

HR Transactions and Operations

Human Resource Management



toolbox INDIA Foundation

HR Transactions and Operations in an Organization

This unit talks about the organizational hierarchy and compensation structures. It also discusses the various components of leave management, time sheet management and other key activities associated with the HR department that ensures the effective and structured operation of an organization. Employee benefits and employee recognition and its importance is highlighted in this unit.

Organising compensation structure

Compensation structure refers to the various ways that the companies can organize their pay practices. They provide guidelines for pay that help the organizations identify whether the pay is in bounds. These are the important points to consider when designing compensation structures

- Market Pricing**
Use market pricing to determine base level of compensation for a certain position (based on experience and education)
- Pay Grades**
Define bands and pay grades based on responsibilities and requirements of a role
- Flexible Pay**
Consider developing a base salary and having variable pay to incentivize good performance

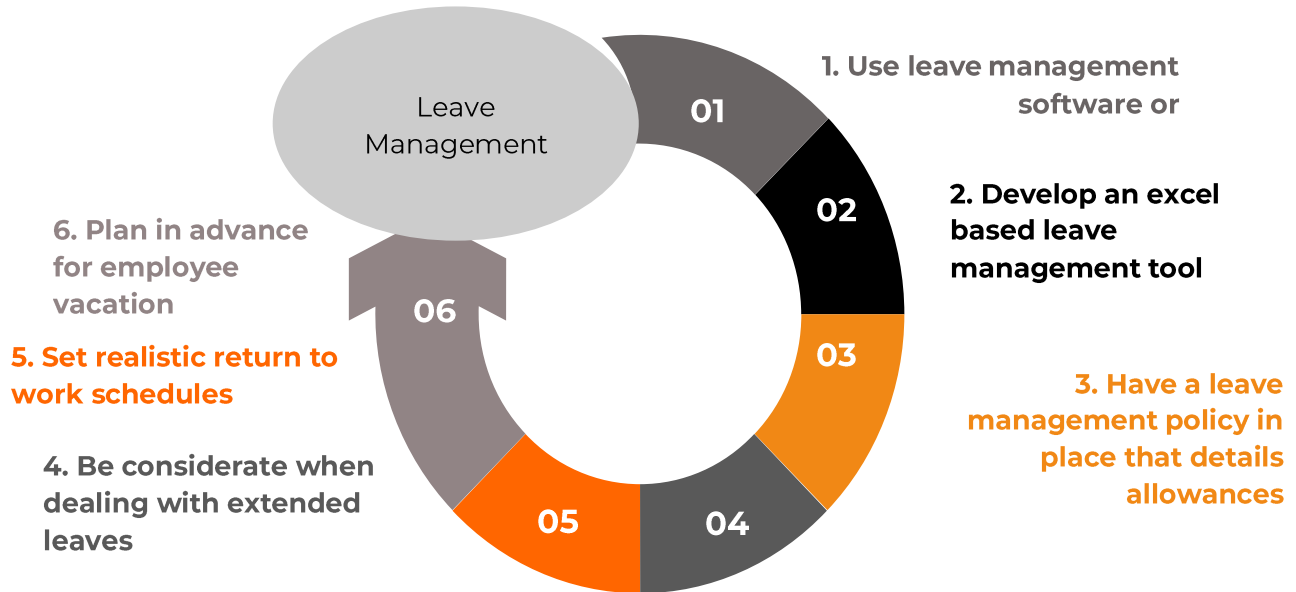
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Leave management



Time Sheet Management

1. **Select activities** for which time will be tracked (this can either be project based or job-specific)
2. **Select detail** to be reported on time sheet. Some options include:
 - a. Time spent on filed
 - b. Time spent on paperwork
 - c. Time spent on a project which is then divided based on activity
3. **Establish a clear process** around filling in time sheets. Communicate the how and why of time tracking to employees. Assign role-holders and explain consequences of non-completion

Employee Benefits

Employee benefits include various types of non-wage compensation provided to the employees in addition to their normal wages or their salaries. In most of the countries, most kinds of the employee benefits are taxable to at least some degree. Perks are benefits of a more discretionary nature. Some examples include:



Employee Recognition

Employee recognition is the acknowledgment of a company's staff for the exemplary performance.

Some aspects of employee recognition

- Request the management and the employees to nominate and vote the most efficient employee for the month
- Reward the team or department that shows great achievement
- Start an employee appreciation program
- Recognize the employees' personal accomplishments
- Express interest in the professional development of the employee
- Call an employee to the office to thank them personally.