance, retirement plans, and paid time off.
- **Compliance:** Ensuring compliance with all relevant tax laws, labor regulations, and other legal requirements.
- **Payment Distribution:** Issuing paychecks, direct deposits, or other forms of payment to employees.
- **Record Keeping:** Maintaining accurate and up-to-date payroll records for both the employer and employees.

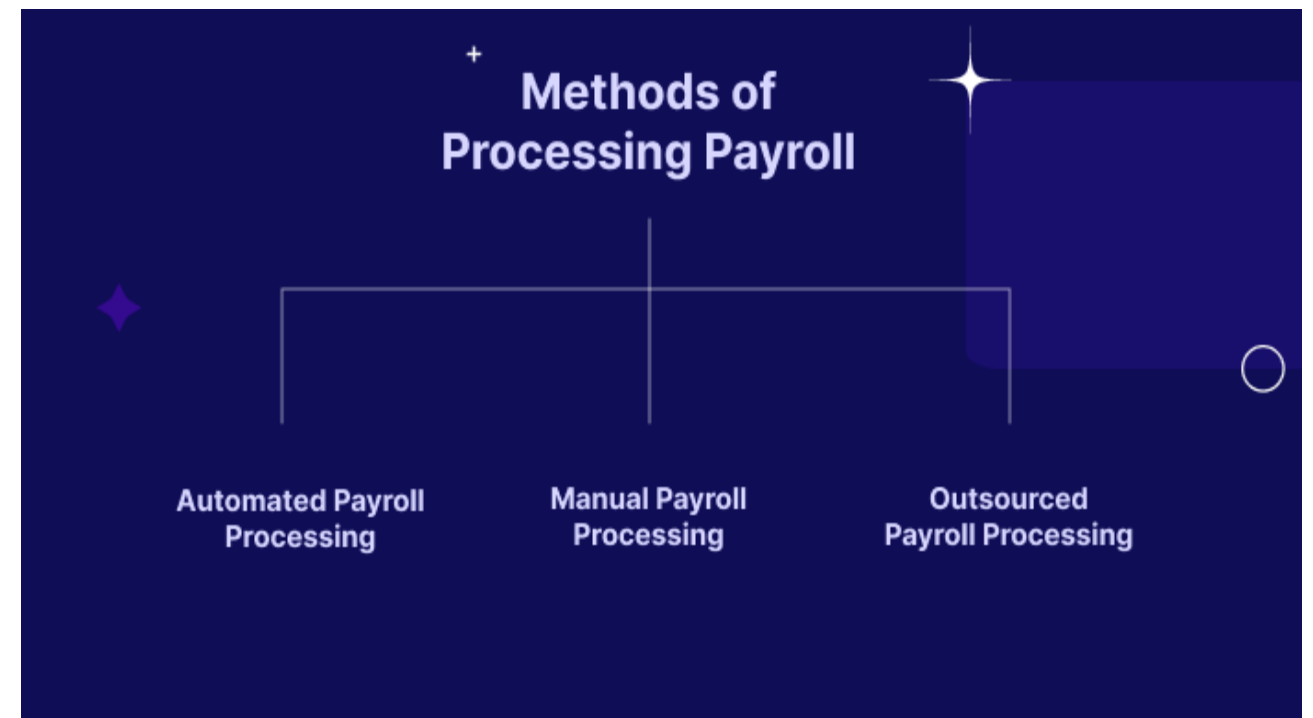


## Why is Payroll Important?

- **Ensures Timely and Accurate Payments:** Employees rely on their paychecks for financial stability, and timely and accurate payment is essential for maintaining employee morale and productivity.
- **Compliance:** Payroll processes must comply with a complex set of laws and regulations, including tax laws, labor laws, and data privacy laws. Non-compliance can result in significant penalties and legal issues.
- **Financial Management:** Payroll is a significant expense for most businesses, and accurate payroll processing is crucial for managing cash flow and financial planning.
- **Employee Benefits:** Payroll systems often manage employee benefits, which are an important part of attracting and retaining top talent.

## Payroll Processing Methods:

- **Manual Payroll:** Traditional method involving manual calculations and record-keeping. It is time-consuming and prone to errors.
- **In-House Payroll Software:** Businesses can use specialized software to automate payroll tasks, reducing the need for manual intervention.
- **Payroll Outsourcing:** Businesses can outsource their payroll processing to third-party providers, who handle all aspects of payroll management.



# Long-Term Care (LTC): Providing for Employee Well-being



## Health Insurance

Offering comprehensive health insurance, including LTC coverage, demonstrates a commitment to employee well-being.



## Financial Security

LTC plans provide financial security and peace of mind for employees, allowing them to focus on their health and well-being.



# Incentives: Motivating and Rewarding Performance

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## Performance-Based Rewards

Incentive systems can include bonuses, promotions, or other rewards for achieving specific performance goals.

2

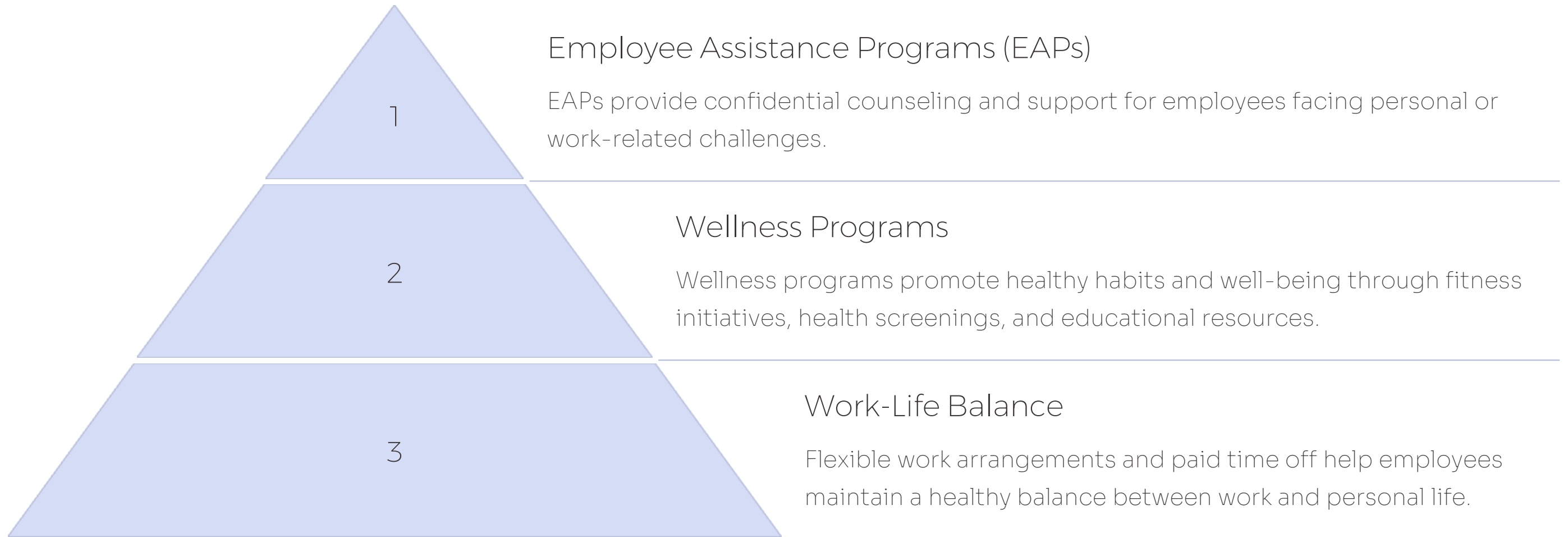
## Motivation and Engagement

Incentives create a culture of motivation and engagement, encouraging employees to strive for excellence.





# Welfare Measures: Supporting Employee Needs



# Career Growth Monitoring: Cultivating Talent

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## Training and Development

Invest in training and development opportunities to enhance employee skills and prepare them for career advancement.

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2

## Mentorship Programs

Mentorship programs pair experienced employees with those seeking career guidance, fostering professional growth.

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3

## Performance Feedback

Regular performance feedback helps employees identify areas for improvement and set clear career goals.



# Performance Appraisals: Evaluating and Improving

360°

Feedback

Gather feedback from multiple sources, including peers, managers, and direct reports, for a comprehensive evaluation.

1

Goal Alignment

Ensure that employee goals are aligned with organizational objectives and performance expectations.

1

Development Plan

Create a development plan based on performance feedback, outlining areas for improvement and future growth.

# **Statutory requirements maintenance compliance**

Statutory requirements maintenance compliance refers to the adherence to laws and regulations that mandate the upkeep and safety of certain equipment, structures, or facilities. These requirements are typically enforced by government agencies to protect public health, safety, and welfare.

## **Key aspects of statutory requirements maintenance compliance:**

### **1. Identification of Applicable Laws and Regulations:**

- Thoroughly research and understand the specific laws and regulations that apply to your industry, equipment, or facility.
- Consider factors like location, type of business, and the age of equipment.

### **2. Development of a Compliance Plan:**

- Create a comprehensive maintenance plan that outlines the specific tasks, frequencies, and procedures required to meet statutory requirements.
- This plan should include:
  - A list of all equipment and systems subject to statutory requirements.
  - Detailed maintenance schedules for each item.
  - Records of all maintenance activities, including dates, personnel involved, and any findings or issues.
  - Procedures for addressing non-compliance issues.

### **3. Implementation and Monitoring:**

- Implement the maintenance plan consistently and diligently.
- Regularly monitor compliance to ensure that all requirements are being met.



## **Consequences of Non-Compliance:**

- **Penalties and Fines:** Regulatory authorities can impose significant fines for non-compliance with statutory requirements.
- **Legal Action:** In some cases, non-compliance can lead to legal action, including lawsuits and criminal charges.
- **Equipment Failure and Safety Hazards:** Failure to maintain equipment can lead to equipment failure, posing safety risks to employees, customers, and the public.
- **Reputational Damage:** Non-compliance can damage a company's reputation and erode public trust.
- **Business Interruption:** In some cases, non-compliance can result in business closures or disruptions.

## **Examples of Statutory Requirements:**

- **Fire Safety Regulations:** Building codes, fire alarm systems, fire extinguishers, and emergency exits.
- **Electrical Safety Regulations:** Wiring, electrical equipment, and electrical safety inspections.
- **Health and Safety Regulations:** Occupational health and safety standards, personal protective equipment (PPE), and hazard assessments.
- **Environmental Regulations:** Waste disposal, pollution control, and environmental impact assessments.
- **Food Safety Regulations:** Food handling, storage, and preparation practices.

# Statutory Requirements: Maintaining Compliance





# Conclusion: Integrating Systems for Success

By integrating these systems, organizations can streamline processes, enhance employee satisfaction, and achieve strategic goals. Building a robust and integrated system is crucial for maximizing operational efficiency and creating a thriving workplace.