

**W1-2-60-1-6**

**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2015/2016**

**EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSIENSS MANAGEMENT IN HUMAN RESOURCE**

**HCB 2214: PERSONNEL ADMINISTRATION**

**DATE:DECEMBER 2015 TIME: 2 HOURS**

**INSRUCTIONS:** Answer question one and any other two questions.

QUESTION ONE (30 MARKS)

a. Define the following terms as applied in Personal Administration.

 i. Personal policy

 ii. Payroll module

 iii. Compensation. (6 marks)

b. Explain any five essential functions of Personal Administration (10 marks)

c. Highlight any five objectives of personal Administration. (10 marks)

d. Distinguish centralization from decentralization of Personal Records. (4 marks)

QUESTION TWO

a. Explain the requirements that a good personnel record keeping must have.

 (10 marks)

b. Explain the five primary ways that organizations have opted to use Personal Information Systems. (10 marks)

QUESTION THREE

a. Explain any five actions you must take when implementing a personal policy.

 (10 marks)

b. Discuss the five essential duties of Personal Management. (1 marks)

QUESTION FOUR

a. i. What do you understand by the term Human Resource Management.

 (10 marks)

 ii. Discuss the two major purposes of having a Human Resource Management system in an organization. (6 marks)

b. Describe a good Personal Policy. (10 marks)

QUESTION FIVE

a. Highlight five principles of a personnel Policy. (5 marks)

b. Describe the role of Information System in support of personnel Administration.

 (15 marks)