

# 1 General Information

## 1.1 General Information Revision Sheet

<b>Chapter Release No.</b>	<b>Date</b>	<b>General Information Revision Description</b>
1.0	06/30/2004	Initial version released to OPM EHRI Program Office
1.1	08/11/2006	Removed reference to specific date in section 1.3.
2.0	06/08/2007	Updated text based on additional interface specification (Military Service Deposit.)

## 1.2 Purpose

Federal agencies should rely on this guide to prepare human resources (HR), payroll and training data files. Agencies are responsible for regularly submitting the data files to the Office of Personnel Management (OPM), and OPM will load the data into its Enterprise Human Resources Integration (EHRI) data repository.

Chapters 2 thru 7, and appendices A thru D, provide quick read information on the file structure for the four data files and clear instructions for transferring those files to OPM. Essentially, this guide is an Interface Control Document (ICD). It is an agency's source for the HR, payroll, training, and military service deposit data requirements and for determining how to correct data exceptions (i.e., errors) in those files.

The other purpose for this guide is to record how OPM responded to new policy demands for employee data. For instance, new policy on replacing the General Schedule with pay bands attached to jobs grouped by occupation and skill level will possibly call for OPM to collect new HR data. A "Revision Sheet," found at the beginning of each chapter, will record how OPM responded to a change in policy. It will be used to log revisions to a chapter, and it will have an "effective date" plus a "description" of the revision. Having a revision sheet is significant because it manages our institutional knowledge of data requirements over time.

## 1.3 Scope

The information in this guide is scoped for EHRI Release 3.0 and will be extended or modified for future releases as needed.

## 1.4 Background

EHRI is a key system included in the electronic government (e-Gov) initiative at OPM. It gives the U.S. government a modern HR tool that will benefit the management of human capital for decades. The system will permit a level of planning and analysis that, up to now, had not been possible with personnel data once stored in a non-integrated assortment of legacy systems of varied functionality.

EHRI is a common data repository. It streamlines and automates several business processes for the quick and secure receipt of electronic Official Personnel Folder (eOPF) data. The system also has analytical tools to conduct in-depth Federal workforce analyses, forecasting, and reporting across the Executive Branch. Finally, when EHRI data are combined with OPM's Retirement Systems Modernization (RSM) initiative, the interrelated initiatives will improve human capital management over a Federal employee's career life cycle.

Unlike past Federal HR database systems, EHRI will also:

- End the burden of creating, managing and storing paper employee records by creating an eOPF;
- Provide electronic exchange of standardized HR data needed for inter-agency and intra-agency transfer of civilian employees across Executive Branch agencies;

- Enable management to report benefits and transfer human resources data electronically throughout the Federal employee’s lifecycle;
- Provide timely and accurate data for retirement claims processing, and
- Improve agencies’ performance by helping them identify their emerging personnel needs and then using EHRI data to address those needs in a strategic plan.

In January 2002, the scope of EHRI was expanded and included among the 24 e-Government initiatives. It is designed to support the President’s Management Agenda (PMA) to simplify and unify services across Government. EHRI scope expansion involved not only the original concept to store personnel records, but also the exchange of data between agencies.

**Table 1 EHRI Linkage to the President’s Management Agenda**

<b>President’s Management Agenda Initiatives</b>	<b>EHRI Support</b>
<p>Strategic Management of Human Capital</p> <ul style="list-style-type: none"> <li>• <i>Agencies will build, sustain, and effectively deploy the skilled, knowledgeable, diverse, and high-performing workforce needed to meet the current and emerging needs of government and its citizens.</i></li> <li>• <i>Government employee satisfaction will increase.</i></li> </ul>	<p>EHRI directly supports the PMA initiative on strategic management of human capital by providing the capability for comprehensive Business Intelligence Tool and workforce analysis, forecasting, and reporting on the civilian workforce within the Executive Branch. EHRI is building a consolidated data repository housing data covering some 1.8 million Executive Branch civilian employees across all participating Executive Branch agencies. To improve workforce management capabilities, EHRI is concurrently building and linking to the data repository robust Business Intelligence Tool and workforce analysis and planning tools covering all employee data stored in the repository.</p>

**Table 1 - EHRI Linkage to the President’s Management Agenda (continued)**

<b>President’s Management Agenda Initiatives</b>	<b>EHRI Support</b>
<p>Expanded Electronic Government</p> <ul style="list-style-type: none"> <li>• <i>Provide higher quality customer service regardless of whether the citizen contacts the agency by phone, in person, or on the web.</i></li> <li>• <i>Cut government operating costs.</i></li> <li>• <i>Provide citizens with easier access to government services.</i></li> <li>• <i>Increase access for persons with disabilities to agency web sites and E-government applications.</i></li> </ul>	<p>As one of the 24 original e-Gov initiatives, EHRI is explicitly linked to the President’s Management Agenda. EHRI is contributing to an expanded electronic Government by enabling expanded electronic exchange of standardized HR data within and across agencies and systems and the attainment of associated benefits and cost savings.</p> <p>EHRI is being developed in part to provide the means of electronic exchange of data between RSM and agency payroll systems, and is working closely with RSM on data standards for this and other government-wide exchanges of electronic HR data.</p>