

# Application of enterprise human resource management informatization

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**Abstract:** with the rapid development of the information age, informatization has become the development trend of enterprise human resource management, which also puts forward higher requirements for the reform of enterprise human resource management. In today's era, enterprise human resource management information technology has been widely used and achieved certain results, which also improves the business level of human resources to some extent. However, at the present stage, many enterprises in China still have many drawbacks in the application of information technology to realize human resource management, which requires enterprises to improve the current problems. Based on this, this paper analyzes and studies the application of enterprise human resource management informatization, expounds the role of enterprise human resource management informatization, analyzes the crisis of enterprise human resource management informatization, and puts forward effective strategies to strengthen enterprise human resource management informatization in China, for reference.

**Key words:** human resource management; Informatization; applied technology

## Preface

Although at present, the vast majority of enterprises in China recognize the important role of human resource management, continue to strengthen the construction of information technology, and infiltrate information technology into human resource management, but at present, Chinese enterprises have encountered many problems, and the application effect of information technology is not good. Therefore, enterprises need to continuously improve the application effect of information technology in enterprise resource management, strengthen the construction of informatization human resource management mechanism, so as to improve the quality of work.

## 1. The role of enterprise human resource management informatization

### 1.1 Improve the efficiency of human resource management

The calculation of amount and salary is an important factor affecting the efficiency and quality of various businesses of the human resources department. In general, the participation, ability to handle business and work attitude of employees in the human resources management department will affect the overall work efficiency. In human resource management, the effective use of information technology can reduce the participation of human resources, reduce the daily work share of human resource management, strengthen human resource management by using information technology, and better solve the problems existing in daily management. In addition, information-based human resource management helps to reduce the work tasks of staff, check and update data, ensure the quality of data accounting, and improve the accuracy of data.

### 1.2 Standardize human resource management

The human resources department uses the information system to deal with problems, which helps to better solve complex management problems. It uses the operating system to formulate standardized business processes, and allows the human resources manager to review from recruitment, training, career planning, job rotation courses and other links. Among them, the human resources management department should strengthen the utilization of information technology resources, timely analyze and sort out the information of personnel management, screen the process of personnel management, and strengthen the construction of information flow. The personnel management operation process strengthens the preparatory work, effectively uses the comprehensive personnel management information system, and improves the whole operation process. The daily tasks of personnel management include the appointment of management personnel and resigned personnel. Statistics can be better made by using information technology. Statistics can be made as long as the information is filled in according to the operating procedures, and a report can be issued according to the actual situation.

### 1.3 Effectively reduce management costs

The use of information-based systems can help employees complete online learning and assessment at any time, which can also save travel costs and training costs. As a part of the whole network assessment, managers at all levels should regularly report the work reports of each region, carry out the corresponding examinations, and use the monitoring system to complete the monitoring, so as to minimize the cost.

## 2. The crisis of enterprise human resource management informatization

Information technology is also a "double-edged sword", which can not only promote the role, but also bring a certain degree of negative impact. While recognizing the benefits of human resource management informatization for enterprises, how to eliminate its negative impact is crucial. Human resource information has strong confidentiality in enterprises. How to operate the information system conveniently, simply and transparently and strengthen the protection of human resources has become an important issue. Among them, the informatization of enterprise human resource management has the following crises.

### 2.1 Security issues

Information transparency is the advantage of human resource management informatization for enterprise management. At the same time, it will also cause more crises, that is, information security crisis. It can be said that information transparency and information security are contradictory. How to balance the relationship between them has become a problem we should solve at present. In this regard, enterprises should use professional information technology means to design and maintain by professionals in order to ensure the security and confidentiality of human resource management.

The security system of human resource information system mainly includes user information authentication, authority management, data storage, data recovery and data log. The process of data encryption and decryption will also affect the operation of the system. However, data network transmission and storage need necessary measures to protect, which requires secondary encryption of key data, in order to better solve solutions and problems. In the future, we still need to explore new information management channels of security, so as to strengthen the security of information.

### 2.2 Psychological problems

The introduction of human resource management information system will also have a certain impact on the psychology of enterprise employees. The wide application of information technology and network technology in the field of human resource management has brought about great changes in the way people communicate with each other. More frequent telephone and network communication will bring interpersonal problems to employees, which is easy to cause the isolated problems of employees in interpersonal communication. There is a lack of effective communication and contact between departments, and it is impossible to build an efficient and harmonious organization team is not conducive to the sustainable development of enterprises.

### 2.3 Personal data protection issues

Human resource information cannot avoid a large number of personal information. Therefore, human resource management should collect a large number of personal data in a centralized way and store them in a centralized way. Personal information usually includes personal identity data, which mainly involves such elements as ID card number, degree certificate number, qualification certificate number, labor security number, etc., as well as daily life, including personal work experience, education experience and family member status. In the information age, personal information materials have become a kind of goods with high market value, and may also be illegally sold. Therefore, while implementing the informatization of human resource management, how to properly protect the information of employees in the system database also needs the attention of enterprises and human resources departments. While fully protecting personal data, it also needs to improve the safety and stability of the system operation and do a good job in safety protection.

## 3. Effective strategies for strengthening the informatization of human resource management in Chinese Enterprises

### 3.1 Improve leaders' understanding and strengthen informatization construction

As a leader of an enterprise, we should change the traditional concept, correctly analyze the future development trend of human resource management informatization, and not confuse information service with budget expenditure. Enterprise leaders should pay attention to the decision-making of human, material and financial resources, and actively carry out the informatization construction of human management. At the same time, enterprise leaders should actively participate in the informatization construction of human resource management, maintain a rigorous attitude, strengthen policy publicity and education, and use scientific methods to improve the concepts and ideas of grass-roots management staff, so as to highlight the value of human resource management and improve the effectiveness of human resource management.

### 3.2 Standardize basic management and improve informatization level

If enterprises want to improve the overall quality of human resource management informatization, they must make preparations from two aspects: first, improve the level of human resource management of enterprises; Second, adopt scientific and effective means of human resource management. Only when the two complement each other can the enterprise human resource management be more planned. The planning of basic management is not a simple task, which should be improved from multiple perspectives. Including the employee's salary, attendance and other issues, to ensure that the information is correct; Third, enterprises should strengthen the design and management of basic business processes and realize the procedural construction of internal business. In the stage of employee recruitment, from the announcement of recruitment information to the training and induction training, it should be regulated according to a certain process; Fourth, enterprises should also strengthen internal control and implementation of process management, and standardize the management of students' daily behavior, so as to establish a good corporate image; Fifth, strengthen the security encryption design of the system. The human resources department has the core information of the company. Driven by the information management system with high intensity of information transparency, it is easy to cause many security crises. How to improve work efficiency, reduce risks while ensuring fairness and justice, and increase information security is crucial.

### 3.3 Improve the technical level of personnel and effectively use informatization

Talent quality affects the development of an enterprise, and highly skilled labor force is very important for cultivating high-quality talents. The company should provide more systematic and comprehensive training for employees to learn modern application of information technology, which will help to improve the quality of work skills and employee design, so as to meet the training needs of employees more

reliably. Human resource management personnel shall have strong technical ability and rich experience in technology application. Therefore, managers should also make full use of time to learn the application of modern technology, so as to ensure the effective implementation of human resources. For enterprises, on the basis of enjoying government support policies, they should carry out diversified skills training activities and mobilize their employees to participate in learning activities. Only by changing traditional ideas can they better adapt to the organizational goals of modernization. In addition, enterprises should also let employees learn new ideas and concepts, fully accept the problems in real life, and enable employees to adapt to the information system, so as to carry out the application of human resource management information system more smoothly.

#### 3.4 Adjust the organizational structure of the system and standardize the business process

In the context of the rapid development of the information age, the number of enterprise management has been reduced. At present, most enterprises are organized in two forms: one is flat; The second is matrix. For the human resource management of enterprises, if we want to realize the application of informatization, we need to adjust the organizational structure to better adapt to the value development system of the new era. In the process of implementing the informatization of human resource management, great changes will occur to the previous business processes, and the positions and responsibilities of employees will also be changed, which may also cause the adjustment of the organizational structure. First of all, the enterprise strategy should strengthen the organizational structure and take measures to adjust based on the department responsibilities. In the process of adjustment, the Department should make full functional planning, adjust the strategic structure of the enterprise, so as to change the business process. Secondly, enterprises should adjust the structure of human resources, change the hierarchical structure of enterprise personnel, optimize the work of management personnel, comprehensively analyze the new work, adjust the management objectives, and realize the cultivation of talents.

#### 3.5 Improve supplier service level and optimize management

During the implementation of human resource management informatization, both the application training of human resource management and the after-sales service should be analyzed in combination with the performance of the product itself. For human resource management information system suppliers, it is very important to improve their service level. First of all, enterprises should use a highly standardized and scientific education system to consult every customer who implements the human resource management information system. Secondly, provide more comprehensive training for enterprises to better carry out work from basic principles, operation to project management. Thirdly, at the initial stage of project implementation, customers need to strengthen publicity, inject advanced ideas and carry out software operation training. Finally, during the implementation of the human resource management system, the enterprise should carry out the analysis in combination with the system integration and data resources, while leaving sufficient space for the enterprise's investment to better solve the problems in the solution.

## Epilogue

To sum up, with the popularization of information technology, personnel management information has become an important trend of business development and plays an active role in business. In the process of development, the company should actively explore new forms of development, so as to better carry out benign competition. In addition, the company should give full play to the value of talent information technology, gradually strengthen the utilization value of information technology, carry out work according to the actual plan, and improve the rationality and scientificity of informatization human management.

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