

Center for Human Resources and Labor Studies
Carlson School of Management
University of Minnesota

Human Resource Information Systems

HRIR 6114 (2 credits)
Spring 2018, A Term
5:45 – 9:05, Thursdays
1-142 Carlson School of Management

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Since the early 20th century, the practice of Human Resource Management has evolved from one of being purely administrative and transactional to one of significant strategic importance to organizations, providing transformational value in support of major business objectives. This is due in part to the introduction of technology and the related applications that have similarly evolved in the later 20th century, continuing today and certainly into the future. Human Resource Information Systems is the discipline of combining human resources practices with information technology to effectively support organizations in pursuit of their business objectives. Human Resource Information Systems are used for automating repetitive, administrative tasks; creating, delivering and tracking activities associated with the major HR practices (recruiting, training and development, compensation and benefits, HR planning, organizational effectiveness, etc.); and are essential tools for supporting business decision making in regards to the management of an organization's talent.

Learning Objectives: By the end of the course, students should be able to:

- **Identify** how the introduction of Human Resources Information Systems has facilitated and supported the ability of HR to provide transformation support of organizations.
- Effectively **engage** in the planning, analysis, design, and implementation of an organization's Human Resource Information System.
- **Analyze** the various technology architectures and HR software applications in conjunction with the data, information, and knowledge needs of an organization in order to selection technology solutions and develop effective HR processes.
- **Understand** how Human Resource Information Systems support the various HR practices throughout the Talent Management Lifecycle.

Required Materials

Michael J. Kavanagh and Richard D. Johnson (2018) *Human Resource Information Systems* 4th Edition (SAGE Publications). [Available for purchase in the bookstore or online]

<u>Grading</u>	<u>Due Date</u>	<u>Percent of Course Pts.</u>
Team Project 1 & Class Participation	February 1	20%
HRIS Applications Essay Questions	February 15	30%
Infor System Assignment	February 22	20%
HRIS Strategy Case Paper	March 1	30%

Team Project 1: The first team project is building an operational design plan and an outline for a Request for Proposal (RFP) associated with the Larson Property Management Company presented in your text in Chapter 5. There are case study questions that will guide your work on this assignment. You will be asked to submit a two page paper with your plan and outline, and will also be asked to present your work in the class – both due on February 1.

HRIS Applications Essay Questions: At this point in the class, we will have launched into HRIS applications that support various HR processes and functions throughout the Talent Management Lifecycle. You will be asked to select a couple different HR software applications to review and given questions that will require you to share your knowledge and understanding of the applications you have chosen and how they support the business. These will be shorter essay questions as opposed to one several page paper on one topic. This assignment will also lay the groundwork for future learning in subsequent sessions and assignments. This assignment will be due at the time of the class on February 15.

Individual Assignment – Infor System Assignment: This assignment involves working with the Infor HRIS system provided in class. Through our arrangement with Infor, all students will have access to the system providing them with actual hands-on experience with various aspects of the Infor HRIS. At the time of creating the syllabus, details of this assignment were not yet determined. As that becomes available, the details will be shared with the class. This assignment will either be due at the time of the class, or completed during a portion of the class on February 22.

Individual Assignment – HRIS Strategy Case Paper: This is your final assignment, a paper of four to five pages maximum, due at the beginning of class on March 1. You will be given a case study that involves two different companies. The case will outline critical information on each company and their training and development needs. You will be asked to consider the design, architecture, and functionality needed by each of the companies, and ultimately which system and HRIS system strategy you would recommend they select and implement, respectively, along with your rationale.

Guidelines for Papers

A hard copy of your papers must be submitted by the deadlines specified above, as well as uploading an electronic copy on the class Moodle site. All papers should be done in size 11 or 12 font, double-spaced, with a 1" margin. Put your name and id number at the top of the first page, and be sure to number each page. Be sure to spell check and proofread your work because grammatical and other mistakes detract from its quality. All sources for your papers should be properly cited.

Classroom Expectations: The teacher and students are expected to behave professionally at all times. The teacher will respect the students, and each student is expected to be respectful of the teacher and their fellow students. Professional behavior includes, but is not limited to the following:

- Honesty – Do your work. Plagiarizing from other students, books and journals, the internet, and other sources is a serious offence and is not acceptable. Be sure to cite your work when using references. Make honest contribution to your group projects.
- Preparation – Come to class prepared to listen, learn, and participate. Attend group meetings prepared to make full contributions and to help other group members make valuable contributions. Be sure to complete your reading assignment and are prepared to participate in any class discussions in relation to questions provided to you prior to class.
- Politeness – Ask questions and contribute to class discussion in a positive, inclusive, and respectful manner. Respond to dissenting views with respect and reason. Respect your classmates and your group members.
- Attentiveness – Turn off and do not answer your cell phone. Laptop computers are welcome for class-related purposes such as note taking or online assignments. Other activities are inappropriate and exhibit disrespect towards the teacher and other

students. Limit individual conversations and other distractions to break times. Focus on the tasks at hand during group meetings.

- Timeliness – Complete assignments on time. Be on time for group meetings and for class. Unforeseen event occur and student have multiple demands on their time (such as work or interviews). If you must arrive late or leave early, do so without walking in front of any speakers. Provide advance notice to the teacher whenever possible. Reserve the seats by the door for those who must arrive late or leave early.

Course Outline

- I. Human Resources Information Systems (HRIS): The Backbone of Modern HR (January 18)**

Michael J. Kavanagh and Richard D. Johnson (2018) *Human Resource Information Systems* 4th Edition (SAGE Publications) Chapters 1, 2, and 3
- II. Managing HRIS Implementations – System Development Lifecycle, Needs Analysis, System Design and Acquisition (January 25)**

Kavanagh and Johnson (2018) *Human Resource Information Systems* Chapters 4 and 5
- III. Managing HRIS Implementations – Change Management, System Implementation, and Cost Justification (February 1)**

Kavanagh and Johnson (2018) *Human Resource Information Systems* Chapters 6 and 7
- IV. Electronic Human Resource Management (eHRM) – Human Resources Administration and Talent Management (February 8)**

Kavanagh and Johnson (2018) *Human Resource Information Systems* Chapters 8, and 9
- V. Electronic Human Resource Management (eHRM) – Recruitment and Selection (February 15)**

Kavanagh and Johnson (2018) *Human Resource Information Systems* Chapter 10
- VI. Electronic Human Resource Management (eHRM) – Training & Development, HR Operations, and HR Metrics and Workforce Analytics (February 22)**

Kavanagh and Johnson (2018) *Human Resource Information Systems* Chapters 11, 12, and 14
- VII. Advanced HRIS Application and Future Trends – International, Privacy/Security, Social Media, and Emerging Trends (March 1)**

Kavanagh and Johnson (2018) *Human Resource Information Systems* Chapters 13, 15, 16 and 17