

# HR e-Archive System of Tafila Technical University

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**Abstract**— Employees of the Department of the Human Resources (HR) know how important it is to mine accurate personnel data of the employees of Tafila Technical University. This accurate data is very crucial to take the correct decision concerning the employees' carrier. Personal Data includes name, date of birth, address, employment history and experience, promotions and job title. This data also includes terms and conditions such as pay, hours of work and holidays, as well as, details about lateness, sickness, and maternity, accident Log covering any work-related incident or injury. Internal and external training information, disciplinary actions including termination of employment are also included in the employees records file. This huge amount of data needs to be comprehensive, accurate and easily accessible by the decision maker. To achieve this, Tafila Technical University started the development of HR e-Archive System.

**Keywords**— Faculty member, Administrative Employee, Promotion, Performance.

## I. SITUATION

Founded in 2005, Tafila Technical University (TTU) is the first technical university in Jordan. It is located on a high mountain overlooking Tafila city where about 96 thousand people live in quietness and peace faraway from pollution and noise. TTU is the first scientific institution in the region, attracting its people as learners to the so-called "reverse migration". TTU has 937 employees (250 academic and 687 administrative employees). The Department of Human Resources is the responsible department for managing all related issues of these employees. The organizational chart of the HR department is shown below.

HR department has 12 employees. The main challenge they have is to provide accurate data and instructions related to all employees at TTU. This accurate data is very crucial to take the correct decision concerning the employees' carrier. Personal Data includes name, date of birth, address, employment history and experience, promotions and job title [1-5].

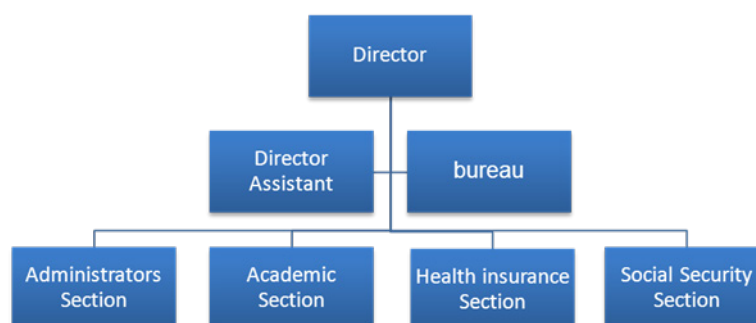


Figure 1: Organizational Chart of the HR Department at TTU

## II. BACKGROUND

TTU's main mission is to educate students and qualify them to pursue careers in the fields of engineering, information technology, arts, education and business. Tafila Technical University was established by the Royal Decree on 17 Jan. 2005 as the ninth public and first Jordanian technical university. It is located in Tafila about 180 km to the south of Amman, the capital. TTU offers: 26 undergraduate programs, two high-diploma programs, 3 master programs and 12 associate-diploma two-year programs. TTU comprises 5 colleges, 2 deanships, 5 centres, 12 departments and others. Currently, about 4000 students are enrolled at TTU. TTU is a member of the Arab Universities Union and since its establishment it signed many agreements of academic collaboration with international and regional institutions. To enhance dialogue and interaction between cultures, TTU is involved in many national, regional and international projects.

Another merit of TTU is the small number of its enrolled students. This makes it feasible to communicate with students, provide them with educational and recreational activities, supervise their extracurricular activities, train them in the fields of their specializations, and enhance communication between students and their professors.

## III. OPTIONS & ACTION

TTU took the advantage of participating in the Erasmus Plus project "Modernising Human Resources Management In South Mediterranean Higher Education" (RISE), project number: 561810-EPP-1-2015-1-JO-EPPKA2-CBHE-JP. TTU took the opportunity to establish its HR e-Archive System within the framework of RISE through the following actions:

1. Train all the employees of the HR department in Europe, Middle East and North Africa.
2. Equip the HR department with the latest technological equipment (Figure 2)
3. Develop HR e-Archive System by consulting the European partners in RISE project
4. Implementation of the HR e-Archive System at the HR Department at TTU



Figure 2: Equipment provided by RISE to the HR Department at TTU

#### IV. CONCLUSION

An HR e-Archive System is developed within the framework of RISE project by training all the employees of the TTU's HR department in Europe, Middle East and North Africa, equipping the TTU's HR department with the latest technological equipment, development of the HR e-Archive System by consulting the European partners in RISE project and finally implementation of the HR e-Archive System at the HR Department at TTU. So far 687 files are electronically archived that represents 70% of the task required. The electronic archive is packed up by using the software provided by RISE project.

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