University of North Texas  
G. Brint Ryan College of Business  
MGMT 4130 – Human Resource Information Systems  
Syllabus Section 001 – Spring 2021  
Internet Delivery Only

Professor: Dr. Jae Webb – Department of Management  
Office: BLB - 399a  
Email: Jae.Webb@unt.edu

To communicate, you MUST email me directly at the UNT email above or through Canvas. If you do not use your UNT assigned student e-mail address your e-mail may not make it to my inbox. I will contact you via your UNT email address, which you are expected to have access to and monitor as a UNT student.

See http://it.unt.edu/eagleconnect for questions.  
** Please include MGMT 4130 in the Subject Line**

**OFFICE HOURS:** These are only remote, via video conferencing software. We’ll call standing “office hours” as Wednesday afternoon from 2-4, however, let me know when you want to meet and I should be able to get something scheduled within 24-36 hours. I’m here for you!

Course Overview

The course is designed to expose students to the concepts and issues associated with the management of an HRIS (Human Resource Information System). The course will address the strategies for determining the need for, the implementation of, the effective operation and management of, and the assessment of an HRIS. The course will review issues associated with the centralized, digital management of personnel records, and expose students to concepts of data processing and basic technical components of operating an information system.


Course Objectives for MGMT 4130

Through participation in this course students will:

1. Be able to discuss the historical development of HRIS, including its evolution in response to new and emerging technologies.
2. Identify and explain the different functions (e.g. payroll, recruiting, benefits, etc.) played by HRIS across a spectrum of businesses and organizations.
3. Be able to analyze the role of HRIS within a given organization to identify its scope, impact, and efficacy as an HR tool.
4. Demonstrate an understanding of project management concepts as they relate to the acquisition and implementation of an HRIS through the development a strategic plan.
5. Explore the issues surrounding the management of an HRIS as they relate to ethics and legal compliance.
Canvas & Technology

- You can access the course at https://unt.instructure.com
- Login using your EUID and Password
- Click “MGMT 4130” from the list of courses

This class is online only and requires a computer that can operate Respondus LockDown Browser with a Webcam. Please note that Canvas relies exclusively on electronic technologies for online participation, and technology is not a 100% reliable. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. I will provide you with tips and guidance for operating your equipment, and the helpdesk offers support, but you have to assume responsibility for everything on your end. Students are expected to be able to navigate the Canvas course site to access information and submit assignments.

TECHNICAL ISSUES WITH CANVAS:
Please immediately report ALL Canvas problems to the UNT helpdesk at 940.565.2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can’t follow up on the technical issue. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas, etc.). I will determine how to resolve the technical issue based on their advice, University policy, applicable law, and my experience.

EUID ACCESS AND PASSWORDS:
Enterprise User Identification Numbers (EUID’s) and passwords are required by the University of North Texas to access this course. It is the student’s responsibility to maintain a current EUID number and password. You may reset your password at https://ams.unt.edu/acctreq.php.

CLASS STRUCTURE
This course is taught exclusively online, through Canvas, and it is the student’s responsibility to be able to access, and appropriately use, online materials and complete course requirements as outlined in this syllabus. Though it is not entirely self-paced, and there are hard deadlines, the class is formatted to allow for asynchronous participation. Course does not meet F-1 visa requirements for international students.

Students are expected to read all the assigned materials on time, per the course calendar in the syllabus. Lecture notes and other materials posted online are supplementary and are not a substitute for thorough reading of the chapter. Additional material, which may include video segments or articles, may be assigned from time to time. Often, this material will reflect content that is newly identified as relevant to the course and is therefore not specified on the syllabus. Students will be informed in advance what supplemental materials will and will not be included as part of graded assessments.
Assignments and Grading

Case Questions
Each chapter ends with a case followed by a set of questions. Students will read the case and respond to the questions by posting answer to a discussion forum. The cases represent an opportunity for students to apply material from the chapter to a real scenario from the professional environment. There are twelve cases assigned and the two lowest scores will be dropped.

Concept Quizzes
There will be short quizzes on a weekly basis that cover concepts from the week’s assigned material. These are based largely on recall of definitions for key terms and concepts. These are simple and straightforward exercises meant to promote basic understanding of course topics and promote accountability to staying on track with reading assignments. There will be twelve Concept Quizzes and the lowest two will be dropped.

Spreadsheet Problems
Students will be given various spreadsheets with partially completed data sets and tasked to complete calculations using spreadsheet formulas and then provide critical analysis of findings from the data. Four spreadsheets will be assigned, one for each week in the section on HRIS Administration.

Exams
There will be three exams scheduled during the semester according to the course calendar at the end of the syllabus. The last exam in not comprehensive. Exams are not open book or open note; no outside assistance is allowed. Students are expected to study beforehand and use this knowledge to take the exams. Exams will use Respondus LockDown Browser with a Webcam required. A cumulative final exam may be taken to replace an earlier low scoring exam – this is optional.

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Integrity Quiz</td>
<td>10</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>15</td>
</tr>
<tr>
<td>Case Questions (10 @ 20 points)</td>
<td>200</td>
</tr>
<tr>
<td>Concept Quizzes (10 @ 20 points)</td>
<td>200</td>
</tr>
<tr>
<td>Spreadsheet Problems (4 @ 50 points)</td>
<td>200</td>
</tr>
<tr>
<td>Exams (3 @ 125 points)</td>
<td>375</td>
</tr>
<tr>
<td>Total Points</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grades are based on the points earned during the course according to this scale:

A. = 900 – 1000 points  
B. = 800 – 899 points  
C. = 700 – 799 points  
D. = 600 – 699 points  
F. = Below 600 points
ACADEMIC INTEGRITY

According to UNT Policy 06.003, Student Academic Integrity, (https://policy.unt.edu/policy/06-003) academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. All violations of the Student Academic Integrity policy will be reported. Usage of cell phones, iPhones, cameras, or any other electronic device is not allowed during a test; nor is talking to other students, soliciting or giving help. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as your classmates. The course will utilize TurnItIn as a plagiarism checker.

CHosen NAMES & PRONOUNS

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name, below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you or reference you in conversation. You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

COLLEGE EMERGENCY EVACUATION PROCEDURES:

Severe Weather: In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire: In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

COURSE EVALUATIONS:

This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation of Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I’m here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. You will be notified on Canvas and via your UNT email once the evaluations open.
DISABILITY ACCOMMODATION:

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided to me within the first week of the semester. Note that students must obtain a new letter of accommodation for every semester. For additional information see the ODA website at http://disability.unt.edu.

DROPPING THE COURSE:

If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar’s website: http://www.unt.edu/catalog/. Please note that Monday, April 2, 2021 is the last day for a student to drop a course. With regards to dropping the course, you will need to go to the following link: https://registrar.unt.edu/registration/dropping-class and click on Request to Drop Class form. If you have questions or need assistance you may go by the Department of Management in the Business Leadership Building – room 207.

DUE DATES ON ASSIGNMENTS:

I have a longstanding policy of not accepting late work, however, in light of the current upside down nature of society I am trading that in for a steep grade reduction policy on late work. Due dates are published well in advance and you are encouraged to submit early to avoid technical difficulties, which are your responsibility to resolve and not a justification for late work. If you have a legitimate reason under University policy you should (a) contact your professor in advance to provide notification/verification or (b) work with the Dean of Students Office after the fact to provide your faculty with verification. Late submissions, which are not excused by University policy, will be subject to 25% reduction for the first twenty-fours, then 50% the next day, and a 75% reduction thereafter.

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or ask SHWC@unt.edu) or your health care provider. Contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. Then let me know if it is impacting your assignment completion.

EMERGENCY ALERTS:

The University of North Texas has an emergency Notification System, Eagle Alert (https://www.unt.edu/eaglealert/), which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university’s radio station, KNTU 88.1 FM and website http://www.unt.edu, will provide updated information during an emergency situation.

PROHIBITION OF DISCRIMINATION, HARASSMENT, AND RETALIATION

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and
The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

RETENTION OF STUDENT RECORDS

Student records pertaining to this course are maintained in a secure location by the instructor of record of the course and are kept for at least one calendar year after course completion. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

STUDENT BEHAVIOR:

Act professionally and respectful at all times. Student behavior that interferes with an instructor’s ability to conduct a class, or other students’ opportunity to learn, is unacceptable, disruptive, and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior may be referred to the Dean of Students to review whether the student’s conduct violated the Code of Student Conduct. The Code of Student Conduct can be found at https://conduct.unt.edu. Any person who believes that a violation of University policy has been committed by a student can go to https://report.unt.edu and report the allegation. Students who have read the syllabus up until this point have found the Easter egg. To get extra credit for reading this far, email your professor by the end of the day on January twenty-second with the subject line ‘lucky day’ and get ten points added to your final grade.

STUDENT SERVICES & ACADEMIC SUPPORT

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services)
Career Center (https://studentaffairs.unt.edu/career-center)
Multicultural Center (https://edo.unt.edu/multicultural-center)
Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
Pride Alliance (https://edo.unt.edu/pridealliance)
UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
Academic Success Center (https://success.unt.edu/asc)
UNT Libraries (https://library.unt.edu/)
Writing Lab (http://writingcenter.unt.edu/)
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Assignment Due Dates</th>
<th>Module Subject Matter and Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 01/11/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Understanding HRIS: History and Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 1</td>
</tr>
<tr>
<td>Week 2 01/18/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Deciding on Designs for HRIS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 2</td>
</tr>
<tr>
<td>Week 3 01/25/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>The Systems Development Life Cycle Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 3</td>
</tr>
<tr>
<td>Week 4 02/01/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Managing Change and Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 5</td>
</tr>
<tr>
<td>Week 5 02/08/2021</td>
<td>EXAM 1 available Thur.-Sat.</td>
<td>Live Exam Review Session on Wed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Section 2 – Using HRIS to Support HR Functions</strong></td>
<td></td>
</tr>
<tr>
<td>Week 6 02/15/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Being an HRIS Administrator - Overview</td>
</tr>
<tr>
<td></td>
<td>Spreadsheet Problems due 2/21</td>
<td>Read Chapter 7</td>
</tr>
<tr>
<td>Week 7 02/22/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>HRIS and the Talent Management Process</td>
</tr>
<tr>
<td></td>
<td>Spreadsheet Problems due 2/28</td>
<td>Read Chapter 8</td>
</tr>
<tr>
<td>Week 8 03/01/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>HRIS and the Internal Selection Process</td>
</tr>
<tr>
<td></td>
<td>Spreadsheet Problems due 3/07</td>
<td>Read Chapter 9</td>
</tr>
<tr>
<td>Week 9 03/08/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Training, Development, and the HRIS</td>
</tr>
<tr>
<td></td>
<td>Spreadsheet Problems due 3/14</td>
<td>Read Chapter 10</td>
</tr>
<tr>
<td>Week 10 03/15/2021</td>
<td>EXAM 2 available Thur.-Sat.</td>
<td>Live Exam Review Session on Wed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Section 3 – Managing Issues, Trends, and Concerns with HRIS</strong></td>
<td></td>
</tr>
<tr>
<td>Week 11 03/22/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>The HRIS in International Context</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 13</td>
</tr>
<tr>
<td>Week 12 03/29/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Privacy, Security, and Ethical Responsibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 15</td>
</tr>
<tr>
<td>Week 13 04/05/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Managing HRIS and Social Media</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 16</td>
</tr>
<tr>
<td>Week 14 04/12/2021</td>
<td>Case Questions due by Sunday Concept Quiz available Thur. &amp; Fri.</td>
<td>Future Directions for HRIS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read Chapter 17</td>
</tr>
<tr>
<td>Week 15 04/19/2021</td>
<td>EXAM 3 available Thur.-Sat.</td>
<td>Live Exam Review Session on Wed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>FINAL EXAM: Date &amp; Time to be published by midsemester</strong></td>
<td></td>
</tr>
</tbody>
</table>

The Instructor reserves the right to make changes to this syllabus if needed. Notices will be delivered electronically in advance of changes being made.