What is HR Data Analytics?

Introduction to HR Data

Human Resources (HR) departments rely heavily on data to make informed decisions, manage employees effectively, and optimize organizational performance. Understanding the different types of HR data and the systems used to manage them is crucial for anyone working in or with HR. This guide provides a comprehensive overview of HR data types and the major HR systems.

HR Data Types: Structured vs. Unstructured

HR data can be broadly categorized into two types: **structured** and **unstructured**.

- **Structured Data:** This type of data is organized in a predefined format, making it easy to search, analyze, and store. It typically resides in databases and spreadsheets.
  - Examples: Employee ID, salary, job title, hire date, performance rating, training completion date.
- **Unstructured Data:** This data type does not have a predefined format, making it more challenging to process and analyze. It often requires advanced techniques like natural language processing.
  - Examples: Resumes, performance reviews (narrative sections), employee emails, survey feedback (open-ended responses), exit interview notes.

Feature	Structured Data	Unstructured Data
Format	Predefined, Organized	No Predefined Format
Storage	Databases, Spreadsheets	Documents, Emails, Text Files
Analysis	Easy to Search, Analyze, and Report	Requires Advanced Techniques (NLP)
Examples	Employee ID, Salary, Hire Date	Resumes, Performance Reviews, Emails

Major HR Systems

HR departments utilize various systems to manage different aspects of the employee lifecycle. Here's an overview of the major HR systems:

Human Resources Information System (HRIS)

- **Definition:** An HRIS is a software system that centralizes employee data and automates HR processes.
- **Purpose:** To streamline HR tasks, improve data accuracy, and provide insights into the workforce.
- **Examples:** Storing employee demographics, managing benefits, tracking attendance, processing payroll, generating reports. Popular HRIS vendors include Workday, SAP SuccessFactors, and BambooHR.

Applicant Tracking System (ATS)

- **Definition:** An ATS is a software system designed to manage the recruitment and hiring process.
- **Purpose:** To streamline the application process, track candidates, and improve the efficiency of hiring.
- **Examples:** Posting job openings, collecting resumes, screening candidates, scheduling interviews, managing communication with applicants. Examples include Taleo, Greenhouse, and Lever.

Learning Management System (LMS)

- **Definition:** An LMS is a software system used to deliver, track, and manage employee training and development programs.
- **Purpose:** To provide employees with access to learning resources, track training progress, and improve employee skills and knowledge.
- **Examples:** Hosting online courses, tracking training completion, managing certifications, delivering compliance training. Examples include Cornerstone OnDemand, Moodle, and TalentLMS.

Payroll System

- **Definition:** A payroll system is a software system used to manage employee compensation, including calculating wages, taxes, and deductions.

- **Purpose:** To ensure accurate and timely payment of employees, comply with tax regulations, and generate payroll reports.
- **Examples:** Calculating gross pay, withholding taxes, generating paychecks, managing direct deposit, filing tax returns. Common payroll systems include ADP, Paychex, and Ceridian.

Employee Survey Systems

- **Definition:** These systems are platforms to create, distribute, and analyze employee surveys.
- **Purpose:** Gather feedback on engagement, satisfaction, and other key metrics to improve the work environment and inform HR strategies.
- **Examples:** Conducting employee engagement surveys, gathering feedback on company culture, assessing employee satisfaction with benefits. SurveyMonkey, Qualtrics, and Culture Amp are examples.

Performance Management Systems

- **Definition:** Systems used to set goals, track performance, and provide feedback to employees.
- **Purpose:** Align individual performance with organizational goals, identify areas for improvement, and support employee development.
- **Examples:** Setting performance goals, conducting performance reviews, providing feedback, tracking progress. Examples include SuccessFactors, PerformYard, and Lattice.

Conclusion

Understanding HR data types and the systems used to manage them is essential for effective HR management. By leveraging these tools, HR professionals can streamline processes, improve data accuracy, and make informed decisions that benefit both employees and the organization. This guide provides a foundational overview, encouraging further exploration and continuous learning in this dynamic field.