



**Tactical HRIS:** Tactical human resource information systems provide managers with support for decisions that emphasize the allocation of resources. Within the human resource management area, these decisions include recruitment decisions; job analysis and design decisions, training and development decisions, and employee compensation plan decisions.

**Strategic HRIS:** Strategic HRIS helps top level manager to set goals and direction for organization .

- Thorough understanding of the system is necessary for its functioning.
- Unauthorized Access.

## VI. CONCLUSION

By automating Human resource practices, HRIS saves time, money and effectively reallocates work processes thus providing an competitive advantage to the organization.



Fig:2  
Source: Slideshare

## AREAS OF HRIS

- Employee personal information: It is used to maintain the personal information of the employee.
- Wages and salaries: It is used to manage the payroll.
- Attendance: It is used to record the attendance of the employees with the proper time.
- Education and training: It is used to train the employee with the latest methods.
- Performance appraisal: It is used to record the employee performance and conduct the performance appraisal.
- Strategic planning: It is used to provide a competitive advantage to the organization.

## ADVANTAGES OF HRIS

- An HRIS can reduce the amount of paperwork and manual record keeping.
- It retrieves information quickly and accurately.
- It saves the time.

## DISADVANTAGES OF HRIS

- The cost of some systems is very expensive.