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HRM3703

MAY/JUNE 2016

HR INFORMATION SYSTEM AND TECHNOLOGY

STUDENT NUMBER									

IDENTITY NUMBER									

FOR USE BY EXAMINATION INVIGILATOR
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Subject

Number of paper

Date of examination

Examination centre

Question No	Marks	
	Examiners	
	1	2
Section A		
①		
Section B		
2		
3		
4		
5		
Total for paper	75	

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HRM3703

May/June 2016

HR INFORMATION SYSTEMS AND TECHNOLOGY

Duration 2 Hours

75 Marks

EXAMINERS

FIRST

SECOND

EXTERNAL

MRS S WARNICH

MR CV GUMEDE

MR MA BUYS

Closed book examination

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This paper consists of 29 pages plus a cover page

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INSTRUCTIONS

- (1) Answer Question 1 in Section A and **any two** (2) of the four (4) questions in Section B of the paper
 - (2) Write legibly
 - (3) You will not receive an examination answer book, you have to answer the questions on this examination in the space provided. Rough work pages are included at the back of the paper. In the event that you need additional space to answer a question you can also use these pages for this purpose and clearly indicate in the question that your answers continue on that particular page
 - (4) Encircle the numbers of the questions you choose on the cover of your examination paper
 - (5) This examination paper is only available in English
 - (6) If you answer more than two questions in section B of the paper we will only mark the first two questions that you have answered in this section
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SECTION A**THIS QUESTION IS COMPULSORY AND ALL STUDENTS SHOULD ANSWER THIS****Question 1**

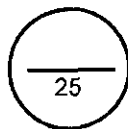
Read the case study below and then answer the questions that follow. Read it carefully as you will also have to use this information in some of the other questions in this examination paper

CHALLENGES AT BEERQ ENTERPRISES

Tinswalo works for BEERQ enterprises. She is the Financial Director. The company was started 20 years ago and they provide computer training workshops. This ranges from basic word processing, spreadsheets, project management software to website design. They have always stored employee information electronically but they have always made use of spreadsheets. With their growing number of staff it has become evident that the use of an HRIS would be beneficial. BEERQ enterprises has expanded so rapidly over the last 5 years that they now have 30 branches country wide with a total staff complement of 450 staff members. The Head Office is in Pretoria.

The company has to date used spreadsheets to store their data and they want to implement a new HRIS system. They have already identified that they want to make use of an ESS system. The manager explained to all the staff members during a recent staff meeting that one of the advantages of such a system is the fact that the focus of HR can shift from mere processing of transactions to strategic HRM. After the meeting Jared, the one colleague from marketing expresses his concern to you and indicates that he cannot see the benefit of such a system and how it will affect him because he is in marketing. His friend Sally who works in HR also tells him that the company plans to change the way that they have been recruiting staff members, they want to make use of more technology and also social media to recruit staff members and also after new staff members have joined the organisation. One year later Fikile, joins the company as an HR manager, he is one of the first new employees for whom BEERQ Enterprises used the HRIS extensively for his orientation, with great success. Fikile has since advertised HR officer positions and he has been using the HRIS to assist him with this. To ensure Fikile's successful integration into the organisation, BEERQ Enterprises plans to use the HRIS much more extensively.

Additional information about the organisation will be shared in the questions that follow

[25]**Now answer the questions 1.1 to 1.4 that follow.****Questions (Compulsory)**

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Use the information in the case study above to answer the questions for question 1

- 1.1 With reference to the case study above, briefly discuss what an ESS is and indicate how Fikile and Jared can use such a system (5)**

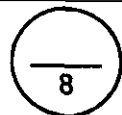
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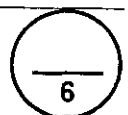
- 1.2 BEERQ Enterprises had to make a choice between various HRIS products offered by various vendors. Describe three of the criteria that they should have used to evaluate HRIS vendor proposals. (6)



- 13 Jared and some of his colleagues approach Tintswalo with the request to use their own smartphones for work purposes. They want to access the HRIS using their phones and tablets. Tintswalo immediately feels concerned. Explain to Tintswalo what this phenomenon is called, what it entails and advise what provisions BEERQ Enterprises should make if they allow employees to use their own devices for work purposes (8)



- 14** Some of the employees at BEERQ Enterprises are concerned about the safety of their own information stored on an HRIS. Seeing that you are working in HR you realise that this is a valid concern, but you also realise that there is legislation that protects this information. Name the Act that addresses this matter and briefly describe the purpose of this Act. (6)



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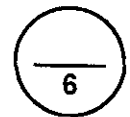
SECTION B**ANSWER ANY TWO (2) OF THE FOLLOWING FOUR (4) QUESTIONS****Question 2**

25

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- 2 1** Refer again to the case study in Question 1. Tintswalo discusses her day at work with her husband Vusi. She tells him about the developments at work and tells him that someone in HR indicated that training and documentation are crucial to both the development and the implementation of an HRIS. As HR is not their field of expertise they decide to phone you to explain to them how training and documentation are crucial to both the development and the implementation of an HRIS *(1/2 marks are awarded)* (6)

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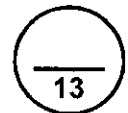


- 2.2** Tebogo is an employee at DATS Electronics. She plans to take leave, after discussing this with her direct supervisor she logs onto the HR system and completes her leave application.

Identify the type of portal that Tebogo used to apply for leave (provide a brief description of this type of portal) and provide two advantages of these portals. Provide a brief overview of the three other structural approaches to HR administration service delivery

(13)

[illegible]



2.3 Describe the implications of the Act mentioned in question 1.4 for an HRIS in South Africa. Also indicate if organisations should adhere to this? (6)

[illegible]

Question 3

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3 1 People in HR responsible for the implementation of an HRIS should understand basic terminology so that they are able to communicate properly with specialists, vendors and the implementation team. This will also help them to clearly communicate the exact needs that the system must meet. In terms of an HRIS and database, provide a definition of each of the terms below (12)

HRIS (2 marks)

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Cloud computing (2 marks)

Applicant-tracking system (1 mark)

RFP (1 mark)

N-Tier architectures (1 mark)

HR balanced-scorecard (2 marks)

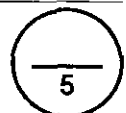
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[illegible][illegible]

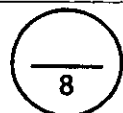
3 2 Five years later Fikile is still working at BEERQ Enterprises (refer to the case in question 1). The organisation has grown rapidly over the last five years, but they have also lost numerous key staff members who have resigned, some have joined competitors. This poses several challenges for BEERQ Enterprises. Fikile wants to use the HRIS to assist the organisation with this problem. Explain how HR metrics and workforce analytics can be used in BEERQ Enterprises to address this problem. (5)

[illegible]

[TURN OVER]



- 3.3** Organisations use an HRIS to store their HR-related and other data. This poses possible problems. Briefly discuss four sources of security threats and also four types of security threats. *Note that you must not discuss software threats such as worms, viruses and spyware.* (1/2 marks are awarded) (8)



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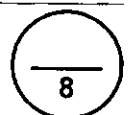
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41 Refer again to the case study in question 1 Jared phones you and asks what the difference is between e-HRM and an HRIS Are there differences between these two? Explain the differences, if any, to Jared (4)

4

[TURN OVER]

- 4.2 BOB systems are very popular and many organisations use them. Discuss this by firstly defining and explaining what BOB systems/solutions entail. Secondly, critically discuss the three conditions that should be present for each solution to work properly (8)**

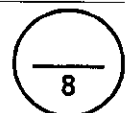


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4.3 Discuss how social networks can be used to recruit talent.

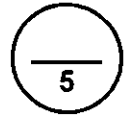
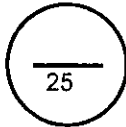
(8)

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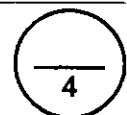
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- 4.4 Assume that BEERQ Enterprises (in question 1) wants to implement a learning management system. Provide Fikile with five key issues that could enhance the effectiveness of a learning management system (5)**

**Question 5**

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- 5 1 Refer to the case study in question 1 Assume that BEERQ Enterprises make use of business applications and technologies to create data warehouses to analyse and provide easy access to this data to help organisational users such as Fikile to make better business decisions What is this called? Explain how this type of software can support HR decision-making (4)**

**[TURN OVER]**

5 2 Discuss payroll systems and the role of HRIS in payroll administration by completing the table below. (13)

Describe what a payroll system is in the HRIS context. (4 marks)	
Discuss the typical data inputs. (3 marks)	

[TURN OVER]

Discuss the typical reports (2 marks)	
Discuss the data outflows. (2 marks)	
Discuss the payroll data decision support (2 marks)	

[illegible]

8

Total for paper = [75]

CHECKLIST	✓
Did you complete Question 1 AND also 2 other questions?	
Did you complete all your personal particulars on the cover of the examination paper?	
Did you indicate the numbers of the questions you chose on the cover of the examination paper by encircling them?	

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