



COURSE OUTLINE

SCHOOL OF BUSINESS

COURSE NAME: Human Resources Information Systems (HRIS)

COURSE CODE: HRM 2004

CREDIT HOURS: 42

PREREQUISITES: HRM 1030

COREQUISITES: None

PLAR ELIGIBLE: YES (X) NO ()

EFFECTIVE DATE: January 2010

PROFESSOR:

PHONE:

EMAIL:

NOTE TO STUDENTS: Academic Departments at George Brown College will **NOT** retain historical copies of Course Outlines. We urge you to retain this Course Outline for your future reference.

FOR OFFICE USE ONLY		
ORIGINATOR:	<u>J. Bulmash & A. Gorassi</u>	<u>June 2009</u>
	SIGNATURE	DATE
CHAIR:		<u>August 2009</u>
	SIGNATURE	DATE
DATE OF REVISION:	_____	

EQUITY STATEMENT: George Brown College values the talents and contributions of its students, staff and community partners and seeks to create a welcoming environment where equity, diversity and safety of all groups are fundamental. Language or activities which are inconsistent with this philosophy violate the College policy on the Prevention of Discrimination and Harassment and will not be tolerated. The commitment and cooperation of all students and staff are required to maintain this environment. Information and assistance are available through your Chair, Student Affairs, the Student Association or the Human Rights Advisor.

George Brown College is dedicated to providing equal access to students with disabilities. If you require academic accommodations visit the Disability Services Office or the Deaf and Hard of Hearing Services Office on your campus.

STUDENT RESPONSIBILITIES: Students should obtain a copy of the *Student Handbook* and refer to it for additional information regarding the grading system, withdrawals, exemptions, class assignments, missed tests and exams, supplemental privileges, and academic dishonesty. Students are required to apply themselves diligently to the course of study, and to prepare class and homework assignments as given. Past student performance shows a strong relationship between regular attendance and success.

COURSE DESCRIPTION:

This course provides the student with an understanding of Human Resources Information Systems (HRIS) and how it facilitates the effective management of an organization's human resources. Through a series of hands-on lab-work, lectures and exercises, students will explore the various components of a HRIS, examine how information can be used to enhance the HR functions and the steps required to implement a HRIS. The application "Super HR" will be utilized as a tool to apply the course concepts.

ESSENTIAL EMPLOYABILITY SKILLS:

As mandated by the Ministry of Training, Colleges and Universities essential employability skills (EES) will be addressed throughout all programs of study. Students will have the opportunity to **learn (L)** specific skills, to **practice (P)** these skills, and/or **be evaluated (E)** on the EES outcomes in a variety of courses. The EES include communication, numeracy, critical thinking & problem solving, information management, interpersonal and personal skills. The faculty for this course has indicated which of the EES are either Learned (**L**), Practiced (**P**) or Evaluated (**E**) in this course:

Skill	L	P	E	Skill	L	P	E
1. communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience		√	√	7. locate, select, organize and document information using appropriate technology and information sources	√	√	√
2. respond to written, spoken or visual messages in a manner that ensures effective communication		√	√	8. show respect for the diverse opinions, values, belief systems, and contributions of others		√	
3. execute mathematical operations accurately				9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals		√	√
4. apply a systematic approach to solve problems	√	√	√	10. manage the use of time and other resources to complete projects		√	
5. use a variety of thinking skills to anticipate and solve problems		√	√	11. take responsibility for one's own actions, decisions and consequences		√	
6. analyze, evaluate, and apply relevant information from a variety of sources	√	√	√				

COURSE OUTCOMES:

Upon successful completion of this course the students will have reliably demonstrated the ability to:

1. **Describe the benefits of a HRIS and why it is an important tool to effectively manage an organization's human resources.**

- Explain how human resources professionals utilize the HRIS as a decision-making tool.
- Discuss the relationship that HR has with line management to ascertain information needs.
- Outline all the data elements that can be stored within a HRIS, for example, data relating to recruitment and selection, training and development, compensation and benefits, health and safety, labour/employee relations, project management, human resources planning etc.
- Discuss how information is utilized to contribute to the strategic goals of an organization.
- Identify how a HRIS helps organizations comply with their legislative requirements, for example, privacy, employment equity etc.

2. Explain the key steps involved in selecting, designing and implementing a HRIS.

- Differentiate among the different types of systems and their varying degrees of complexity.
- Compare and contrast the costs and benefits of implementing different types of HRIS.
- Conduct a needs analysis.
- Describe the phases of planning for a HRIS.
- Discuss the various ways in which security is managed in different systems.

3. Explore the different applications within a HRIS and how they are utilized to enhance the HR functions utilizing the “Super HR” program.

- Describe how information in a HRIS can be managed to effectively execute the HR functional strategies as they relate to recruitment and selection, training and development, compensation and benefits, health and safety, labour/employee relations, project management, human resources planning etc.
- Determine how employee data is managed and its relationship to the different types of HRIS models, for example, training and development, career management, time and attendance etc.
- Outline the different types of reports that could potentially be generated by a HRIS.
- Explain how the HRIS can interface with different payroll providers, for example, ADP, Ceridian etc.

4. Discuss the trends that have influenced the evolution of HRIS.

- Explain how organizations that operate globally use HRIS to facilitate the flow of information across borders.
- Describe how the HRIS can assist with the tracking and maintaining of information related to outsourcing /independent contractors.
- Outline the many uses of the intranet and internet and how they have aided the administrative role of HR.
- Identify how a robust HRIS enables an organization to consider using alternative work arrangements, networking options and non-traditional HRM approaches.

DELIVERY METHODS / LEARNING ACTIVITIES:

Teaching methods in this course are interactive and require class input and involvement. The course will include hands-on lab-work, exercises, lectures, presentations, team work and independent study.

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

Required:

Kavanagh, M. & Mohan, T. Human Resource Information Systems. (Basics, Applications & Future Directions). Sage Publications (Nelson Education Ltd.), 2009.

TESTING POLICY:

Exemption or deferral of a quiz, exam or assignment is not permitted except for a medical or personal emergency. The professor must be notified by e-mail prior to the due date. Appropriate documentation, as determined by the professor, must be submitted.

Any student who either misses the quiz, mid-term exam or does not hand in an assignment and who provides acceptable documentation of illness or other serious problem will have the missed percentage of the course mark added to the weighting of the final exam. There will be no make-up exams or assignments.

Absence from final exam:

- Professor must be notified by e-mail **before** the examination
- Documentation must be presented to the professor **within three working days**.
- If the majority of the course work has been completed with a passing performance, and the documentation is acceptable, an "Incomplete" grade (INC) will be entered by the instructor. **An INC grade will not be granted if term work was missed or failed.**
- The final examination must be written **within 60 days of the submission of the incomplete grade. Failure to do this will result in an F grade.**

ASSIGNMENT POLICY:

Students unable to submit an assignment on the due date should discuss the matter in advance with the professor. At the professor's discretion, late assignments may not be accepted. Where late assignments *are* accepted, the professor will apply a late penalty.

It is expected that all students will make a significant contribution to the group assignment. If not, marks may be adjusted accordingly. If the group is unable to progress as planned due to medical and/or personal reasons, it is expected that the group will contact the professor immediately. The entire group is responsible for the accuracy of the entire report, including proper referencing of sources.

EVALUATION SYSTEM:

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	% of Final Grade:
In-class Exercises		1-4	1-2, 4-11	Weeks 1-14	15%
Assignment #1	Individual Assignment	1-3	1-2, 4-7, 10-11	Week 6	20%
Mid-Term Exam	Will consist of a combination of multiple choice, short-answer and case studies/mini- exercises	1-3	1-2, 4-6	Week 7	20%
Assignment #2	Group Assignment	1-4	1-2, 4-11	Week 13	15%
Final Exam	Comprehensive - will consist of a combination of multiple choice, short-answer and case studies/mini- exercises	1-4	1-2, 4-6	Week 15	30%
				TOTAL:	100%

GRADING SYSTEM

The passing grade for this course is: **D**

A+	90-100	4.0	B+	77-79	3.3	C+	67-69	2.3	D+	57-59	1.3	Below 50	F	0.0
A	86-89	4.0	B	73-76	3.0	C	63-66	2.0	D	50-56	1.0			
A-	80-85	3.7	B-	70-72	2.7	C-	60-62	1.7						

Excerpt from the College Policy on Academic Dishonesty:

The *minimal* consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material. To view George Brown College policies please go to www.georgebrown.ca/policies

Students will receive feedback and/results of all tests and assignments within two weeks of the due date except in unusual circumstances.

TOPICAL OUTLINE:

Week	Topic / Task	Outcome(s)	Content / Activities	Resources
1	<ul style="list-style-type: none"> ▪ The Role of Information Technology ▪ Database Concepts and Applications in HRIS ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 1, 3 	<ul style="list-style-type: none"> ▪ The Interface Between Human Resources and Technology ▪ Relationship Between Strategic HRM & HRIS ▪ Different Types of HRIS ▪ Model of Organizational Functioning ▪ Database Management Systems ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapters 1 & 2
2	<ul style="list-style-type: none"> ▪ HR Administration & HRIS ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 3 	<ul style="list-style-type: none"> ▪ Importance of Legal Compliance ▪ Complexity of HR Administration ▪ Canadian Legislative Requirements ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapter 9 (211-230) ▪ Supplemental Material (Supplement 231-241 with Canadian Legislation)
3	<ul style="list-style-type: none"> ▪ Job Analysis & HR Planning ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 1, 3 	<ul style="list-style-type: none"> ▪ Importance of Human Resources Planning & the Talent Management Process ▪ HR Applications for KSA's and Job Descriptions ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapter 10
4	<ul style="list-style-type: none"> ▪ Recruitment & Selection in an Internet Context ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 1, 3 	<ul style="list-style-type: none"> ▪ Advantages and Disadvantages of Online Recruitment ▪ The Relationship Between Selection and Assessment with HRIS ▪ Technological Issues that Influence Selection ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapter 11
5	<ul style="list-style-type: none"> ▪ Training & Development – Issues & HR Applications ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 1, 3 	<ul style="list-style-type: none"> ▪ Training Application ▪ Advantages & Disadvantages of Web-based Learning ▪ Practical Applications in Evaluating Training ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapter 12
6	<ul style="list-style-type: none"> ▪ Project Management, Compensation, Benefits, Payroll & the HRIS ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 1, 3 	<ul style="list-style-type: none"> ▪ Payroll Systems ▪ The Role of HRIS & Benefits Administration ▪ Performance & Rewards & the HRIS ▪ Lab Work (SuperHR) ▪ Assignment #1 Due 	<ul style="list-style-type: none"> ▪ Chapter 13 ▪ Supplemental Material (Supplement with Canadian Legislation)
7	<ul style="list-style-type: none"> ▪ Mid-term Examination 		<ul style="list-style-type: none"> ▪ Mid-term Examination 	
8	<i>INTERSESSION WEEK</i>			

9	<ul style="list-style-type: none"> ▪ System Considerations in the Design of a HRIS ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 2, 3 	<ul style="list-style-type: none"> ▪ The System Design Processes & Its Importance to HRIS Implications ▪ Users of the System ▪ Categorizing HRIS Data ▪ Database Security ▪ Pros & Cons of Changing from One Software System to Another ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapter 3
10	<ul style="list-style-type: none"> ▪ HRIS Needs Analysis ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 2 	<ul style="list-style-type: none"> ▪ Who's Involved in the Needs Analysis? ▪ The Types of Activities that are Performed ▪ Key Deliverables of a HRIS Needs Analysis ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapter 4
11	<ul style="list-style-type: none"> ▪ System Design & Acquisition ▪ Cost Justifying HRIS Investments ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 2 	<ul style="list-style-type: none"> ▪ Working with Vendors ▪ Vendor Selection ▪ HR Metrics ▪ Why Cost-Benefit Analysis (CBA) is Critical for a HRIS Project ▪ Common Problems that Can Occur in a CBA for HRIS ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapters 5 (111-120) & Chapter 6
12	<ul style="list-style-type: none"> ▪ Information, Security & Privacy in HRIS ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ 1, 2 	<ul style="list-style-type: none"> ▪ Legal Requirements ▪ Best Practices ▪ Importance of Information, Security & Privacy ▪ Lab Work (SuperHR) 	<ul style="list-style-type: none"> ▪ Chapter 15 ▪ Supplemental Material (Supplement with Canadian Legislation)
13	<ul style="list-style-type: none"> ▪ The Future of HRIS ▪ Group Presentations 	<ul style="list-style-type: none"> ▪ 4 	<ul style="list-style-type: none"> ▪ Emerging Trends in HRM and IT ▪ Future Trends in IT/IS & Workforce Technology ▪ Future Trends in HRM as it Relates to Technology ▪ Integration of HR & IT/IS ▪ Group Presentations ▪ Assignment #2 Due 	<ul style="list-style-type: none"> ▪ Chapter 16
14	<ul style="list-style-type: none"> ▪ Review ▪ Group Presentations 		<ul style="list-style-type: none"> ▪ Review ▪ Group Presentations 	
15	<ul style="list-style-type: none"> ▪ Final Examination 		<ul style="list-style-type: none"> ▪ Final Examination 	

Please note: this schedule may change as resources and circumstances require.
For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: <http://www.georgebrown.ca/Admin/Registr/PSCal.aspx>