

# Implementation of HRIS Automation at Incture Technologies

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**Abstract - In the course of the most recent decade, there has been an impressive increment in the number of associations assembling, putting away and disseminating data with respect to their HR using Human Resource information system (HRIS) programming or different sorts of programming which incorporate HRIS usefulness. Organizations that want to flourish in today's competitive environment must use information technology to accomplish their human resources effectively. This paper examines the mission of the title "Implementation of HRIS automation" this is to examine the execution of HRIS mechanization at Incture innovation and its belongings and shortcomings, it additionally incorporates examination and understanding with research structure and proposals. It helped the researcher to connect speculations, procedures and practices of the board with various exercises of the association. It extended the total theoretical comprehension of the whole subject of HRIS mechanization. It allowed the researcher the chance to comprehend about the usage of HRIS mechanization.**

*Keywords - Automation, HRIS, Information technology, Mechanization, organizations, Talent acquisition*

## I. INTRODUCTION

The Information Technology industry has gained a brand image as knowledge economy due to its development from software exporter to providing IT services to IT enabled services (BPO segment). The sector has been consistently contributing to India's GDP. The cities that account nearly 90% of this sectors export are Bangalore, Chennai, Hyderabad, Delhi, Mumbai and Kolkata. IT industry has registered a notable growth because of the rich and varied expansion into verticals, well – differentiated service offerings and increasing growth penetration. The phenomenal success of this industry is attributable to favourable Government policies, rich and burgeoning demand conditions, healthy growth of the related industries and competitive environment prevalent in the industry. The interplay of these forces has put the industry on the global map. Indian IT industry was basically started with hardware products and software industry was literally non-existent in India until 1960. Government protected the hardware sector through high tariff barriers and licensing. In the west, there was greater demand for software development as the inbuilt software with the systems was insufficient to perform all the operations. The Government of India realizing the potential of this sector to earn foreign exchange. In 1972, the government formulated a software export scheme in which it was decided to import hardware and export software. TCS

Ltd. became the first firm to agree to this conditions. The beginning of software exports was made in the year 1974.

### 1.1. AUTOMATION

Automation is a significant word in the present situation. Without knowing the importance of automation some organizations are simply doing out the business. Automation is the technology by which the process or procedure is performed with minimum human assistance. Human Resources, along with many other departments, relies upon document-driven processes to get their work done. For example, employment contracts must be read and signed by new employees during the on boarding process. In a paper-based office, this process requires someone to make sure the contract is accurately prepared and signed by the employee and received by the HR. This is quite time-consuming so software like enterprise content management (ECM) could save precious hours. This is precisely HR automation. Like ECM, much such software can help to reduce the time taken for manual tasks. HR automation also involves in importing and organizing documents into a digital repository and archiving records as non-editable files and retained according to a complaint records retention schedule.

### 1.2. HRIS AUTOMATION

HRIS automation is a combination of systems and processes that connect human resource management and information technology through HR software/systems. Automation of

repetitive and time-consuming tasks with human resources management frees up the HR operators and helps them to focus on the most valuable tasks in the company like shift to culture, retention and other impactful areas. Selecting a HRIS automation to handle HR activities is a trade mark of the modern companies

Before a company makes a decision regarding the selection of a HRIS automation, it is important for the management team to identify the needs of the company, its processes, and goals for both long term and short term. It is essential to success that the project to deeply involve the HR professionals in the process. Depending on the size and structure of the company, it may be helpful to have an organization-wide meeting or to select representatives from each department to discuss HR goals and options.

**1.3. HRIS AUTOMATION INCLUDES**

2. Processes which can be automated in HRIS automation involves;
3. On boarding.
4. Time and attendance.
5. Leave requests.
6. Off boarding.
7. Performance management.
8. Employee Query management
9. Payroll

**1. ON BOARDING**

Employee on boarding is one of the process in HR operations which involves most of the manual works like document collection, verification, giving portal access to new employees, raising device requests and many other which can be automated that in turn saves the time of the HR's and helps them focus on their major activities. Automating employee on boarding offers an easy checklist or the procedure which anyone who is involved in the process can easily go through and understand what steps has to be followed out in the process. Automation of on boarding process helps HR's to collect the documents electronically and tool access takes merely an hour rather than a week. Employee on boarding automation checklist is as follows for the Incture Technologies;

<b>On boarding Module</b>	TA>offer acceptance confirmation
	HR trigger employee data form to employee
	'-Candidate/employee to complete form and submit
	HR to review & provisionally approve employee profile
	HR approves employee profile for master data updation
	Intimation mail
	'- manager and peer
	'-HR team
	'-IT team (IT assets)
	'-Admin team (Id cards)
	'-RMG department
	Generation of employee joining letter
	'-Employee contract agreement letter.
'- Employee NDA document	

**2. TIME SHEET AND ATTENDANCE**

<b>Time and Attendance Module</b>	Employee master data updation with shift time (HR)
	Geo attendance activation.

<b>Off boarding Module</b>	Employee submits Resignation application to manager
	Intimation to HR and Finance
	Decision of manager,
	'-Retention:
	''-Accepted,
	'- Notice period
	LWD update from HR to employee
	LWD
	'-Exit clearance
	'-Asset hand over
'-Issuing of letters	
'-Full and Final settlement	

Employee timesheet tracking is of paramount importance and there are multiple ways to accomplish the goal. Many companies like to create an employee timesheet template and stick to it for recording attendance data. The paper-based timesheet template has worked well for many years, but it's quickly becoming obsolete in today's digital world where everything moves at the tap of a finger. Depending solely on manual timesheet templates creates a horde of problems, and there are definitely better ways to handle this predicament.

HRIS automation is becoming increasing popular because of the benefits which it has in today's business. Creating a automated employee timesheet can help HR's maintain a simplified data collection, validation and saves HR's the trouble of manually updating employee records.

Timesheet and attendance automation checklist created for Incture Technologies are as follows;

**3. LEAVE REQUESTS**

One of the HR activities is to approve for leaves of the employees in the organization which takes much of the time to do it manually. Calculating and approving leaves manually is time consuming because HR staff should check the leave balance, get the manager approval and record the leave for payroll calculation as well, with the automated leave requests employees can check their leave balances and apply for leaves which consumes lesser time compared to the manual process.

<b>Leave Application Module</b>	Fill in leave application
	Submit leave application to manager for approval
	Manager reviews leave application
	Trigger the employee about the leave status

	'-If no, (rejected)
	'-If yes, (approved)
	Intimation mail to Finance

With the help of automated leave requests application, approval/rejection, filing leaves, managing leave balance and analysis can be done easily which helps the Hr staff to follow up the work.

Leave requests automation which is prepared in reference to Incture Technologies is as follows;

**4. OFF BOARDING**

Off boarding is one of the major task which the HR staff will handle in the organization. Off boarding is also called as employee exit process which involves many of the paper work. Manual exit interviews are tedious and time consuming and inefficient.

Automating the Off boarding process of employees in the organization can identify potential problems and retrieve actionable data to improve employee retention without sifting through lot of paperwork’s.

Off-boarding automation checklist for Incture technologies is as follows;

**1.4. ADVANTAGES OF HRIS AUTOMATION**

HRIS process automation has several benefits, some are as follows;

**IMPROVED EFFICIENCY, DATA MANAGEMNT & REAL TIME UPDATION**

**One-stop for all data:** One of the most frequently mentioned advantages of an HRIS is that entry of information only once for many HR-related employee tasks. And, similarly, you need to update only one place when employee information changes.

**Integration of data.** Furthermore, different parts of the system can “talk to each other” allowing more meaningful reporting and analysis capabilities, including internal evaluations and audits and preparation of data for outsiders.

**Accuracy.** Improved accuracy is likely assuming data are entered and manipulated correctly.

**Self-service.** This feature can be a great timesaver for HR. Employees may enter the system to change data (for example, change their own addresses) and managers and supervisors may enter the system to enter data (for example, performance reviews) or to retrieve data without bothering HR.

**Automated reminders.** Systems can schedule events, such as performance appraisals and benefit deadlines, automatically notifying and nudging if actions have not been performed.

**Hosting of company-related documents.** The system can host such materials as employee handbooks, procedures, and safety guidelines. The materials are easily updated in one place.

**1.5. DISADVANTAGES OF HRIS AUTOMATION**

**Security.** Security is one of the biggest worries. Systems must be designed to prevent unauthorized access to

sensitive and confidential data and the unintended publication of such information. This typically required many “compartments” and many levels of authority for access, all of which must be monitored and maintained.

**Cost.** Then there is the cost factor. Especially for smaller companies, this can pose a problem. With any system, there are acquisition costs and maintenance costs. SaaS (software as a service) systems are somewhat easier to handle from a cost standpoint since they are cloud-based and don’t require as much initial outlay.

**Staffing.** With larger installations, there’s probably the cost of hiring an IT specialist to manage the system.

**II. LITERATURE REVIEW**

✓ **Flynn, Simone I (2008)**

” This article focus on Automation process and the way in which automation is used by business organization to minimize human capital. Business, governments and non-profit organizations around the world rely on human 34 resource information system &#40; HRIS&#41; to facilitate information sharing as well as facilitate downsizing and reengineering efforts. In final analysis, HRIS increase competitiveness in the marketplace by improving the efficiency of HR operations, produce more and varied HR-related data and reports.

✓ **Alok Mishra, and Ibrahim Akman, (2010)**

Information Technology in Human Resource Management: Associate in Nursing Empirical Assessment “In this paper authors specialize in challenges before 60 minutes in world economy and the way to cope up with the challenges mistreatment HRIS. It is observed that HRMSs can meet the challenge of simultaneously becoming more planned, flexible, cost-efficient, and customer-oriented by leveraging information technology.

✓ **Kenneth A. Kovach, Allen A. Hughes, Paul Fagan, and Patrick G. Maggitti (2011)**

In this paper authors focus on HRIS as decision tool. In today’s era HRIS is seen as an advanced business instrument that shows homogeneity in collecting information about and for a company’s employees. As technological advancements redesign the workplace, the significant use of data or records as information is becoming more and more important and vital. Thus, by successful implementation of HRIS, it is observed that the business is moving towards a fully active judgmental tool.

✓ **Singh, H.P., et al. (2011)**

This paper establishes HRIS as a prominent interdisciplinary tool to effectively manage organizations and brings forth synergies among disciplines of HR, IT in the context of developing countries. HRIS has a very wide scope in banks of developing countries. It is applied in personnel administration, wage administration, leave/absence recording, talent inventory, anamnesis, performance appraisal, coaching and development, time unit

coming up with, enlisting, career coming up with, negotiations etc. It is very important for a bank to clearly identify its system requirements before implementing HRIS.

✓ **Dr Anjali Mary Gomes M.Com., B.Ed., Ph.D. (2012)**

The aim of this abstract paper is to grasp the automation of time unit role within the skilled development of time unit professionals in any organization. The study presents the literature review, need for the study, objectives for the study, scope of the study, potential benefits of automation of HR and directions for further research have been discussed.

✓ **Kamran Nazari, Saber Sharifi, Hameidreza hatamikhbari, Behrooz sohrabi (2012)**

The Role of data Technology in Human Resource Management Function". In this paper a brief history of both information technology and human resource management and its impact and consequences on human resource management functions are explained. The conditions and opportunities in human resource management provides IT application, has been studied.

✓ **PrashikNagkirti, SagarKunjir, Ganesh Rajput, Swapnil Patil (6, June 2012)**

In this journal titled "Automated Innovation analysis and Human Resource Management System" authors has discussed about the impact of innovation and automation which encourages employees of an organization to contribute constructive, innovative methods to increase productivity, efficiency and effectiveness in the organization.

✓ **Dr M Nishad Nawaz MBA., MHRM., M.Phil., Ph.D. (2014)**

This article says about the human resource department and its responsibility for many strategic tasks from managing the hiring to termination of employee, for example monitoring of employees' at all the levels, handling payroll, managing employee benefits and so on. To make this work easier organizations across the globe area unit investment in time unit automation for polishing off the simplest human capital call.

✓ **Nishad Nawaz, M Phil, Mary Anjali, M Gomes (February 2014)**

In this article titled Automation enhance the professional efficiency of the HR professionals' author has discussed about the human resource department's responsibility for many strategic tasks from managing the hiring to termination of employee, for example monitoring of employees at all the levels, handling payroll, managing employee benefits and so on. To make this work easier organizations across the planet area unit finance in 60 minutes automation for concluding the simplest human capital call. However, all organizations are looking for such type of applications which would be like stream line to the HR processes, retain the data, control data, communication

process enhancement, connectivity to all the areas of an organization and it should be useful for futuristic approach.

✓ **Faruk Bhuiyan (2014)**

In this article author has focused on the key success factor of any organization operating in the 21st century. Consequently, the study tried to analyse critically about evolving human resource information system (HRIS) as a comparatively new technology in HRM. To gratify the stated need, this study analysed the historical data collected from different published and unpublished sources. The study found that HRIS emerged in the low-cost era (1980-90) and the roles of HR professionals transformed from traditional administrative to more strategic roles during the high-tech era (from 1990).

✓ **Nicholas Aston Beadles II & Christopher M. Lowery (2015)**

"The impact of automation in HR process: An Exploratory Study in the Public Sector" In this article author proved that automation decreases cost, improves communications and decreases in time spent on mundane activities should create an environment where in the Human Resource (HR) department would play a more strategic role in the organization. The idea has been that automation would allow for the HR function to become more efficient and to provide better information for decision making.

✓ **Jeanne Meister(2015)**

This article says about the future of work: The intersection of Automation and Human Resources. Automation is transforming our lives at home and at work. At home, you will be one among the one.8 million folks that use Amazon's Alexa to manage the lights, unlock your car, and receive the latest stock quotes for the companies in your portfolio. In total, Alexa is touted as having quite three, 000 skills and growing daily. In the geographical point, computing is evolving into AN intelligent assistant to assist US work smarter. Automation is not the future of the workplace; it is the present and happening today.

✓ **Atul Gupta (Lynchburg College, Lynchburg, Virginia, USA)(2016)**

Enterprise resource coming up with (ERP) could be a set of applications that modify finance and human resource departments and facilitate makers handle jobs like order process and production planning. This paper associate attempt tries} to produce an outline of an ERP system together with the important experiences of its implementation. Reports results of a survey of many ERP corporations and considers factors like future trends in ERP together with developments like Web-based procurement applications and outsourcing of ERP applications. Suggests some challenges for ERP, like the necessity to confirm international compatibility and suppleness.

✓ **Maksims Kazakovs, Anta Verina, Irina Arhipova (13 January 2016)**

In this literature author has discussed about on 'Planning of human resources'. During the research a model was developed that allows to automatize the process. The key stage of the planning process is decision-making in regard to the selection of a development solution. This article describes the application of the Analytic Hierarchy Process in decision-making for the planning process of employee development. The Analytic Hierarchy Process allows to manipulate the factors influencing the decision dynamically.

✓ **Katie Badeusz (September 15, 2016)**

In this author has focused on the benefits of automation in HR operations which involves maintaining and preserving employee lifecycle data which is the mainstay of Human Resources—from talent acquisition and on boarding through payroll, performance management and termination. Employment agreements and benefits forms all require legal and policy-driven sensitivity that must be taken into account in conversations involving business process automation. There are tremendous benefits of automating human resources.

✓ **Nicholas Aston Beadles II, Christopher M. Lowery, Kim Johns (2016)**

Various authors have advocated that the use of a Human Resource Information System (HRIS) should lead to valuable outcomes for the organization. Decreased costs, improved communication, and decreases in time spent on mundane activities should create an environment wherein the Human Resources (HR) department would play a more strategic role in the organization. This study is an initial attempt to determine whether HRIS has reached these potential benefits. Based on responses from a sample of unit of time administrators of from public universities we tend to found that, whereas valuable, HRIS has not however reached its full potential during this atmosphere.

✓ **Vikas Arora (2017)**

This article focuses on the age of automation and where does the future of the HR stand in automation. Automation and artificial intelligence are reality today. With firms everywhere the globe hold the increase of latest technology trends into their routine day work has modified the general atmosphere of the geographical point too creating them automated and highly skilled. This does not leave out the HR and its multifarious functions which is now witnessing AI and automation at the top of its HR applications and advanced robotics which are reshaping the workplace culture and streamlining manpower along with posing a challenge for traditional way of carrying out business.

✓ **Jonathan Benhamou (Jul 20, 2018)**

In this paper author has focused on robotic process of automation. New robotic method automation (or RPA technology) will dramatically compress the on boarding processes and find you back to specializing in what's most

significant for a world company: growth. Automation makes your HR checklist that much shorter. Instead of having to manually update the individual pursuit system once a brand new rent, create a brand new worker record for your worker info, gather employee documentation and create a new worker in your payroll system, RPA can act on your behalf to complete these tasks in other systems. It makes it attainable for your software system systems to speak with one another. And during a world of frequent regulative amendment, RPA will ascertain unit of time compliance, saving the corporate from huge fines.

✓ **David Coons March 19, 2018**

This article says about the analytics and automation reshaping the HR process. Automation and analytics are predicted to transform the recruitment area in the coming years. These technological advancements are being used to streamline and automate many of the time-consuming tasks historically undertaken by recruiters. As a result, these professionals are able to be more strategic and focus on the critical piece of recruitment — relationship building. The true role of emerging HR tech is to enable today's recruiters to develop real connections at a more efficient speed. While AI and analytics can help, it is still important for recruiters to grow connections and have real conversations with candidates.

✓ **Sushman Biswas (Oct 05, 2018)**

In this article author says about intelligent automation. IA combines artificial intelligence with automation to enable machines to sense, understand, and learn and act - either independently or with human assistance. What this means is that unlike traditional automation, or robotic process automation (RPA), IA enables machines to reproduce not only manual activity but also make intelligent decisions as a human would. IA will facilitate hour professionals create smarter selections, help them get more done with less, and help HR shift its focus from manual, repetitive tasks to take on a more strategic role within the business – by innovating. This will facilitate hour save time on non-value added tasks and specialize in individuals activities like worker engagement, worker expertise, and culture; remodelling hour entirely.

### III. RESEARCH DESIGN

#### 3.1. STATEMENT OF THE PROBLEM

HR function at Incture currently runs all its processes manually right from talent acquisition to induction & on boarding to exit of an employee. This leads to lot of manual efforts, increased lead time, failing timelines, escalations, revenue & productivity loss, requirement of large storage space for manual record keeping, wastage of resources (e.g. Stationeries etc) along with poor employee experience. This in turn adversely impacts the business performance. HR being a business partner & a business enabler is not able to contribute optimally to strategic decision making for the

organization and organization development due to much of the manual tasks.

### 3.2. NEED FOR AUTOMATION

Automating repetitive manual tasks and business processes enables resources to focus on value-adding tasks that directly or indirectly help the business to grow and experts recommend that a business willing to transform digitally, should begin with automating the Human Resources department.

There are many need for Automation in HRIS some are as follows;

**Saved time and increased efficiency:** An HR executive typically spends a major portion of his work hours looking through time-log spreadsheets, payroll calculation, files and emails. This drastically cuts down their productivity. Automating these processes can improve the HR team's productivity rate.

**Improved candidate experience:** Fluid communication, though one of the most basic requirements, is an area with which most HR executives struggle. Automating some part of it through an applicant tracking software can reduce applicants' frustration as they can log in and check their own application status. Moreover, if applicants call HR with queries, all the relevant information is available in one place for the HR team.

**Reduced errors:** Automating records management can reduce risks of human errors and data loss in the event of a disaster, natural or man-made.

**Cost and resource-optimization:** HR automation can save a significant amount of time as mentioned above for each resource, which, in turn, can lead to substantial monetary saving.

**Improved the employee experience:** As an organization grows, there will be an increasing number of employees needing HR assistance, each with different requirements. Automated HR systems can empower employees to manage a part of basic activities by themselves. This can lead to improved employee satisfaction.

### 3.3. OBJECTIVES OF THE STUDY

1. To know the current practices of HR.
2. To identify the need/scope for HR automation.
3. To study the possible impact of HR automation.
4. To arrive at suggestion on HR automation.

### 1.6. PURPOSE OF THE STUDY

Organizations consider the Automation of HR process as it helps in Time saving of the process, Reduction in human errors, increased productivity, attracting new talents and retaining them in the organization with reduction in manual errors. HR automation process helps to provide quicker

response time whenever the problems arises in the organization and it also gives the feeling of personalization. It also reduces lead time for HR operators so that they can focus on the higher value work in the organization to increase the efficiency and productivity. This project report is about implementation of automation in the HR function of Incture Technologies., Bangalore.

### 1.7. SCOPE OF THE STUDY

The scope of the study covers three major areas which include;

1. Human resources.
2. Talent acquisition.
3. Resource management group (RMG)

#### 1) Human resources (HR)

Since every organization is made of people, HRM is all about acquiring services of people, developing their skills, motivating them to the foremost level and making sure that they continue to maintain their commitment towards the organization. In short, HRM is concerned with the management of employees from recruitment to retirement.

Although there are many functions of human resource management, here is a list of its five major functions:

#### *Recruitment and Training*

Recruiting and training new employees are primary responsibilities of the human resources team. This part of the job often entails advertising open positions, interviewing and hiring candidates and setting aside hours devoted to training the new recruits. The human resources department often publishes training materials including handbooks detailing all aspects of the job.

#### *Record Keeping and Tax Compliance*

The HR office is in charge of record keeping for the business. According to the IRS, your company should keep records regarding income, expenses, purchases and a summary of business transactions. The human resources department should also, of course, maintain employees' records including their individual tax forms. The company's business license, inventory statistics, insurance records and all other pertinent business information should also be on file.

#### *Payroll and Benefits*

The dispensation of payroll comes under the responsibilities of the human resource office. While payroll often exists as a separate division in large companies, in small businesses, it is generally handled by a small human resources staff. Health care benefits are also handled by the human resource department.

### *Employer-Employee Relations*

Another key function of the HR department is the managing of employee relations. When there is a dispute or misunderstanding between employees or between employees and a manager, it is the human resource officers who mediate the situation. Employees are encouraged to bring relational problems to the attention of the human resources staff for resolution.

### *Employee Performance Improvement Plans*

The human resources department is often instrumental in setting up performance improvement plans commonly called PIPs. In general, these are written proposals designed to help struggling employees improve their work to raise it to a certain expectation level of the company. The PIP may include a description of the behavior or performance that needs attention, objectives to be met within a certain time period, a plan for accomplishing the improvement along with support resources and detailed consequences if the improvement does not occur.

## **2) Talent acquisition**

Talent acquisition is the process of finding and acquiring skilled human labor for organizational needs and to meet any labor requirement. When used in the context of the recruiting and HR profession, talent acquisition usually refers to the talent acquisition department or team within the Human Resources department. The talent acquisition team within a company is responsible for finding, acquiring, assessing, and hiring candidates to fill roles that are required to meet company goals and fill project requirements.

Talent acquisition as a unique function and department is a relatively new development. In many companies, recruiting itself is still an indistinct function of an HR generalist. Within many corporations, however, recruiting as a designation did not encompass enough of the duties that fell to the corporate recruiter. A separate designation of talent acquisition was required to meet the advanced and unique functions. Modern talent acquisition is a strategic function of an organization, encompassing talent procurement, but also workforce planning functions such as organizational talent forecasting, talent pipelining, and strategic talent assessment and development.

## **3) Resource management**

Resource management is the process of pre-planning, scheduling, and allocating your resources to maximize efficiency. A resource is anything that is needed to execute a task or project — this can be the skill sets of employees or the adoption of software. For example, if you're planning an event, a few resources include scheduling out staff for the event, planning what vendors to use for promotional materials, investing software that allows attendees to

register, and budgeting for everything from giveaways to catering.

### **Why is resource management important?**

Resource management as part of project management and is all about doing more with less. Nobody likes waste, especially in business. Resource management is centered on optimization and efficiency. When you know what you need to make a project successful, you can effectively plan out the optimal way to use those resources.

Optimum efficiency is so important that they hire someone solely devoted to resource management; also known as a resource manager. While project managers are responsible for creating and assigning tasks to get the project done, resource managers are accountable for allocating the resources needed to make the project a success.

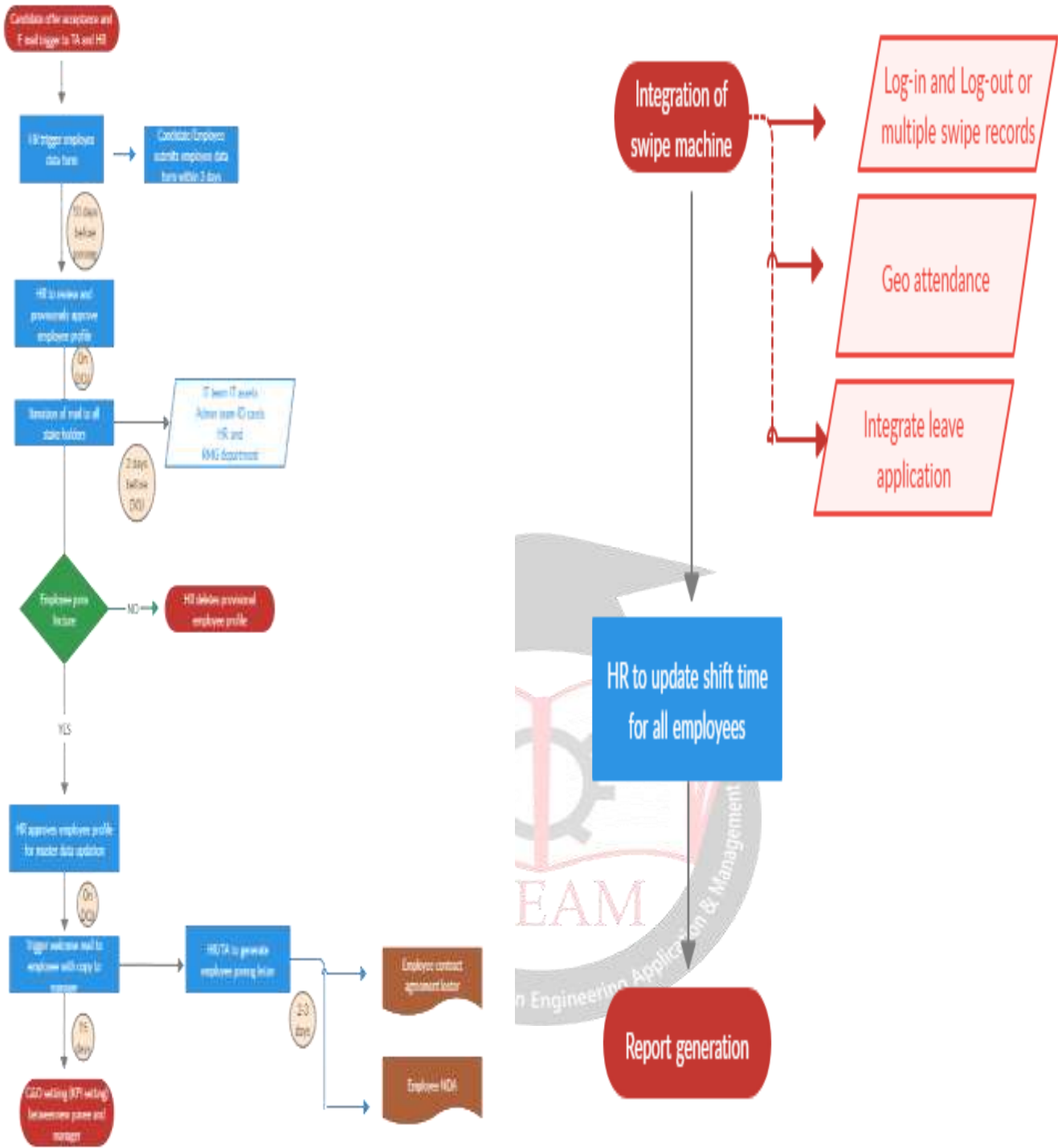
### **MODULES OF HRIS AUTOMATION**

In this study it is mainly focused on the following four models of Human Resource department for automation.

1. On boarding module.
2. Time and Attendance module.
3. Off-boarding module.
4. Leave application module.

#### **1. On boarding Module**

Employee on boarding is one of the most manual HR processes. It includes collecting documents for verification, giving tool access to new hires, raising device requests, and more. But all of this can be done automatically, using the automation system. Automation system offers an easy checklist that can be referred by all users in the process. Using this, documents can be collected electronically, devices can be delivered without waiting around for IT staff to arrive, and tool access takes mere hours, not weeks. So, automation of on boarding process helps in reducing the time which is used to collect the joiner report manually and file it.



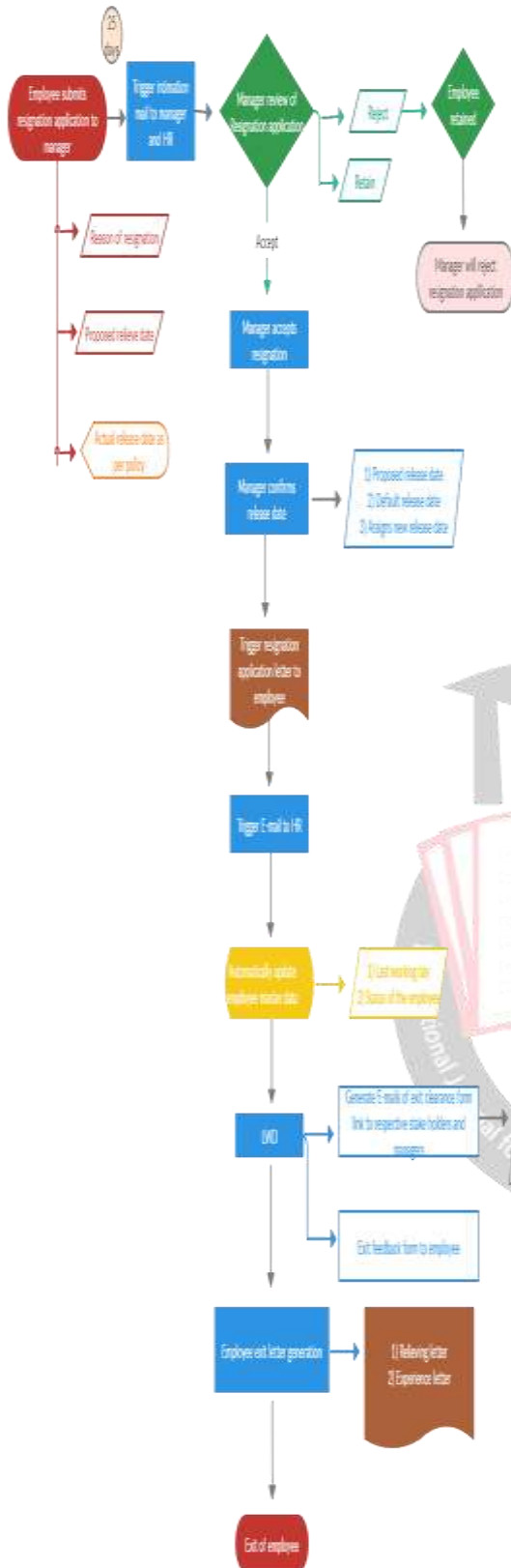
**2. Time and Attendance management:**

Tracking timesheets manually is inefficient, to say the least. With an automated timesheet, you can track and manage employee timesheets automatically, making the process faster and more accurate. This helps us to have accurate data of employees attendance and time (log-in and log-out) without any mistakes which is further connected to the finance and payroll departments. The process flow of time and attendance automation in Incture Technologies is as follows;

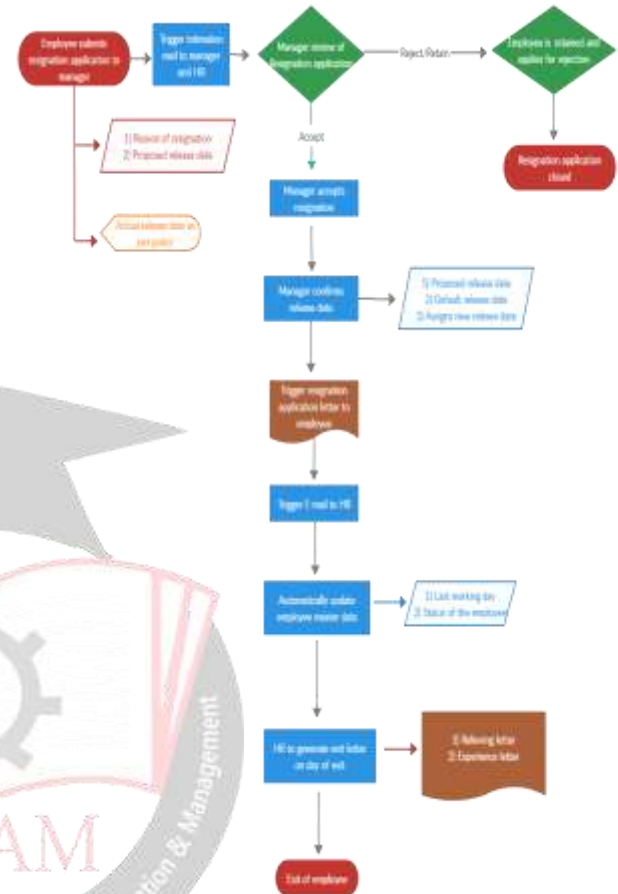
**3. Off boarding Module**

Off boarding play a significant role improving employee engagement. But paper-based, manual exit interview are tedious, time-consuming, and ineffective. By introducing human resource automation into the exit interview process, organizations can identify potential problems and retrieve actionable data to improve employee retention without sifting through mountains of paperwork. Off-boarding process flow is as follows for Incture Technologies;





A Leave Management System automates the leave request process, making it hassle-free for both the management and the employees. The solution of choice should be robust enough to seamlessly handle all the stages involved in a leave management process: application, approval/rejection, filing leaves, managing leave balance, and analysis. Following flowchart shows the leave application automation process with respect to Incture Technologies;



**4. Leave application Module:**

Navigating the leave management minefield without a leave management system is a tricky challenge. When you're equipped only with conventional tools like paper forms, emails, and excel sheets, your chances of survival are pretty low. Even small missteps can cause disasters like resource crunch, payroll processing errors, and legal complications.

**IV. RESEARCH METHODOLOGY**

**TYPE OF RESEARCH**

**Descriptive research**

This investigation is used to depict the process which are considered for HRIS automation. It portrays as an attempt to research as well as giving the detailed information about the subject. This investigation is attempting to portray what is happening in the study in detail filling the missing parts and developing our thinking process. This could sensibly relied upon rather grow models to anticipate the future-the "what and how" instead of "why".it is also a deceptive study which describes the characteristics of the variables.

**SAMPLING TECHNIQUE**

**Convenience sampling.**

It is a kind of non-probability sampling technique that depends on information accumulation from population on individually who are accessible to take part in the study.

**DATA COLLECTION**

**Primary Data:** Questionnaire.

**Secondary data:** Company websites, Magazines, Journals, Reports.

**Sample size:** The sample size for the primary data was 100 respondents.

**HYPOTHESIS**

**H0:** There is no significance between Designation and their perception about the trust component that HRIS automation brings to organization.

**H1:** There is a significant relationship between designation and the trust component that HRIS automation brings to organization.

At 5% significance, 95% confidence level the calculated value is less than table value, H0 rejected H1 is accepted.

**V. FINDINGS**

- Out of 100 respondents it is found that 58% of respondents are not satisfied with the current on-boarding process,

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	103.422 <sup>a</sup>	6	.000
Likelihood Ratio	116.280	6	.000
Linear-by-Linear Association	64.736	1	.000
N of Valid Cases	100		

a. 3 cells (25.0%) have expected count less than 5. The minimum expected count is 2.70.

- 68% of respondents are neither satisfied nor dissatisfied for the off-boarding process,
- 55% of them are dissatisfied with the current leave application process,
- 56% of respondents are dissatisfied with the current time and attendance process,
- 51% of the respondents are satisfied with the current performance appraisal process followed and 51% respondents are satisfied with the current query management followed at Incture Technologies.
- It is clearly observed that out of 100 respondents 86% of respondents have said yes for the need of HRIS automation.
- It is seen that out of 100, 53% of them have said that there will be no change in current behaviour because of automation.
- Out of 100 respondents 48% of respondents have agreed to the statement that Hr spends most of their time doing manual work at the office.

- Out of 100 respondents 76% of respondents have said that MS. Excel files are not good to handle than automation system.
- It is observed that out of 100 respondents 54% of respondents have said that they agree for the statement that automation will increase trust component at Incture Technologies.
- Out of 100 respondents it is clearly observed that 34% of them have given rank 3 as their priority for On-boarding process,
- 36% have given rank 2 for time and attendance, 50% of them have given rank 2 for leave application process,
- 32% of them have prioritized rank 5 for automation of off boarding and
- 46% of them have ranked 6 for performance appraisal automation.

**VI. SUGGESTIONS**

- Employees files and documents should be maintained properly.
- Employees should be educated regarding HRIS automation to cope up with the ongoing changes in the organization.
- HR should also concentrate on data management.
- HR should be seen more in involving themselves in business instead of manual works.
- They should improve in processing the document of employees and time management.

**VII. CONCLUSION**

Organizations today have realized the importance of automation in HR process to gain competitive advantage and have a good data management. HRIS automation can be used in various functions of HR like on boarding, time and attendance, leave application, off-boarding, query management and also in performance appraisal. Automating the manual HR process in the organization helps to yield good results and to have accurate data. It also increases employee satisfaction and helps HR to have time for strategic business thinking. Many of the organization use HRIS automation for HR operations majorly to reduce the manual HR process and invest that time in another major HR function through which the efficiency of the HR functions can be increased. Automation has found to be the most important tool for HR functions across the organization. Hence, this study basically deals with the automation of the HR functions of four processes (on boarding, time and attendance, leave application and off boarding) in Incture Technologies and also identified the significance of HRIS automation.

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**ANNEXURE**

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a) Name: \_\_\_\_\_ Department: \_\_\_\_\_

Designation:

- a) Executive
- b) Project Managers
- c) Software Asst
- d) Others

Gender:

- a) Male
- b) Female

1)Rate your satisfaction level for the below mentioned current HR process at Incture Technologies.

Process	Very satisfied	Satisfied	Neither satisfied or dissatisfied	Dissatisfied	Very dissatisfied
On boarding					
Leave application					
Off-boarding					
Time and attendance					
Performance appraisal					
Grievance					
Query management					

2) Do you need HRIS automation?

- Yes
- b) No

If No, Reason \_\_\_\_\_

3) Do you think HRIS automation will change your current behaviour?

- a) Yes
- b) No

If No, Reason \_\_\_\_\_

4) Do you agree that HR's at Incture spends most of the time in managing HR process manually?

- a) Strongly agree
- b) Agree
- c) Neither agree nor disagree
- d) Disagree
- e) Strongly disagree

5) Do you think there is a necessity to increase HR resource to handle current operations?

- a) Yes
- b) No

6) Do you think MS. Excel files are much better to handle than an automation system?

- a) Yes
- b) No

7) Do you think HR function will be effective after automation by retaining personal touch?

a) Yes                      b) No

8) Do you agree that HRIS automation will increase the trust component among employees because of efficient data maintenance?

a)  Strongly disagree                      b)  Agree                      c)  Neither agree nor disagree  
d)  Disagree                      e)  Strongly disagree

9) Do you agree that by automating HR functions, transparency can be maintained in the organization?

a) Strongly agree                       b) Agree                       c) Neither agree nor disagree   
d) Disagree                       e) Strongly disagree

10) From the below HR process, please rank in order of priority which according to you needs immediate automation for improving efficiency of HR functions.

Process	Rank
On boarding	
Time and attendance	
Leave application	
Off-boarding	
Performance appraisal	
Data base	

11) Suggestions if any:

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