

Strengthening the HRIS

In previous annual reports data from the HR audits, that was captured in the HRIS, was presented to show the numbers and distribution of different categories of staff.

The establishment of the data management process was initially designed around the existing paper based system that comprised updating the employee profile forms (EPF) for new employees and the monthly return sheets (MRS) for all staff movements. The actual software has been implemented though it is still undergoing full maintenance and support to improve its effectiveness.

The HRIS was refined to produce more customized HR reports inclusive of tracking staff movements and turnover, age analysis for succession planning, gender distribution, current appointments providing current active employees, employment history illustrating the appointment history of an employee and various training reports. These reports will enable managers to take decisions based on accurate and detailed HR information in the state.

The second HRAdmin2 user manual was updated, illustrating through screen clippings how to operate the HRIS and generate reports. The Training Information Management System (TIMS) module which was added to the HRIS was included in the information processes. This has enabled states to manage career development related to qualifications, courses and training. The data captured for clusters I, II, & III included an update of the TIMS information.

Thus, in 2011, the HRIS was further strengthened through:

- a focus on data maintenance to continually update employee data;
- producing more customized reporting that would provide managers with accurate and detailed information on the staffing situation in each state;
- providing ongoing support on using the HRIS; and
- developing and updating the Training Information Management System (TIMS) module which enables states to manage career development related to qualifications, courses and training.