

Features of human resources database creation at a water transport company

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In the article the author justifies the objective necessity of effective work with the systematization and automation of human resources information flow at a water-transport company, which makes existing and potential competence of the whole company and competence of staff in particular able to achieve the highest capacity in the development and, consequently, the economic benefit.

Systematization of personnel information at a modern water-transport company implies creating databases on the organization of business processes at all stages of personnel document flow: creating document information, organization of operational work with documents, and systematization of archive documents. These imply fulfilling the following operations: document preparation, execution, coordination, approval, production, storage, use, filing, search, delivery, and return to the archives.

Many elements of the integrated personnel information system make the use of traditional paper forms ineffective because it requires considerable effort to find the needed document or objective resolution on existing or potential employees.

Accordingly, the use of human resources databases provides the company with the following benefits:

- entering information on the given sample, making it clear and understandable;

- independence from the subjective factors of employees' assessment information;
- making information easily accessible and such as reduces financial costs if using software platforms for the creation of a large number of different databases;
- integration of diverse information into a single system;
- searching for relevant information on defined employees or after certain characteristics;
- ability to make notes;
- ability to control access to personnel information (granting, restricting, denying);
- access to information from any place of the world;
- integration of personnel records, accounting work and pay in a single unit;
- centralized data processing of accounting work and pay;
- automation of standard calculation operations, automated monitoring of hand calculations.

This will allow management to optimize human resources information flow, release staff personnel services for other production tasks, reduce resources and financial costs, allow making the right choice when filling staff vacancies, objectively evaluating the work of employees of the defined and desired characteristics and, as a result, stabilizing company economic performance.