

# Human Resource Management

## 1 Human Resources Management

### 1.1 Concept of Human Resource Management

We all have “something to do “with human resources. While topics will be addressed from the company or institution and not from the individual, this knowledge will be helpful to all beyond the specialty or profession who possess and help address various situations related to personnel management.

The persons constituting an area of Human Resources, or any other within an organization, as subordinates have bosses, and as heads will have to select subordinates, directing and understand all the aspects that make a successful institutional relationship.

### 1.2 Objectives of Human Resource Management

#### • ADMINISTRATION

It is the discipline that seeks the satisfaction of organizational objectives for which it has a structure and coordinated through human effort.

#### RESOURCE MANAGEMENT

The task of management is to: Integrate and coordinate organizational resources, such as, people, materials, money, time, space, etc. To achieve the objectives defined in the most effective and efficient manner.

#### • RESOURCES COMPANY

To achieve the objectives of any organization, it requires a number of resources .

- Resources

They are elements that , properly managed , will allow or facilitate you reach your goals.

#### \* TYPES OF RESOURCES

##### Financial Resources

It refers to money in the form of capital , cash flow , (inputs and outputs ) , loans , financing , investments, etc. .

- Resources mercadológicos (commercial and marketing )

They are the means by which organizations , located contact and influence customers or users. Promotion , advertising , new product development , pricing , market research , etc. .

## - Technical Resources

Under this heading are listed the systems, procedures , organizational charts , instructions , software, etc. .

### **1.3 Human Resources Department**

It is the administrative process applied to the enhancement and conservation of effort , experience , health , knowledge , skills, etc. . , Members of the organization, for the benefit of the individual, the organization and the country in general .

#### **1.3.1 Structure**

Many skills are needed to perform this function properly , and can say that human resource management is multidisciplinary as it requires the participation of multiple sources of knowledge.

Among the main contributors to science Personnel Management is psychology. It is useful because it uses scientific methods to better understand the causes of human behavior to measure the skills and abilities , find the causes of motivation, conflict and frustration , etc ...

At present the contribution of psychology in the area of human resource management is extremely valuable in fields such as:

- Recruitment
- Training and education
- Implementation of Performance Evaluation Systems
- Career
- Concepts and models of attitudes and motivation
- Reduce conflicts
- Work Environment Studies , among others.

#### **1.3.2 Objectives**

The objectives of human resource management derived from the objectives of the organization.

One goal of every business is the development and distribution of a product (either production or consumption ) or the provision of a service (such as a specialized activity ) . Parallel to the objectives of the organization Human Resources Management should consider the individual goals of its members.

The main objectives of human resource management are:

- Create, maintain and develop a set of people with skills , motivation and satisfaction sufficient to achieve the objectives of the organization.
- Create , maintain and develop organizational conditions that allow the application , development and the satisfaction of the people and the achievement of individual goals .
- Achieving efficiency and effectiveness with available human resources .

We use here the word administration also in the broad sense of the term. We are not referring to the administration of the area but to " manage action " , and administered in the first sense : "to rule , govern , apply" .

Human resource management makes comprehensive management , "to his government." It involves different functions from the beginning to the end of an employment relationship :

- Recruit and select employees ;
- liaise legal / contractual : carry their files , pay wages etc. . ;
- Training and coaching ;
- Develop career / evaluate their performance ;
- Ensure that the compensation (payments ) are correct ;
- Monitor the health and safety of the employee;
- Terminating employees

### **1.3.3 Functions**

#### **1.4 Human Resources Strategic Planning in the Organization**

In today's society , where globalization and global interdependence creates a new context for the work of small and medium enterprises , it is clear that progress towards a better quality of life is based on the sum of joint efforts. The historical responsibility which we live requires us to face the challenges and seize the opportunities offered to us today .

Strategic planning is one of the most powerful tools which can help small and medium enterprises to always carry your business forward . It is exclusive of large multinational companies or large corporate that every time we see shining in the business world . The use enterprising entrepreneurs with a vision for small and medium enterprises which are the most need and value.

Today companies need to take into account that it is very important to have a human resource planning in order to have optimal growth and achieve its objectives through the strategic plan designed by the organization.

## 1.4 Strategic Planning of Human resource in the Organization

The objectives of strategic planning including understanding the benefits of strategic planning; understanding the products of strategic planning; and learning the keys to successful planning and implementation.

Many organizations spend most of their time reacting to unexpected changes instead of anticipating and preparing for them. This is called crisis management. Organizations caught off guard may spend a great deal of time and energy "playing catch up". They use up their energy coping with immediate problems with little energy left to anticipate and prepare for the next challenges. This vicious cycle locks many organizations into a reactive posture.

It does not have to be that way. A sensible alternative is a well tested process called strategic planning which provides a viable alternative to crisis management.

Strategic planning is a step by step process with definite objectives and end products that can be implemented and evaluated. Very simply, it is a process by which we look into the future, paint a picture of that future based on current trends, and influence the forces that will affect us.

Strategic planning looks three to five years ahead. It charts a definite course based on strong indicators of what the business environment will be like in those years.

Indicators include census demographic statistics, economic indicators, government policies, and technological advances. They reveal strong trends regarding changes in lifestyles and the economic and political climates, which are important factors influencing the facilities planning and management industry. Some of these trends are potential opportunities, some potential threats, and some are both. Examining the possibilities and formulating strategies to meet the challenges can help the organization take full advantage of opportunities and minimize threats. In short, we can take control of the future. We can use our energies and resources more effectively and conduct our business more successfully, despite changes in the environment.

## **1.5 Evaluation of Human Resource Training**

An indicator of Human Resource Management is a measurement parameter oriented management level , to help visualize or express the current and past situation , derived from global business management , considering external factors affecting its scope . The purpose of a verification system of indicators is to enable the development of business intelligence , fostering better decisions every day.

For management indicators are useful and justified them , should be few and well chosen to represent important aspects of that particular company .

### **1.6 Development of Payroll**

In a company , payroll is the sum of all financial records of salaries for an employee , wages , bonuses and deductions. In accounting , payroll refers to the amount paid to employees for services they provided during a certain period of time. Payroll plays a major role in a company for several reasons.

#### **1.6.1 Fiscal Aspects**

There are basic steps that are common in most organizations . One of these steps, which are executed at the end of each pay period, is the preparation of payroll, must show the names and salaries of all employees and their deductions. The information contained in the payroll record is authorized salary for each employee and the number of hours worked , taken from the time cards or similar documents. After separating the ordinary hours of overtime, and to apply the appropriate rate for each labor category is the total amount earned . The withholding tax , the social security contributions and any other deductions authorized by the employee are then recorded an accrual for the difference between the total aggregate retained accrued and net worth.

#### **1.6.2 Legal Aspects**

The retention in health insurance benefits , pensions , paid vacations and much to consider. It takes more than a few minutes into the calculator to work properly . Furthermore , when the company made a mistake , you could face a number of problems. With this in mind , it makes sense to outsource payroll . You must have a strong working relationship in place and effective training program that includes group training for everyone is that workers use software programs . This will help them learn the basics of the system. The company is not responsible for the taxes they pay Social Security and Medicare , or the granting of unemployment benefits. At the end of the year , rather than submit a form W -2 , independent contractors receive a Form 1099. IRS Form 1099 provides a FAQ on your site. So you have a project that requires skills that do not exist in your company, and now has to find a freelancer to fill this need. Business plans can also be updated , along with other considerations. For organizations to send their employees on business trips , short-term task , conference, or training workers pay what are generally known as per diem . for a day to cover the cost of employees, such as accommodation, meals, private transport instead of homework,

laundry, telephone , Internet fees , and transportation from the airport , meals, drinks and other associated costs likely to be incurred by the employee during a business trip . To complicate matters further, there is a choice between the U. And abroad and options to choose from a customer service center and bilingual in English .

### 1.6.3 Organizational Issues

Payroll is the grease that lubricates the wheel of the machinery that is the Company itself . The money paid to staff is one of the ways in which employees are motivated and happy with their work . Each staff member looks forward to pay day. In simple terms, when a company decides to outsource a project , have taken the decision to make the work available to those outside of the company, rather than having their own employees do . This practice of outsourcing work has proven to be a boon for many businesses. As the outsourcing trend has continued to grow , many business have emerged in order to meet demand.