**Day-6**

***Manual Data Method***

**These data recording systems are essential for organizations to effectively manage their human resources and make informed decisions about employee management and development.**

Manual data recording in physical registers and files is a traditional method of recording and storing employee data in Human Resource Management. This process involves the use of paper-based systems to capture and process employee information. Here are the steps and points to consider when recording data manually:

1. **Data Collection:** HR personnel collect various types of employee data such as personal information, employment history, performance evaluations, training records, and disciplinary actions.

2. **Data Entry:** The collected data is then manually entered into physical registers or files. This can involve writing down information by hand or typing it into predefined forms or documents.

3. **Data Organization:** Once the data is entered, it needs to be organized systematically. This may involve arranging files alphabetically, numerically, or categorically for easy retrieval and reference.

4. **Record Maintenance:** HR staff must ensure the accuracy and completeness of the recorded data. Regular maintenance is required to update the information as needed and to remove outdated records.

5. **Record Security:** It's essential to maintain the security and confidentiality of the physical records. These files must be stored in locked cabinets or secure rooms to prevent unauthorized access or potential data breaches.

6. **Retrieval of Information:** When necessary, HR professionals need to retrieve specific employee data from the physical records. This may involve manually searching through files to locate the required information.

**Advantages of Manual Data Recording:**

- **Cost-effective:** Setting up a manual record-keeping system may require minimal investment in physical registers and file storage.

- **Easy to understand**: For some employees, physical records may be easier to understand and navigate compared to digital systems.

- **Reliability:** Physical records are not subject to electronic malfunctions or cyber-attacks, thus providing a reliable form of data storage.

**Disadvantages of Manual Data Recording:**

- **Time-consuming:** Manually recording and retrieving data takes more time compared to digital systems.

- **Error-prone:** Human error in data entry and maintenance can lead to inaccuracies and discrepancies in the records.

**- Limited accessibility**: Physical records may not be easily accessible to authorized personnel at all times, especially if they are located in a central file room.

**Overall, while** manual data recording in physical registers and files may be suitable for small organizations with limited resources, it is gradually being replaced by more efficient and secure digital HR management systems.