

## SUMMARY

**Subject matter:** Automation of office-work system in modern budget organizations by example of FSBI “Direction “Kabbalkmeliovodhoz”.

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**Information about customer organization:** the FSBI “Direction “Kabbalkmeliovodhoz”.

**Topicality of the research:** is due to the widespread introduction of information technology office-work in the personnel office was no exception, and therefore, many aspects in this area have undergone fundamental changes. Job HR and office work of quite a large organization or institution is directly related to the accumulation of a large array of information on workers' personal data. Traditionally, information is stored on paper. At the same time it is quite difficult if necessary quickly select the right information when applying for a job, going on vacation, dismissal, transferring to another position or other movements of the employee.

Furthermore, the system of personnel documents has quite specific feature, as when working with staff a large amount of the same type of documentation creates that can be easily formalized.

Creating a unified forms of these documents and their electronic versions, the use of special computer programs significantly facilitates the work of all those who work with the personnel documentation. Application of computer technologies allows even by one specialist performing the functions of the personnel officer to maintain documentation on personnel of medium and even large institutions. Until recently, the concept of HR administration and personnel policies were virtually absent in management practices, although each organization had a subsystem of HRM (Human Resources Department), in charge of which

included the hiring and dismissal, training and retraining, etc. But HR departments tend to have a low organizational status, were weak in a professional sense.

Implementation of an automated program will significantly simplify and increase the efficiency of HR administration.

**Objective of the research:** is a detailed introduction to the principles and methods of the personnel office in budgetary institutions, as well as the design of guidelines for its automation and improvement.

**Tasks of the research:**

- To explore the nature and content of the concepts of "office-work" and "personnel service";
- To study the organization and production of documents;
- To analyze information technology as a means to improve the efficiency of office-work and basic approaches to workflow of automation;
- To consider the functional aspects of the FSBI "Kabbalkmeliovodhoz";
- To analyze the system of office-work and activities of HR of the FSBI "Kabbalkmeliovodhoz";
- To develop project activities on implementation and improvement of automated office-work system in the FSBI "Direction" Kabbalkmeliovodhoz".

**Results of the research:** primary skills in HR administration were formed in this research. The basic legislative documents, regulations, statements, instructions and other regulations which are guided by the Institution were studied; practical recommendations of the project nature on the automation and improvement of office-work in the FSBI "Direction" Kabalkmeliovodhoz" have been developed and presented.

**Recommendations:**

- the implementation of program "Package of personnel officer" in order to systematize and improve the activities of personnel office and office-work;
- the creation and use of detailed regulations governing the recruitment of young professionals;

- the development of relationships with universities for the implementation of targeted training and directions for further employment of young professionals in the FSBI "Direction "Kabbalkmeliovodhoz";
- the searching young professionals using recruitment agencies;
- the development of human resources.