

Research on Digital Management of Enterprise Personnel File Based on eHR System in Information Age

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Abstract: With the development of management information, eHR has gradually become a new orientation in the development of human resource management. The digital management of enterprise personnel files based on eHR system is the scientific management of personnel files by using computer technology, network technology and information technology. It is an inevitable trend of the development of personnel file management information and an effective means to improve the core competitiveness of enterprises. This paper discusses the necessity, problems and main contents of the digital management of enterprise personnel files under the eHR system.

1. Introduction

In the information age, with the progress of society, economic and cultural undertakings are developing at a high speed, and the standardization of corporate personnel file security management has also received widespread attention. Enterprise personnel file management plays an indispensable role in the connotation construction of enterprises. Doing a good job in personnel file management is beneficial to improving the level of enterprise management and improving the overall operational efficiency of enterprises.

2. The significance of the digital construction of personnel files

First of all, the digitization of personnel files is of great significance for the organization of personnel departments to integrate talent resources, improve work methods, and improve work levels. It is a transformation from manual retrieval to computer retrieval, which improves work efficiency. The change from flipping through paper files to accessing electronic files is realized, which is conducive to the protection of paper files. After the establishment of electronic files, the number of paper files is reduced and the service life is prolonged.

Secondly, it has realized the transition from manual supervision to computer authorization, which is conducive to the security and confidentiality of archive information.

Finally, the digitization of foreign personnel files gives us a reference. Nowadays, many countries have realized the modernization and digital management of personnel files. For example, the American file uses advanced microfilm technology to store personnel file information, and continuously develops the personnel file management automation system, and establishes a large-scale computer database system that is shared by all walks of life and is connected nationwide, so that the personnel file management work is digitized. Informatization and utilization of networking.

3. Overview of Digital Management of Enterprise Personnel Files under eHR System

3.1 What is an eHR system

The eHR system is an electronic human resource management system. Professional eHR systems usually include: personnel files, organizational structure, compensation management, performance management, recruitment management and other major modules. The ultimate goal of eHR is to achieve the management philosophy of innovative enterprises, optimize human resource management and bring direct economic benefits to enterprises.

3.2 The necessity of digital management of enterprise personnel files

Personnel file management is an important part of modern enterprise personnel resource management, and it is also the basic work of human resources development and utilization. The traditional file management model has also encountered severe challenges. Compared with developed countries, there is still a lag in the modernization of archives management in China. To this end, the National Archives Bureau clearly stated that China's archives management will "run forward", and the digital archive management of the information age will become the main form of future archives.

The digital management of enterprise personnel files based on eHR system can make the enterprise personnel file management work highly informationized and standardized, which not only enables enterprises to complete the daily work of personnel management with high efficiency, but also enables enterprises to develop and utilize human resources in depth. It is embodied in the following two aspects:

3.2.1 Improve economic efficiency

The digital management file converts the traditional paper-based archive information object into machine-readable file, which not only saves the storage cost, saves the space occupied, but also is very convenient and quick to check, thus avoiding the anti-copy data. Waste of paper and people.

3.2.2 Improve office efficiency

Digital file management makes the query data very simple and truly allows office workers to know the world's affairs without leaving home. Due to the time-space flow of information, the digital file has in fact become a "wallless archive" and the archive has also changed from a storage base of the file entity to an information control center that provides convenience.

4. The main obstacle to the digital management of archives

Since the digital management of archives is still a new thing in China, and under the condition that China's current productivity level is not high and science and technology are relatively backward, digital archives management still has such problems and there are four major obstacles.

4.1 The "double system" of electronic documents and paper documents is preserved, resulting in waste of resources

"Double-set" storage means saving paper and electronic files with the same content. In some units of office automation network systems, departments deliver and organize documents online, improving work efficiency. However, after the completion of the document, the auxiliary paper documents will be archived and saved. This creates a situation in which the same content and two types of documents are concurrently and preserved, resulting in waste of manpower, material resources, and financial resources, which will inevitably affect the wide application of electronic documents and the further development of the archives business.

4.2 Office automation systems are not compatible with eHR systems, making it difficult to archive electronic documents

It is understood that many large enterprises have adopted office automation systems based on electronic computers and network technologies. Most of these systems are software designed by the unit or the superior department, and the file management used by the archives of the same unit. The system is a file modernization management subsystem specially promoted by the eHR system to standardize, standardize and realize resource sharing. Due to the different design units of the two systems, the data formed in different software environments is difficult to convert, and the electronic file cannot be archived, thus causing certain difficulties in collecting and inputting the original data.

4.3 The insecurities of electronic documents have affected its management and long-term preservation

Electronic files have the outstanding advantages of convenient operation, fast transmission, and

small storage space, but they also bring certain insecurities. For example, the dependence of electronic files on hardware and software devices, direct reading, easy change, separation of information from carriers, data loss, virus intrusion, etc. These pose a great threat to the safe storage and long-term preservation of electronic documents.

4.4 The utilization rate of digital files is not high, which creates obstacles to the modernization process of enterprises

Although the office automation system has been implemented for a long time, many organizations have not taken the improvement of electronic document management awareness as an urgent task. People still continue the traditional concept and management mode. The borrowing and retrieval of documents are done manually. The application in the whole process is limited to dry text recording, editing and printing, and it is a veritable "high-end typewriter". People only see the limited files that are within reach, and ignore the vast treasure trove of data transmitted by the network, which not only consumes manpower and material resources, but also causes double waste of electronic documents from the lack of reasonable development and utilization.

5. Implementing the digital management of archives needs to pay attention to the links

In the process of implementing the digital management of archives, we must pay attention to the following links:

5.1 Building systems engineering to achieve information sharing

In order to improve the utilization rate, an appropriate file query system should be set up to achieve resource sharing through touch screen query and transmission on the document network. In addition, the electronic file management category should be subdivided into operational object management, system environmental management, file confidentiality management, in-volume directory management, enterprise classification management, etc., so as to improve the enterprise information sharing capability from the mechanism.

5.2 Establish a horizontal channel to connect the office system

In view of the problem that the office automation system in the enterprise is fully connected with the digital file management system under eHR, it is recommended to add the query file data function in the query interface program to achieve seamless integration with the existing financial system OA system and personnel management system.

In view of the "dual-set" preservation of electronic documents and paper documents, it is recommended to establish a "channel" between paper documents and electronic documents, that is, the development of electronic and paper documents coexisting in text and image, and digital files. Characteristics, formulate specific, perfect management rules and regulations that meet actual needs: document integration work system, filing system, document confidentiality system, digital file identification system, network security management system, etc., so as to effectively protect the safety of digital file construction, in particular, it is worth mentioning that the electronic document security management system. The magnetic medium should be assigned to be responsible for the management to ensure that electronic files will not be lost due to some man-made disasters such as temperature and humidity.

5.3 Build a full-time team to improve management

With the explosive growth of information in today's world, archive management has shifted from the labor-intensive past to the current knowledge-intensive work based on modern office equipment. This aspect requires managers to have strong analytical skills, to accurately grasp some professional files; on the other hand, to provide large data file information according to the requirements of users. All of these require high-quality, high-skilled modern information management personnel to be competent, so relevant departments should increase the training of archivists, learn the relevant electronic document management knowledge under the eHR system, improve the awareness of

electronic document management, and do a good job of traditional files as soon as possible. Manage the transition to digital management and strive to improve the level of electronic document management.

6. Summary

In short, the establishment of the digital information platform for enterprise personnel files based on eHR system has enabled the personnel file management work to realize the fundamental transformation from manual management to digital, information and network management applications. The digital management of enterprise personnel files based on eHR system is becoming an increasingly development trend, which is the correct choice for enterprises to face the desire to cut costs, improve efficiency and improve employee service model.

References

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