



Role of human resources

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DESCRIPTION

Human resources are defined as the set of people who make up the workforce of an institute, business sector, industry, or economy. The human-resources department (HR department) of an organization executes human resource management, overseeing various aspects of employment, such as obedience with labour law and employment standards, interviewing, management of employee benefits, organizing of employee files with the required documents for future reference, and some features of recruitment (also known as talent acquisition) and employee off boarding. The duties comprise planning, recruitment and selection process, posting job ads, assessing the performance of employees, organizing resumes and job applications, scheduling interviews and assisting in the process and ensuring background checks. Another job is payroll and aids administration which deals with ensuring vacation and sick time are accounted for, reviewing payroll, and participating in benefits tasks, like claim resolutions, merging benefits statements, and approving invoices for payment. HR also manages employee relations activities and programs including but not limited to employee counselling. HR needs to recognize the organization's needs and make sure those prerequisites are met when recruiting for new positions. It's not as modest as just throwing an ad up on Indeed: you'll need to evaluate the market, consult stakeholders, and manage budgets. Then, once the role is publicized, more research needs to be done to make sure that the right candidates are being attracted and accessible. Recruiting is a massive—and costly—undertaking; the right candidate can invigorate an entire organization, but the wrong candidate can topple operations. Human resources are in

charge of organizing interviews, coordinating hiring efforts, and on boarding new employees. They're also in charge of making sure all paperwork involved with hiring someone is filled out and making sure that everything from the first day to each consequent day is navigated successfully. Each and every payday must have taxes calculated and hours collected. Expenses need to be reimbursed and raises and bonuses need to be added in as well. If you think it's a task doing taxes just once a year, imagine what it must be like to be in HR and make sure they're properly subtracted every pay period. When navigated inappropriately, disciplinary actions can lead to the loss of a valuable employee and can even result in litigation or a poor reputation. But when handled appropriately, disciplinary action can end in the success of an employee. For instance, if a company notices that a particular employee is consistently late and continues being late even after the employee has received several warnings, HR could step in and scrutinize the reason for the tardiness. It may be an opportunity to prolong benefits such as counselling to the employee or offer additional resources to support the employee learn to be on time. Instead of taking on the cost of firing and then recruiting a replacement for that employee, it could be a learning prospect that could enhance that employee's career. On the other hand, sometimes disciplinary action isn't the Grade A course to take and an employee should be let go. It's up to HR to develop a solid enough relationship with managers and employees alike to identify the cohesiveness and health of a team.

CONCLUSION

Policies need to be simplified (or at least examined) every year as the organization changes. Its HR's job to make official appraises to policies and to suggest

changes to policies when they no longer serve the company or the employees. Sometimes a policy should be modernized as a reaction to an occurrence. HR should always be included in and accessed with regarding these decisions. Maintaining HR records is authorized by law. These records help employers recognize skill gaps to help with the hiring process and to analyse demographic data and submit with regulations. They also contain personal details and emergency acquaintances for each employee. The human resources department heavily backs to a company's culture. If HR sincerely cares about the well-being of employees, the culture will be one of openness and growth.