

# **Research on the Application of Personnel Information Management System in Human Resource Management in Colleges**

**Dongxiu Zeng**

Jiangxi Institute of Fashion Technology, Nanchang, Jiangxi, 330201, China

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**Abstract:** Personnel information management system has played a great role in the management structure of various enterprises and institutions. As an information system, personnel information management system makes enterprises and personnel information collection and management. In modern society, the management requirements are more and more high, the demand for information more and more urgent, personnel information management system has become an enterprise management for human resources management important tool. In order to make the personnel information system more adapt to the common needs of various enterprises, to better complete the personnel management, personnel information system pros and cons of the discussion is particularly important.

## **1. Personnel Information System**

### **1.1 Personnel Information System concept.**

Personnel information system research and development is to help enterprises to human resources for effective management, information management technology is the basic personnel information system, the use of advanced computer technology to the scientific management of human resources. Personnel information system through the information input to the collection of personnel and personnel information, and the realization of personnel information storage, processing and analysis, to accurately assess the employment of enterprises, staff salaries and human resources flow, which Feedback to the management of enterprises, the management of human resources management decisions to play a reference role.

### **1.2 Mode of Operation of Personnel Information System.**

Through the sharing of software systems within the enterprise, personnel information system is to assist the management of human resources management and analysis of personnel. Personnel information system to reduce the pressure of human resources management department staff, through the system of accurate human resources analysis of data, staff are often more accurate grasp of human resources, while using the saved time and energy into the enterprises More development role in the overall planning of human resources to [1].

### **1.3 Personnel information system advantages.**

With a reasonable organizational structure, The traditional structure of human resources management in colleges and universities there are many unreasonable, grass-roots departments staff usually need to deal with a lot of work, but do not have the ability to act efficiently, and many posts are redundant phenomenon. By using the personnel information system, the human resource structure of the university can be optimized to a certain extent, and the human resource arrangement can be adjusted more rationally, the working pressure of the staff in the basic department can be reduced, and the middle management structure can be improved.

The traditional university human resources management structure of the information transmission efficiency is extremely low. Human resources management layer to aggregate information, but the grass-roots management agencies collected information is too scattered, the

upper and lower layers of information is also the lack of interaction and communication, so that the efficiency of information dissemination is low, the information upload and release are likely to be information distortion or Lost. Personnel information system is to optimize the structure of information dissemination, from the release of the pyramid structure into a hierarchical network structure, so that information is divergent dissemination.

So that management processes are optimized. The traditional university human resource management model consumes a great deal of staff time and energy, and the work efficiency is extremely low. Personnel information system to help staff filter out the cumbersome and useless affairs, so that staff during working hours to improve work efficiency, improve the quality of work, and more time and energy on a more comprehensive human resources planning.

## **2. The Basic Functions of Personnel Management System**

### **2.1 Staff Admission and Management.**

When employing staff, the management can use the network to examine and accept candidates, which can reduce the workload of management and improve work efficiency. Grass-roots departments use the software shared within the enterprise to report the data, the management can also upload the information through the same platform for verification, so that the smooth recruitment of new employees to carry out. At the same time the release of management work orders can also be carried out by the software directly to the command issued to the grass-roots departments.

### **2.2 Calculation of staff salaries and benefits.**

The personnel management system records the information of all the staff members, analyzes the data to obtain the comprehensive performance of the staff in all aspects, and uses the software to calculate the salary and benefits of the staff in combination with the corporate treatment system, thus reducing the financial department's work Personnel and work pressure, and to ensure that the pay and benefits of a reasonable and fair [2].

### **2.3 The staff query and statistics.**

Personnel management system contains all the staff of the information, the management of the staff information more convenient query, easy to manage the staff of a direct understanding. At the same time, the management of grass-roots departments to carry out statistical work more time saving and develop rosters, approval forms and a variety of statements more convenient.

## **3. Human Resource Management in Universities**

The traditional human resources management department of colleges and universities has been using single computer information system to manage human resources. This relatively backward information management system has caused many troubles to the management of human resources.

### **3.1 Data processing hidden dangers.**

In the traditional university personnel management system, the human resources management department needs to install the single plane version information system in each unit and the department, also needs to carry on the maintenance and the promotion, in this process, the operation mistake and the hardware equipment breakdown will cause the system to appear Problem, which makes data processing there is a great hidden dangers. Stand-alone version of the information system limitations, it can not connect to the network, the grass-roots departments will upload data, the need to copy the data through the mobile hard disk, then the management system to submit. If you use a mobile hard disk to carry a virus or a temporary problem, or by the operational errors lead to data loss, data analysis work will not be possible. When the upload data is a problem, the data verification and modification is extremely troublesome, causing great distress to the staff.

### **3.2 System information can not be shared.**

Stand-alone version of the information system can not connect to the network, the information sharing between the various systems there is great trouble. When data is managed, data often differs. In the case of determination of non-artificial factors, there will still be data false, which is often attributed to the inter-departmental system maintenance and upgrading of the existence of different progress, the data results inconsistent with the actual, resulting in the final decision-making mistakes.

### **3.3 Development short board.**

With the development of computer technology and information systems technology and widely used, enterprises and offices will increasingly rely on this type of high-end management technology, in order to effectively integrate resources, to a certain extent, enhance the efficiency. The information system of the standalone version has short board and can not adapt to the changing human resource management needs of colleges and universities. The university needs a more practical and convenient information system to make a better planning of human resources.

## **4. The Application of Personnel Information System in The Human Resources Management**

### **4.1 Institutional Management.**

Through the personnel information system, colleges and universities can work in accordance with the tasks and objectives, the staff in accordance with the properties of their work together to form a structured, rational structure of the management body. At the same time personnel information system can generate staff roster and organization data and other information on the internal staff of the university information management, for the management of personnel transfer or personnel decision-making to provide reference. Such as the principal office secretary can be achieved through the personnel information system to upload the file, the file management.

### **4.2 Basic Information Management.**

The staff information system is used to collect and manage the basic information of university staff, including basic information, name, date of birth, degree, ID number, etc .; department information, department, position, department supervisor, etc .; attendance information, staff Teaching tasks, working hours, curriculum and so on; information query, that is, the staff of the information classification screening, so that staff information can be retrieved. Management of the university management of these information, the staff management and supervision to be more relaxed.

### **4.3 Job Management.**

Colleges and universities to achieve their own orderly management and teaching tasks set up a lot of jobs, the most basic job is the teacher. By collecting the post information of the university staff, the personnel information system can count the exact number of each position, and come to the internal post structure of the university. By analyzing the job information data summarized by the personnel information system, the management can have an in-depth understanding of the operation status of the university, and will fully consider the influence brought about by the job situation when making decision. Colleges and universities in the recruitment of personnel information systems need to use the job information analysis, clear job vacancies [3].

### **4.4 Payroll Management.**

Salary system is the basic system to ensure the orderly operation of colleges and universities. A reasonable salary system can motivate the staffs spiritually, so as to improve the work enthusiasm of the staff. The development of staff salaries must have a scientific and reasonable algorithm to accurately develop various positions, various titles of the staff salary standards, and through the personnel information system to review the pay. In the assessment of remuneration, the

management should make a reasonable evaluation of the staff, and adjust the remuneration of the staff according to the evaluation, taking into account the additional conditions such as the staff's work, performance and work performance. Such a remuneration assessment can provide guidance to the staff and make staff aware of their deficiencies in their work, thereby improving the quality of the staff.

#### **4.5 Training Management.**

In the recruitment of staff at the same time, colleges and universities need to improve the overall quality of staff, so as to effectively improve the quality of teaching in colleges and universities. Human resources management department of colleges and universities through the personnel information system for the work of the staff to conduct a scientific analysis of the staff to assess whether the teaching staff to meet the requirements and give the need for training recommendations from the decision-making departments and personnel according to the actual situation Information system feedback analysis of decision-making. At the same time, according to the assessment to determine the training content of staff, training time and training costs, which improve the quality of college staff and the teaching of colleges have a great help.

#### **5. Conclusion**

As the core department of enterprise development, the development of human resources is extremely important. Through the personnel information management system, human resources management can achieve higher value goals and contribute more powerful force for the development of enterprises and institutions. The university personnel information management system can carry on the better plan to the internal human resources, thus enhancing the teaching quality, strengthening the university comprehensive strength.

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