

EFFECTIVE USE OF HRIS FOR HR ADMINISTRATION



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TRAINING CENTER



Introduction

Effective Use of HRIS for HR Administration Training Course equips HR professionals with the practical skills needed to manage Human Resources Information Systems efficiently and accurately. A well-managed HRIS reduces administrative workload and improves data reliability across HR functions. This program combines system configuration principles with practical tools for employee records management, reporting, and workflow automation. Furthermore, it addresses common challenges such as data entry errors, disconnected records, and slow administrative processes. Delegates leave with skills they can apply immediately, from configuring employee profiles to generating accurate HR reports. As a result, organizations benefit from faster HR administration, improved data accuracy, and stronger compliance.

Effective Use of HRIS for HR Administration Course Objectives

- Configure and maintain employee records within HRIS platforms
- Apply data entry standards to ensure accuracy and consistency
- Use workflow automation tools to streamline HR administrative tasks
- Generate HR reports using built-in reporting modules
- Apply access control settings to protect sensitive employee data
- Manage leave, attendance, and payroll data within HRIS systems
- Use self-service features to reduce administrative workload
- Apply data validation techniques to maintain record integrity
- Troubleshoot common HRIS data and workflow issues
- Align HRIS processes with data privacy compliance standards

Course Methodology



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- Interactive workshops using real HRIS platform scenarios
- Hands-on exercises configuring employee records
- Group activities building sample HR reports
- Practical application of workflow automation tools
- Short assessments to reinforce daily learning
- Individual action-planning sessions for workplace application

Who Should Take This Course

- HR administrators managing employee records
- HR coordinators supporting daily HR operations
- HRIS system users and administrators
- Payroll and benefits administrators using HR systems
- HR shared services staff handling employee data
- Professionals transitioning into HR administration roles

Effective Use of HRIS for HR Administration Course Outlines

Day 1: Foundations of HRIS Administration

- Role of HRIS in modern HR administration
- Overview of core HRIS modules and features
- Understanding employee record structures
- Identifying common administrative challenges
- Case study: HRIS efficiency improvements
- Practical exercise: navigating a sample HRIS platform



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- Group discussion on administrative priorities

Day 2: Managing Employee Records and Data Accuracy

- Configuring and updating employee profiles
- Applying data entry standards for accuracy
- Using data validation techniques to reduce errors
- Managing employee lifecycle events in HRIS
- Practical exercise: updating sample employee records
- Group review of data accuracy practices
- Discussion on maintaining record integrity

Day 3: Workflow Automation and Self-Service

- Applying workflow automation for routine HR tasks
- Configuring employee self-service features
- Reducing administrative workload through automation
- Managing leave and attendance data digitally
- Practical exercise: setting up a self-service workflow
- Group review of automation opportunities
- Feedback session on workflow efficiency

Day 4: Reporting and Payroll Data Management

- Generating HR reports using built-in modules
- Managing payroll-related data within HRIS
- Structuring reports for accuracy and clarity



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- Applying access control settings for sensitive data
- Practical exercise: building a sample HR report
- Group discussion on reporting best practices
- Case study: reporting accuracy improvements

Day 5: Compliance and Troubleshooting

- Aligning HRIS processes with data privacy standards
- Applying access control for compliance protection
- Troubleshooting common data and workflow issues
- Sustaining accurate, compliant HRIS operations
- Preparing for system audits and reviews
- Action-planning for post-course application
- Final review and course wrap-up

Conclusion

By successfully completing Effective Use of HRIS for HR Administration Training Course, participants will have acquired practical tools for managing employee records, automating workflows, and generating accurate reports. Furthermore, delegates will understand how to apply data validation techniques, access control settings, and compliance standards within HRIS platforms. As a result, they will be better equipped to run efficient, accurate HR administration processes. Gentex Training Center designed this course to help HR teams strengthen their day-to-day system management skills.

FAQs





Q1 What is the "Effective Use of HRIS for HR Administration" course about?

This course covers employee records management, workflow automation, reporting, and data compliance within HRIS platforms. Participants learn practical methods for running accurate, efficient HR administrative processes using recognized system management techniques.

Q2 What are the key benefits of the "Effective Use of HRIS for HR Administration" course?

Participants gain stronger records management skills, improved workflow automation, and reliable reporting techniques. Furthermore, organizations benefit from faster HR administration, improved data accuracy, and stronger compliance across HR processes.

Q3 What skills will I gain from the "Effective Use of HRIS for HR Administration" course?

Delegates develop employee records management, workflow automation, HR reporting, and data compliance skills. These four core competencies help HR administrators manage HRIS platforms accurately and efficiently in daily operations.

Q4 What tools, methods, or standards are covered in the "Effective Use of HRIS for HR Administration" course?

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The course covers HRIS reporting modules, workflow automation tools, data validation techniques, and access control standards, giving participants practical, industry-recognized methods for managing HR information systems effectively.

Q5 How is the "Effective Use of HRIS for HR Administration" course applied in real-world practice?

Participants apply data entry standards to maintain accurate records, use automation tools to streamline routine tasks, and generate reports using built-in modules, directly improving daily HR administrative efficiency and accuracy.

