Challenges of Implementing an Employee Management System for Improving Workplace Management Effectiveness

Prety Diawati¹*, Vip Paramarta², Djoko Pitoyo³, Tomy Fitrio⁴, Sri Wiyati Mahrani⁵

¹Politeknik Pos Indonesia, Indonesia
²Universitas Sangga Buana YPKP Bandung, Indonesia
³Universitas Sangga Buana, Indonesia
⁴Sekolah Tinggi Ilmu Ekonomi Indragiri, Indonesia
⁵Universitas Halu Oleo, Indonesia

Received: 13/09/2019                Accepted: 22/11/2019              Published: 20/12/2019

Abstract
In an organization to simplify the process of record of maintenance it is designed a system of Employee management. For HR function it helps to manage the employee’s information. It can consider as a part of comprehensive Human Resource Management System to employee management system in general. For improving effectiveness of workplace management an employee management system is implemented. This employee management system manages the overall performance and different aspects of an employee in an organization.

Keywords: Human Resource Management, Employee management system, Performance, Record

1 Introduction
Especially in remote areas the employee management system implementation can be challenging task. Although it cannot deny the benefits. Using the employee management systems provide an easy way to manage admin work and better performance as a team (1-5).

Due to streamlines and organizes team management for HR professionals, business owners and other managers it can consider as a useful tool to an employee management system. From payroll and onboarding to time off tracking and performance is the range of this system, but it always should cover the necessary HR feature. The employee management system is design for saving money, time and power and work well for the team also. Particularly in for remote workers for managing the team it uses the regular reporting through email. Although this method is messy and cumbersome. It is a time consuming admin task to optimize the performance of the team, so it can focus on achieving the goal (6-11). Following the time spent on a work will furnish with data that can use to advance every working hour inside the association.

Corresponding author: Prety Diawati, Politeknik Pos Indonesia, Indonesia. E-mail: pretydiawati@poltekpos.ac.id.
2 Invoicing, Payment tracking and Other Tasks of Administrator

When we use a performance management system of employee like Hubstaff it can track the spending of time on a particular task. So the managers and client can effectively define the time slot on a particular project and more certainly agree on budget (12-16). Employee Management System Integration with other Platform and Applications.

Combinations empower the management systems to cooperate so it get all the usefulness that need to work at pinnacle limit. Regardless of whether they're utilizing Asana or other venture the executives apparatuses, for example, Hubstaff Tasks, it ought to have the option to incorporate consistently. Staying with one stage may spare the issue of coordinating and bringing in undertakings, ventures, and other data. In any case, mix causes it so it to can utilize numerous devices all the while with little exertion (17-21).

Figure 2: Employee management system showing complete management of employees

3 Employee Management System is important for business

The employee management system is essential for business. The reason is as follows:

1. It allows confidentiality: The specific data of employee sent through a private channel so it can keep the information private so it can view by only head of the organization or admin of the software. Subsequently, it is more secure to have a employee management system in an association, huge or little, than have financial balance data lying in some cabinet. The software like sumHR effectively accessible on the web. It can guarantee confidentiality, efficiency, accuracy, availability, updates on time-bound information etc.

Software such as sumHR is easily available online. It can ensure availability, efficiency, accuracy, updates on time-bound information, confidentiality etc.

2. Reliable accuracy: Since the data is for the most part sustained in by the representatives themselves it can be certain the data is exact since it's directly from the source. Also, a worker can get to their data at whenever. Along these lines, he/she can keep it refreshed and right botches, assuming any.

3. It provides a ready source of information: Between the employee and organization Employee Management System executes as a promptly accessible source of information. The most database systems that consist are work schedule, salary information, education information, posts, Contact information etc.

4. Data updation: The information of an employees are accessible from an employee management system at the time the employee work in that organization or when it needed after it left the organization. Likewise if anytime the data of employee is change then employee can themselves make the modifications. Subsequently, out of date information is an uncommon find on such frameworks.

5. Provide large efficient system: It can consider that Employee management systems are exceptionally productive. Whenever a member of an organization required the information about an employee it can retrieve the information and that also without prior information. For example to send an important letter to an employee that is on leave it can make a call to retrieve the address of that employee.

4 Optimized streamlined administrative tasks and workload

Finding an employee management system is as a matter of first importance about discovering efficiencies. For good employee management systems having the option to digitize and automate manual data entry is one of the key qualities, this system analyse that employee is giving enough time to important project or not, the project that are approaching to deadline the employees are giving proper time to that or not can identify through employee management system. In the world optimization of workload make all the differences. The time that is wasted by a team cab utilize in automate things like payroll, timesheets and on administrative task. When a team recovers their time it can focus on fine-tuning strategies, growing the business and many other tasks

5 Challenges in Implementing an Employee Management System

Some of the major challenges in managing Employee could be as follows:

1. Employee system Management: A disciplined framework is required to manage an employee system in an organization. It requires the association to work off one all-inclusive strategy separated into applicable parts and regions of obligation. The administration duty at different levels needs to comprehend the contracting; estimation advancement and examination process great and apply it reliably. Besides the executives needs to value that exhibition the board isn't an occasion yet something that is overseen day by day however recorded and revealed at specific occasions through appraisals and reviews.

2. Lack of Alignment: Because of several organizational processes being created in isolation this challenge is the absence of alignment. By various groups of people with different frameworks being used it developed a link between budgeting, operational planning and Strategy development. The lacks of alignment has in performance management system between organizational delivery, individual performance and departmental performance thus all frameworks default back to money related estimations.
3. Managing poor performance: The poor performance management is generally considered as reactive action, yet much of the time it is deferred and along these lines transforms into an exchange that is hard to make significant. Another reason for which it cannot manage the poor performance on time is the lack of collection of required measurement data and evidence and valid measurements.

4. Leadership and Management commitment: To deliver a comprehensive performance management system management and Leadership challenges has a large effect on aligning and integrating a management system. For achieving a workable performance system to perform success the understanding and commitment of management and leadership are required.

5. Lack of Measurements: In the organization at much level where poor measures are created and in much of the time targets are set yet no pertinent measure is set up this challenge can occur. In different cases no information can be gathered or is kept as proof to follow performance.

6 Types of employee management software

On the basis of area of the business the software of employee management system can categorized in various groups.

1. Hubstaff: At Hubstaff's center is time following, however it's something other than that. Hubstaff is a finished time the management software that is intended to help groups in using their hours productively. It enables your group to arrive at larger amounts of profitability and recognize undertakings that are sitting around idly.

2. Performance management software: The way to inspiring the group is making them feel like they are really adding to the entire procedure. Performance management apparatus are intended to keep the group connected with, and their presentation at great levels.

3. Time management software: How productive teams are work, which projects are getting completed and who is working when knowing is the major function of time management software. The individuals who can achieve more with less barriers or interruptions in less time are commonly viewed as beneficial. Invoicing and payroll are incorporates in top time management software so it can pay team member for a considerable length of time worked. PTO balances, location tracking and many more are included in bonus feature.

7 Conclusion

The employee management system is design for saving money, time and power and work well for the team also. In an organization to simplify the process of record of maintenance it is designed a system of Employee management. For HR function it helps to manage the employee’s information. For improving effectiveness of workplace management an employee management system is implemented. This employee management system manages the overall performance and different aspects of an employee in an organization.
Ethical issue
Authors are aware of, and comply with, best practice in publication ethics specifically with regard to authorship (avoidance of guest authorship), dual submission, manipulation of figures, competing interests and compliance with policies on research ethics. Authors adhere to publication requirements that submitted work is original and has not been published elsewhere in any language.

Competing interests
The authors declare that there is no conflict of interest that would prejudice the impartiality of this scientific work.

Authors’ contribution
All authors of this study have a complete contribution for data collection, data analyses and manuscript writing.

References