

THE INTELLIGENT PERSONNEL SCHEDULE MANAGEMENT ANALYSIS FOR NORMALIZED NUMBER OF EMPLOYEES IN INTERNAL LABOR ACTIVITIES

Krishna Bikram Shah

Department of Computer Science and Engineering, Nepal Engineering College, Nepal

Abstract

The organizational and administrative document created in the company, its official and numerical strength are all fixed. Personnel schedule as a type of document is a list of positions in an organization indicating their number and salaries. Its purpose is to normalize the number of employees of the company and the ratio of professionals. Since the personnel schedule is not only an enterprise, but also a primary accounting document, its form is consolidated and included in the album of consolidated forms of primary accounting documents for labor accounting and its payment. In this paper, an intelligent personnel schedule management analysis was proposed for normalized number of employees in internal labor activities. Internal labor regulations are approved by the employer and placed in a visible place, and all employees of the company must be familiar with them. The personnel table is a long-term document, however, if necessary, changes and additions can be made to it. Corrections and additions are made on the order of the head of the organization or a person authorized by him. Based on the staff schedule, the personnel service conducts selection of personnel for vacant posts, creates a reserve for promotion and arranges advanced training for personnel.

Keywords:

Organization, Administrative, Document, Company, Numerical Personnel, Schedule, Labor, Analysis, Management

1. INTRODUCTION

The main purpose of the personnel service is not only to guide the implementation of the personnel policy in the interests of the company, but also to act in accordance with the labor law, to implement federal and regionally adopted social programs [1]. The functions, structure and tasks of the personnel service are closely related to the nature of the development of the economy, the understanding by the management of the organization of the role of employees in the fulfillment of the goals and objectives of production [2]. The list of tasks related to ensuring effective personnel management has a relatively standard form for all organizations. Their implementation is a necessary and sufficient condition for the implementation of management tasks and functions [3]. The specific structure of personnel service, the distribution of work of personnel between structural units and within the structural unit between artists, varies widely, as it depends on many points [4]. Among them, first of all, the size of the company (the number of employees working in it), the amount of each type of management tasks, the management's understanding of the tasks of personnel management [5]: despite the effectiveness, should be noted. An integrated approach to personnel management, in some companies, however, is focused, for example, on the selection of employees, on others - career planning, on others - results and salary evaluation [6]. Leadership styles and methods also affect the management of subordinates.

When designing the structure of the personnel management service and organizing its work, the existence of any structural

unit is justified only under certain conditions [7]. In other conditions, this function may be delegated to another structural unit or to an individual within any structural unit [8]. First, the volume of work should be sufficient to accommodate at least two or three people, so that a separate team can be isolated within the department. Organizationally, the work with personnel continues to be dispersed across several functional divisions of plant management [9]. Also, there should not be an independent staff service with an individual administrative and formal leadership. At the same time, positive trends are emerging, in particular, the transformation of personnel departments into personnel management departments, although so far with a slight change of functions, this does not significantly affect the effectiveness of work with employees [10]. Other organizations go even further and subordinate to the personnel manager, traditional management structures such as personnel department, personnel department, but also social departments, labor and payroll department.

2. LITERATURE REVIEW

The expansion of the independence of the companies, the change in the forms of ownership, the process of splitting up the companies and the creation of independent small companies based on structural divisions significantly change the existing workforce in the company [11]. Often, the separation of companies is followed by the reorganization of plant management, including the personnel department: many of its functions are transferred to small companies, where this work is carried out by one or two people [12]. There is also the provision of a centralized personnel service, whose services include selection of personnel, their training and retraining, appraisal, etc. Used by small businesses on a contract basis [13].

After determining the functional structure of the personnel service, its constituent units, the list of tasks of each structural unit, its functions, the size and correct organization of employees working in them, the job responsibilities of each of them, the mutual relationship with a friend within the structure of the personnel service and the incoming and outgoing [14] With other departments of the organization based on information, and in relation to formal support for the work of employees, implementation is the function of control and supervision over its operation [15].

The tension in the provision of labor resources to the enterprise can be relieved through full utilization of the available labor force, increase in productivity of workers, intensification of production, extensive mechanization and automation of production processes and introduction of new ones [16]. These changes in the organizational structure will have a positive effect and will create all the conditions for the well-balanced work of

the personnel department and will create all the prerequisites for solving personnel problems in the company [17].

3. PROPOSED MODEL

Attracting highly professional employees to the organization, increasing productivity, creative output and employee activities, creating and implementing an organization's workforce development plan, finding ways to manage human resources and improving labor efficiency are currently performed by personnel services - centers for developing and implementing the company's strategy through labor. Personnel management that is, working with employees considers people as the assets of the organization, assets of the organization, human capital, like other resources, must be used effectively to achieve the goals of the organization; This means less control over employees, but more motivation and work stimulation. The importance of this work is obvious. To solve the current personnel problems, the personnel department should solve the following tasks shown in the following fig 1,

- Development of the personnel policy and organizing tasks for its implementation based on the selection, selection, placement, inspection and utilization of personnel, managers and specialists;
- Participation in building a sustainable team;
- Creation of a staff inventory and working with it;
- Organization of personnel records.

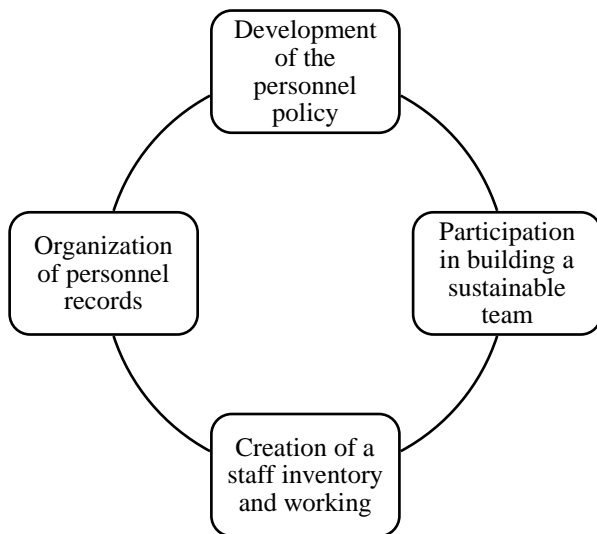


Fig.1. Solve the current personnel problems

This means that personnel work is not considered purely administrative (issuing orders for recruitment of personnel selected by the top manager, storing personnel information, etc.) and is carried out independently of other administrative functions. Currently, they need to help improve the business through recruitment of highly skilled employees, career planning, performance appraisal and salary development. The personnel service should be aware of the economic needs of the organization and in this regard, consider its operations in conjunction with other services and departments. The result of the operation of the personnel service should be greater involvement of people in the business, knowledge of their duties and responsibilities, improvement of labor capacity and a favorable psychological

environment. That is, a process occurs when the function of personnel management of human resources changes from passive assistance to an active decision on the economic problems of the organization. This was shown I in the following fig 2.

- Structure of Personnel Department
- Organizational Objectives
- Rights of employees
- Relationships with other departments
- Responsibility of employees

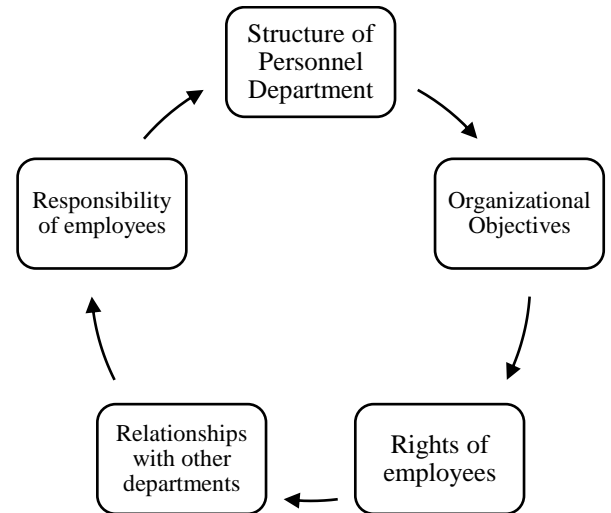


Fig.2. Active decision on the economic problems of the organization

In smaller companies, a lawyer or a secretary may take over the HR task, but it should be noted that the responsibilities of an HR officer increase every year. For this, you should “thank” the various departments of the state, which constantly modernize or create more and more new forms of reporting documents, which complicate office procedures, which leads to an increase in documents. Today, staff work is not just office work but also involves working directly with a person. After all, the well-coordinated work of the entire company depends on the qualifications of the employee. Currently there is a shortage of engineers and technical personnel. An efficient personnel officer does not wait for qualified personnel to appear by themselves, but searches for them and selects them for a particular personnel category.

4. RESULTS AND DISCUSSION

The proposed personnel schedule management analysis (PSMA) was compared with the existing effective human resource management (EHRM), Human resource management and knowledge management (HRMKM), quiet revolution in human resource management (QRHRM) and Strategic human resource management (SHRM)

The labor market is an important multifaceted part of the economic and socio-political life of society. In the labor market, the value of labor power is assessed, the conditions of its employment are determined, including the number of wages, working conditions, job security, the possibility of obtaining

education, professional development, etc. This was shown in Table.1.

Table.1. Comparison analysis of Labor Market

Inputs	EHRM	HRMKM	QRHRM	SHRM	PSMA
100	65.30	84.94	83.87	71.27	89.53
200	65.19	84.44	83.87	70.18	89.27
300	65.13	83.69	83.04	69.04	88.70
400	65.08	83.69	83.77	69.40	89.84
500	65.04	84.74	84.88	70.93	90.86
600	65.01	85.02	85.28	71.57	91.10
700	64.99	84.30	84.71	70.99	90.45

Motivation can be considered as one of the management methods, an integral part of the management process, aimed at achieving a specific management goal - to make people work effectively. Taking into account current, but also future needs in personnel based on its development tasks, forecasting of market conditions and the trend of natural movement of labor; This was shown in Table.2.

Table.2. Comparison of Labor driven organization

Inputs	EHRM	HRMKM	QRHRM	SHRM	PSMA
100	61.83	77.24	93.81	74.08	95.79
200	59.41	75.04	91.82	72.59	93.82
300	59.00	74.24	90.62	71.79	92.69
400	57.40	73.57	90.14	69.46	91.48
500	55.08	72.14	88.71	68.45	91.11
600	53.83	71.05	88.55	67.81	89.58
700	51.10	70.57	87.78	67.15	89.08

Occupational safety is the state of working conditions in which the impact on workers of dangerous and harmful production factors is explained. Creating a good socio-psychological environment, group climate is the primary and relatively stable mental attitude of the group, which manifests itself in various forms in all its life activities. This was shown in Table.3,

Table.3. Comparison of safe working conditions

Inputs	EHRM	HRMKM	QRHRM	SHRM	PSMA
100	70.01	73.77	76.84	77.54	93.82
200	69.90	73.79	76.67	77.27	93.32
300	69.88	74.67	77.40	77.57	93.44
400	72.98	77.50	80.74	81.08	96.67
500	74.18	78.82	81.47	82.40	97.05
600	74.79	79.65	82.36	82.94	97.62
700	75.20	80.05	82.44	83.24	97.32

The changed modern economy requires a more radical approach to the workforce. Despite of the fact that personnel department is an integral part of the overall functioning of the company; the work of personnel officers significantly affects the life of the company. The basic authority of the personnel officer

is control over the personnel department. It should reflect all principles and nuances of work, because errors in personnel record management are often the cause of litigation, fines and instructions from supervisory authorities. This was shown in Table.4.

Table.4. Comparison of economy management

Inputs	EHRM	HRMKM	QRHRM	SHRM	PSMA
100	71.39	73.30	79.19	80.73	87.66
200	73.02	75.04	80.77	82.15	88.95
300	73.50	77.38	82.97	83.41	89.96
400	74.79	78.19	84.60	85.40	90.85
500	76.90	80.48	85.74	87.87	91.22
600	78.39	82.41	87.94	89.31	92.86
700	80.20	84.14	89.09	91.03	93.23

This position outlines all of the department's duties, but if there are multiple employees on the staff list, their duties are specified in job descriptions or directly in employment contracts. For your convenience you can download Regulation in Staff Department, just keep in mind that it is Sample – Regular. It is better to create a position specifically for your company; all its aspects are taken into account. Some personnel officers work with labor protection, payroll and other company documents. Therefore, these responsibilities should also be included in the post.

5. CONCLUSION

The competent concept of “HR department” is often difficult to connect with the size of small companies; the number of employees is comparable to the size of the tasks being solved. However, no one has canceled out the problems related to the main activities of the collapse. Therefore, the decision on personnel issues “falls” on the head of the founders or is delegated to the hiring director. The personnel department has to solve its inherent tasks in one form or another. Let there be one person in a small company, but this person should not be random. Only one who understands the specifics of working with employees can ensure smooth functioning of the organization. This person does not need to have a degree. It is very possible to develop a personnel officer while building a company. Only if a person has the desire to understand this work.

REFERENCES

- [1] T. Cho and S. Faerman, “An Integrative Approach to Empowerment: Construct Definition, Measurement, and Validation”, *Public Management Review*, Vol. 12, No. 1, pp. 33-51, 2010.
- [2] T. Mantarova and G. Toskov, “Employees’ Engagement. Line Managers Make it Happens”, *Proceedings of International Conference on Creative Business for Smart and Sustainable Growth*, pp. 1-3, 2019.
- [3] G. Kinman and F. Jones, “A Life Beyond Work? Job Demands, Work-Life balance, and Wellbeing in UK

- Academics”, *Journal of Human in the Social Environment*, Vol. 17, No. 1-2, pp. 41-60, 2008.
- [4] L. Bussler and E. Davis, “Information Systems: The Quiet Revolution in Human Resource Management”, *Journal of Computer Information Systems*, Vol. 42, No. 2, pp. 17-20, 2002.
- [5] Naveen Gupta and Jivan Kumar Chowdhury, “An Overview of Employee Engagement on Performance: A Literature Review”, *Impact: International Journal of Research in Business Management*, Vol. 6, No. 4, pp. 53-64, 2018.
- [6] Z.M. Unal and T. Turgut, “The Buzzword: Employee Engagement. Does Person-Organization Fit Contribute to Employee Engagement?”, *Iranian Journal of Management Studies*, Vol. 8, No. 2, pp. 157-179, 2015.
- [7] B. Hmoud and V. Laszlo, “Will Artificial Intelligence take over Human Resources Recruitment and Selection”, *Network Intelligence Studies*, Vol. 7, No. 13, pp. 21-30, 2019.
- [8] N. Rafiei and F. Davari, “The Role of Human Resources Management on Enhancing the Teaching Skills of Faculty Members”, *Materia Socio-Medica*, Vol. 27, No. 1, pp. 35-46, 2015.
- [9] B.L. Rich, J.A. Lepine and E.R. Crawford, “Job Engagement: Antecedents and Effects on Job Performance”, *Academy of Management Journal*, Vol. 53, No. 3, pp. 1-13, 2010.
- [10] P. Boxall and J. Purcell, “Strategic Human Resource Management: Where Have we come from and where Should we be Going?”, *International Journal of Management Reviews*, Vol. 2, No. 2, pp. 183-203, 2000.
- [11] J. Chen and H. Song, “Design of Personnel Big Data Management System based on Blockchain”, *Future Generation Computer Systems*, Vol. 101, pp. 1122-1129, 2019.
- [12] F.Y. Liao, Y. Liu-Qin, M. Wang, D. Drown and J. Shi, “Team-Member Exchange and Work Engagement: Does Personality Make a Difference?”, *Journal of Business and Psychology*, Vol. 28, No. 1, pp. 63-77, 2013.
- [13] T. Cho and S. Faerman, “An Integrative Approach to Empowerment: Construct Definition, Measurement, and Validation”, *Public Management Review*, Vol. 12, No. 1, pp. 33-51, 2010.
- [14] N.O. Oranye, “Empowerment, Job Satisfaction and Organizational Commitment: A Comparative Analysis of Nurses Working in Malaysia and England”, *Journal of Nursing Management*, Vol. 18, pp. 582-591, 2010.
- [15] N.J. Allen and J.P. Meyer, “Family Supportive Work Environment: The Role of Employers”, *Journal of Vocational Behavior*, Vol. 58, pp. 414-435, 2000.
- [16] D.K. Denton, “Effective Appraisals Interviews: Key to Employee Motivation”, *Industrial Engineering*, Vol. 19, No. 12, pp. 1-24, 1987.
- [17] C. Pao-Long and C. Wei-Ling, “The Effect of Human Resource Management Practices on Firm Performance: Empirical Evidence from High-Tech Firms in Taiwan”, *International Journal of Management*, Vol. 19, No. 4, pp. 622-627, 2002.