

## OL 667 HRIS Final Project Guidelines and Grading Rubric

### Overview

At each stage of this course, you discussed with classmates the characteristics of human resource information system that lead to effective integration of an HR management system. The assessment for this course will be a paper comparing an organization's current human resource data-collection system with at least two new HR information systems that are being considered. For the final project, prepare a final paper that describes your concept of an organization with an "ideal HR information system" leading to the creation of a HRIS that works for the organization. Be sure to include components from all of the topics completed in this course. Support your reflections from the course and outside readings.

The project is divided into **two milestones**, which will be submitted at various points throughout the course to support learning and ensure quality final submissions. These milestones will be submitted in **Modules Four and Six. The final submission will occur in Module Nine.**

Your organization is contemplating the purchase of a new human resource information system and has tasked you with formulating a proposal. Organizational details for you to consider for this assignment are as follows:

- There are a total of 500 employees at the site; 450 non-exempt employees who clock in and out each day, and 50 exempt employees who do not use a time clock and are paid a standard weekly salary.
- The organization has an electronic time capture and payroll system already in place that:
  - Is manually updated when employees are hired or terminate employment
  - Is a stand-alone application, not interacting with any other database system
  - Is maintained by two full-time payroll administrators, reporting to one payroll manager
- Human resource records are primarily paper-based:
  - Employee personnel files are maintained in file folders
  - Personnel files are manually updated with demographic, performance, and disciplinary information
  - Demographic data is available currently in an Excel database, which is manually updated
  - Personnel files are maintained by four full-time human resource clerks, who are non-exempt and report to the full-time HR manager

The new HRIS system is expected to drive a self-service approach to records management, while also ensuring confidential and proprietary data is secure. In a 12–14 page paper, with a minimum of eight scholarly sources, compare the current human resources data collection system with at least two new HRIS systems that are being considered.

This assignment will assess your mastery with respect to the following course outcomes:

- Illustrate the interdependency of HR information systems with existing organizational data-collection systems through informative visual maps
- Design gap assessment processes that capture the critical organizational needs and requirements for the implementation of an HR information system
- Evaluate HR information systems for their ability to meet organizational requirements based on needs assessments
- Contrast and compare HR information systems on the basis of organizational financial requirements
- Determine best practices for balancing the need for open access to data and information contained in an HR information system with the importance of protecting proprietary and confidential personal data

### Prompt

Your paper should answer the following: What are the major factors to consider when an organization is considering upgrading or implementing a new human resource information system?

Specifically, the following **critical elements** must be addressed:

- **Gap assessment** – What is the present situation (legacy system), the desired future state (new HRIS), and the gaps that exist between them for the following areas of the organization?
  - **Information Systems** – requirements for hardware and operating system software architecture
  - **Human Resources** – demographic employee data variables (distinguish which system maintains, how information is updated, any controls, and connectivity with other support functions) and security of the data (availability to functional levels, i.e., employee, manager, finance, operation managers, etc.)
  - **Operations, Finance, Quality** - productivity (more or less work) of employees (management/non-management) and cost versus benefit
- An informative **visual map** illustrating:
  - the **current state** (no HRIS)
  - the **future state** (HRIS system in place)
  - the **interdependency** and/or replacement of other databases
- Capture projected implementation costs of the new HRIS, i.e., hardware, software, software license fees, facility upgrades required (electrical, mechanical, remodeling), headcount increase to recruit new skill sets, as compared to cost reductions, i.e., employee headcount reductions due to automated data collection, job eliminations, cost savings due to elimination of legacy systems, with the **return on investment (ROI)** calculated over a four-year period
- Summarize components of each HRIS software system in a table format that visually **differentiates** software packages from the other. Components would be:
  - **Objective** (cost, reporting capabilities, operating system, etc.) and
  - **Subjective** (ease of use, customer service, reliability of product, customer reviews, etc.)

- Develop **recommendations** that:
  - **Balance** the requirement to maintain the security of proprietary and confidential data with the need for self-service maintenance and access by employees
  - Address the varying **degrees of access** for managers, support functional groups based on their need to know

## Milestones

Milestone One: Gap Assessment & Visual Map

In **task 4-2**, you will submit your first milestone, a 4–5 page paper that compares the organization’s current human resources data-collection system with at least two new HR information systems that are being considered. The paper should assess the gaps between the organization’s legacy system and new HRIS and include a visual map that illustrates the current and future state of HR management. **This milestone is due in Module Four.**

Milestone Two: Implementation Cost & Security

In **task 6-2**, you will submit your second milestone, a 4–5 page paper that discusses the major factors that should be considered when an organization is considering upgrading or implementing a new human resource information system as it relates to project implementation costs and security of confidential data. **This milestone is due in Module Six.**

## Deliverable Milestones

Milestone	Deliverables	Module Due	Grading
One	Final Project Milestone One: Gap Assessment & Visual Map	Four	Graded separately; Milestone One Guidelines and Rubric
Two	Final Project Milestone Two: Implementation Cost & Security	Six	Graded separately; Milestone Two Guidelines and Rubric
Final	Final Project: Research Paper	Nine	Graded separately; Final Project Guidelines and Rubric

## Research Paper Rubric

**Guidelines for submission:** This paper must follow these formatting guidelines: double spacing, 12-point Times New Roman font, one-inch margins, and APA format for all elements. The paper should be a **between 12 and 14 pages**, not including references and a cover page (which are required).

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Gap Assessment: Information Systems</b>	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the information systems area when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the information systems area, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not analyze gaps for the information systems area	7
<b>Gap Assessment: Human Resources</b>	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the human resources area when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the human resources area, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not analyze gaps for the human resources area	7
<b>Gap Assessment: Operations/Finance/Quality</b>	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the operations, finance, and quality areas when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the operations, finance, and quality areas, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not analyze gaps for the operations, finance, and quality areas	7
<b>Visual Map: Current State</b>	Meets “Proficient” criteria and logical sequence is apparent and detailed	Clearly illustrates the current state of the existing data collection system	Illustrates the current state of existing data collection system, but illustration is missing key components	Does not illustrate the current state of existing data collection system	5
<b>Visual Map: Future State</b>	Meets “Proficient” criteria and logical sequence is apparent and detailed	Clearly illustrates the major aspects of the proposed HRIS	Illustrates aspects of the proposed HRIS, but illustration misses major components	Does not illustrate aspects of the proposed HRIS	5
<b>Visual Map: Interdependency</b>	Meets “Proficient” criteria and logical sequence is apparent and detailed	Clearly illustrates the linkage and interdependency of existing data-collection systems to a proposed HRIS	Illustrates the linkage and interdependency of existing data-collection systems to a proposed HRIS, but illustration misses major components	Does not illustrate the linkage or interdependency of data-collection systems	5

<b>Return on Investment (ROI)</b>	Meets “Proficient” criteria and aspects of the ROI are based on scholarly research	ROI analysis is complete and quantifies the estimated implementation costs and savings over a four-year period	ROI analysis is attempted, but is lacking key components or is calculated for less than a four-year period	ROI is not included in submission	20
<b>Differentiation: Objective</b>	Meets “Proficient” criteria and detail given is insightful and substantiated by scholarly research	Differentiates components of each of the two possible new systems and the current system within a table format in an objective manner	Attempts to differentiate components of each of the two possible new systems and the current system within a table format in an objective manner, but misses some key components	Does not differentiate components of each of the two possible new systems and the current system in an objective manner within a table format	7
<b>Differentiation: Subjective</b>	Meets “Proficient” criteria and detail given is insightful and substantiated by scholarly research	Differentiates components of each of the two possible new systems and the current system within a table format in a subjective manner	Attempts to differentiate components of each of the two possible new systems and the current system within a table format in a subjective manner, but misses some key components	Does not differentiate components of each of the two possible new systems and the current system within a table format in a subjective manner	7
<b>Recommendation: Balancing Requirement</b>	Meets “Proficient” criteria and recommendations are substantiated by scholarly research	Develops recommendations that pertain to the HRIS system that balance maintaining proprietary organizational and confidential demographic data with the need for self-service maintenance	Develops recommendations that pertain to the HRIS system, but recommendations do not consider the balance between maintaining proprietary organizational and confidential demographic data and the need for self-service maintenance or the recommendations are not sufficiently detailed to convey a clear proposal	Does not offer recommendations for the security of data	10
<b>Recommendation: Addressing Access</b>	Meets “Proficient” criteria and discussion is substantiated by scholarly research	Recommends solutions that speak to the varying degrees of access needs by employee level or group dynamics	Discusses to the varying degrees of access needs by employee level or group dynamics, but fails to make appropriate recommendations	Does not make recommendations for varying degrees of access	10

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<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
<b>Earned Total</b>				<b>100%</b>	