

**JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA**  
**PGDM / PGDM (MARKETING) / PGDM (SERVICE MANAGEMENT)**  
**V TRIMESTER (Batch 2019-21)**  
**END TERM EXAMINATION, JANUARY 2021**

*No Change suggested*

**Set – I**

<b>Course Name</b>	<b>Human Resource Information System</b>	<b>Course Code</b>	<b>HR501</b>
<b>Max. Time</b>	<b>2 Hours</b>	<b>Max. Marks</b>	<b>40</b>

**INSTRUCTIONS:**

- All the questions are compulsory and carry 10 marks each.
- Ans. to Qs.1-3 to be written in a single MS-Word file only (Arial font size 11) while Q.4 in MS-Excel.
- Be precise and objective in your answers.

**Q.1** Computer-based Information Systems (CBIS) serve different needs to diverse users at organizations. Briefly explain different CBIS catering to the users across business function with a neat diagram.

# With respect to the HR users ranging from lower-middle to middle-upper categories you have the following information. Choose and rationalize which CBIS would be required for the below four cases.

<b>Case - A</b>	<b>Case - B</b>	<b>Case - C</b>	<b>Case - D</b>
<b>Recruitment</b>	<b>Employee Engagement &amp; Satisfaction Survey</b>	<b>Cultural Diversity &amp; Economic Survey Report &amp; Business Laws</b>	<b>Comp. &amp; Ben. data of month(s) across business functions</b>
Decision: End-to-End Hiring Process Data/Info.	Decision: Prediction of Attrition and Employee Retention Plan	Decision: Global Operations Decisions, MNC Plan	Decision: Budget Analysis, Cost Control

**Q.2** Discuss how Business Process Reengineering (BPR) can help in bridging the gaps in various HR verticals in human resource information system? Also, carry-out a hypothetical GAP analysis for Performance Appraisal & Management vertical and basis the GAP analysis indicator, design a blueprint for an integrated PMS with a neat diagram.

**Q.3** Fintech Global Services, a global software development and consulting firm has more than 5000 employees working in India as their one of off-shore locations. Employees need to frequently work across projects and often relocation becomes an official need despite their virtual team structure. Employees across departments and location often find it difficult to connect with company's HR department for getting their queries served which relate to Salary/Pay-slips & Benefits, Personal Documentation, Housing & Accommodation, Travel Needs, Immigration & Visa – to name a few. Parallel to their issues, HR department also finds it distracting to cater to the trivial queries of employees and assist them in matter of non-core HR issues. Besides, handling or providing assistance on these, HR department also finds no time to focus on more pertinent and HR strategic issues for aligning with business.

# Given the above backdrop, propose an exhaustive HR Shared Service framework which may resolve issues at both ends and enable HR team to create a win-win proposition for HR and non-HR employees.

**Q.4** Assess, why HR verticals in an HRIS need to be integrated? If not all, specify which all HR verticals must be linked to each other for operational need?

# Using MS-Excel, design HRIS Dashboard and pass the following transactions. Please use proper formats, masters, data fields and validation details with one data entry.

HRIS Dashboard (All Functions):

- Application for Job Transaction (Under Recruitment Vertical)
- End-of-Service Transaction (Under EOS Vertical)

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**Set – II**

<b>Course Name</b>	Human Resource Information System	<b>Course Code</b>	HR501
<b>Max. Time</b>	2 Hours	<b>Max. Marks</b>	40

**INSTRUCTIONS:**

- a. All the questions are compulsory and carry 10 marks each.
- b. Ans. to Qs.1-3 to be written in a single MS-Word file only (Arial font size 11) while Q.4 in MS-Excel.
- c. Be precise and objective in your answers.

**Q.1 Caselet: Implementation of HRIS**

A Mumbai-based supermarket in order to make its HR department more efficient and effective, is planning to implement an HRIS. The HR functions that are under consideration in the HRIS include: Recruitment, Onboarding, Time & Attendance, Payroll, Leave Management, and HR Admin. & Maintenance. Since the focus of the company so far was more on its core business, the HR operations were sidelined. As on date, MS-Excel is used for payroll function and all other HR functions are performed manually. Employees' personal files, labor contract, onboarding, T&D, performance appraisal, EOS, are maintained through piles of papers in cabinets. As a core requirement of HR gamut, unfortunately in the absence of HRIS, it becomes dreadful to integrate HR functions with one another. With a decision of going for either a customized or generalized HRIS, the HR team is due to meet the top management for approval.

# Applying SDLC framework, evaluate how you would present your plan before the top management and decide for a customized or generalized version for HRIS at organization.

**Q.2** Cost justification for the investment in HRIS is a tough task for any HR stakeholder. Using CBA Matrix with reference to HR functions and processes, illustrate, how Cost Benefit Analysis can leverage cost justification attempt to top management. Consider all direct and indirect benefits and costs with examples.

**Q.3** HR department's executives of SigmaTel, a B2B partner of a major cellular service provider, are often complaining that their employees' data are frequently getting modified without the approval of HR administrator. Critical files stored on servers such as employee salaries, legal documents, appraisal reports and miscellaneous other files are at stake. The situation is just not an operational threat but it may slip into hacking and destroying of the whole database.

# Looking at the scenario above, it is prudent that HRIS carries potential risks of losing key HR information and other security threats. Basis this, classify, how information security and privacy issues in HRIS can be managed efficiently and effectively. Share some industry's best practices as examples and categorize which set of data/information can be kept: a. Restricted b. Unrestricted

**Q.4** Identify and categorize which set of HR verticals should be integrated with each other in any HRIS for operational need. Doing, so what precautions must be taken from users/access point of view?

# Using MS-Excel, design HRIS Dashboard and pass the following transactions mentioned below. Please use proper format, masters, data fields and validation details with one data entry.

HRIS Dashboard (All Functions):

- Job Application Transaction (Under Recruitment Vertical)
- Warning Letter Transaction (Under Admin. & Disciplinary Vertical)