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EMPLOYEE WELLBEING IN EDUCATIONAL INSTITUTION THROUGH HRIS

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Abstract: This study takes into account of various literatures present on the concerned topic. A detailed and structured review has been performed on the aspects of well-being of employees in educational institutions. A deep review has been done to understand the Human Resource Information System. There have been various literatures concerning the well-being of employees at organizations. There arise various variables which act as hurdles in the well- being of working people. The main hurdle was found to be stress. The educational institution has different type of atmosphere at their place. Employees have to go through various channels of roles in order to complete their duty. The role of HRIS is vital in educational institutions. Keeping all these factors in mind the literature review has been done.

Keywords: Literature Review, HRIS, Educational institutions

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I LITERATURE REVIEW

This chapter of the study takes into account of various literatures present on the concerned topic. A detailed and structured review has been performed on the aspects of well-being of employees in educational institutions. A deep review has been done to understand the Human Resource Information System. There have been various literatures concerning the well-being of employees at organizations. There arise various variables which act as hurdles in the well-being of working people. The main hurdle was found to be stress. The educational institution has different type of atmosphere at their place. Employees have to go through various channels of roles in order to complete their duty. The role of HRIS is vital in educational institutions. Keeping all these factors in mind the literature review has been done.

The study incorporates various literatures in understanding the HRIS system in particular. The study has taken into account of literatures by following scholars –

•Kovach and Cathcart 1999

•Al-Mobaideen et al (2013)

•Broderick and Boudreau (1991

•Hendrickson (2003)

•Solomon et al. (2013)

•Wiblen, Grant and Dery (2010)

•Obeidat (2013

•Harry (2006)

•Vosburgh (2007

•R. G. Aletaibi

•Wright P. M. and many more

Understanding Human Resource Information System

HRIS stands for "human resource information system," which is described as "a system for acquiring, storing, manipulating, analysing, retrieving, and distributing information about an organization's human resources". These are the views of Kovach and Cathcart (1999) on HRIS. They have done a detailed study on HRIS.

In his research Al-Mobaideen et al. (2013) has given a very easy definition of HRIS. He elaborated that the term "human resource information system" is a kind of setup which allows any of the organization to keep track of all personnel and their information in the HR Department. He said that the

completion of the task is done through a network of interconnected databases.

In their paper Broderick and Boudreau (1991) say that Human Resource Information System is a combination of different sorts of data, programming programmes, hardware, and program required to obtain and organize , archive, maintain, and manipulate data for human resources

The thesis of Hendrickson (2003) offers a related concept of HRIS. He defined it as an integrated programmes used to collect, archive, and analyse knowledge about an organization's human resources. He adds more In addition, human resource IS includes employees, strategies, procedures, and information necessary to manage the HR function, and is more than just a computer hardware and software application that makes up the system technology component. HR info system is the latest phase in the development of effective IT systems.

We understand their opinions on HRIS after a careful examination by Solomon et al. (2013). The components of HR info system include data gathering and report creation, according to Solomon et. al. in their work. The gathering of data includes compensation and benefits, performance assessment, training and development, recruiting and selection, employment and employment figures. He urges HR information system to counteract the management actions of managers which entail the receipt, communication and use of the same information in different organisational issues. Since most of the organization's actions are based on information, data generation and management systems should be in place. These systems should be able to produce trustworthy, easily useable information.

Wiblen, Grant and Dery (2010) in their paper have discussed human resource and information system separately. Wiblen, Grant and Dery say that HR and IS are used as hybrid frameworks to create existing and reliable records for decision-making and tracking, in which personnel information is preserved, as well as data on employment and wages, employee entitlements, and a profile for the purpose of privacy in a company. In the same context Obeidat (2013) performed a research. In his paper Obeidat describe an information system (IS) as a formal method of gathering, organising, and disseminating data to administrators for the purpose of making strategic decisions and advancing the organization's priorities and objectives. Although he insisted that the information provided should be up-to-date, true, reliable, and open to administrators in order to aid those making critical strategic and human resource allocation decisions.

Function of HRIS

The function of human resource information system is vast and elaborative in nature. HRIS play different roles in different organisation. However from the previously performed thesis we sorted out some of the key function of the HRIS. Harry (2006) explains in his study, HRIS is a broad term. It includes all programmes that are often used for the monitoring and storage of employee records and worker documentation including their duties and rates of growth. HRIS software's key goal is to help administrators make efficient use of an organization's human resources. Harry summarizes the function of HRIS in making organizations wok more smoothly and makes the load on top leadership less.

In his article, Vosburgh (2007) claims that HRIS is unlike any other programme because it is a highly complex collection of software applications. HRIS includes a number of modular modules that support the diverse roles of human resource management within an organisation. Vosburgh give emphasis on functions of HRIS that provides easy key to perform HR management roles which are a bit hard and complex to be performed if done by individuals.

 Following a thorough review of Schuler and Jackson's (1998) paper, we came to the conclusion that the HRIS paradigm is fully embedded. Both are intended to work in tandem with human resource management's experience and capabilities. These programmes have the ability to repeat good results for a business. Their primary responsibilities include data collection, data mining, and information distribution.

HRIS is a software package that can handle a wide range of tasks. According to Roberts (1999) in his paper, HRIS can be used in an organisation for supervision and collection. HRIS is a framework that requires job seekers to apply for vacancies advertised by HR departments. This HRIS module helps the HRM employee to collect, process, and track the submission. To complete the tasks listed in this HRIS module, you'll need Internet connectivity and a computer. This approach is used in virtually every company's web application framework around the world. The next stages of the development process, such as interviews, reviews, and placement, are made easier with this software kit.

The record-keeping role of HRIS is stated by Kovach and Cathcart (1999) in their paper. HRIS can perform functions like keeping of one who applies for the job and who does the job . It could be encrypted, accessed along with it can also be linked with this HRIS framework if required. Wage history, emergency and routine contact information, school reports, qualifications and credentials, disciplinary

proceedings, injury or illness data, and so on are all required to be stored in this section.

R. G. Aletaibi, in his article, discusses the HRIS payroll feature. This application calculates the hours and days of work, keeps track of the absence of workers, provides tax reports and, after daily deductions have passed, automatically prepares the payroll for each employee. This HRIS is connected to the financial reporting scheme of the organisation, which allows employee assessment, success and competitiveness based on details such leaves taken by the workers and the time period of their work in the compny and adherence to the orfganizations rules and regulation environment. In addition, this app keeps track of all of the company's employee compensation plans. It gives employers online access to information about their insurance programmes, pension plans, dental care, stock allocation, and dividend shares. This satisfies the company's legal obligation to inform all of its workers of their rights and benefits.

Wassan, A.A., Yogesh, K.D., and Williams, M. D. (2014) performed their research on HRIS. They claim that HRIS is a system that, according to them, offers organisations with administrative responsibilities, fees, research, storage and information collecting on their human capital. All Human resources data bases, programming programmes, electronics and software are components used to manage human resource data. Among other tasks of HRIS are the change of the organization's attention from regular transactions to strategic management of human resources and the creation and promotion of HR activities and practises to increase the competitiveness of employees on a healthy level. HRIS also helps build various reporting forms for the company's benefit. Examples of these reports are performance assessment surveys, reports that show how many days' people come to work every week, and reports showing when staff arrive in their workplace in the morning.

In their article, Beckers and his coauthors (2002) discussed the functions of HRIS. They went on to say the feature can be divided into three categories. The first are transactional processes like record keeping, payroll accounting, employee data collection, and employee remuneration management. The organising, hiring, procurement, preparation, and compensation of employees make up the second group of operations, known as conventional tasks. Organizational growth, personnel management, and branch management are one of the three set of oprations HRIS can perform.

HRIS, according to Lengnick-Hall, C.A. and Lengnick-Hall, M.L., 1988, provides organisations with a special atmosphere in which all agencies across a country and internationally are linked. This promotes and maintains fair competitiveness, and is carried out by improved human resource

Administration and services procedures that are supervised by human resource personnel, confirming that promotions are merit-based. Various companies use HRIS as a mandatory framework. In addition, HRIS helps to provide correct real-time reports which may be utilised to make rapid decisions as well as to help with the request for vacation.

Human resource information system according to Wright P. M., can also assist HR professionals in performing their jobs more effectively and supporting strategic decision- making. Human resource information system adds to the long-term competitive advantages of business development, creates complex, historically and culturally established social ties, and generates tacit organizational knowledge's. Planning, administration, decision-making, and control are all aided by a human resources information system. Employee selection and placement, accounting, pension and compensation administration, preparation, career-path, equity analysis, and productivity assessment are among the applications supported by the scheme, which improves operating effectiveness and generates results that aid decision- making.

Well being

There has been a lot of work done in the area of health and well-being. While (Keyes 2006) work is valued, later studies by some of the scholars such as Diener in 1984, Ryff in 1989, Waterman in 1993 and Ryff and Keyes in 1995 offer a valuable viewpoint on well-being by social and psychological means.

Keyes' (2005) full State model of behavioural health is a detailed example of the wellbeing approach. Individuals must exhibit both positive emotions and positive functioning symptoms, according to Keyes' concept of mental health.

According to Keyes, a psychologically stable person is in good shape because he has optimistic thoughts about his life and has good psychological functioning. Positive affect can be described as feeling joyful, "in good spirits," "very happy," "calm and peaceful,""satisfied," and "full of life." A mentally stable person should be satisfied with their life. The positivity and satisfaction in life combinely gives a type of pleasant sense.

Self-acceptance, supportive relationships with indiviuals, self-development, understanding the meaning of life and environment along with autonomous behaviour are examples of psychological well-being, while social well-being includes being socially accepted and having good relationships along with social stability and enjoying sense of peace in society.

Kathryn M. Page et. al describe overall concept of well-being in their paper. Over the past few decades, mental wellbeing is described as the having good-being instead of elaborating it as absence of some kind of disease. Presently it is most

important for those people who are working at clinics and professional workplace. In recent years, the proactive mental health agenda has expanded beyond healthcare environments and gained traction in the workplace. Positive behavior in the institutions that promotes optimistic activities like aspiration and persistence in workers, and positive organisational setup, in turn which enquires about the optimistic aspirations. Being said that surviving and existence are two important component of organisation. Optimistic approaches in organisation tend to optimism in workers and gives and this optimism in turn provides benefits of persistence and hopefulness. These are two notable advances connecting well-being with organisational causes. Employee well-being study has been minimal, owing to its near-exclusive emphasis on measuring employee work satisfaction.

Employee Well-Being

Employee well-being at work is the most discussed topic of the era. Employee's well-being at work depends upon various variables. These variables have been analysed by various researches at various points of time. Some of the key literatures which we have discussed are by Cummins and team, Davern and team, Cotton and Hart, Wright et al., Warr and Daniels and Ryff. The thesis of Rath and Harter provides very dept meaning of well-being at work place.

We found enlightening elements about well-being from Rath and Harter's study (2010). Well of employees is a field of larger study on well-being and professional cognitive health, which is the topic of the particular issue The Gallup Press is an organisation committed to measuring the well-being of individuals all around the world on several occasions. Wellness is stated in the Gallup-Healthways Well-being Index as an index of life evaluation, mind welfare, physical health, safe conduct, work environment and easy access. Particularly intriguing is the Job Related Index since it evaluates employee evaluations for work performance, motivation to apply one's capabilities at work, the conduct of employers and a job open and reliable.

Well-Being at Work

Employee's well-being at work is important for efficient and smooth working of organization. Researchers like Daniels (2000), Warr (1990), Cummins and his team in 2002, Davern and team in 2007 and scholar Schwarz-Strack in 1999 performed researches which have discussed employee well-being in their article. The researchers have worked on the factors affecting quality of life in order to determine the well-being quotient of the employees at workplace.They suggest that context-specific well-being measurements are necessary to reflect the intricacies, complexity and diversity of job experience. This comes in line with the specifc hypothesis that insist that the questions which are being asked oin life

quality is paid attention by the answers givers only on the quality of questions.

When it comes to reacting to well-being evaluations, Schwarz–Strack found out that individuals are mainly dependent upon their current mood. Individuals can pay more attention to the domain in question, such as job, as the degree of question precision rises, and depend less on finding the option of current mood for themselves. The integration of work- related and overall indices of well-being would therefore probably lead to more exact estimates of employee well-being than solely social welfare metrics..

A multi-measure technique was used by Cotton and Hart (2003). Cotton & Hart described well-being of workers as a combination of constructive and gloomy affect which are commonly called confidence and worry respectively. Also psychological work gratification assessments. As a consequence, we recommend that workers good being should be evaluated using of social good-being such as overall happiness, pros and cons, psychological well- being, work-related affect, and career satisfaction.

Wright et al. (2007) says in his paper that who were once among the harshest opponents of workplace satisfaction, give a more upbeat evaluation of its predictive validity. These researchers discovered that job satisfaction was a reliable indicator of success, using a novel approach to the grateful and fruitful r profitable thesis on workers. Workers good-being, defined in aout of box scenario, however, moderated this effect. Taken together, these findings suggest that workplace satisfaction should be used as one of the indicators of employee well-being.

Briner (2005) says there is minimal association between well and empathy at workplace, which is to the harm of both professions. This is still the case in study at HE, and We think it is possible to make full use of the relatively unkundigened areas of study with an open emotional perspective. Emotion scholarship will provide a deeper and more complex image of working life and its effect on welfare by emphasising emotion rather than tension or behaviours, as most survey research does.

Warr (1987, 1990) and Daniels (1987, 1990) suggested two work-specific models of impact. The model of affect presented by Warr defines two ways of affective good-being circumplex suc as : anxious-content (tense, uneasy, worried) and depressed-enthusiastic Comfortable, relaxed, pleased Deprimed, dismal, wretched, happy, exuberant. The query following the employee products was: "Looking back over the previous several weeks, how much time has your employment brought you the following?" Because of the specific focus placed on the prologue and the content on this subject, Warr (1990) stated that his model of emotional well-

being was more practical than PANAS. Warr also attacked the PANAS for addressing just the four dimensions of circumplex (a critique repeated by other authors). As fact, on a large sample of working people (n=1,686) Warr tested his idea of emotional welfare. The patterns of relationships with demography and working factors showed signs of reliability and validity. For example, higher work levels were beneficial for depression excitement, but bad for anxiety satisfaction. In contrast, larger occupational ratios showed positive as well as negative excitement that may indicate the higher cognitive requirements of these jobs.

The Daniels (2000) work-related effects handbook gives an emotional well-being model more systematically. He shows five axes on the Circumflex model: anxiety comfort, sadness pleasure, bored enthusiasm, fatigue vigour and anger (six-items per axis). Items having a problem equivalent to Warr's were added (1987, 1990). In the analysis, however, Daniels requested the participants not just the last few weeks but to monitor the impact connected to their job.

Using cfa, Daniels examined four possible scale constructions.. Two examples were utilised in research: social workers and college employees (n = 871) (n = 1915). A five-factor answer was necessary for each sample. Two superordinate factors corresponding to negative and positive affect were discovered using second-order factor analysis. The relationships between the five first-order factors are explained by these higher-order factors. The internal reliabilities of the subscales of the two samples ranged from.79 to.88. As a result, Daniels' model will supplement metrics of subjective well-being in an employee well-being model, in addition to workplace satisfaction. Job satisfaction and work-related impact are two factors that can contribute to an employee's workplace happiness (WWB).

Cognitive Well-Being at Workplace

Ryff (1989) discusses cognitive well-being at work in his article. Significant validity is required for direct application of the psychosis to the job (that is a feeling of purpose at job, connections of solidarity with coworkers, etc. However, all of psychological well-being s domains could theoretically be filled by jobs. As a result, it's possible that psychological well-being is vulnerable to improvements in employee happiness. This hypothesis, on the other hand, should be investigated further in the future.

Emotion's contribution to the study of occupational health is due to its neural dimension. Opinions and behaviours, for example, are of course interesting and can provide useful information about working conditions. They are, however, not always accurate markers of the degree to which occupational conditions interfere with human characteristics to affect physiology and, as a result, health.

Thomas Kalliath, Parveen Kalliath, (2012) describe that Human resource management, behavioural psychology, organisational behaviour, and similar sciences are gathering data that achieving higher standards of employee and organisational success without solving work-environment problems may be counterproductive over time. Promoting an employment ethic that stresses job-life harmony, skills enhancement of the staff, health and security and engagement of employees can help organisations achieve well-being and success in the long run.

The article of Charlotte Woods shows how the method of interpreting emotion discussed by him may be useful to those HE experts interested in employee health and well-being. Although the aforementioned review does not reflect a fundamental deviation in this regard, It seems to be matched with policies which were long deemed beneficial in terms of employee benefits. This may be considered as simultaneously conceptual underpinning for administrative practises that have been honed primarily by tradition and experience, as well as a clarification of the value of their clear implementation in contributing to employee wellbeing in the HE market.

Distress in the higher education Field

In both East and the West, scholars have long been held in high esteem, and institute of higher education has been identified as safe for working. However there arises lot of hurdles in these high esteem works. Educationalist often face high amount of workload at their place. There have been cases of tension among staffs of education institutions. This acts as a hurdle in their well-being. In this paper, Tytherleigh et al. (2005) analyses fourteenUK institutions that have discovered that employee stress is significantly greater than normative outcomes for three-years. Job volatility in these colleges, insufficient professional partnerships lack of independence and poor support and cooperation were all key factors.

In contrast, Winefield et al., (2003) discuss in their paper how high levels of stress is linked to inadequate funds, a shortage of money, task overload, bad management strategies, career instability, and poor appreciation and incentives in different big surevy which comprised of seventeen Australian varasities.

Jing (2008) performed a study in Chinese universities. We found from his article that China's academic staff from five institutions had recorded moderate tension from their professions and activities of the organization. After evaluating under-graduate education, the job stress had a major negative influence on teaching efficiency, not on study output.

Another research by Sun et al. (2011) highlights the stress in the staff of the education institutions. In his study he stated that Chinese academics have been under more tension Because enrollment gains are not achieved with equal resource increases. Its been discovered by Sun and associates thaT Chinese higher education institutions place a greater emphasis on study outcomes rather than teaching effectiveness, stress levels have risen.

Factors affecting well being

Job tension in higher education institutions is influenced by a variety of factors. They include gender, marital status, and working hours, as well as functional position (academic versus administrative). Various scholars have stressed on different factors that affect job tension in educational institutions. We have taken glance on different literatures. These include

Winefield et al, Pick et al (2012), Vakola and Nikolaou, August &Waltman, 2004, Johnson & Cooper (2003) Jacobs & team (2007) etc have been discussed in this part of the chapter. The literature review of these articles has been incorporated so that they resemble same topic at times.

Academic vs. Non Academic Employees

Academic workers showed lower work gratification than directorial staff, according to Winefield et al (2003). In a survey of support workers from three public universities in Australia, Pick et al (2012) found that directorial staff faced a number of strain that had an effect on the work satisfaction and psychological health.

Tytherleigh et al. (2005) employed the ASSET model of occupational stress in their study of UK higher education establishments and found that the most stressed were those working in universities and researchers, especially with regard to job balance and overburden. Similarly, Jacobs et al. (2007) found observational evidence of variations among scholarly and uneducational workers in the association amongst work efficiency and stress, indicating that circumstances of employment impact outcomes. High levels of dedication and work satisfaction have been recommended in some different occupations to alleviate the impacts of stress.

Gender

Gender variations in stress symptoms have been investigated by Tytherleigh et al (2005). Tytherleigh with his team discovered statistical disparities gents and ladies when it came on the unfavourable effects of salary and other profits on a good ouput.

According to Vakola & Nikolaou (2005), males in Greece have a higher degree of employee loyalty to the organisation.

In contrast to the previous study, Jackson and Rothmann (2006) found no gender differences in workplace stress, engagement, or health consequences in their report. He emphasised that gender has little bearing on institutional well-being. Johnson and Cooper (2003) found no substantial variations in psychological well-being between men and women.

Marital Status

Many researchers have attempted to investigate the effect of employees' marital status in their well-being at educational institutions. Researchers Swanson, August and Waltman & Tytherleigh with their respective teams performed research and concluded it that foremost difficulties observed by the lady staff in the higher studies field person responsibilities such as fmily, as their work commitments limited their family time. Other researchers in the field such as Dewe et al., (2010) of work-family tension have found that dual career partners face more work burden than people who are not partnered.

Working Hours

Excessive working hours have been found in numerous experiments to alleviate job burden. Academic and study workers, according to some reports, work unnecessarily long hours. In comparison to other studies, Tytherleigh et al. found no relationship was discovered among lengthy workdays and the somatic or psychical well-being of workers.

Human Resource Information System in Educational Institutions

R. G. Aletaibi addresses the HRIS in educational establishments in his article. He discovers that today's higher education managers face a huge challenge in optimising learning conditions while lowering operating costs. They aim to meet the demands of students for open and creative learning opportunities. They're up against the task of enabling students, professors, alumni, and community members to exchange knowledge and interact in safe, readily accessible environments. Regulations requiring highly detailed accounting transactions and financial records, such as federal and state-mandated reporting, are required. Full incorporation of human resource data and student information systems is needed to successfully budget for and handle many diverse categories of personnel, as well as to hire and maintain highly qualified workers.

S. Shaikh (2012) addresses the application of HRIS in educational institutions. In universities, a Human Resource Information System (HRIS) is applied to facilitate and enhance HR practises through technology. But empirical research have not or little been undertaken, particularly in relation to African tertiary institutions, to discover which

factors impact their use or non-use. Due to the dearth of empirical research, there are no theoretical tool enough to increase the use of information to promote HR operations by postsecondary institutions. According to Shaikh, the efficiency of HR programmes is a key study gap to be addressed. External issues like legal concerns and business culture might function as an incentive or as a barrier to successful use of HRIS.

Conceptual responses between individual organisations will vary when common needs laws, rules, processes, and systems are at odds, according to Aletaibi, R. G. However, for fast and efficient service delivery, system integration using custom designed point-to-point linkages must be created. Faculty/Staff Productivity - Hiring and maintaining high-quality workers (including teaching and administrative staff) is a crucial variable. To provide quality education and services, qualified and dedicated personnel are required.

HRIS helps in the monitoring and support of success approaches for on-going career and academic growth of workers. HRIS can entail payrolls with a wide variety of workers. Is important that any payroll system for employees should be flexible and efficient, with the ability to update pay packets and allowances. Staff can waste less time tracking, filing, and calculating in an integrated payroll system. HRIS aids in the preparation of an organised form based on accrued data such as wage scale, allowances, additional incentives, tax liabilities, and deductions, among other things.

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