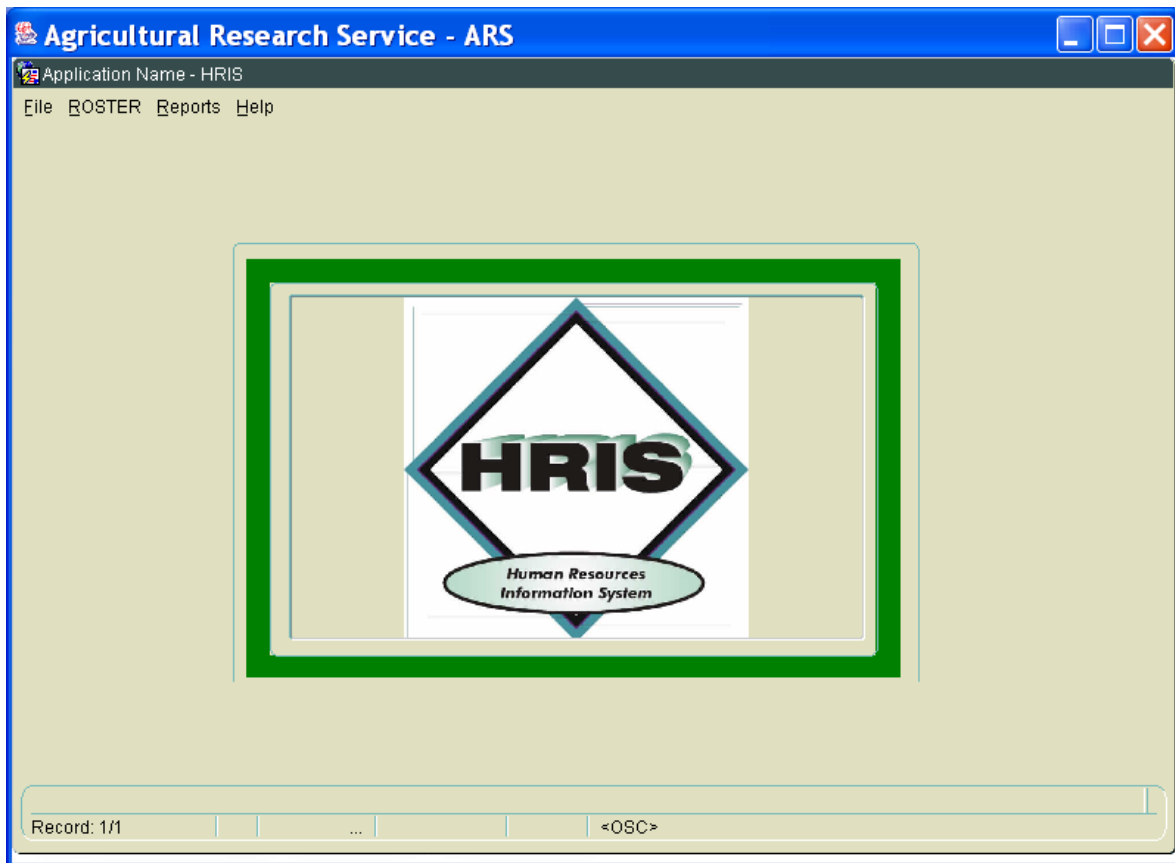

AGRICULTURAL RESEARCH SERVICE
INFORMATION SYSTEMS

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)
USER GUIDE



HRIS REPORTS – ACCESS PANEL

Each report is accessed by entering search criteria in a user panel. The access panel for the employee roster is unique to that reporting type. The majority of the data is retrieved using a 'Standard' access panel. Other reports have additional criteria fields that are specific to the data being queried through a 'Custom' Access panel (Supervisory Code; Date; Category). The list of reports currently available under HRIS is organized by the type of access panel, Standard or Custom.

Roster Access Panel – the data is queried by Last Name, First Name or SSN.

[Roster](#)

Display of personnel data for a specific employee. Records may be retrieved using Last Name, First Name or SSNO as a search string. NOTE: The information contained on this screen includes sensitive information. Use of the information is restricted.

Standard Access Panel – the data is queried by Report Level (organization) and Employment.

[All Active Positions](#)

Lists positions designated as "Active" in NFC (Sep_Acc_type equals '0' or '3'), within the selected organization and employment group. The list will include both encumbered and vacant positions.

[All Vacancies In PMSO](#)

Lists vacant, active positions in the NFC. The data is extracted from the NFC PMSO application.

[ARS Post DOC Employment](#)

Employees with an appointment authority of 'Y5M' are included. The report provides a count of employees in 'Post Doc' appointments by grade.

[Early Out](#)

Employees eligible as of the date of the report for optional (age 55/30 yrs of service; 60/20 and 62/5) or discontinued/early out retirement (50/20 or Any/25).

[Employment Count By Category](#)

The employee counts are grouped by position category. The categories are 0-All Other; 1-Research Scientist; 2-Non-Permanent Research/Service; 3-Support Scientist; 4-Service Scientist (SY); 5-Technician/Aid/Asst (Non Eng/Sci); 6-Specialist; 7-Technician/Aid/Asst (Eng/Sci); 8-Trade And Craft; 9-Admin Support; G-Intergovernmental Personnel Agreement.

[Employment Count By Grade](#)

The employee counts are grouped by grade for employees in pay plans 'GS' and 'GM'. An overall average grade is listed for the selected Report Level.

[Employment Count By Race/Gender](#)

The employee counts are grouped by gender for employees under permanent appointments.

[Employment Count By Race](#)

Employee count grouped by gender/race and tenure group.

HRIS REPORTS – ACCESS PANEL

Standard Access Panel – the data is queried by Report Level (organization) and Employment.

<u>Employment Count By Tenure</u>	Employee count grouped by employment level. The designation is by tenure group, type of appointment and work schedule (full time, part time or intermittent).
<u>Employment Count/FTE</u>	Employee count and summary of 'Full Time Equivalent (FTE)' work year, grouped by employment level. The employment level is by tenure group and type of appointment. An FTE is computed by the number of hours an employee is scheduled to work against 1 work year (2,080 hours of work). A full time employee, 80 hours per pay period, would count 1 FTE or 1 full work year while an employee working less than 80 hours would count as a percentage of a full work year.
<u>Employment Profile</u>	Statistical overview of the selected organization. The counts and averages are grouped by position category.
<u>Filled Positions Only</u>	List of positions from the NFC PMSO application. The list is limited to filled positions, excluding active, vacant positions. The report is sorted by organizational structure code.
<u>Non Citizens On Board</u>	Employees whose NFC personnel record shows that they do not hold United States citizenship.
<u>Post Doc Employees</u>	List of employees with an appointment authority of 'Y5M' are included. The report provides a count of employees in 'Post Doc' appointments by grade.
<u>Student Career Appointments</u>	List of employees who are currently serving an appointment under the Student Career Experience Program (SCEP). The legal authority codes are Y1M, Y2M, Y3M, YBM or YGM.
<u>Student Temporary Appointments</u>	List of employees who are currently serving an appointment under the Student Temporary Employment Program (STEP). The legal authority codes are Y1K, Y2K, Y3K, Y4K or Y5K.
<u>Target Grade Check</u>	The report lists any occupied position with a target grade less than the current grade of the position or that is null. The 'Target Grade Status' lists possible errors in the position's target grade.
<u>Time In Grade</u>	The report lists employees in positions with promotion potential, PMSO '[POS_TARG_GRD]' that is less than the current grade. Employees who have either been in the current position for one year or have been in the current grade for one year will be included.
<u>Vacant Positions Only</u>	List of vacant positions from NFC PMSO application. The report is sorted by organizational structure code.

NOTE: Any report that references the ethnic profile of an organization should be safeguarded. A report that references an employee's age either directly or indirectly should be also be safeguarded. These reports should be only be used for the official, intended purpose.

HRIS REPORTS – ACCESS PANEL

Custom Access Panel – the data is queried by Report Level (organization), Employment and additional criteria field(s) specific to the data being reviewed.

<u>Category</u>	The report can be limited to a specific category by selecting a group under the 'Category' drop down. The report includes Name, Type of appointment, Position Number, Pay Plan/Series/Grade, Title and the Entered Grade date. Query by: Category
<u>Day Limitation</u>	Employees under appointments limited by the 'Number of Days' the employee is allowed to work. The report includes employees meeting the number of days criteria entered in the selection screen. Query by: Number of Days
<u>Financial Disclosure</u>	List of employee list that is filtered by the selected financial disclosure code. NOTE: If the financial disclosure code is left blank in the criteria window, the report will return an 'empty' report screen. Query by: Financial Disclosure Code
<u>New Hire</u>	List employees who have an accession to the agency with an action effective date that is equal to or greater than the selected date. Query by: Hired Since (mm/dd/yyyy)
<u>Not To Exceed</u>	List of employees with an appointment 'Not To Exceed' (NTE) date. Action should be taken on employees on a time restricted appointment prior to the expiration of the Not To Exceed date. The records will include employees with a NTE date that is less than or is equal to the date selected on the criteria window. Query by: Not To Exceed Date
<u>Occupational Series</u>	List of employees filtered by occupational series code. NOTE: Only one series may be selected each time the report is executed. If the occupational series field is left blank, the report will return an 'empty' page. Query by: Occupational Series
<u>Pay Plan</u>	List of employees filtered by the selected pay plan. NOTE: Only one pay plan may be selected each time the report is executed. If the pay plan field is left blank, the report will return an 'empty' page. Query by: Pay Plan
<u>Retirement Eligibles</u>	Employees eligible as of the date of the report for optional (age 55/30 yrs of service; 60/20 and 62/5). The eligibility range is by calendar year. If the 'Year' field is left blank, the report will return an 'empty' page. Query by: Year
<u>Selected Supervisory Code</u>	List of employees in positions that match the selected supervisory code. If the supervisory code field is left blank, the report will display an 'empty' page. The report will also return an 'empty' page if the organization selected in the criteria window does not have any matching positions. Query by: Year
<u>Within Grade Increase Due</u>	List of employees who are due to receive a within grade increase. This is an automatic action unless an employee's non-pay status balance causes the 'waiting period' timer to be recalculated or the agency takes action to withhold the within grade. Employees in certain pay groups (Wage Grade, STEP 10 or no STEP recorded) will be excluded. Query by: Year

APPLICATION - LOGIN

User ID/Password – You must have an active ARIS account that has been authorized to access the HRD 'HRIS' application. To request access, non-HRD employees must contact their Human Resources administrative contact. HRD employees should contact the Human Capital Planning and Development Staff.

Open the link to the ARIS web application. From the ARIS menu, select the **HRD (1)** icon to the right of the screen.



At the login screen, enter your User ID **(2)**, then tab to the password field. Enter your password **(3)**. When ready, use your mouse cursor to select LOGIN **(4)** or Press Enter on your keyboard. Use the cancel key to stop the login action.

Please Note: After three unsuccessful logon attempts, your ID will be locked. You will have to contact either your administrative contact or the Human Capital Planning and Development staff to request that the account be unlocked.

The screenshot shows a dark blue header bar with the word "Login" in white. Below the header, there are two input fields. The first is labeled "(2) Username:" and the second is labeled "(3) Password:". Below the input fields, there are two buttons: "Login" and "Cancel". The "Login" button is highlighted with a blue border.

(4)

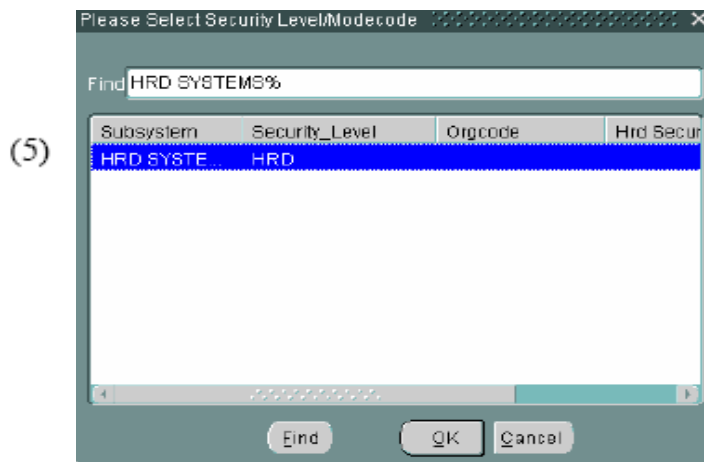
APPLICATION – HRD SYSTEMS

After a successful login, the next screen displays an icon for all of the HRD applications the account has access to. If you do not see an icon for an application you believe you should have access to, please contact your administrative staff.

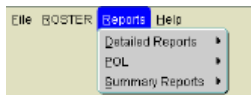
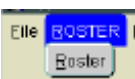
Use your mouse cursor to select the HRD application you would like to open.



Each user is given access to HRD applications by organizational structure (Orgcode) code. If your account has access to multiple mode codes, each will be listed below. Use your mouse cursor to select the Orgcode from the list (5) by highlighting the appropriate row. When the selection is made, select OK or Press Enter.



At the next screen, use your mouse cursor to select the list of reports to display by choosing a report type: Roster or Reports (Detailed Reports, POL or Summary Reports)



HRIS - STANDARD ACCESS PANEL

The majority of HRIS reports may be accessed using the standard access panel. Each report may be queried by selecting the organization and employment group.

To run a report using the Standard Access panel, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select 'Run Report'. To exit the report execution, select Cancel.

Report Level	This option will filter the records included in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Once you have made criteria selections for a report and then open a criteria window for another report, the default report level will return to Agency even though your previous selections will still be shown.
Employment	The employment filters will include records for all employees, ' <u>All Emp</u> ', or will limit records to employees who are in ' <u>SY</u> ' Category 1 – Scientific positions. The default selection for reports is ' <u>All Emp</u> ' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. Note: If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u> . For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

Agricultural Research Service - ARS

File BOSTER Reports Help

Report Selections

Report Level

Agency Level 5 All Emp

Area Level 6 SY

Location Level 7 Level 8

Agency: AGRICULTURAL RESEARCH SERVICE

Area: ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Location: HUMAN RESOURCES DIVISION

Level 6: OFFICE OF THE DEPUTY DIRECTOR HUMAN CAPITAL PLAN

Level 7:

Level 8:

Cancel

Run Report

Record: 1/1 ... <OSC>


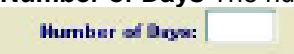


HRIS - CUSTOM ACCESS PANELS

Several of the HRIS reports have additional criteria fields, specific to the report being run. Each report may be queried by selecting the organization and employment group, standard criteria fields. Directly below the standard criteria fields, there will be another query field.

To run a report, you first select the record pool. You will also need to select the organizational group and employment group. Use your mouse cursor to make your choices and then select '**Run Report**'. To exit the report execution, select Cancel.

Report Level	This option will filter the records in the report to employees assigned to the selected organization level. The available filters or levels are <u>Agency</u> wide, <u>Area</u> (Division level) or <u>Location</u> (Branch level). The report may be filtered additional organization levels – from 'Level 5' to 'Level 8'. NOTE: Selections made for a report may remain when a new criteria window is opened.
Employment	The employment filters will include records for all employees, ' <u>All Emp</u> ', or will limit records to employees who are in ' <u>SY</u> ' Category 1 – Scientific positions. The default selection for reports is ' <u>All Emp</u> ' for all employees with the organizational group selected.
Agency	Select the 'REE' Mission area agency from which you want employment records. If you select 'Agency' as the Report Level, no other organizational filters are available.
Area	To select records at the Area/Division level, select <u>Area</u> as the <u>Report Level</u> . For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)
Location	For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

REPORT SPECIFIC CRITERIA

Category	To filter the records by category, select the choice from the drop down list. The categories are 0-All Other; 1-Research Scientist; 2-Non-Permanent Research/Service; 3-Support Scientist; 4-Service Scientist (SY); 5-Technician/Aid/Asst (Non Eng/Sci); 6-Specialist; 7-Technician/Aid/Asst (Eng/Sci); 8-Trade And Craft; 9-Admin Support; G-Intergovernmental Personnel Agreement. 
Day Limitation	Number of Days The number entered will be used to filter employees. 
Financial Disclosure	FD Code Financial Disclosure Code – To limit the report to a specific financial disclosure code, select the code from the FD Code drop down list. Available options are 0 – Not Required ; 3 – Public Filer or 4 – Confidential Filter . 
New Hire	Hired Since Enter the 'From', or starting date, for selecting the accession actions. All actions with an effective date equal to or greater than the 'Hired Since' date will be included. To select the date from a calendar, use your mouse to single click the calendar icon to the right of the 'Hired Since' field. On the calendar screen, highlight the date and select OK. NOTE: A calendar tool is available for each date criteria field. To open, single the 'Calendar' icon to the right of the field. 

HRIS - CUSTOM ACCESS PANELS

REPORT SPECIFIC CRITERIA

Not To Exceed

Employees with a Not To Exceed date that is less than or equal to the date entered. To select the date from a calendar, use your mouse to single click the calendar icon to the right of the 'Hired Since' field. On the calendar screen, highlight the date and select OK.

Not-to-exceed-date: (MM/DD/YYYY): 

Occupational Series

Select Occupational Series To select an occupational series code to filter on, single click the 'Select Occupational Series by Series' button. A Pop-Up screen will display, listing all of the available occupational series. To search for a series using the series code, type the series code, all or in part, in the **Find%** field in the Pop-Up screen, then press **Find**. Highlight the series code you want included in the report and press OK. The 'Series & Title' will automatically populate in the criteria window.

Series & Title:

Pay Plan

Select the pay plan from the drop down list in the criteria window. Only records equal to the selected pay plan will be included. NOTE: If the field is left blank or the organizational report level or employment group you selected does not have any employees with a matching pay plan, the report will display an 'empty' page.

PAY PLAN:

Retirement Eligibles

Year Enter the eligibility Year. All employees who will reach eligibility for optional retirement by the Year entered will be included in the report.

YEAR:

Position Supervisory Code

The report will be limited to the selected position supervisory code. Only one code may be selected each time the report is executed. Available codes are: [Non Supervisory Code 8](#); [Mgmt Official Code 5](#); [Supervisor \(25%\) Code 4](#) or [Supervisor Title Code 2](#).

Position Supervisory Code:

Within-Grade Increase

Start/End Date Enter the 'Start Date' and the 'End Date'. An employee who is due a within grade increase within the specified time period, and meets the other report criteria, will be listed.

Start Date:  End Date: 

