ENTERPRISE HUMAN RESOURCES

INTRODUCTION

Enterprise Human Resources (eHR) provides a comprehensive, electronic personnel record-keeping and analysis system that supports human resource (HR) management across the Federal Government. This system spans the careers of Federal employees from hiring to retiring. It provides employees, managers, and HR professionals with secure Web-based access to:

- Digital employee folders
- A Governmentwide personnel information data warehouse providing workforce planning and analysis capabilities that are currently not possible with a paper-based system
- Tools to analyze trends for retirement and accurately forecast promotions and reassignments.

The eHR system is part of a collaborative e-Government initiative designed to transform all Federal employee records (over 1.8 million) from paper to electronic files. As part of this initiative, eHR serves as an employee data repository and provides an invaluable set of products and services. Offered to customer agencies on a fee-for-service basis, eHR is designed to enhance Federal workforce performance and reduce overall costs to the Government. Agencies have the option of using one, all, or any combination of the four eHR applications offered.

The eHR Portal (eHR.opm.gov) provides secure access to the following applications:

- The Electronic Employee Record
- The Workforce Analysis Support System
- The Civilian Forecasting System
- Business Intelligence Reporting.

Agencies will probably find one or more of the last three applications listed the most beneficial to use for workforce planning.

Enterprise Human Resources (continued)

Electronic Employee Record

The goal of the Electronic Employee Record is to provide a consolidated image and data view that digitally documents the employment actions and history of individuals employed by the Federal Government. The eHR Electronic Employee Record is built on the re-creation of the paper personnel folder in a digitally imaged format as well as the ongoing collection of personnel actions from agency human resource systems. Benefits of the Electronic Employee Record include:

- The combined electronic data and image information replaces the paper official personnel file (OPF).
- Costs are reduced for OPF storage, printing, filing, faxing, and mailing.
- Employee updates are automated.
- Employees benefit through self-service.
- Exchange of personnel records for transfers becomes more efficient and accurate.
- Potential for loss or accidental damage from flood, fire, or other natural disaster is dramatically reduced, thus providing a continuity of operations (COOP).
- The secure environment offers multi-level access rules to control access to vital information.

Workforce Analysis Support System

The goal of the Workforce Analysis Support System (WASS) is to streamline and deliver Governmentwide workforce reporting and data analyses. Sophisticated statistical analysis routines are used to retrieve data from eHR's warehouse to help in performing in-depth workforce studies and workforce planning. Through automated data information retrieval, this system supports trend analyses, data mining, and personnel policy planning. WASS:

- Provides information on retirement trends so that agencies can determine how best to fill jobs
- Provides fast and easy access to information
- Is user friendly and requires minimal training
- Provides secure availability via eHR's Internet portal
- Is cross-platform compatible
- Offers efficient data processing and data maintenance
- Provides experienced, professional information management.

Civilian Forecasting System

The goal of the Civilian Forecasting System (CIVFORS) is to enable strategic decisions regarding the use of human capital and financial resources to help agencies achieve improved performance. CIVFORS provides integrated workforce analysis and forecasting capabilities via the Web. This system supports planning and budgeting, "what if" analyses, and policy modeling. CIVFORS:

- Has a user-friendly interface that requires minimal end-user training
- Provides secure availability via eHR's Internet portal
- Offers fast, easy access to data
- Provides HR knowledge-based information management
- Offers experienced, professional analysis and support
- Has built-in intuitive data mining support
- Delivers easy, intuitive query building capabilities
- Offers real-time, online handling of large amounts of data
- Has an integrated workforce planning tool.

Business Intelligence Reporting

The goal of the Business Intelligence Reporting tool is to provide on-demand, user-defined query and drill-down reporting and analysis capabilities to agency human resource specialists, analysts, and management. This tool maps complex data definitions into familiar, more easily understood terms for ease of recognition and meaningful, intuitive reporting. The Business Intelligence Reporting tool provides a number of valuable, standardized oversight reports. Ad hoc queries can also be executed on a number of subject areas including (but not limited to):

- Age
- Agency
- Contact information
- Employee
- Investigation security clearance
- Payroll
- Performance appraisal
- Personnel action
- Position
- Retirement.

Enterprise Human Resources (continued)

Business Intelligence Reporting (continued)

Benefits of the Business Intelligence Reporting Tool include:

- Simplified, easy to understand "drag and drop" strategic business report building
- Ability to export query results for use with other tools
- The capacity to save query results in a variety of mediums
- Visual graphing capability
- World-class summary to detail drill-down reporting capability
- Simplified reporting element names for easy, intuitive selection and building of queries
- "At-a-glance" dashboards and executive summaries
- Secure access to agency data based on user role and appropriate authority.

To learn more about OPM's Enterprise Human Resources (eHR), including how to obtain one or more of the applications described above for your agency, visit:

https://eHR.opm.gov

or

http://www.opm.gov/egov/EHRI_overview.asp