### Course Project: HRMIS Data Analysis and Recommendations **(Due Week 7)**

**Note:** To be considered complete, all written assignments must include proper citations within the body of the paper as appropriate, as well as a reference page. Failure to cite outside sources is plagiarism and will be treated as such! You must also include a title page. Do not include pictures or graphics. All documents must be in Word format and placed in the Dropbox by the assignment deadline. Paper mechanics must also be followed as outlined below.

**Description and Scenario**

You are an HRM consultant who was hired to provide some analysis and strategic recommendations based on data pulled from your client company. From the data provided in the following pages, titled “HRMIS Reports,” you will be providing analysis and strategic recommendations.

**Criteria**

You have been given five HRMIS reports containing data about your client company. From these reports, you will provide the following two components of information to your client.

1. **Analysis:** After reviewing the data pulled from the client’s HRMIS system, you are asked to tell your client what the data mean. In other words, analyze the information, identify patterns, and conduct an assessment to share your conclusions with your client.
2. **Strategic Recommendations:** Now that you have provided some conclusions, what recommendations would you provide to this company? Thoroughly validate those recommendations. For example, what patterns can you identify from the reports? Would you recommend additional HRM functions be converted into the HRMIS? Explain why.

**Grading Rubric**

*The following information must be included in your paper and* ***should use******the headings outlined below****.*

Total points = 270.

|  |  |  |
| --- | --- | --- |
| **Paper Headings** | Description | Points |
| Introduction | Introduction provides sufficient background on the topic and previews major points. | 10 |
| Analysis and Strategic Recommendations | Provide your analysis of all five reports included in the following pages. This section must apply information gained through your readings and the discussions. You must validate your analysis with information from the reports shared and theories studied in this course. After reviewing the information provided below, share your insight related to the data. What does it mean? What conclusions would you share with your customer? What recommendations would you make? What strategic value does this information bring to a business and to HR? How might these data impact other facets of the business? Do not limit your analysis to just these questions; these questions are provided to give you some thinking points—apply your critical thinking skills. | 240 points as outlined below |
| Report 1 | HRIS Report 1 Analysis and Strategic Recommendation | 40 |
| Report 2 | HRIS Report 2 Analysis and Strategic Recommendation | 40 |
| Report 3 | HRIS Report 3 Analysis and Strategic Recommendation | 40 |
| Report 4 | HRIS Report 4 Analysis and Strategic Recommendation | 40 |
| Report 5 | HRIS Report 5 Analysis and Strategic Recommendation | 40 |
| Overall Input | Overall Analysis and Strategic Recommendation | 40 |

|  |  |  |
| --- | --- | --- |
| Paper Mechanics | * This report should be written as though you were giving it to your customer leadership team. It should be clear, concise, and well thought through. Writing should be professional and clean. * There is no page-count criterion for this paper; however, it should be thorough. * Include all aspects of the assignment grading criteria. * **There should be NO quoted material in this paper. Cite in text when using thoughts that are not your own. All sources must be appropriately cited—use APA for in-text and reference-list citation formatting.** * Include a reference page for sources. * Put the paper title information on a separate page. * Use 12-point font (Arial, Times New Roman), double spacing, and 1” margins as a standard format. * Do not include extra lines between paragraphs. * Grammar, punctuation, spelling, and so forth will all be taken into consideration when awarding points. * Proofread your paper before submitting it; spell check is not foolproof. * Writing content is critical. If you make a statement (e.g., “All people who break the law should improve their communication skills to stay out of jail”), you need to substantiate that statement. If that statement is not your own thought or is a statistic, cite it. If it is your opinion, state that and explain what led you to that conclusion. Provide enough information to validate and explain the statement. * Treat these assignments as real-world situations. This will give you the opportunity to practice how you would research and provide information as an HR professional. | 20 |

HRIS Report 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PERFORMANCE EVALUATIONS** | | | | | | | | |  |  |  |  |
| COUNTY  DEPARTMENT | 2002 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | Total Head Count |  | **% Late** | **Total Late** |
| Administration |  |  |  | 1 |  | 2 | 1 | 1 | 3 | 28 |  | **29%** | 8 |
| Behavioral Health |  | 1 | 1 | 2 |  | 12 | 15 | 20 | 28 | 426 |  | **19%** | 79 |
| County Clerk | 1 |  |  |  | 2 | 2 | 3 | 3 | 4 | 36 |  | **42%** | 15 |
| County Counsel |  |  | 1 |  |  | 3 | 3 | 4 | 2 | 27 |  | **48%** | 13 |
| DA | 1 | 1 | 1 | 1 | 1 | 1 | 4 | 2 | 5 | 32 |  | **53%** | 17 |
| Facilities Services |  |  | 2 |  |  | 5 | 4 | 7 | 11 | 57 |  | **51%** | 29 |
| Human Resources |  |  |  |  |  | 2 | 2 | 3 | 1 | 20 |  | **40%** | 8 |
| Juvenile Hall |  |  |  |  | 1 | 8 | 12 | 17 | 12 | 147 |  | **34%** | 50 |
| Library |  | 1 |  |  |  | 2 | 1 | 3 | 5 | 67 |  | **18%** | 12 |
| Probation |  |  |  | 1 | 1 |  | 28 | 16 | 14 | 211 |  | **28%** | 60 |
| Public Health |  |  |  |  |  |  | 32 | 26 | 33 | 247 |  | **37%** | 91 |
| Public Works |  | 1 |  |  | 2 | 15 | 20 | 12 | 16 | 186 |  | **35%** | 66 |
| Sheriff |  |  |  |  |  | 2 | 15 | 17 | 24 | 310 |  | **19%** | 58 |
| Total Count | 2 | 4 | 5 | 5 | 7 | 54 | 140 | 131 | 158 | 1794 |  | **28%** | 506 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **REPORT SHOWS CURRENT LATE PERFORMANCE EVALUATIONS AS OF 1/1/2013, CUMMULATIVE** | | | | | | | | | | | | | |
| **For example, Administration has eight performance evaluations from the years 2007, 2009, 2010, 2011, and 2012 still not completed.** | | | | | | | | | | | | | |
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HRIS Report 2

**2012**

**Number of Separations**

1. Reason for separation
   1. Resigned is voluntarily separated.
   2. Dismissed is involuntarily separated.
   3. Rejected is did not meet minimum standards within first 3 months of employment.
   4. Retired is retired.
   5. Other is when the business could not determine why the employee left.
2. Number of employees separated
3. Percent to whole

HRIS Report 3

Report displays total number of employees out on medical leave, by month, for 2012.

HRIS Report 4

**Report shows number of employees who separated, grouped by number of years of service.**

HRIS Report 5

**This report has been given to you, one of many, to review for your input and recommendation (assume all of the information is correct).**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | Ari Sanchez |  | |  | **Title Date** | | | 2/14/2013 | |  | |
| **SSN** | 888-55-1234 |  | |  | **Gender** | | | Female | |  | |
| **Address** | 123 Home Street, Oroville, CA 95965 | | |  | **Ethnicity** | | | Hispanic | |  | |
| **Current Title** | Receptionist |  | |  | **Disabilities** | | | None | |  | |
| **Department** | Human Resource | | |  | **Other** | | |  | |  | |
| **Career History** | | | | | | | | | | | | |
| **From** | **To** | **Title** | **Level** | **Department** | | **Activity** | | | **Eval Dates** | | **Eval Rank** | |
| 2/14/2013 |  | Receptionist | C | Human Resource | | Lateral | | |  | |  | |
| 1/16/2011 | 2/13/2012 | Secretary | C | Behavioral Health | | Lateral | | | 2/14/2013 | | 3 | |
| 9/16/2010 | 1/15/2011 | Secretary | C | Administration | | Lateral | | | 12/16/2011 | | 3 | |
| 12/22/2009 | 9/15/2010 | Admin Asst | C | Public Works | | Lateral | | | 4/2/2011 | | 3 | |
| 4/21/2009 | 12/21/2009 | Office Specialist II | C | Public Health | | Lateral | | | 7/21/2009 | | 3 | |
| 6/3/2008 | 4/20/2009 | Office Specialist II | C | DA | | Lateral | | | 9/3/2008;12/3/2008 | | 3 | |
| 1/3/2007 | 6/2/2008 | Admin Asst | C | Sheriff | | Lateral | | | 3/3/07;6/2/07;1/2/08 | | 3 | |
| 2/2/2006 | 1/2/2007 | Secretary | C | Public Works | | Promotion | | |  | | 3 | |
| 9/18/2004 | 2/1/2006 | Office Specialist I | B | Public Works | | Promotion | | |  | | 1 | |
| 8/12/2003 | 9/17/2004 | Office Assistant | A | Public Health | | Hired | | | 11/12/2003 | | 1 | |
| **Leave History** | | | | | | | | | | | | |
| **From** | **Return** | **Type of Leave** | | **# Non-comp days** | | | **FMLA?** | | **# Days** | |  | |
| 11/15/2012 | 12/30/2012 | Personal | | 45 | | | No | | 45 | |  | |
| 6/28/2012 | 7/15/2012 | Personal | | 16 | | | No | | 16 | |  | |
| 12/20/2011 | 1/10/2011 | Personal | | 15 | | | No | | 15 | |  | |
| 7/1/2010 | 7/15/2010 | Personal | | 15 | | | No | | 15 | |  | |
| 6/1/2009 | 6/4/2009 | Medical | | 0 | | | Yes | | 4 | |  | |
| 5/1/2009 | 5/30/2009 | Personal | | 20 | | | No | | 20 | |  | |
| 7/4/2008 | 7/20/2008 | Personal | | 12 | | | No | | 12 | |  | |
| 7/7/2008 | 9/7/2008 | Medical | | 50 | | | Yes | | 60 | |  | |
| 8/15/2004 | 8/25/2004 | Vacation | | 0 | | | No | | 5 | |  | |

***Leave History Report pulled 1/1/2013***