

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

The Bryan School of Business and Economics

Department of Business Administration

MGT 414 HUMAN RESOURCE INFORMATION SYSTEMS

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COURSE DESCRIPTION: Human Resource Information Systems (HRIS) shape an intersection in between human resource management (HRM) and information technology (IT). The field merges HRM as a discipline and in particular its basic HR activities and processes with the information technology field. HRIS is often integrated with Enterprise Resource Planning systems. On the whole, these ERP systems have their origin in software that coordinates information from different applications into one universal database. In addition, there are a number of add-on IT applications to various human resource functional areas.

CATALOG DESCRIPTION: Examines the application of ERP systems to managing human resource information. Topics include: HR metrics, Job analysis, job evaluation, human resource planning, recruiting, screening, selection, training and employee development, performance appraisal, compensation, benefits, and employee safety and health.

COURSE REQUIREMENTS: MGT 414 classes will include lecture, case discussion and analysis, and in class group and individual exercises. A number of the classes will involve working in pairs and/or groups.

PREREQUISITES: MGT 313 or permission of instructor

PERFORMANCE EVALUATION:

Wiki Posts 10%

Cases 10%

Midterm 15%

Access HRIS 15%

Final 20%

Quizzes 30%

WIKI Students will be expected to post articles on HRIS to a Wikipedia on HRIS that the class will create. That is, every member of the class will write at least three short articles defining concepts central to Human Resource Information Systems. These articles may be drawn from internet sources, software vendors, HR publications, or other sources. However, students must be very careful to cite sources correctly. You must have a minimum of three sources. A list of acceptable of WIKI topics is found in the assignments section of Canvas. Duplicate posts are not allowed, so get yours done early so you will have the best choice. You must also add to two other WIKI posts - - that is, you must add information on to the WIKIs that other students have posted. Seventy percent of your WIKI grade will be for your post & 30% will be for your additions to others' posts.

ACCESS HRIS: Each student will be responsible for creating a fictitious HRIS. These will be created in Access. You will find a longer description of this assignment on Canvas. It is sufficient to say here that your HRIS will include 100 employees and all the relevant information about them. You will need to be able to defend why you have chosen the data fields you have. Later on in the semester, I will ask you to generate reports on the employees you have created.

CLASS PARTICIPATION: Students are expected to arrive punctually for the start of each class. Class participation is based both on taking part in class exercises and turning them in at the end of the class period. HRIS is a cooperative learning venture. You will teach one another as part of the instruction.

QUIZZES: Classes will include quizzes either during or at the end of class on the material assigned from the book or given out during the lecture. Be sure to do your reading before class.

TESTS: There will be a midterm and a final in the course. Test questions will be True/False/Correct, short answer, and short essay. Please see Canvas files for examples of the types of test questions. There will be a review sheet on blackboard as well. In addition, students will be allowed to bring ONE 3 x 5 index card with them to the exam. On it you can write whatever notes you wish. However, you will be required to turn your card in with your exam paper. Students who turn in an exam without an index card will have 20 points deducted from their test grade.

TEXT:

Kavanagh, M. J., & Johnson, R.D. (2018). Human Resources Information Systems: Basics, Applications, & Future Directions (Fourth Edition) Sage: Thousand Oaks, CA (Hereinafter K & J). There are also journal and magazine articles. The references will be available on Canvas.

PHILOSOPHY:

MGT 414 is a class for students most of whom are concentrating in HR and are about to graduate. Since it involves a set of knowledges and competencies that are essential to individuals who are going to work in human resource departments, all instruction is professionally oriented. You are going to be using the skills you learn this semester to earn your living, and as such you need to be involved in the learning process. I cannot teach you very much about HRIS, but you can learn a lot! For this reason you need to be prepared for each class - - you will be involved in teaching one another and you cannot do this without being prepared. You need to view this subject matter as something you WANT to learn as much of as possible. My role is to organize the material for the course and to present some of it - - I cannot make you learn it - - that is up to you.

I need to be clear about how I come to this subject. I never had any of this subject in my PhD program. To the best of my knowledge, no university in the United States offers PhD work in HRIS. In fact, there are only a handful of colleges and universities that offer any HRIS work at all. You are fortunate that for those of you who are concentrating in HR that you can have this material in your background. I have had a number of students who got their job specifically because of the background they received in 414. When you get through with this course, you will be able to talk the talk, and you will be well on your way to being able to walk the walk.

Here's what I want you to do. Read each assignment carefully. Take notes. Underline. Write in the margin of your text. Print out the articles and do the same to them. Come to class with the idea you are going to use all the material for in class activities. When I see that your written materials are marked up, I know you spent time interacting with them. We are not going to learn a specific HRIS like Lawson or SAP. That will be up to your employer. What MGT 414 can provide is a conceptual framework of what HRIS can do, what are the obstacles to its implementation, what are the data security hazards to be overcome in its implementation and use, etc. This is the framework that makes SAP or Oracle or Lawson comprehensible in the context of your organization. We will do some exercises with the HRIS you create in Access. Once again our objective is not to teach you the keystrokes but rather to get you to have an overview of system capability and how to maximize system usefulness.

For the next fifteen weeks, MGT 414 is your job. Think of yourself as already employed and MGT 414 is just part of the training your employer is requiring of you.

This is your career and your ability to earn a good living that we are working on. Please treat this course as you would your first job in HR because it involves the training your employer would provide if the company could afford it. It is my role here to help equip you. I take my responsibility to do this equipping very seriously. It is my joy to aid you in this process, but I will need your help in every class.

LEARNING OBJECTIVES:

The student will synthesize HRIS applications and organizational strategy.

2. The student will outline the basic steps that an organization must go through to plan for, acquire, and then implement an HRIS.

3. The student will explain the basic uses of job analysis information, how the information should be archived, and what job and workflow variables should be tracked.

4. The student will explain how recruiting is facilitated by the HRIS.

5. The student will outline the relationship between screening and selection and explain their importance to the implementation of strategy.

6. The student will explain the strategic importance of training programs in maintaining and improving employee knowledge, skills, and competencies.

7. The student will explain how and what to track in evaluating the outcomes of training programs; the student will, based on learning theory, explain how HRIS training metric tracking facilitates training transfer.

8. The student will integrate the eLearning and SDL technology with HRIS tracking capabilities.

9. The student will explain and illustrate the various performance appraisal data that can be tracked by HRIS and tell how tracking individual performance helps to improve overall organizational effectiveness.

10. The student will explain the basic issues which must be addressed in implementing an HRIS system.

11. The student will list at least three HR metrics, provide a good definition for each, and then explain why an organization would need to track them.

DATE	TOPIC FOR LECTURE/DISCUSSION	READING
1/15	Syllabus & basic intro	Miles & Snow Reading
1/22	HRIS	Chapter 1 K & J;
1/29	Database Concepts	Chapter 2, 3 K & J
2/5	HR Needs Analysis/System design	Chapter 4, 5 K & J
2/12	Change Mgmt. & Cost Justifying	Chapter 6, 7 K & J First Wiki post due
2/19	HR Administration	Chapter 8 K & J
2/26	Talent Management & Recruiting	Chapter 9 K & J
3/5	Midterm Exam	*****
3/19	Screening & Selection & On line Assessment	Reading #1 Chapter 10 K & J:
3/26	Training and Development Wiki post due	Chapter 11 K & J; second
4/2	Performance Management, Compensation And Benefits	Chapter 12 K & J
4/9	International HRM	Chapter 13
4/16	HR Metrics & Workforce Analytics metrics	Chapter 14 & Schneider article on Third Wiki post due
4/23	HR & Cyber Privacy & Security	Chapter 15 K & J & Reading #4
4/30	HRIS & Social Media Access Project due	Chapter 16 K & J
Final Exam: May 1, 7 to 10 pm		