

HUMAN RESOURCE INFORMATION SYSTEMS AND PLATFORMS (HRIS)



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TRAINING CENTER



Introduction

Human resource departments now rely on digital platforms to manage employee data, payroll, and performance. This Human Resource Information Systems and Platforms (HRIS) Training Course helps HR professionals understand how these systems work and how to use them effectively. Participants will explore core HRIS functions, from data management to reporting, and learn how digital platforms support daily HR operations. Furthermore, the course connects technical knowledge with practical HR needs, helping teams reduce manual work and improve decision-making. As a result, attendees leave with clear, applicable skills. This program suits organizations seeking to strengthen their HR technology capabilities and build a more efficient, data-driven HR function through structured, hands-on learning.

Human Resource Information Systems and Platforms (HRIS) Course Objectives

- Explain the core functions and components of modern HRIS platforms
- Identify the differences between leading systems such as SAP SuccessFactors, Oracle HCM Cloud, and Workday
- Apply data management principles to maintain accurate employee records
- Use HRIS reporting tools to generate workforce analytics and dashboards
- Support HRIS implementation projects using structured planning methods
- Evaluate system integration options between HRIS, payroll, and applicant tracking systems (ATS)
- Manage employee self-service portals to improve HR service delivery
- Apply data privacy and security standards, including GDPR principles, within HRIS environments
- Assess return on investment (ROI) for HRIS technology investments
- Design a basic change management plan for HRIS adoption



Course Methodology

- Interactive lectures explaining HRIS concepts and terminology
- Live demonstrations of HRIS dashboards and reporting tools
- Case studies based on real HR technology implementations
- Group exercises comparing HRIS platform features
- Practical templates for data mapping and system evaluation
- Open discussions addressing participant-specific HR technology challenges

Who Should Take This Course

- HR managers and officers
- HR information systems (HRIS) analysts
- Compensation and benefits specialists
- Talent acquisition and recruitment professionals
- IT staff supporting HR technology
- HR business partners and coordinators

Human Resource Information Systems and Platforms (HRIS) Course Outlines

Day 1: Foundations of HRIS

- Defining HRIS and its role in modern HR
- Core modules: payroll, benefits, recruitment, performance
- Overview of leading platforms (SuccessFactors, Workday, Oracle HCM)
- Cloud-based versus on-premise HRIS models

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- HRIS data structure basics
- Common HR technology terminology
- Benefits of centralized HR data

Day 2: Data Management and Reporting

- Employee data entry and maintenance standards
- Data accuracy and validation techniques
- Building HR dashboards and scorecards
- Workforce analytics fundamentals
- Standard and custom report generation
- Data privacy considerations, including GDPR
- Common data management pitfalls

Day 3: System Integration and Functionality

- Integrating HRIS with payroll systems
- Connecting HRIS with applicant tracking systems (ATS)
- Application programming interfaces (APIs) in HR technology
- Employee self-service portal setup
- Manager self-service features
- Single sign-on and access control basics
- Troubleshooting common integration issues

Day 4: Implementation and Project Planning

- HRIS implementation lifecycle stages
- Requirements gathering and vendor selection



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- Data migration planning and testing
- Project timelines and milestone tracking
- Risk identification during implementation
- Stakeholder communication strategies
- Post-launch support planning

Day 5: Change Management and ROI

- Change management fundamentals for HR technology
- Training and user adoption strategies
- Measuring HRIS return on investment (ROI)
- Key performance indicators for HR technology success
- Continuous improvement and system upgrades
- Vendor relationship management
- Building a long-term HRIS roadmap

Conclusion

By successfully completing the Human Resource Information Systems and Platforms (HRIS) Training Course, participants will gain practical knowledge of HRIS functions, data management, system integration, and implementation planning. In addition, they will understand how to evaluate platforms, support change management, and measure technology performance. Consequently, attendees return to their organizations ready to strengthen HR operations through smarter use of digital systems. Gentex Training Center designed this course to give HR professionals the confidence and technical understanding needed to manage HRIS platforms effectively in today's evolving workplace.





FAQs

Q1 What is the "Human Resource Information Systems and Platforms (HRIS)" course about?

This course covers how HRIS platforms manage employee data, payroll, recruitment, and performance information. It explains core system functions and shows how HR teams use technology to support daily operations and long-term workforce planning.

Q2 What are the key benefits of the "Human Resource Information Systems and Platforms (HRIS)" course?

Participants improve their ability to manage HR data accurately, generate useful reports, and support smoother system implementations. As a result, organizations benefit from more efficient HR processes, better decision-making, and stronger technology adoption across teams.

Q3 What skills will I gain from the "Human Resource Information Systems and Platforms (HRIS)" course?

Attendees gain HRIS data management, workforce analytics, system integration, and HR technology implementation planning skills. These abilities help professionals evaluate platforms, maintain accurate records, and contribute confidently to HR technology projects.



Q4 What tools, methods, or standards are covered in the "Human Resource Information Systems and Platforms (HRIS)" course?

The course reviews platforms such as SAP SuccessFactors, Oracle HCM Cloud, and Workday, alongside API-based integration methods, GDPR-aligned data privacy practices, and structured HRIS implementation and change management frameworks.

Q5 How is the "Human Resource Information Systems and Platforms (HRIS)" course applied in real-world practice?

Participants apply course concepts by building HR dashboards, mapping data fields for system migrations, evaluating integration options between payroll and ATS platforms, and supporting HRIS rollout projects within their own organizations.