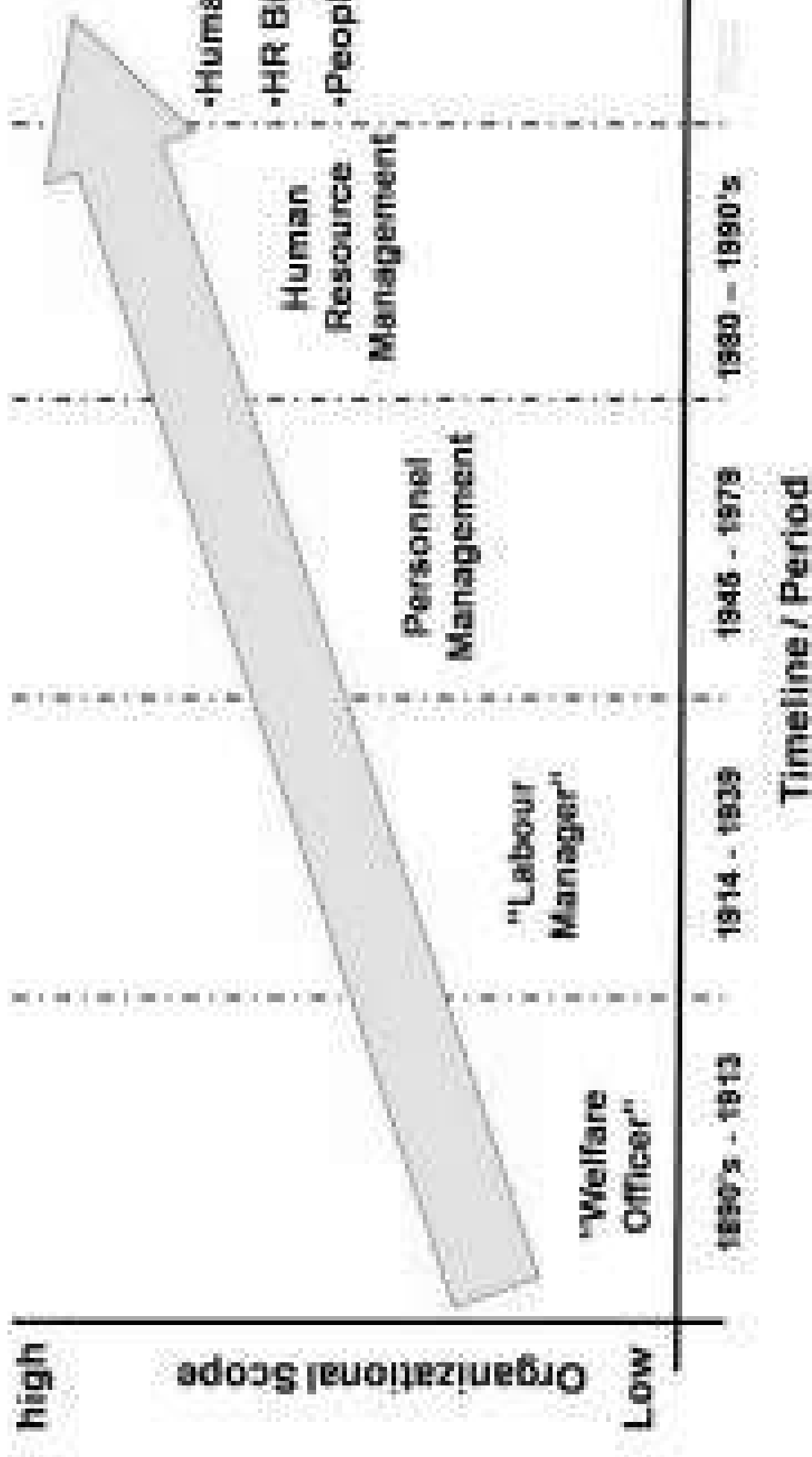


Introduction HR Executive

**Course-
Human Resource Management
Module -1**

Prepared By Dr.Laboni Basu

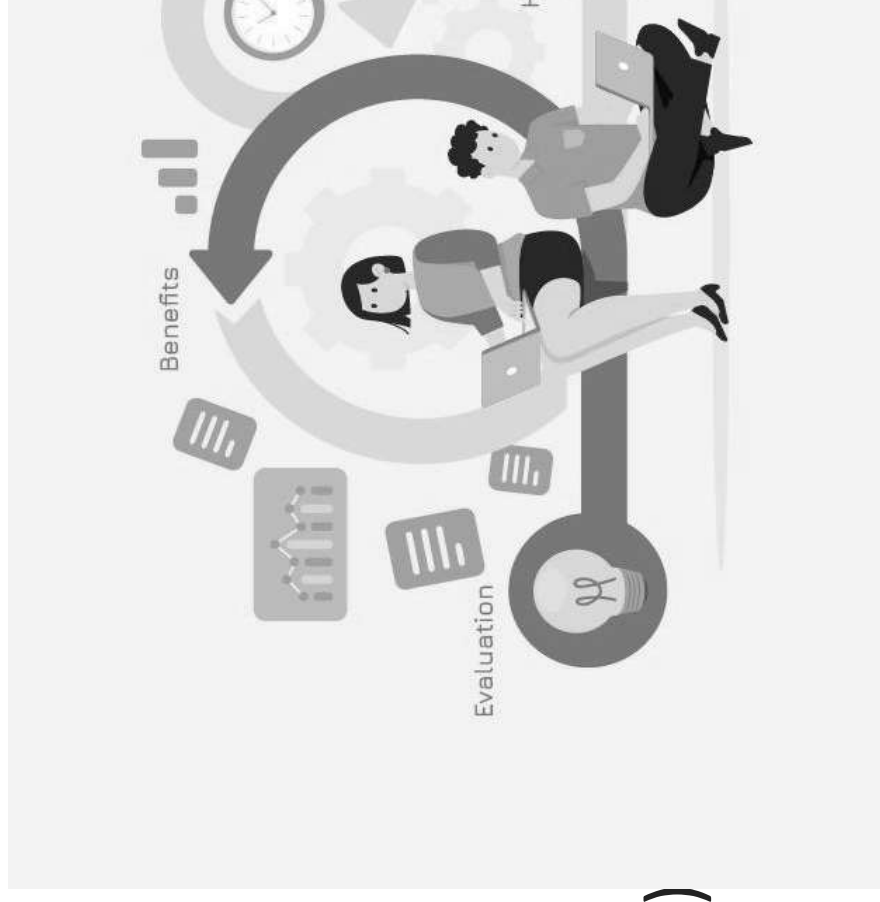
Evolution of HRM ...



Course Overview

Scope of HRM

- Talent acquisition
- Training and development
- Performance management
- Compensation and benefits
- Employee relations
- Legal compliance
- Organizational development
- HR information systems (HRIS)
- Diversity and inclusion
- Strategic planning



Discussion Overview

HR Executive Role and Responsibilities in Payroll and Employment Management:

- Payroll Management
- Compensation and Benefits Administration
- Compliance and Regulation
- Data Management
- Reporting and Analysis
- Employee Relations

Payroll Management:

HR executives are responsible for processing and managing employee payroll, including calculating wages, deducting taxes, and ensuring other necessary withholdings, and ensuring timely and accurate payment to employees.

They also handle payroll-related compliance and reporting requirements.

Compensation and Benefits Administration

HR executives play a vital role in designing, implementing, managing employee compensation and benefits programs.

This includes conducting market research to determine competitive pay and benefits, managing employee onboarding and offboarding, and administering incentive programs.

Compliance and Regulation:

HR executives must stay current with labor law regulations to ensure that all pay and benefits practices are compliant.

This includes managing employee records, ensuring accurate documentation of hours worked, and adhering to wage and hour laws.

Data Management:

HR executives are responsible for maintaining accurate and updated employee data, including personal information, employment history, performance reviews, and disciplinary actions.

They also ensure the security and confidentiality of data in compliance with privacy laws.

Reporting and Analysis:

HR executives use employee data to generate reports and conduct analysis to support decision-making re payroll and compensation.

This may include measuring employee turnover, analyzing pay equity, and forecasting labor costs.

Employee Relations:

HR executives play a role in addressing employee concerns related to payroll and compensation, including questions about pay, benefits, and deductions.

They also act as a resource for employees who may need assistance with timekeeping, leave management, and payroll-related issues.

Conclusion

The HR executive plays a critical role in managing payroll and data, including ensuring accurate and timely payroll processing, implementing and managing compensation and benefits programs.

Maintaining employee data, and supporting decision-making reporting and analysis.

They also play a vital role in ensuring compliance with labor regulations and addressing employee concerns related to pay compensation.

What we have studied

- ▶ The HR executive is responsible for ensuring accurate and timely payroll processing and compliance with related laws and regulations.
- ▶ They play a crucial role in designing and managing employee compensation and benefits programs to attract, retain, and motivate employees.
- ▶ HR executives are accountable for maintaining accurate employee records, ensuring data security and confidentiality in compliance with privacy laws.
- ▶ They use employee data for reporting and analysis to support decision-making related to payroll, compensation, and workforce management.

THANK YOU