



Ministry of Health, Uganda

# Integrated Human Resources Information System (iHRIS)

## *Trainer's Guide for HRIS Manage*

Version 01

January 2013

## Table of Contents

Table of Contents .....	2
<b>1</b> Introduction.....	3
2 Training Objective.....	3
3 Training Team.....	3
4 Training Outputs.....	4
5 Learning Strategies, Activities and Methods.....	4
6 Training Materials and Tools .....	4
6.1 Power point slides .....	5
6.2 Evaluation forms (pre, daily and end of training).....	5
6.3 Training Program .....	5
6.4 User Manuals.....	5
7 Training Steps/Flow.....	5
8 HRIS Overview .....	6
9 Task/Exercise .....	6
9.1 Group Dynamics .....	6
9.2 Group Presentations.....	6
9.3 Tasks for each group.....	7
10 Evidence of Learning .....	8
11 Evaluation.....	8
12 Appendix.....	8

## 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 Objective

Capacity building to human resource managers and administrators 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 login HRIS
- Manage people (add and edit person details)
- Work with administer database part of the HRIS
- Generate and export reports
- Create custom 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 needs special attention while having their 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 learning objectives

- Hands on the system
- Carry out an individual task/exercise/ Assignments
- Individual evaluation
- HR Brain teasers
- Group Discussions / brain storming
- Q & A sessions
- Daily training assessment

## 6 Training Materials and Tools

The materials and any tool which will assist to carry out learning

- Power point slides
- Assessment/Evaluation forms (pre, daily and end of training)
- 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

It should have a title comprising of the topic

**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, 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 and end of training)

### **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 if the objectives of both the trainer and trainee have been achieved.

## 6.3 Training Program

A program gives the timing and the activities

## 6.4 User Manuals

Detailed explanation of 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

## 8 HRIS Overview

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)

## 9 Task/Exercise

### 9.1 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)

### 9.2 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

- Group 1
  - Opening and logging into the system
  - Components of HRIS and why each HRIS
  - Manage people and add person
- 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

### 9.3 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.

## 10 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

## 11 Evaluation

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

## 12 Appendix

- Pre-Training Assessment Form
- Daily Assessment form
- End of Training Evaluation
- Attendance Form
- Training Program
- Individual HRIS Training Skill Assessment
- iHRIS Train data collection form



Uganda Capacity Program