



## INFORMATION MODEL FOR DESCRIBING THE PROCESSES OF THE PERSONNEL ACCOUNTING INFORMATION SYSTEM

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**ABSTRACT.** *The article is devoted to the study of methods of automation of personnel accounting. An information model is considered to describe the optimal and effective management of automated personnel affairs.*

**Keywords:** *automated HR management system, information system, information model, business processes.*

### 1. INTRODUCTION

Nowadays, due to the general modernization of the economy and the new goals and tasks facing the country, the advantage is given to ensuring efficiency through the implementation of innovative strategies, as well as tactics of actions and behavior of service enterprises in the market in the context of the processes of improving methods and technologies of human resource management. In modern conditions, the most important direction of the successful operation of the management system of enterprises in the service sector is the development of personnel. In modern conditions, the effectiveness of the organization's work is largely determined not only by the number and qualifications of personnel, but also by the quality of the implementation of the main processes of human resource management. In these conditions, the transition to personnel management with the use of new technologies of labor motivation, personnel evaluation, recruitment and adaptation on a systematic basis seems timely and legitimate.

For dynamically developing large organizations actively implementing modern information technologies in order to increase overall economic efficiency, mechanisms for building rational organizational structures, taking into account the redistribution of staff duties, the results of the analysis of the need for their training and competence assessment, are of great practical interest.

The tasks solved by the HR department can be divided into two large groups. The first group is connected with direct work with people, and the second - with information about



them. In order for direct work with people to be more fruitful and for the HR department employees to have more time for it, the second group of tasks should be automated as much as possible. Modern automated personnel management systems are designed to optimize the work of, first of all, the management and personnel of personnel services of enterprises and play an important role in increasing their productivity.

## **2. DEVELOPMENT OF INFORMATION SYSTEM MODEL**

The automated personnel management systems currently on the market can be divided into the following main groups according to their functional orientation:

1. multifunctional expert systems that allow for career guidance, selection, certification of employees of the enterprise;
2. expert systems for personnel analysis, identification of trends in the development of departments and the enterprise as a whole;
3. payroll programs;
4. integrated personnel management systems that allow you to form and maintain a staffing table, store complete information about employees, reflect the movement of personnel within the company, calculate salaries.

With the help of expert systems, the personal, professional and psychophysiological qualities of a candidate for a vacancy are compared with similar parameters of the best specialists of the enterprise. From a formal point of view, such programs make it possible to select promising specialists quite effectively. These systems do not allow you to automate the daily routine operations of personnel services.

Complex personnel management systems are used to automate personnel work at any enterprise. First of all, such systems are necessary for management to obtain operational information on any issue related to the structure of the company, staffing, vacancies and information about employees. Only a manager who is able to quickly assess the current situation based on the analysis of up-to-date information about the state of affairs at the enterprise will be able to make the right decision promptly. Therefore, an important factor in the conditions of using HR systems is also the possibility of integrating the personnel accounting system with accounting and enterprise management systems.



The personnel accounting information system implements the accounting of personal information about employees, the analysis of the personnel composition of the enterprise, the support of the personnel office, the automation of the admission process for personal matters, checking the uniqueness of the entered information about employees.

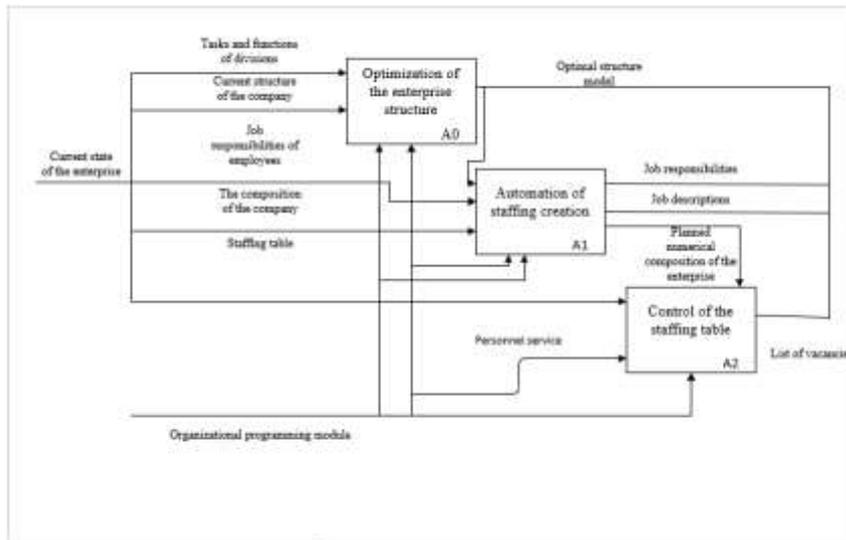


Fig. 1. Information model for describing the processes of using data in information system

The input of this system receives:

- data about the accepted employee;
- information for the formation of the necessary personnel records management documents;
- legal reference information, which is templates and examples of personnel records management documents;
- personal questions of employees, consisting of the employee's wishes on working conditions, moving up the corporate ladder, training, social wishes;
- information about the results of promotion through the career ladder;
- results of employee development and training;
- results of evaluation and certification of employees.

The result of performing the block functions (output) are:

1) an employee's personal card, which reflects the history of changes in the initial information about employees, stores data on certification, training, incentives and penalties,



interview results, data on career advancement and other necessary information that allows you to store a wide range of data about employees of the enterprise;

2) documents, reports, templates consisting of personnel documents; statistical, dynamic and analytical reports; personnel reports; request templates; references to requests from both employees and personnel services; regulatory documents; presentation materials;

3) wishes of employees to change their social status.

The personnel accounting module is managed by the regulatory documents on working with personnel.

The mechanism of implementation of this module is the personnel service and the software (software) of the personnel accounting system.

The personnel accounting information system is decomposed into five structural blocks:

- accounting of personal information about employees;
- analysis of the personnel structure of the enterprise;
- support of HR department records management;
- automation of reception on personal issues;
- checking the uniqueness of the entered information.

The accounting of personal information about employees block is a module for processing information necessary for accounting of primary personal information about employees, accounting for all changes in current personal information about employees, maintaining an archive of information about employees; restoring primary information. In accordance with the listed functions, the input information consists of:

- from the data about the accepted employee;
- personnel documents coming from the output of the HR Department Office Support unit;
- results of evaluation and certification of employees;
- results of employee development and training.

The result of performing the functions of the accounting of personal information about employees block is an employee's personal card and references for requests related to personnel information about employees.



The management of the accounting unit for personal information about employees is the regulatory documents on working with personnel and request templates coming from the output of the HR Department Support unit.

The mechanism for implementing the block is the personnel service and the software of the personnel accounting system.

The block Analysis of the personnel composition of the enterprise, designed to process the information necessary for the analysis of the qualitative composition of personnel and analysis of their movement within the enterprise.

In accordance with the listed functions, the input information for the block is:

- personal employee cards;
- results of promotion on the corporate ladder;
- personnel documents coming from the output of the HR department office support unit.

The output of the block is reports on personnel.

Regulatory documents on working with personnel are used as control information for the blocks.

The mechanism for implementing the block is the personnel service and the software of the personnel accounting system.

The HR Office Support block is designed to process the information necessary for the formation and maintenance of the register of HR service documents, the formation of a database of regulatory documents, the creation of request templates and examples of HR office documents, the selection of necessary documents using special requests and conditions.

In accordance with the listed functions, the input of the block is received:

- information for the formation of the necessary personnel records management documents;
- legal reference information;
- the results of checking the uniqueness of the entered information coming from the output of the Information Uniqueness Check block.

The result of performing the functions of the Office Support unit of the personnel service are:



- personnel documents required to work with organizational and administrative documentation for employees of the personnel management service;
- regulatory documents on working with personnel;
- statistical, dynamic and analytical reports required for personnel accounting;
- query templates that are used when selecting documents;
- presentation materials on the activities of the personnel service of the enterprise.

The mechanism for implementing the block is the personnel service and the software of the personnel accounting system.

Regulatory documents on working with personnel are used as control information for the blocks.

The unit for checking the uniqueness of the entered information performs programmatic control of the mutual correspondence of information from personnel documents to personal card data. The personal card of employees and personnel documents are received at the entrance of the block, the output of the block is the results of checking the uniqueness of the entered information.

## **CONCLUSION**

Using HR management programs, the economist primarily spends the time of HR department employees, automating document management, speeding up the search for the necessary information, improving the quality of control and accounting of processed information. The introduction of modern information technologies for accounting of employees of the enterprise will enable department managers to focus on the development and use of tools to improve the efficiency of personnel management - motivation management, cost planning, and so on. Information models reflect the main input flows, output data, resources involved and control actions.

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