



**INSPECTORS INLAND REVENUES
ACADEMY**

www.iirs.online



Tools Of Personnel Administration

OR Tools Of Personnel Management

Lecture by Honorable Dr. Qurat-ul-Ain Khan PhD in HRM

LAST HRM Lecture No.18

Tools Of Personnel Administration

OR *Tools Of Personnel Management*

Introduction

- HR Tools are a wide range of technology solutions that help companies effectively manage their day-to-day HR activities. HR processes are compliance-driven and manually executed in a cumbersome, time-consuming and cumbersome manner. HR Tools take advantage of automation opportunities and allow HR employees to save time and money and easily manage their employees.

Introduction

- HR tools manage all core HR processes, from recruitment to exit interviews. Depending on their needs, companies can opt for simple HR software that takes care of day-to-day administrative tasks such as vacation management, timesheet management and more. They can also opt for software that covers strategic HR areas such as recruitment and performance management.
- Few departments juggle as many tasks or manage as much information as the HR department. The technology makes the tasks of recruitment, payroll, and performance appraisal easier and allows HR staff to better align with employees across the enterprise.

Human resources management tools are seeing an upsurge in popularity as more companies discover the many benefits they bring to the department. For starters, they deliver time and cost savings, and can improve decision making in all organisations, no matter the size.

Why should you use digital HR tools?

Whether you belong to an SME or a large international corporation, all organisations can benefit from **HR management tools**. They are designed to simplify processes, save time, and generally make it much easier for the department to do its job and achieve better results.

Time savings: once the implementation and launch stage is out of the way, the HR team will be able to work much more efficiently. The most repetitive tasks can be automated saving the team valuable time. A definite improvement for the team's internal processes.

- **Enhance the employee experience:** people today use their phone for everything and want results yesterday. Digital HR allows employees to interact with the team digitally, providing them with a much more positive experience and opinion of the company.
- **Save the company money:** HR software is usually paid according to the level of service provided, and tariffs are flexible. In general, technology will create cost savings, allowing organisations to reallocate this portion to other areas.
- **Promote better decision-making:** gathering all company and employee data on a single platform means it can be used more effectively, and previously inaccessible information comes to light. This enables us to automatically and accurately obtain valuable insights to help us make better decisions.
- **Provide transparency:** HR software these days is stored in the cloud, so all team members need to access it is a device with an internet connection. This improves accessibility as well as transparency, as everyone has the same information available to them and can stay up to date on everything.
- **Competitive advantage:** when a company has more information on its employees and HR processes, it can make better decisions and in turn improve its competitiveness.

- **Essential Personnel Management Tools Every Organizations Needs**



*Here are **six** HR technology tools that companies of all sizes can use to create a happier, more organized workforce*

Embracing New Technology

1. Use of technology to communicate with employees

- ❖ Company intranets
- ❖ E-Newsletters
- ❖ Company emails

2. A move toward single software platforms

- **Integrated Human Resource Information System (HRIS) or HRMS (Human Resources Management System)**

1. HRMS (Human Resources Management System) or HRIS (Human Resources Information System)

HR departments have a lot of information to collect, store and track. The most common way to organize this information is to use a comprehensive Human Resources Management System (HRMS).

Whether it is a software solution or software as a service, an HRMS can be an HR representative's best friend. It stores and organizes data such as employee profiles, schedules, attendance lists, and more.

[Human resources information systems](#) (HRIS) are generally more data-driven solutions that allow you to create detailed reports for auditing purposes.

Most HRMS offerings, such as Paychex and Workday, act as a central platform for the HR department and often include modules or integrations that give you access to payroll services, benefits management, and performance appraisals.

Embracing New Technology

- **Human Resources Information System (HRIS)**
 - is a system that lets you keep track of all your employees and information about them. It is usually done in a database or, more often, in a series of inter-related databases.
 - **Benefits:**
 - Store and retrieve of large quantities of data.
 - Combine and reconfigure data to create new information.
 - Easier communications.
 - Lower administrative costs, increase productivity and response times.

2. Performance-based solutions

- Performance evaluation and monitoring is not just an annual meeting between the supervisor and the employee; the goals and objectives discussed at this meeting are monitored and reviewed by the HR department throughout the year. To make the most of a performance review and to better articulate each employee's goals, HR can provide managers with the tools to track employee performance throughout the year by storing notes and comments to prepare the manager and employee for the review. [Many HRMS and payroll solutions](#), such as IceHrm, have a customizable performance appraisal module.



Try IceHrm Now

Company Name *

Select Installation Uri*

Company Email *

Your Name *

Contact Number *

Powerful But A Simple Way to Manage Your Company and Employees

Login to IceHrm Cloud

Support



HRM App to Fit All Your Needs

Use IceHrm for managing employees of your company. It's free forever employees.

IceHrm.com

Open

3. Software for recruitment

- As the name suggests, the recruitment software simplifies the recruitment process. You can advertise jobs, sort and accept applications, manage candidates and much more, so you don't have to do everything manually.
- Small businesses, in particular, should check the pricing and features of any solution they are considering: Many recruitment programs are designed for large companies with a large number of candidates. Smaller companies, depending on their recruitment needs, may be better served with a cheaper product with less capacity.

4. Payroll Calculation

- Payroll processing is a tedious task. Make it easier for you (and your accountant) by investing in an online payroll service. This solution allows you to automatically calculate and track paychecks, deductions, paid vacations, etc. Some even allow you to declare and pay income tax and report new employees to the FBR (Federal Board of Revenue). The Govt in Pakistan uses **SAP Software** to manage all the payroll of Federal & Provincial Govt employees.

5. Benefits Management Platform

- While some payroll services allow you to manage certain benefits, such as vacation, a more robust solution can help you manage all employee benefits, including vacation pay, pensions, health insurance, workers' compensation, and other benefits.

6. Tool for employee engagement

- Employee engagement is a priority for many companies. With today's technical tools, you can monitor your company's culture and get a better idea of what your employees want.
- For example, programs such as [IceHrm software](#) allows you to recognize and reward employees who do a good job or embody the company's values. Also, it allows you to collect anonymous feedback from your team, which you can use to improve your culture and processes.

Choosing the solution

- While it may be tempting to choose the best or most cost-effective solution, it is important that you do your research and find the tool that meets your business needs. Don't invest in some solutions just for fun because some are simply not worth a company's time.
- It's important to find [solutions to automate](#) tasks that would otherwise waste valuable time in everyday life. But some tasks should never be automated, such as handling complaints or conflicts between employees. The tools you choose should be easy to use and should not create anger or frustration for your employees.

EXAMPLES OF PERSONNEL MANAGEMENT SYSTEMS IN PAKISTAN

<https://www.people.com.pk/>

<https://www.paypeople.pk/>

<https://www.softrack.com.pk/>