

## The Human Resources Software: Overview of Module 2 – HRAdmin

The Human Resources (HR) Software has been developed by Health Partners Southern Africa (HPSA) as a tool to improve management and planning of human resources within health systems and facilities. The software currently consists of two main modules which can be used either together or separately:

Module 1: Health Resources Planner (HRPlanner)

Module 2: Human Resources Administration (HR Admin)

This document provides an overview of Module 2, HRAdmin.

### What is HRAdmin?

The HRAdmin module of the Human Resources Software is a basic administration system designed to improve the management and administration of human resources (or personnel). It is primarily designed to effectively collect, systematise, process and retrieve relevant and updated information pertaining to human resources in health. The system paves the way for improved planning, implementation, monitoring and evaluation of human resource development.

HRAdmin is designed to:

- Collect and maintain an up-to-date inventory of human resources in health;
- Provide relevant information to both national, state and regional level management for effective human resource policy and programme formulation;
- Provide a tool in studying the utilisation and distribution of available manpower resources in the health sector by geographical area or department and come up with recommendations to improve the situation when necessary;
- Assist in the appraisal of staffing requirements and needs to formulate the human resource development programme.

### Summary of benefits

HRAdmin can be used either for one or multiple facilities and can feed into the Ministry of Health's main database. To date it has successfully been implemented in five South African provinces, four states in Northern Nigeria as well as in Botswana, Malawi and Georgia.

HRAdmin can provide:

- Improved real time control of staff data
- Greater accuracy of data on current staffing
- Improved availability of information for staff on their own HR status
- Indicators to inform management
- Improved staff monitoring and control.

### What does HRAdmin consist of?

- **Framework datasets** consisting of the following four units:
  - Posts
  - Salary grades
  - Career items
  - Facilities

Each of the four units set the baseline data for the state, province, district or any other catchment area in which HRAdmin is being deployed. As such, only certain HRAdmin users are given the required security clearance to modify the inputted information.

The data available in these four units provide the basis for the fifth unit of HRAdmin:

- **Employee dataset** consisting of:
  - Employee details
  - Appointment
  - Placement
  - Career development

This unit allows for the basic day-to-day operational management of human resource affairs. Security clearance levels also regulate a user's ability to modify available information in this unit.

### Framework datasets

The baseline data that allows a uniform management of human resources is inputted and edited in the following four units of HRAdmin:

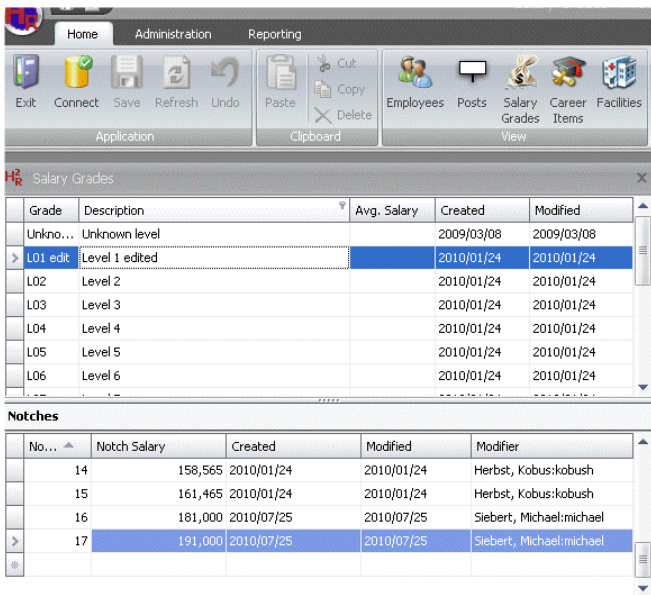
- **Posts:** this unit lists the different posts that have been approved by the health authority in which HRAdmin is being deployed. The associated category and salary grade are stored here as shown in Screenshot 1.



Post...	Abbrev.	Post	Category	Salary Grade	Modified
0		Undefined	None	Unknown	2010/01/01
2	CLEAN	Cleaner	OSP	L002	2010/01/01
3		Cook	OSP	L01	2010/01/01

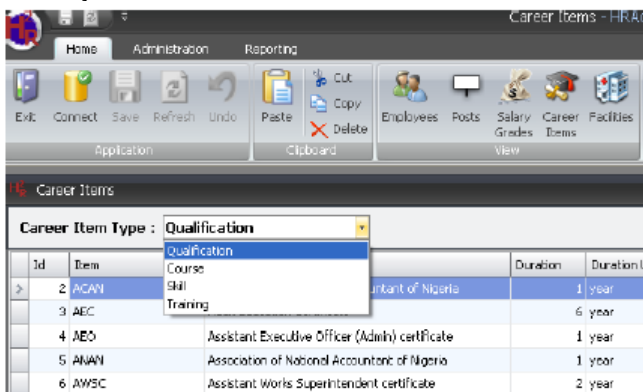
Screenshot 1: Posts

- **Salary grades:** reflects the latest salary grading structure approved by the health authority in question. It illustrates the various salary packages, grades, notches within each grade and associated benefits as shown in Screenshot 2.

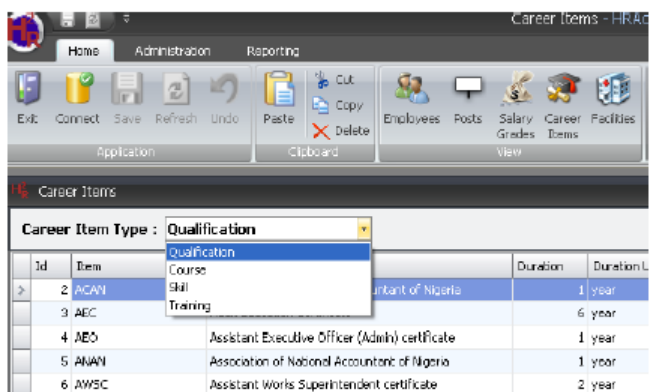


Screenshot 2: Salary grades

- **Career items:** registers the different qualifications, courses, skills and training recognised by the health authority.



Screenshot 3 shows the details that are provided in this unit, namely the description, duration and place of issuance.



Screenshot 3: Career items

- **Facilities:** lists the facilities in which HRAdmin is being deployed. The facilities are classified according to the local government area (LGA) they belong to and wards they are composed of.

## Employee dataset

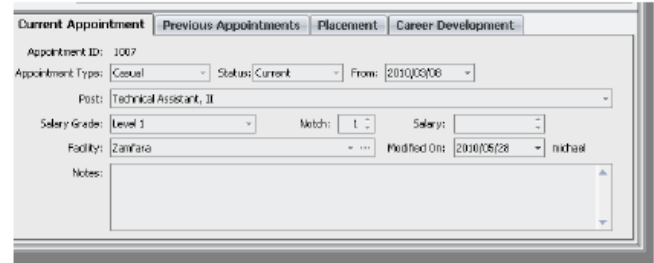
This is where the personnel administration itself takes place and where the employee details, appointments, placements and career development registers are stored.

- **Employee details:** this register allows for the HRAdmin user to add, delete, edit and search for an employee. It regroups criteria such as an employee's surname, gender, date of birth or nationality as shown in Screenshot 4.



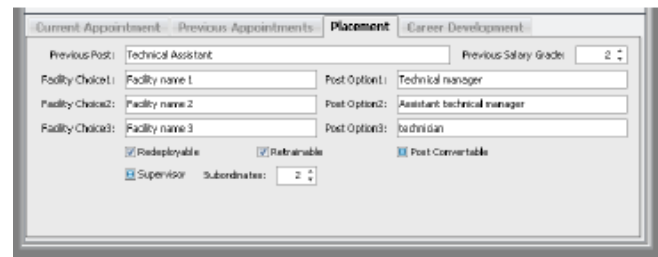
Screenshot 4: Employee personal details

- **Appointment:** captures and manages an employee's appointment details. Once an employee's details have been entered, s/he is assigned to a specific post in a given facility and given component, section or unit at a certain salary level. By doing so, HRAdmin ensures each employee is appointed to a legitimate, funded and vacant post. Screenshot 5 provides an example of the available details in this sub-unit, such as the type of appointment, start date, and level or grade of job.



Screenshot 5: Appointment details

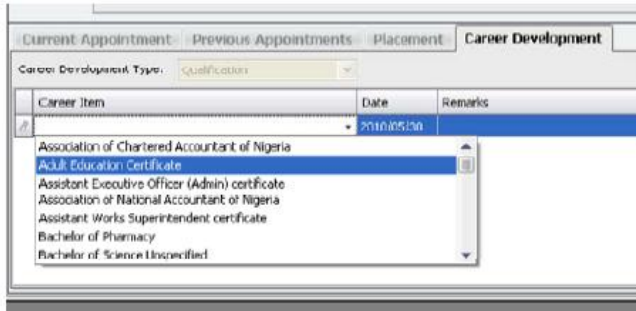
- **Placement:** allocates, captures and manages an employee's new placement. This register stores the details of an employee's previous post and salary grade that will inform the post options that are open to her/him and the facilities in which such posts are available as shown in Screenshot 6.



Screenshot 6: Placement details

- **Career development:** stores the details of an employee's qualifications, courses attended, skills and training undergone. Screenshot 7 provides an example of the details

available



Screenshot 7: Career development details

## Reporting

To facilitate the day-to-day management of human resource affairs, HRAdmin is designed to enable the production of customised reports. Reports can be generated according to basic HR indicators as determined by the requirements of the health authority for which HRAdmin is being implemented.

These reports can be printed and/or saved as PDF files and are used to inform the strategic planning of human resources in one or more facilities and can feed into the reporting requirements or strategic planning of the health authority in which HRAdmin is being deployed.

## Security

Access to the various modules of HRAdmin is controlled through a user grouping system. Each group is allocated different responsibilities and levels of security clearance. These security measures were designed for example to prevent salary levels from being entered incorrectly, the inappropriate allocation of benefits and incentive allowances, as well as the creation of 'ghost employees' – fictional employees that are created on the system to generate a salary which the 'creator' can embezzle; they also cover employees entered several times onto the system or employees that no longer work with the health authority but for whom a salary is still being paid.

Currently, HRAdmin has five levels of users:

- **Capturer** input the data. Different capturers will be given access to different units of the HRAdmin and will be responsible for that section alone.
- **Clark** are responsible for coordinating and organising data capturers. They have access to the information data sets and ensure that data was inputted correctly.
- **End user** are in charge of producing the relevant reports from the data available in HRAdmin that will facilitate the strategic planning and management of human resources in the health authority.
- **Manager** have full access to all the data and reporting that is inputted and generated in HRAdmin. They ensure the overall coherence of the data.
- **System administrator** not only have access to all the data but also to the design framework of HRAdmin and can adapt the software to suit local requirements and constraints.

As an additional security measure, changes to HRAdmin's data are recorded by user and date. If required, reports tracking what, when and by whom changes have made to

HRAdmin may be produced ensuring transparency and accountability for all the HRAdmin users.

## Training for human resources officers

Health Partners Southern Africa has been successfully implementing HRAdmin since 2001. In addition to installing the software, we have developed training modules and materials which will ensure that the relevant human resource officials will receive an adapted and comprehensive training on the use of HRAdmin. The training includes an off-site weeklong session covering HRAdmin's functions, as well as the ways in which it may be integrate into existing human resource and personnel administration procedures. Health Partners Southern Africa also offers continuous on-site support to ensure the sustainable implementation and use of the HRAdmin.