

## Review of Existing John Readings HRMIS

### *General systems*

The management of HR information within John Readings is currently based mainly on various manual filing systems (some maintained by HR, others by line managers, and others by the finance department) and basic electronic records for payroll. There is currently no framework or policy for the collection and maintenance of information relating to employees, and a limited capacity to track and locate information when required.

Due to the diligence of previous HR staff, the company has continued to collect comprehensive and detailed records on staff, training, performance appraisals and the like, although difficulties exist with keeping those records up-to-date.

The system is not automated or centrally managed, and gaining access to information is often difficult and time-consuming.

### *Payroll*

The payroll is managed through a module of the company's accounting software and is administered by the accounts department.

The HR department is responsible for the collection of timesheets, as well as overtime and expenses claims, which are passed through to them by line managers and then handed on to the accounts staff for processing.

### *Annual and other leave*

All leave applications, time-in-lieu and sick leave records are provided to HR either directly by staff or through their line managers, and any information relevant to payroll is passed through to accounts as required. Information is often incomplete or late, and this has resulted in frequent incidents of both over- and under-payment of staff as well as confusion over leave and other entitlements.

### *Storage and management of information*

All documentation is copied in triplicate, and information is stored in different offices and locations throughout the company. The HR department holds information such as personal contact details, salary and award conditions and leave entitlements.

Performance appraisals, training and occupational health and safety records are held by line managers, and remuneration details are held by accounts and payroll. There is also no facility to compare human resources information across different divisions within the company, or over various time frames. No mechanism exists to review, update or correct information. As a result, it has been difficult to use the 'system' as a tool for strategic HR planning.

### *Security and the Privacy Act*

Due to the number of different people and departments handling HR information in the company, and the absence of a documented policy on the storage, maintenance and security of that information, it is likely that the company is not meeting its obligations under the Privacy Act.