

# aractech

Global Learning for Operational Leaders

HUMAN RESOURCES AND TRAINING | HRT-028

## Effective Use of HRIS for HR Administration

### Contact

+31 85 7444446  
info@aractech.com  
<https://aractech.com>

### Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

# Course content

## Why Attend

Human Resource departments are increasingly expected to operate with speed, accuracy, and strategic insight. Manual processes and disconnected systems often lead to inefficiencies, errors, and limited visibility into workforce data.

Human Resource Information Systems (HRIS) provide a powerful platform to streamline HR operations, improve data accuracy, and support informed decision-making. When used effectively, HRIS can transform HR from an administrative function into a strategic partner.

## Course Methodology

- Demonstrations of HRIS functionalities and workflows
- Hands-on exercises using sample HR data
- Real-world HR administration scenarios
- Interactive discussions and problem-solving sessions
- Practical frameworks for HR process improvement

## Course Objectives

- Understand the structure and components of HRIS platforms
- Manage employee data effectively within HR systems
- Automate key HR administrative processes
- Generate and interpret HR reports and dashboards
- Improve data accuracy and compliance
- Enhance HR operational efficiency through system utilization

## Target Audience

- This course is suitable for:
- HR Officers and HR Administrators
- HR Analysts and HRIS Specialists

# Course outline

## Detailed course outline

Day-by-day outline for Effective Use of HRIS for HR Administration.

### Day 1 - Introduction to HRIS and Digital HR

- Overview of HRIS and its role in modern HR
- Key components and modules of HRIS systems
- Transition from manual to digital HR processes
- Benefits and challenges of HRIS implementation
- Data structure and employee information management
- Overview of HR digital transformation

### Day 2 - Managing Employee Data and Core HR Processes

- Employee data lifecycle management
- Data entry, validation, and updates
- Managing employee records and documentation
- Automating core HR processes (leave, attendance, etc.)
- Ensuring data accuracy and integrity
- Practical exercise: managing HR data

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### Day 3 - HRIS Workflows and Process Automation

- Workflow design and approval processes
- Automating HR transactions
- Integration with payroll and other systems
- Managing employee self-service portals
- Reducing manual intervention and errors
- Case study: HR process optimization

### Day 4 - Reporting, Analytics, and Compliance

- Generating HR reports and dashboards
- Key HR metrics and KPIs
- Data analysis for HR decision-making
- Compliance and audit requirements
- Data privacy and security considerations
- Practical exercise: building HR reports

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### Day 5 - Optimizing HRIS and Enhancing HR Performance

- Improving system utilization and efficiency
- Identifying gaps and system enhancements
- Supporting strategic HR through data insights
- Change management in HR digital systems
- Best practices in HRIS implementation
- Final case study and action planning

# Seminar dates

## Available seminar dates

Live dates and pricing for Effective Use of HRIS for HR Administration generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Rome	Classroom	€2,975
20 - 24 July 2026	Istanbul	Classroom	€1,995
3 - 7 August 2026	Vienna	Classroom	€2,975
7 - 11 September 2026	Barcelona	Classroom	€2,695
12 - 16 October 2026	Rome	Classroom	€2,975
9 - 13 November 2026	Munich	Classroom	€2,415
14 - 18 December 2026	Amsterdam	Classroom	€2,975

**Live online option**

Online delivery is available at €1,250.