

# An Overview on E-HRM and Its Constituents

Parmanand Sharma<sup>1\*</sup> Dr. Ashok Kumar Choudhary<sup>2</sup>

<sup>1</sup> PhD Scholar in Management, Maharaj Vinayak Global University, Jaipur

<sup>2</sup> Professor, Management Department, Maharaj Vinayak Global University, Jaipur

**Abstract – With the presentation of technology into for all intents and purposes each HR procedure, associations are catching a huge number of bits of possibly valuable worker information consistently. Usage of e-HRM includes a few difficulties with its orderly ramifications like - tremendous set-up expenses to bolster a strong tech-foundation and impediments in mapping all physical HR forms into e-HRM prepare, concentrate on forceful timetables in venture execution may make clashes between the procedure proprietorship by HR and IT divisions, and so forth. E-HRM presupposes the nearness of an IT culture and also a culture of Knowledge administration (KM), with the Human Resource as a procedure proprietor, being clear about the destinations of e-HR and the usage arrange e.g. characterizing the points of reference for execution, determination of usage accomplices, a guarantee which includes spending extend periods of time, preparing representatives on the ideal utilization of the entrance, and so on. The set-up expenses and additionally support appear to be one of the greatest difficulties of e-HRM.**

**Keywords: E-HRM, Human Resource, Market etc.**

-----X-----

## I. INTRODUCTION

**E-HRM** is the (planning, implementation and) application of information technology for both networking and supporting at least two individual or collective actors in their shared performing of HR activities.

E-HRM is not the same as HRIS (Human resource information system) which refers to ICT systems used within HR departments. Nor is it the same as V-HRM or Virtual HRM - which is defined by Lepak and Snell as "...a network-based structure built on partnerships and typically mediated by information technologies to help the organization acquire, develop, and deploy E-HRM is in essence the devolution of HR functions to management and employees. They access these functions typically via intranet or other web-technology channels. The empowerment of managers and employees to perform certain chosen HR functions relieves the HR department of these tasks, allowing HR staff to focus less on the operational and more on the strategic elements of HR, and allowing organizations to lower HR department staffing levels as the administrative burden is lightened. It is anticipated that, as E-HRM develops and becomes more entrenched in business culture, these changes will become more apparent, but they have yet to be manifested to a significant degree. A 2007 CIPD survey states that "The initial research indicates that much-commented-on

development such as shared services; outsourcing and e-HR have had relatively little impact on costs or staff numbers".

## II. E-HRM TYPES

There are three types of E-HRM. These are described respectively as Operational, Relational and Transformational. Operational E-HRM is concerned with administrative functions - payroll and employee personal data for example. Relational E-HRM is concerned with supporting business processes by means of training, recruitment, performance management and so forth. Transformational E-HRM is concerned with strategic HR activities such as knowledge management, strategic re-orientation. An organization may choose to pursue E-HRM policies from any number of these tiers to achieve their HR goals.

Over the previous decades the part of the staff division has been changed from that of an administrator to all the more as of late a basic segment in the aggressive success of the business. At the point when Human Resources (the Personnel Department) initially started to surface as a capacity in business, administrators and other leaders were centered on unmistakable merchandise and financial resources. Human Resources part was to bolster back-office

capacities, chiefly legislation necessities, finance, and staff information support.

Today, be that as it may, each Chief Executive Officer (CEO) talks about the general population behind the corporation's success. Truth be told, numerous corporations mark their workforce as a major aspect of their promoting efforts to pull in the correct ability, as well as to draw in business and customer purchasers. Clever officials comprehend that, in a more tightly, harder, less unsurprising monetary atmosphere; they need to take most extreme preferred standpoint of the abilities and skill accessible in the current representative pool.

### 2.1 Meaning and Definition of e-HRM

Individuals mean diverse things by the expression "e-HRM". It is an electronic arrangement that exploits the most recent web application innovation to convey an online ongoing Human Resource Management Solution.

It is complete however simple to utilize, highlight rich yet sufficiently adaptable to be custom fitted to one's particular needs. It additionally alludes to the processing and transmission of digitized data utilized as a part of HRM, including content, sound, and visual pictures, starting with one PC or electronic gadget then onto the next. It will have the capacity to meet the requests of today's Human Resource Management.

Ordinarily, the term e-HRM is utilized to depict innovation's part in empowering the change of exclusively HR movement. Rather than a concentrated work force group dealing with regular assignments, for example, affirming pay rises, dealing with preparing and checking occasion privileges, these can be taken care of by the employees themselves or their line supervisor. Essentially, the selection of e-HRM looks to limit or take out mediation from HR staff, permitting chiefs and employees to perform HR errands specifically with the self-administration devices. These can appear differently in relation to the mutual administration focus condition, where the administration would ordinarily be relied upon to be conveyed by a client benefit agent or other class of HR staff.

E-HRM as characterized as a Computerized Human Resource Information System (CHRIS) and comprises of "a completely coordinated, association wide system of HR related information, data, administrations, databases, devices and exchanges." Such a framework can be portrayed as e-HR, which means the utilization of ordinary, web and voice advances to enhance the HR organization, exchanges and process execution.

### 2.2 Nature and Scope of e-HRM

E-HRM is intended to accomplish the accompanying destinations to offer a sufficient, far reaching and on-going data framework about individuals and occupations at a sensible cost; to offer help for future arranging and furthermore for arrangement definitions; to encourage checking of human resources request and supply irregular characteristics; to mechanize worker related data; to empower speedier reaction to representative related administrations and quicker HR related choices and to offer information security and personal protection.

The scope of e-HRM can be said to envelop an unequivocal stride towards a paperless office; higher speed of recovery and processing of information; expanded access to HR information and simplicity in ordering and renaming information; accumulation of data as the reason for enhancing the vital introduction of HRM; more reliable and higher precision of data/report created; quick reaction to answer inquiries; a higher inside profile for HR prompting better work culture; setting up of streamlined, institutionalized and efficient methods; more straightforwardness in the framework; cost funds achievable through process upgrades and because of diminishment in duplication of endeavors; critical decrease of authoritative weight; flexibility to any customer and encouraging administration; Integral support for the administration of human resources and all other fundamental and bolster processes inside the organization and a more dynamic work process in the business process, profitability and worker fulfillment.

E-HRM overruns through every single capacity of HR: - Resource Management, Compensation and Reward Management, Performance Management, Training and Development, Employee Relations

### III. BENEFITS OF E-HRM

The primary advantages of e-HRM are an expansion of value and pace, in light of the fact that the current authoritative procedures were moderate and wasteful restrictive upon principally paper-based procedures.

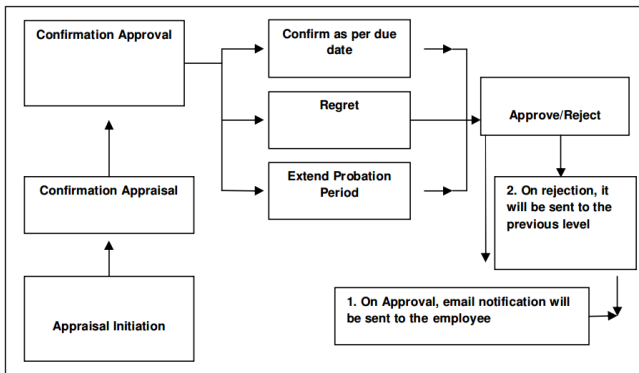
**Institutionalization:** By institutionalizing the framework utilized inside the gather and by giving workers guide access to records, especially leave records, the organization can accomplish a huge lessening in representative inquiries and diminish the requirement for HR to embrace information passage of representative records.

**Simplicity of enrollment, determination and evaluation:** With e- enrollment the organization gets an extra probability other than the ordinary application by paper to select individuals over the web in an online-application prepare. In spite of the

fact that this, and like procedures, will dependably require huge human intercession. E-HRM frameworks can streamline the procedure and diminish blunders.

Simplicity of directing representative records: Whether is it clears out, benefits, individual points of interest, mischance and train reports, and so on. It is by and large acknowledged that once everybody can defeat the underlying IT fear, HR and representatives will encounter less migraines and effectiveness will quickly increment.

Decreases in cost, time and work: Reduced duplication, diminished time spent settling mistakes, lessened work costs through ESS, decreased or no printed version passage. Not just labor can be spared, the handling time can likewise be abbreviated. With this e-HRM achieves the prime goal of cost viability.



**Figure 1: HR Processes covered by e-HRM - A broad Overview**

#### IV. CONSTITUENTS OF E-HRM

##### 4.1 HR Administration

Routine HR administration activities and events now get a technology edge that makes information available on the go. Areas like HR Data Maintenance can now be automated with individual needs customized, hence enhancing the power to human resources for maximum output, growing, awareness,

Some of the features include- Aligning HR Services to organizational vision, maintaining HR Data, managing employee and employment records, maintaining data masters at multiple levels and others.

##### 4.2 Employee Life Events

Employees experience multiple events and changes throughout their careers that can result in anxiety and loss of productivity, such as transfers, promotions, mergers, medical leave, relocation and separation.

The Personal Information Management System (PIMS) module helps both employees and HR professionals effectively manage change for all critical employee transitions by providing- Completely customizable portals for socialization and efficient delivery of all relevant information; Employee joining process management; Smoother inducting employee into the organizational culture and habitat with induction plan and schedule; Robust task management to have a defined process; Electronic forms capability to eliminate errors and speed time to completion; Reduced administrative burden of paperwork and managing tasks.

##### 4.3 Training Management

Right Skills at the right time change everything. Training management involves the following- Create training courses across locations and specific groups; Build an annual training calendar; Identify training needs as a part of appraisal; Create / Assign training for identified training needs; Communicate schedule and full course details to employees and invite nominations from employees, manager; Assign trainers and venues and generate related correspondence; Track attendance; Record faculty and participant feedback; Track under-subscribed course and view course details for corrective action; Generate reports to track training costs; Track the effectiveness of training post the actual training program; Add training records and employee data; Record both internal and external training.

##### 4.4 Performance Management System

Performance rating is no longer a grey area. Alignment gives it a clear vision with well-defined goals and measurement against objectives. The process of alignment will be complete only when it is linked to the same measures at the beginning of the process and at the end of the process: goal setting at the start of the process and performance normalization in keeping with organizational performance for the period at the end. This has to cascade to all levels within the organization. The process clarity and transparency would make every employee focus and work with one goal in mind. Performance rating can be communicated to the employee and with a click be made part of the employment data, enabling easy retrieval in the future.

##### 4.5 Goal Setting

A key element of planning a year ahead, this process is really persuasion, insistence and planning combined. In any company this is normally a performance appraisal for the previous year and simultaneously setting up outlook for the New Year. E-HRM supports the process by allowing business leaders to set organizational goals, align employees to the same and review

progress periodically. This process culminates in the performance assessment. The benefit to users and management is an objective and transparent performance assessment linked to organizational performance. This also seamlessly links into the compensation, talent identification and training needs identification.

#### 4.6 Performance Normalization

Performance standardization is the process of adjusting the overall performance evaluations with the organizational principles of performance and excellence. The process is a sequel to the performance appraisal process and through this employee evaluations are brought under the organizational gauges scale. The benefit to the association is that rewards (based on the last normalized appraisals) are matched to organizational level of expectations.

#### 4.7 Absence Management

Planning can be made that difference between losing precious time and cost in the absence of people. At the same time, simply gathering data to help the employee arrange absence can likewise be a depletion on time and manpower too. Alignment permits the HR to react and respond at the perfect time, to provide all the data in an easy manner, reducing valuable time on helpdesk calls.

#### 4.8 Shift Management

Through e-HRM shift management helps in increasing complete control of turning employees with no surprises. Features include-Assigning/turning employees through different shifts; providing an overview of employees working in any shift; Linking shift roster to the vehicle department and schedule pick-ups.

#### 4.9 Resource Management and Timesheet

The Resource Planning System enables associations and line managers to identify competencies and aptitudes required for projects at all levels and in each occupation work, manage resources, timeliness, expenses and information in real-time. It provides flexible instruments that enable joint effort, correspondence, scheduling and mapping of activities and expenses to specific projects and clients.

This system facilitates entering and keeping up timesheets and cost details periodically. The timesheet puts the HR manager in complete control of the considerable number of people, projects, and time and cost-production data visible, and accessible in real time. Utilizing an intuitive timesheet software interface the employees are able to capture their timesheets and expenses in an efficient manner, reducing information entry times.

#### 4.10 Employee and Manager Self-service

Alignment is the key for keeping objectives on track and furthermore to change data captured alongside it. On one hand, the employee is empowered to track any personal data required whenever. On the other, mechanizing routine processes saves key HR and employee time increases main concern funds bigly. The emphasis is on the correct things, in the correct way. The Employee and Manager Self Service features permit employees to view benefits, update personal data, submit time sheets, make get-away requests, and request travel expenses, reimbursement empowering employees and furthermore frees HR staff to deal with more complex undertakings.

#### 4.11 Workflow

The backbone of any great HCM Software item, work process is a technical facilitator for mechanizing exchange steering and communication steps in a process. It coordinates the work effort to multiple users, sends communication to the respective stakeholders amid steps in the processes. Enforce business processes by design and zero coding, performs steering to different users, managers approval at each step and enables configurable business process without affecting the front end. Work process may not necessarily be a module. For each of the processes, users may have a choice either to have work process or not.

#### 4.12 Role Players

Role players are facilitators to manage different exchanges in a HCM software item. The software provides great flexibility in defining these role players. Utilizing any blend of these parameters - (area, grade, region, position and city) the role players can be defined in the system. The power of this is employees of the same grade can be facilitated by different role players depending on which area they operate. This enables the system to be extendable to any complex hierarchical structure spread crosswise over different c by any level.

### V. E-HRM EMPOWERS BUSINESSES BY:

- Providing a stage for better business-to-employee communication thereby making ready for a transparent, positive hierarchical culture and higher efficiency levels among employees.
- Aiding in alignment of individual goals, accommodating a stage to agree on views and activities.



- Supporting informed decision making through examination and reporting devices that permit the Business Leaders and managers to review performance and other metrics related to their human capital.
- Giving all employees single-window web-based access to all their HR processes, reducing time spent on administrative activities, essentially enhancing individual and corporate profitability.
- Relegating administrative efficiency to the machines while creating a more strategy focused HR department.
- Consolidating all employee data in one central repository precluding the need for multiple employee information files maintained by people over the HR department.
- Automating time and error prone manual processes, achieving considerable reductions in administrative time and expenses and business process times.
- E-HRM expects to help associations and business leaders maximize the human performance inside and thereby deliver business development. In total, e-HRM empowers HR leaders to engage and manage the real assets in business: the Employees.

## VI. CONCLUSION

HR research is embraced to look for answers to a problem confronted by the association in HRM which can't be unraveled without undertaking research. Thusly in detailing the research the most vital stride is to characterize the problem plainly and particularly. Rehearse based e-HRM began sooner than scholastic research into e-HRM. In spite of the fact that the human resource (HR) function was an early adopter of registering technology, it spent the most recent decade playing get up to speed to different business functions as far as incorporating data technology (IT) into their procedures. Amid the nineties, associations ended up plainly experienced in utilizing IT for human resource management (HRM). E-HRM has become an inseparable part of the functioning of almost all the large business players in the current scenario. It helps in integrating the widespread activities of organizations by enabling connectivity between different organizational functions and providing accurate and timely personnel information on-line and round the clock. The ultimate result is a substantial elimination and cutting down of redundant activities and a boost to the profit margins of the organizations. E-HRM phenomenally reduces dependence on the time

consuming and error-prone Human Resource paper trail. However, as always, technology comes with its inherent risk- that of huge set up costs, overkill and loss of the "human touch." Hence, first and foremost it is very important for the HR professionals to get comfortable with the technology before they make other people see the value of such tools.

## REFERENCES

1. Aladwani A.M. ("Change Management Strategies for Successful ERP Implementation", Business Process Management Journal, 7, 2001, pp. 266-275.
2. Armstrong Michael (2003). A Handbook Of Human Resource Management Practice.
3. Aswathappa K. (2006). Human Resource and Personnel Management, Published By Tata Mcgraw Hill.
4. Doughty Mark (2000). The Role Of E-HR And Organisation, www.Brite-HR.Com
5. Dr. Aravind S. & Dr. P. Paramashivaiah (2006). "E-Recruitment: Tool to Hire Whom You Desire", Research Paper submitted at the 3<sup>rd</sup> Annual HR Conference at ITM, Navi Mumbai, 2006.
6. Ernst Biesalski, Knowledge Management And E-Human Resource Management, [1991]-Http//www.Wikipedia.Org-Human Resource Management Systems//
7. Farooq Ayesha and Khan Nazia (2005). "Human Resource Information System: An Analytical Study" Indian Journal of Training and Development, 35(4), Oct-Dec, 2005, pp. 62-78.
8. Forster, Steve (2004). 'Getting greater return from e-HR investment', IRS Employment Review, 11/26/2004 Issue 812, p2.
9. Hogg C. (2000). Internet and E-mail Use and Abuse", London: Chartered Institute of Personnel and Development.
10. HR Focus, Anonymous, 'Internet Continues to Draw Job Seekers, Advertised Positions', Jan2008, Vol. 85 Issue 1, p9.

---

**Corresponding Author**

**Parmanand Sharma\***

PhD Scholar in Management, Maharaj Vinayak  
Global University, Jaipur