

Human Resources Information Technology

An organizations proper management and timely access to its human capital data is a critical organizational success factor that can not be overlooked. To aid in the processing, delivery, and management of transactional activities that are traditionally performed by human resources (HR), information technology systems have been developed to automate many processes including payroll, recruitment, performance management, and training and development. The Center for Organizational Excellence, Inc. (COE) works with organizations to design, develop, and implement HR technology that ensures organizations HR processes are efficient, effective, and contribute to the success of the organization.

What is Human Resources Information Technology?

Human Resource Information Technology (HR IT) is the integration of basic transactional HR processes and activities using information technology. Technology is used to automate critical HR processes and tasks. HR IT systems are typically stand alone systems that include functionality for HR professionals to perform transactional tasks related to:

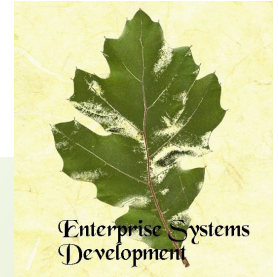
- Payroll processing
- Personnel data management
- Hiring and recruitment
- Document management
- Training and development
- Data security and privacy management
- Performance management
- Data analysis and reporting
- Benefits administration
- Onboarding
- Competency management
- Succession planning

What are the Benefits?

- Automation of critical HR processes and activities
- Increased data accuracy and reduced human error
- Easy and timely access to pertinent HR records and files
- Eliminates paper
- Increased processing time and service to customers
- Increased time for HR professionals to provide consultation rather than perform transactional responsibilities
- Integration with financial management systems
- Flexibility in data collection, analysis, and reporting methods
- Online recruiting
- Ability to track personnel data such as, but not limited to education, qualifications, competencies and skills
- Enhanced flexibility in HR business processes

What can COE Offer?

- System integration of multiple existing HR IT systems into a single system
- Customized HR technology systems that improve accessibility to accurate personnel data and service to customers
- Service Oriented Architecture (SOA) to integrate applications and business processes
- Customizable IT functionality to expand process capabilities
- A unique performance management system specifically designed for the Federal government



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