

Course: Microsoft Visio for Accounting Information System

Lecture 7: Human Resources/Payroll Cycle

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WELCOME!
MICROSOFT VISIO FOR
ACCOUNTING INFORMATION SYSTEM

Human Resource Cycle

The Human Resource (HR) cycle, also known as the HR life cycle or the employee life cycle, is a comprehensive framework that outlines the stages an employee goes through during their employment within an organization. It is a strategic approach to managing the entire journey of an employee, from recruitment to retirement, and includes various touchpoints and activities that HR professionals engage in to attract, develop, engage, and retain talent.

The Human Resource Cycle

1. Recruitment and Selection
2. Onboarding and Orientation
3. Training and Development
4. Performance Management
5. Compensation and Benefits

The Human Resource Cycle

6. Employee Relations
7. Employee Engagement
8. Talent Development and Career Growth
9. Separation and Offboarding

Significance of the HR Cycle

1. Talent Attraction and Retention
2. Efficiency and Performance
3. Compliance and Risk Management
4. Employee Well-being
5. Succession Planning
6. Data-driven Decision Making

Challenges in Managing the HR Cycle

1. Customization
2. Regulatory Changes
3. Talent Management
4. Technology Integration

Emerging Trends in HR Cycle

1. Artificial Intelligence
2. Employee Experience
3. Remote Work Management
4. Diversity, Equity, and Inclusion
5. Agile HR

Payroll Cycle

The payroll cycle is a critical component of human resources (HR) management, focusing on the processing and management of employee compensation, including wages, salaries, bonuses, and deductions. It is an essential function within HR that ensures employees are paid accurately and on time. The payroll cycle involves various stages, from time and attendance tracking to payroll processing and reporting.

Payroll Cycle in HR

1. Time and Attendance Tracking
2. Data Entry and Verification
3. Calculation of Earnings
4. Deductions and Withholdings
5. Net Pay Calculation
6. Payment and Distribution
7. Record-Keeping and Reporting

Significance of the Payroll Cycle in HR

1. Employee Satisfaction
2. Compliance and Risk Management
3. Financial Management
4. Data Accuracy and Integrity
5. Efficiency and Cost Control

Challenges in Managing the Payroll Cycle

1. Complexity
2. Regulatory Changes
3. Data Security
4. Technology Integration
5. Accuracy and Compliance

Emerging Trends in the Payroll Cycle

1. Cloud-Based Solutions
2. Artificial Intelligence
3. Data Analytics
4. Blockchain Technology
5. Mobile Application
6. Predictive Analytics

Conclusion

The payroll cycle is a critical aspect of human resources management, ensuring that employees are compensated accurately and on time while also ensuring compliance with tax laws and labor regulations. It plays a crucial role in maintaining employee satisfaction, financial stability, and organizational trust. While payroll operations can be complex and challenging, technological advancements have streamlined the process, making it more efficient and accurate, ultimately benefiting both employees and organizations.

Human Resource with AIS

The relationship between the Human Resources (HR) cycle and the Accounting Information System (AIS) is crucial for the effective management of an organization. HR is responsible for managing the human capital, while AIS is responsible for collecting, processing, and reporting financial data. Both systems have their distinct functions, yet their integration is vital for various organizational processes and financial management. In this comprehensive explanation, we will explore the relationship between the HR cycle and AIS, their stages, significance, challenges, and emerging trends.

The Human Resource Cycle

1. Recruitment and Selection
2. Onboarding and Orientation
3. Training and Development
4. Performance Management
5. Compensation and Benefits
6. Employee Relations
7. Employee Engagement
8. Talent Development and Career Growth
9. Separation and Offboarding

AIS Functions

1. Data Collection
2. Data Processing
3. Financial Reporting
4. Internal Controls
5. Budgeting and Financial Forecasting

HR and AIS Integration

1. Payroll Processing
2. Financial Reporting
3. Internal Controls and Compliance
4. Budgeting and Financial Forecasting
5. Employee Data Management
6. Tax Compliance

Significance of HR and AIS Integration

1. Data Accuracy and Integrity
2. Compliance
3. Efficiency
4. Strategic Decision-Making
5. Employee Satisfaction

Challenges in HR and AIS Integration

1. Customization
2. Regulatory Changes
3. System Integration
4. Data Quality

Emerging Trends in Integration

1. Cloud-Based Solutions
2. Artificial Intelligence
3. Data Analytics
4. Blockchain Technology
5. Mobile Applications
6. Predictive Analytics

Conclusion

The integration between human resources and the accounting information system is vital for efficient organizational management. The collaboration between HR and AIS ensures data accuracy, compliance with regulations, efficiency, and informed decision-making. Despite the challenges, the benefits of integration, including increased efficiency

Payroll and AIS

The payroll cycle, which encompasses the processes of calculating and disbursing employee compensation, plays a significant role in the accounting information system (AIS) of an organization. The seamless integration of the payroll cycle and the AIS is essential for maintaining accurate financial records, ensuring compliance with tax and labor laws, and efficiently managing employee compensation.

Payroll Cycle in HR

1. Time and Attendance Tracking
2. Data Entry and Verification
3. Calculation of Earnings
4. Deductions and Withholdings
5. Net Pay Calculation
6. Payment and Distribution
7. Record-Keeping and Reporting

Payroll and AIS Integration

1. Financial Reporting
2. Tax Compliance
3. Data Integration
4. Budgeting and Financial Forecasting
5. Internal Controls
6. Compliance Reporting

Significance of Payroll and AIS Integration

1. Data Accuracy and Integrity
2. Compliance and Risk Management
3. Efficiency
4. Strategic Decision-Making
5. Employee Satisfaction

Challenges in Payroll and AIS Integration

1. Customization
2. Regulatory Changes
3. System Integration

Payroll Processing

- Data Collection and Verification
- Calculation of Earnings
- Deductions and Withholdings
- Net Pay Calculation
- Payment and Distribution
- Record-Keeping and Reporting

Data Exchange between HR and AIS

- Employee Data Integration
- Time and Attendance Data
- Employee Changes
- Compliance Reporting
- Budgeting and Financial Forecasting
- Data Security
- Technological Integration

Conclusion

Data exchange between HR and AIS is pivotal for maintaining data accuracy and consistency within an organization. It ensures that the organization remains compliant with various legal and regulatory requirements, which is crucial for mitigating legal risks and avoiding penalties. The seamless exchange of data also enhances budgeting and financial forecasting, aiding in effective financial planning and decision-making.

CLOSING

**THANK YOU AND
HAVE A WONDERFUL DAY!**