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HUMAN RESOURCES AND TRAINING | HRT-028

Effective Use of HRIS for HR Administration

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Course content

Why Attend

Human Resource departments are increasingly expected to operate with speed, accuracy, and strategic insight. Manual processes and disconnected systems often lead to inefficiencies, errors, and limited visibility into workforce data.

Human Resource Information Systems (HRIS) provide a powerful platform to streamline HR operations, improve data accuracy, and support informed decision-making. When used effectively, HRIS can transform HR from an administrative function into a strategic partner.

This course is designed to help HR professionals understand how to leverage HRIS tools to manage employee data, automate processes, generate reports, and enhance overall HR service delivery. It focuses on practical usage, system optimization, and improving operational efficiency.

Course Methodology

This programme combines practical system understanding with applied HR processes:

- Demonstrations of HRIS functionalities and workflows
- Hands-on exercises using sample HR data
- Real-world HR administration scenarios
- Interactive discussions and problem-solving sessions
- Practical frameworks for HR process improvement

Course Objectives

By the end of this programme, participants will be able to:

- Understand the structure and components of HRIS platforms
- Manage employee data effectively within HR systems
- Automate key HR administrative processes
- Generate and interpret HR reports and dashboards

Course content

Course Objectives

• Improve data accuracy and compliance

• Enhance HR operational efficiency through system utilization

• Support HR decision-making using system-generated insights

Target Audience

This course is suitable for:

• HR Officers and HR Administrators

• HR Analysts and HRIS Specialists

• Payroll and Personnel Administration Staff

• HR Managers and Coordinators

• Professionals responsible for HR data and systems

• Anyone involved in HR operations and reporting

Target Competencies

Participants will develop competencies in:

• HRIS system navigation and utilization

• HR data management and accuracy

• Process automation in HR operations

• Reporting and analytics in HR

• Compliance and data governance

• Workflow optimization in HR administration

• Data-driven HR decision support

Course content

Course outline

Day 1: Introduction to HRIS and Digital HR

• Overview of HRIS and its role in modern HR

• Key components and modules of HRIS systems

• Transition from manual to digital HR processes

• Benefits and challenges of HRIS implementation

• Data structure and employee information management

• Overview of HR digital transformation

Day 2: Managing Employee Data and Core HR Processes

• Employee data lifecycle management

• Data entry, validation, and updates

• Managing employee records and documentation

• Automating core HR processes (leave, attendance, etc.)

• Ensuring data accuracy and integrity

• Practical exercise: managing HR data

Day 3: HRIS Workflows and Process Automation

• Workflow design and approval processes

• Automating HR transactions

• Integration with payroll and other systems

• Managing employee self-service portals

• Reducing manual intervention and errors

• Case study: HR process optimization

Day 4: Reporting, Analytics, and Compliance

Course content

Course outline

- Generating HR reports and dashboards
- Key HR metrics and KPIs
- Data analysis for HR decision-making
- Compliance and audit requirements
- Data privacy and security considerations
- Practical exercise: building HR reports

Day 5: Optimizing HRIS and Enhancing HR Performance

- Improving system utilization and efficiency
- Identifying gaps and system enhancements
- Supporting strategic HR through data insights
- Change management in HR digital systems
- Best practices in HRIS implementation
- Final case study and action planning

Seminar dates

Available seminar dates

Live dates and pricing for Effective Use of HRIS for HR Administration generated from the course details page.

Date	Location	Format	Fee
3 - 7 August 2026	Vienna - Austria	Classroom	**€4,250.-**
7 - 11 September 2026	Barcelona - Spain	Classroom	**€3,850.-**
12 - 16 October 2026	Rome - Italy	Classroom	**€4,250.-**
9 - 13 November 2026	Munich - Germany	Classroom	**€3,450.-**
14 - 18 December 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**

Live online option	Online delivery is available at €1,850.-.