

ROLE OF TECHNOLOGY IN HR MANAGEMENT

A.A. Botova

Institute of Humanities, Social Sciences and Technologies

Language advisor: J. A. Zeremskaya, PhD

Annotation: The paper deals with problems of information technologies used in personnel management. The system of electronic documents' circulation is examined. The problems of system functioning of electronic documents' circulation are described.

Key words: human resource management, information technologies, electronic document flow, labor market.

The importance of technology in HR management is great because management of the organization and its personnel nowadays assumes the wide usage of information technologies, however not all organizations are able to use these technologies in their activities.

In the last decade in connection with rapid development of information technologies there was a new class of the software — the so-called the automated information systems (AIS). These programs are at the same time an Internet-technology and specialized software. In a broad sense, information system is set of technical, program and organizational support, and also the personnel, for providing certain people with appropriate information in time (Davis et. al., 1998). In narrow sense information system is only a subset of information system components in a broad sense, including databases, database management systems and special applied programs. Information systems are considered as hardware-software system intended for automation of task-oriented activity of end-users, providing possibility of receiving, modification and storage of information (Маглинец, 2008).

One of the newest types of the automated information systems is the system of electronic document flow (SEDF). It is supposed that a basis of organization functioning is documentation. So, the real concrete product is a document.

The basic principles of electronic document flow are:

- single registration of the document, allowing to identify it unambiguously;
- possibility of parallel operation performances, assuming movement time reduction of documents, and increase of execution efficiency;
- continuity of document movement, allowing to identify the person, who is responsible for a performance of a document (tasks) in each point of document existence (process);
- single base of document information, which guarantees the cases of document's duplication;
- effectively organized system of document search, directed on document finding, having the minimum information about it. (Википедия [сайт] URL [.wikipedia.org/wiki/Система_электронного_документооборота](https://wikipedia.org/wiki/Система_электронного_документооборота))

Today development of information technologies is a necessary and successful design for working with documents in each organization.

We will allocate the main positive sides of electronic document flow in organizations with hierarchical structure:

- document identification according to unique number;
- during a document creation, a number is assigned to this document, which allows to find any document at any time and to make all necessary actions with this document;
- finding out the document status;
- possibility of tracking of a document condition and finding it by the set of criteria (coordination, signing, etc.);
- the confidential documents should be available to only a certain group of people;
- ability to send a report on the performed tasks. Each hierarchical level supervises the execution of all documents that have been "lowered down." (Демушкина и т.д., 2011).

At all positive sides of introduction of this technology at the enterprises and its high-quality influence on human resource management of the organization it is necessary to stop on problem questions of introduction of systems of electronic document flow. EDMS is used for controlling document flow, which is needed only for the employees who carry out office-work is noted it. For the simple performer time of preparation of one document significantly increases — at first it needs to be created, prepared and issued in paper option, then to create it in EDMS as documents in the majority of the organizations first of all prepare and made out on paper. A large number of functions, unevident operations procedure in the program complicate work. Often modern systems of electronic document flow have a huge number of functions which are presented at the creation of each document. Though as a counterbalance it is served by that fact that the part of functions is necessary for each type of documents only. As a result for the performer management of the system becomes difficult that generates excess costs of time of work with the program. Programs of electronic document flow are often difficult, and it is necessary to work constantly with system to seize management skills of it. The person who infrequently addresses to the program, work in it remains unclear.

Nowadays in connection with rapid development of applied programs their defects are gradually eliminated, but many of them still exist. As the result, most valuable worker's resource is time.

The main purpose of EDMS is to control over the document flows in an organization, to assign tasks to employees and to check the fulfillment of documentation.

EDMS is a uniform panel of tasks which can be adjusted not only in the tasks attached to documents, but also without them. Such system can become "the progressive manager of tasks" for each employee. Possibility of its connection with intra organizational service of instant messages is noted by e-mail. It should be noted that in the system of electronic document flow there is a set of opportunities for human resource management.

In conclusion it is necessary to say that the efficiency of using the EDMS by the staff in organization is defined by the expense volume for management of the system, so the lower it is, the more effective is the system for human resource management.

References:

1. Википедия, свободная энциклопедия // ru.wikipedia.org/wiki/Система_электронного_документооборота (Дата обращения: 17.04.2014)
2. Демушкина Е.А., Лезина О.В. Информационные технологии в кадровом менеджменте // Молодой ученый. – 2011. – № 4. – С. 83-87.
3. Маглинец Ю.А. Анализ требований к автоматизированным системам: Учебное пособие. – М.: БИНОМ, 2008. – 200 с.
4. Davis, William S., Yen, David C. The Information System Consultant's Handbook: Systems Analysis and Design. – CRS Press, 1998. – 800 с.

Botova Anastasiya Aleksandrovna – student of the ISHT of TPU, Tomsk city, Russian Federation

E-mail: botova-nastya@list.ru