



TECHNICAL UNIVERSITY OF MOMBASA
Faculty of Business and Social Studies

DEPARTMENT OF BUSINESS STUDIES

UNIVERSITY EXAMINATIONS FOR DEGREE IN
BACHELOR OF JOURNALISM AND MASS COMMUNICATION
BACHELOR OF BUSINESS ADMINISTRATION
BACHELOR OF COMMERCE

BHR 4304: PERSONNEL ADMINISTRATION

END OF SEMESTER EXAMINATIONS

SERIES: APRIL 2015

TIME: 2 HOURS

INSTRUCTIONS:

- Answer Question **ONE (Compulsory)** and any other **TWO** questions.
- Do not write on the question paper

This paper consists of Two printed pages

QUESTION 1 (Compulsory)

- a) A Human Resource Information (HRIS) is an information system or managed service that provides a single, centralized view of the data that a Human Resource Management or Human Capital (HCM) Management group requires for completing Human Resource (HR) processes. Explain attributes of HRIS. **(10 marks)**
- b) Discuss major objectives of Personnel Administration. **(10 marks)**
- c) Explain the essentials of a good filing system in human resource department. **(10 marks)**

QUESTION 2

- a) Discuss major principles of personnel policies. **(10 marks)**
- b) Highlight the subsystem of HRIS a firm can implement. **(10 marks)**

QUESTION 3

Describe major factors to be considered in implementing a computerized system.

(20 marks)

QUESTION 4

- a) 'Personnel Administration specialists are often the gatekeeper of the HR or Personnel Department, and assist employees as much as possible unless there's a need to direct questions and concerns to other department staffs. Discuss the major roles of a Personnel Manager. **(10 marks)**
- b) What is the definition of personnel policies. What are the sources and content of personnel policies? **(10 marks)**

QUESTION 5

Write short notes on the following:

- a) N.S.S.F
- b) N.H.I.F
- c) P.A.Y.E
- d) Employee Records

(20 marks)