



MINISTRY OF HEALTH

Integrated Human Resources Information System (iHRIS)

**Trainer's Guide for
HRIS Manage**

2016



Human Resource Information System (HRIS)

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1 Introduction

Integrated Human Resources Information System (iHRIS) is a management tool that enables an organization to design and manage a comprehensive human resources strategy. iHRIS has five core components: iHRIS Qualify for health workforce registration and licensing, iHRIS Manage for human resource management, iHRIS Train for managing pre-service and in-service training, iHRIS Retain for attraction, motivation, and retention and iHRIS Plan for workforce planning and projections.

HRIS Manage helps an organization manage its workforce more effectively and efficiently. Using the system, the Human Resource (HR) professionals can create a centralized information base on all human resource management aspects such as standard titles, job classifications and job descriptions spreading over geographic locations, offices, and facilities.

HR staff can solicit job applications for open positions, assign employees to fill positions and maintain a searchable database of all employees, their identifying information and their qualifications. Managers can track each employee's history with the organization, including their position and salary histories, and record the reason for departure when the employee leaves.

HRIS Manage's primary role is to manage workers employed in a ministry, local government (district), hospital, non-government organization, or a private organization. A decision maker within the organization can analyze this data to answer key human resource management and policy questions, such as:

- Are employees deployed in positions that match their qualifications and education?
- Are employees optimally deployed in locations to meet needs?
- How many workers need to be recruited to fulfill anticipated vacancies?
- Are pay rates equitable across similar jobs?
- Are employees being promoted in alignment with competencies?
- What are the reasons for employee attrition?

2 Training/ Learning Objective

The overall purpose of the training is to equip human resource managers and administrators with capacity building to efficiently automate trainings recruitment, management, plan and retention of quality HR.

By the end of the training, participants should be able achieve the following as a result of the learning activities

- Be able to access and login in to HRIS
- Be able to navigate through HRIS this includes;
 - Manage people (add and edit person details)
 - Search records in the system
 - Work with administer database part of the HRIS
 - Generate and export reports
 - Create custom reports in HRIS
 - Interpret the reports in HRIS

3 Training Team

A minimum of one trainer per every 5 participants is required in a particular training session during the initial rollout of HRIS because this is a practical training and participants need special attention while having a hands on experience. For new participants, the training team should comprise of at least one of the following

- IT personnel
- HR person
- Administrator
- Data Quality person

4 Training Outputs

At the end of the training, the following should be fully accomplished;

- Fully installed HRIS
- Participants able to use HRIS
 - login and log out
 - Add/Edit person's details in HRIS
 - Able to generate and customize reports
 - Able to administer the database
- Participants able to fully understand the functions and benefits of HRIS
- HR Data is imported into the HRIS
- How HRIS will be used in the organization according to work flow
- Participating organization should return with fully functional HRIS, user manual, user guide, training multimedia CD
- Final competency documented on each participant
- iHRIS Train data collected from participants
- Training Report

5 Learning Strategies, Activities and Methods

What you will do in order to achieve the training/ learning objectives;

- Hands-on method of training
- Carry out individual tasks/exercises/ Assignments
- Carry out Individual evaluation
- HR Brain teasers
- Group Discussions / brain storming
- Question & Answer sessions
- Daily training assessments

6 Training Materials and Tools

Below are the materials and any tools that will assist to carry out learning;

- Power point slides
- Assessment/Evaluation forms (pre, daily and end of training, Data Quality).
- Task/Exercise.
- Training Program
- User Manuals

- HRIS Server/Computers
- Training Computers/Laptops
- Printer
- Digital Camera
- Scanner
- Projector and tripod projector screen
- Stationery (Flip charts, note pads, pens, markers, photo copying papers, masking tape, stapler,)
- Internet Connectivity
- Network cables and wireless Switches
- Extension Cables with power surge Protection
- External backup disks, flash disks, DVDs

6.1 Power point slides

To deliver an effective presentation;

- Minimize the number of slides
- Choose a font style and font size that your audience can read from a distance.
- Keep your text simple by using bullet points or short sentences.
- Check the spelling and grammar.

For training, the power point slides should compromise of the following;

Page 1: Topic or Title

Page 2: Objectives

Page 3-6: Compress the course content

Page 7: Illustration of what is has been taught

Page 8: Conclusion

At the end of the session, the trainer should allow a Q & A session not exceeding 4 questions

Presentation Format

Font Type & Size: Arial 12

Slide Background: Use the standardized theme

Time: 30 minutes Q&A 15 minutes

6.2 Evaluation forms (pre, daily, end of training and data quality)

Pre evaluation Form

This is aimed at assessing the participants on HRIS knowledge, attitude and computer literacy.

Daily evaluation Form

This is aimed at getting feedback from participants on the day's training, trainer's performance and areas of improvement.

End of training evaluation Form

This is aimed at informing the trainers whether the objectives of both the trainer and trainee have been achieved.

Data Quality Assessment Form

This is intended to assist in assessing each of the six dimensions of data quality, i.e. Completeness, Conformity, Consistency, Accuracy, Duplication and Integrity. It also provides a convenient manner in which to document the HRIS's data quality assessment findings.

6.3 Training Program

A training program has a clearly detailed schedule, time frame, outline of activities, and assignment of responsibilities.

6.4 User Manuals

User manuals constitute of detailed information and instruction on how to use and navigate through HRIS.

7 Training Steps/Flow

The following key activities should be carried out;

- Greetings/welcome
- Prayer
- Introduction and objectives – intension of the training
- Participants expectations
- Response to participants' expectations and administrative issues (allowances, dos/don'ts, sitting arrangements)
- Select representatives from participants (time keeper, food manage, chief whip)
- Pre-evaluation
- Overview of HRIS
- Guide Participants through commonly used Abbreviations and Acronyms
- Guide on Basic computer usage
- Guide on how to use Web applications
- Introduction to Ubuntu
 - Login
 - Creating accounts
- HRIS system modules and functions
- Taking participants through the different reports – an overview
- Taking participants through the search records
- Taking participants through manage people
- Taking participants through the configure system
- Give tasks/exercise to demonstrate that they have learnt the different learning activities
- Carry out daily evaluation
- Go through the FAQ's

7.1 HRIS Overview

While training, give a picture of the entire HRIS manage

- What is HRIS?
 - Define HRIS as tool and what it does
 - Define HRIS abilities according to the user manual under background section
- Why have HRIS in organization?
 - Explain the situation analysis (challenges) before HRIS
 - Explain how HRIS will improve HR management (handle the challenges)
- Why use HRIS?
 - Benefits to the user, manager, organization, country
- Future of HRIS
 - Tool used for today to today management of HR
 - Global access, secure, automated, and interactive
 - Interoperable with other system
 - Lead HR management tool (one stop centre for HR data and Information)

8 Task/Exercise

8.1 Group Dynamics

- Group participants according to their roles e.g. leaders (CAO and DHO), implementers (PPO, SPO, PO, planners), data managers (RO, Bio-stat, Secretary)

8.2 Group Presentations

On the second last day of the training, participants are grouped and each group is given an assignment to test their skills in HRIS management and usage, Asses difficulties within the system, advantages, and creativity brought in by different participants.

The following are the functions and topics to be discussed by each group

- a) Group 1
 - Opening and logging into the system
 - Components of HRIS and why each HRIS
 - Manage people and add person
- b) Group 2
 - Search records: Recent changes, Search Positions and Search people
 - Updating individual sections of records - phone + education
 - Cropping images and attaching them to someone's data.
- c) Group 3
 - Generation of all the main reports and explaining the importance of each report (facility, staff, Album,
 - How to use different filters (on the staff list).
 - Exporting reports into Excel and Pdf
- d) Group 4
 - Generating charts and graphs
 - Inserting graphs, tables, and charts into a word document
- e) Group 5
 - How to create a new report
 - How to add fields to a report

- How to arrange the fields in a report starting with a particular field.
 - Define staff establishment for two positions and generate staff establishment report.
- f) Group 6
- Administrator the database and explaining each section
 - Creating Jobs, Positions in HRIS and assigning them to people
 - Creating new accounts, changing password, and recovering passwords

8.3 Tasks for each group

Leaders

- Opening and logging into the system
- Components of the system
- Search records: Recent changes, Search Positions and Search people
- Generation of all the main reports and explaining the importance of each
- How to use different filters (on the staff list).
- Exporting reports into Excel and Pdf
- Generating charts and graphs
- Inserting graphs, tables, and charts into a word document
- Changing password, and recovering passwords

Implementers/Data Managers

- Opening and logging into the system
- Components of the system
- Manage people – add person
- Search records: Recent changes, Search Positions and Search people
- Updating individual sections of records
- Cropping images and attaching them to someone's data.
- Generation of all the main reports and explaining the importance of each
- How to use different filters (on the staff list).
- Exporting reports into Excel and Pdf
- Generating charts and graphs
- Inserting graphs, tables, and charts into a word document
- Administrator the database and explaining each section
- Creating new accounts, changing password, and recovering passwords
- How to create a new report
- How to add fields to a report
- How to arrange the fields in a report starting with a particular field.
- Creating staff establishment and generating staffing norms report.

9 Evidence of Learning

These are results that someone can see, hear and smell e.g. dozing, loss of focus, boredom, tiredness, full participation, alertness.

All these can be determined by any of the facilitators who can devise a method to attend to the current situation

10 Evaluation

This is the assessment and judgment of evidence in order to conclude if you have achieved the learning objectives or not.

11 Appendix 1 HRIS Pre-Training Evaluation

Current Knowledge	Response
What do you know about HRIS?	
When did you hear about HRIS	
Where did you hear about HRIS	
Why have you come to attend the HRIS Training	
How do you think HRIS will help you in your day to day work	
General Comments	

Please fill in your organization and position

Organization:

Position:

11.1 HRIS Daily Training Assessment Form

Knowledge	Response
<p>What are the top 3 things you have learnt from today's Training?</p>	<p>1. 2. 3.</p>
<p>What difficulties have you faced during training today?</p>	<p>1. 2. 3.</p>
<p>What are the 3 things you have learnt today that need to be repeated?</p>	<p>1. 2. 3.</p>
<p>Anything liked during the training</p>	<p>1. 2. 3.</p>
<p>What aspects of the training could be improved</p>	<p>1. 2. 3.</p>
<p>How can the training be improved?</p>	<p>1. 2. 3.</p>
<p>Evaluate the trainers</p>	<p>1) Excellent 2) Good 3) Average 4) Poor 5) Very poor</p> <p>○ ○ ○ ○ ○</p> <p>Comments.....</p>
<p>Any other Comments</p>	

11.2 HRIS End of Training Evaluation Form

Please use the following criteria to evaluate the training.

Very Good=4 Good=3, Average =2, Poor =1

Evaluation Area	Rating (1,2,3,4)
Over all Presentation Style	
Training Content (in terms of relevance and clarity)	
Training Materials (sufficiency, data content)	
Training Venue (comfortable, suitability, convenience)	

Knowledge Obtained	Response
What are the top 5 things you have learned from the Training?	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
How can HRIS be improved to cater for your daily operations?	
How comfortable are you in using HRIS?	

General Comments	

Thank you for taking the time to complete this questionnaire.

12 Appendix 2

USAID Uganda Strengthening Human Resources for Health

IntraHealth International, Inc.

Venue:

ATTENDANCE LIST:.....

Date:.....

	Names	Sex	A.G	Title	Organization	Telephone	Signature	Email
1								
2								
3								
4								
5								
6								
7								

Age Group (A.G): A (between 0 – 35 years) and B (Above 35 years)

12 Appendix 3

Integrated Human Resource Information System (iHRIS) **TRAINING PROGRAM**

Time	Activity	Facilitator
DAY 1		
8:00am – 8:30am	Registration	
8:30am – 9:00am	Welcome, participants' introductions and expectations and selection of training leaders	
9:00am – 9:10am	Objectives/expected outputs of HRIS training	
9:10am– 10:30am	iHRIS overview	
<i>BREAK TEA</i>		
11:00pm – 1:00pm	Adding person's details including photos	
<i>LUNCH</i>		
2:00pm – 4:00pm	Creating, assigning, and changing positions	
4:00pm – 4:50pm	Generating Reports	
4:50pm - 5:00pm	Day's evaluation	
DAY 2		
8:30am – 9:00am	Feedback on yesterday's assessment	
9:00am – 10:30am	In-service trainings and mentorships management	
<i>BREAK TEA</i>		
11:00am – 1:00pm	Analyzing and exporting reports	
<i>LUNCH</i>		
2:00pm – 4:00pm	Standard lists in HRIS	
4:00pm – 4:50pm	Integrating HRIS reports into other documents	
4:50pm - 5:00pm	Day's Evaluation and Group assignments	
DAY 3		
8:30am – 9:00am	Feedback on yesterday's assessment	
9:00am – 10:30am	Creating and customizing reports	
<i>BREAK TEA</i>		
11:00am – 1:00pm	Introduction and usage of HRIS in organizations	
<i>LUNCH</i>		
2:00pm – 3:30pm	Data quality and updating of records	
3:30pm – 4:50pm	Individual system customized reports	
4:50pm - 5:00pm	Day's Evaluation	
DAY 4		
8:30am – 9:00am	Feedback on yesterday's assessment	
9:00am – 9:10am	Welcome, participants' introductions	
9:10am – 9:30am	iHRIS overview	
9:30am – 10:30am	Adding, editing, and updating records	
<i>BREAK TEA</i>		
11:00am – 1:00pm	Generating reports	

Time	Activity	Facilitator
<i>LUNCH</i>		
2:00pm – 3:30pm	Analyzing and exporting reports	
3:30pm – 4:50pm	Integrating HRIS reports into other documents	
4:30pm - 4:50pm	Group assignments	
4:50pm - 5:00pm	Day's Evaluation	
DAY 5		
8:30am – 9:00am	Feedback on yesterday's assessment	
9:00am – 10:10am	Data Quality and Good HR Management Practices	
10:10am – 10:30am	Group presentations of the different HRIS functions	
<i>BREAK TEA</i>		
11:00am– 12:20pm	Group presentations of the different HRIS functions	
12:20pm– 12:40pm	HRIS flow, Infrastructure, Rollout, and Support	
12:40pm– 12:50pm	HRIS online and HPC reports (SMS and online)	
12:50pm– 1:00pm	Training evaluations	
1:00pm– 1:20pm	HRIS Sustainability Issues Making HRIS part of the organization systems	
1:20pm– 1:30pm	Way forward	
1:30pm– 1:40pm	Remarks	
1:40pm	Closure of Training	

Passport
Photo

13 Appendix 4

PERSONAL INFORMATION (BLOCK LETTERS)

Surname: Work/Residence District:..... Sub-county.....

First Name: Home/Birth District: Birth Sub-county.....

Other names: Birth Parish: Birth Village

IDENTIFICATION INFORMATION

Employee No/Computer No..... File No.....

DEMOGRAPHIC INFORMATION (TICK APPROPRIATE FIELDS)

Date of Birth (dd/mm/yyyy): /...../..... Gender: **1. Male** **2. Female**

Marital Status: **1. Single** **2. Married** **3. Separated** **4. Divorced** **5. Widowed**

No. of dependents.....

CONTACT INFORMATION

Tel/Mob:/..... E-Mail:

POSITION INFORMATION (BLOCK LETTERS AND TICK APPROPRIATE FIELDS)

Post/Title: Facility

Salary Source: **1. local Revenue** **2. Project** **3. Wage bill** **4. None-Wage bill**

Salary Scale: Department:

Date of Current Appointment (dd/mm/yyyy): /...../..... Minute:

Terms of Employment: **1. Permanent** **2. Contract** **3. Probation** **4. Trial (Where applicable)**

Date of First Appointment (dd/mm/yyyy): /...../..... Minute:

PROFESSIONAL QUALIFICATIONS (REGISTRATION AND LICENSING) BLOCK LETTERS

Registration Council:

Registration No:

Registration Date (dd/mm/yyyy): / /

License No:.....

Start Date (dd/mm/yyyy): /...../.....

End Date (dd/mm/yyyy): /...../.....

EDUCATION INFORMATION (HIGHEST QUALIFICATIONS FIRST)

A:Institution:.....

Location (e.g. Kampala) Graduation Year:

Basic education Level: **0. None** **1. Certificate** **2. Diploma** **3. Bachelors** **4.Masters**
 5 PHD

Professional Qualification (e.g. Dip in Nursing):

B: Institution:.....

Location (e.g. Mbale) Graduation Year:

Basic education Level: **0. None** **1. Certificate** **2. Diploma** **3. Bachelors** **4.Masters**
 5 PHD

Professional Qualification (e.g. Certificate in Nursing):

14 Appendix 5

Group Presentations

Participants are grouped and each group is given an assignment to test their skills in HRIS management and usage, difficulties within the system, advantages, and creativity brought in by different participants.

The following are the functions and topics to be discussed by each group

Group 1:

- a) What is iHRIS, the different Modules and how it works
- b) Explain the opening and logging into the system
- c) Give importance/functions and explain components of the iHRIS Manage
- d) Under manage people – add person, demographic information, and identification

Group 2:

- a) Search records: Recent changes, Search Positions and Search people
- b) Updating individual sections of records – contacts and education history
- c) Cropping images and attaching them to someone's data.
- d) Creating and offering position to person

Group 3:

- a) Viewing all the main reports and explaining the importance of each
- b) Explain how to use different filters (on the staff list).
- c) Exporting and saving reports into Excel and Pdf.

Group 4:

- a) Add attendance information for April and May for three people
- d) Determine absenteeism rate for April for a facility
- e) Promoting, transferring and changing position
- f) Recording a departure for staff & showing where the record can be viewed

Group 5:

- a) Adding training institution/organization and training course
- b) Assigning training and mentorship to staff
- c) Generating the training and mentorship reports

Group 6:

- a) Creating new accounts, changing password, and recovering passwords
- b) Using different view report functions (chart, table, and cross tab)
- c) Inserting graphs, tables, and charts into a word document



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USAID
FROM THE AMERICAN PEOPLE

IntraHealth
INTERNATIONAL
Because Health Workers Save Lives.



Strengthening Human Resources for Health