First, why should I care?

1. Every successful HR operation stands on two legs: Information and relationships
2. The growing edge of HR service delivery is technology-based (rapidly becoming THE greatest differentiator in effectiveness).
3. The most adaptable (and marketable) HR Generalists will be those with HRIM skills and experience.

Second, Let’s deal with some terminology:

1. Human Resource Information Management (HRIM) – The broad sub-discipline within human resources that concerns itself primarily with information about people.
2. Human Resource Information Technology (HRIT) – A generic term referring to all the tools and technologies you might find in use by an HR office.
3. Human Resource Information System (HRIS) or Human Resource Management System (HRMS) – The primary (or a primary) application which houses most of the human resource information and processes.
   a. Integrated HR Application – A software product designed to address multiple HR functions or needs.
   b. Specialty Products – A software product designed to address a specific HR function or need.
4. “Alphabet Soup” of Outsourcing –
   a. Application Service Provider (ASP) – Your organization pays an outside company to “house and feed” your HRIS.
   b. Business Processing Outsourcing (BPO) – Your organization pays an outside company to staff and manage a specific process (like benefits enrollment).
   c. Human Resource Outsourcing (HRO) – One or more aspects of an HR Office are provided by a company external to your organization.

What functions of an HR Office might you find under the HRIM “umbrella”?

- Data records and management
- HRIT/HRIS
- Employee and Manager Self-Service
- Workforce Analytics
- Desktop and Office productivity support

When I get my first job, what might I find in our HRIM Toolbox?

The HRIM tools you will find in your HR office will vary greatly depending on the size of your company, the industry within which you work and the structure of the Human Resource organization. However, as an HR generalist, you will likely be exposed to:

- You! – Your own record keeping skills
- Desktop, Office Productivity (spreadsheets, word processing, e-mail, small databases)
An HR Generalist’s Perspective on Human Resource Information Management

SHRM Presentation

Tuesday, May 18, 2004

Mark Kesler (mkesler1@ohiou.edu)

- An HRIS of some kind
  - May include Payroll (or not)
  - A reporting or analysis tool (Crystal Reports, etc)
- At least one but often more specialty products
  - Time and Attendance System
  - Applicant tracking/recruitment
  - EEO/Affirmative Action Compliance
- You will likely also have some knowledge of (or interaction with) your companies Financial Management System

### HRIM Competencies and the HR Generalist

<table>
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<tr>
<th>Some Key HR Functions and Processes</th>
<th>HRIM Competencies for the HR Generalist</th>
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| 1. Human Capital Services – HR Strategy, Labor and EE Relations, Employee Communications, Policy and Legal compliance | - Project management  
- Record Keeping  
- Analysis and projections  
- Online research tools, document search |
| 2. Compensation, Benefits and Rewards – Compensation, Benefits – sometimes payroll. | - Project Management  
- Combining, manipulating data from vendors  
- Using and creating survey data  
- Analysis of trends over time  
- Projections, what-ifs |
| 3. Organizational & People Development (Human Resource Development) – Organization Development, Training and Career Development | - Ability to create reports  
- Analysis of trends over time  
- E-training tools |
| 4. Employee Data Management – Data records and management, HRIT/HRIS, Employee and Manager Self-Service, Workforce Analytics | - Records management skills  
- Knowing how to create and read functional requirements and technical specifications documents  
- HRIS-specific skills, web development |
| 5. Workforce Planning and Deployment – Recruiting, staffing/employment, resourcing | - Reporting and analysis |

### For more information

**The International Association for Human Resource Information Management (IHRIM)**

There are many different groups focusing on various areas of the HR function within business. The International Association for Human Resource Information Management (IHRIM) is, however, the only one that provides the knowledge and solutions to help you manage information and technology to accomplish the strategic goals of your company. For more details – [http://www.ihrim.org/](http://www.ihrim.org/)

**The Association for Information Management Professionals**

Today's information management professionals must possess content skills, an understanding of how and why data is created, who should have access to it, and when it should be destroyed. Further, they must be able to address these and other issues resulting from emerging business trends at the strategic level as business relationships and processes are being developed. This requires skills, knowledge, and perspective that integrate the tactical and strategic aspects of information and records management, information technology, and executive management. For more details – [http://www.arma.org/](http://www.arma.org/)