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HRIS Human Resource Information System User Guide Version 1.0

Foreword

The Human Resource Information System (HRIS) is a unit-based system designed to capture, store, and disperse human resources information. HRIS was developed by the Office of Information Management and Communications (OIMC). HRIS supports GAO's personnel, training, staffing, performance review, and rewards functions. HRIS supports the following objectives:

- provide timely, proactive human resource information;
- automate such commonly used forms as the SF-52 (Request for Personnel Action), GAO Form 314 (Request for External Training), and all performance appraisal forms;
- integrate corporate information from GAO's Payroll/Personnel, Mission Assignment Tracking System (MATS), and the Training Registration System (TRS) with unit information to provide a more concise picture of staff training, experience, and needs; and
- establish a standard system for human resource information gathering, storing, and reporting by providing more than 50 standard reports used by the unit as well as GAO upper management.

HRIS was developed through the use of the Joint Application Development (JAD) sessions in which users and the developers worked together to design the system. In addition a senior level advisory group, chaired by the Deputy Assistant Comptroller General for Human Resources, provided policy guidance and oversight throughout the development process.

If you have comments regarding HRIS, please forward them to the Project Manager, Rhonda Thompson, at 202-512-6643.

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Assistant Comptroller General
Information Management and Communications

Contents

Abbreviations

ACG-HR	Assistant Comptroller General for Human Resources
APSS	Administrative Professional and Support Staff
COSF	Computer Operations Support Facility
CPE	Continuing Professional Education
HRIS	Human Resource Information System
LAN	Local Area Network
MATS	Mission Assignment and Tracking System
NAS	Needs Assessment System
NFC	National Finance Center
NTE	Not to Exceed
OIMC	Office of Information Management and Communications
Pay/Pers	Payroll/Personnel
PC	Personal Computer
PFP	Pay for Performance
SMIS	Staff Management Information System
TRS	Training and Registration System

Introduction

What HRIS Does

The Human Resource Information System (HRIS) is a unit-based GAO-wide system for capturing, storing, and dispersing human resource information. It replaces the Staff Management Information System (SMIS), which was developed by the Dallas and Kansas City Regional Offices in 1985 for use by most GAO units.

HRIS:

- enables unit management to obtain human resource information quickly and easily;
- serves as an automated tool to help support staff perform human resource activities (e.g., personnel, training, staffing, performance appraisals, and rewards);
- provides a centralized database to gather, store, and report human resource information; and
- facilitates communication between units and top management.

In addition to being a useful tool for satisfying information requests, HRIS will support development of key indicators to help managers make decisions on the basis of fact. For example, HRIS will be able to provide accurate data on GAO's human resources management, including the extent to which we are attaining affirmative action goals; trends in staff educational levels; and the progress each unit is making toward meeting continuing professional education (CPE) requirements.

Users Were Integral to Designing HRIS

At each stage of HRIS development, OIMC incorporated GAO users as key players in designing the system. Design began with user input on the operational processes HRIS would support. Using a sample unit, OIMC conducted a requirements analysis that included a detailed examination of each of the major human resource processes. This analysis resulted in a work flow diagram and narratives identifying each work step; all the data needed to perform the step; the types, sources, and formats of information used; and, most importantly, the users, their roles, and their information needs.

The HRM Users Group, which was formed to provide oversight and direction to the development process and to resolve high-level policy issues, provided strategic input. Deputy Assistant Comptroller General for Human Resources, Joan Dodaro, led the users group, which was composed of a cross section of GAO executives from divisions, regions, and

OIMC. The users group met regularly to ensure that the system's design would meet requirements and corporate information needs.

Flexibility and User-Friendliness Are Key

The HRIS design process emphasized accessibility and ease of use. Because GAO has such a diverse hardware environment, HRIS was designed for both local area network (LAN) and stand-alone personal computer (PC) environments. Both environments use the Windows program with interfaces to such conveniences as a forms library to automate forms generation. Whenever possible, HRIS was designed to capture data automatically as the work is being done to reduce the need for data entry and to provide managers with more timely information.

Within each unit, HRIS will support unit heads, issue area directors, managers, and human resources staff. HRIS will also supply information to a wide range of GAO staff offices, including ACG-Ops, the Office of Affirmative Action Plans, the Training Institute, and Personnel.

Accessing HRIS

1. Double click the **HRIS icon**.

The HRIS banner screen appears.

2. Click the **User Name** scroll arrow to display a list of users.

Chapter 9 discusses procedures for establishing user IDs and system access levels.

3. Click a user name.

4. Enter your password.

For security purposes, an asterisk appears as you type each letter of the password.

5. Click **OK** to access the HRIS main menu bar.

Or click **Cancel** to return to Windows.

Chapters 2 through 9 discuss the procedures for using the HRIS menu features.

Accessing On-Line Help

HRIS has on-line help text to provide an overview of its features. On-line help can be accessed three ways.

To Access the On-Line Help Feature

1. Click **Help.**

2. Click **Contents**.

A list of HRIS system features appears.

3. Click a topic to access the on-line help text.

To Access Screen-Level Help

1. Access a data entry screen.

2. Press **F1**.

To Access Menu-Level Help

1. Highlight an HRIS menu option name.

2. Press **F1**.

To Print a Help Topic

1. Access a help topic.

2. Click **File.**

3. Click **Print Topic**.

To Exit a Help Topic

1. Click **File**.

2. Click **Exit**.

Obtaining Additional Assistance

For system problems or questions on how to use HRIS, contact COSF at 202-512-3043. COSF staff has been trained to assist HRIS users.

Questions can be directed to one of the following OIMC staff:
Dorothy McDuffie 202-512-6720
Sheryl Gee 202-512-6755
Rhonda Thompson 202-512-6643

Personnel

Overview

The Personnel function helps maintain accurate personnel data by enabling you to produce the most frequently used forms, such as the SF-52 and the GAO Form 410, and update employee data while avoiding data redundancy. This function offers the following three features:

- Personnel Transactions (SF-52),
- Maintain Employee Information, and
- Pay/Pers Interface.

Using Personnel Transactions (SF-52)

Personnel Transactions lets you add, edit, delete, view, and print personnel transactions as well as set default values for a transaction and its status. To access this feature, do the following:

1. Click **Functions**.

2. Click **Personnel**.

3. Click **Personnel Transactions (SF-52).**

The screen, Request for Personnel Action SF-52 Log, displays a list of transactions sorted by request number and the following eight options.

To Create a New Personnel Transaction

1. Click **New**.

2. Click the desired personnel action from the screen's list.

3. Enter the proposed effective date.

4. Click **OK**.

The screen, New Request for Personnel Actions—Parts A & B, displays italicized data fields that must be completed before saving the information. Depending on the type of personnel action, however, certain fields may be disabled.

5. If the action is an accession or a name change, type the name in Part B.

Or select a name for processing by clicking **Select Name**.

6. Click **Page 2** to continue entering data for the transaction.

The screen, New Request for Personnel Actions—Parts B-F, appears. When applicable, HRIS completes the From Position information.

Note: The Date Sent to Personnel must be entered to change the status of the personnel action from pending to completed.

7. To save data and exit, click **OK**.

Or to return to page 1, click **Page 1**.

Or to exit without creating a new personnel action, click **Cancel**.

To Change Previously Entered Data

1. Click a transaction from the log and click **Edit**.

2. Make any necessary changes to page 1.

3. To save changes and exit, click **OK**.

Or to continue editing, click **Page 2**.

Or to exit without saving changes, click **Cancel**.

To Delete an Entry in the Personnel Action Log

1. Click a transaction from the log and click **Delete**.

A message appears to ask if you want to delete the record.

2. To delete, click **Yes**.

Or to exit without deleting the transaction, click **No**.

Note: Once a transaction has been completed, deleting that transaction does not undo any changes to the employee data.

To View the Data in a Completed Personnel Transaction

1. Click a completed transaction.

2. Click **View**.

3. Click **Page 2** to view the second page.

4. Click **Cancel** or **OK** to exit.

Note: This option does not permit you to change any data.

To Update System Defaults

HRIS system defaults enable you to enter text without unnecessary typing of standard data entries. Page 1 of the personnel transaction displays the following six defaults (which can be modified for a specific transaction): contact person, telephone number, requestor's name and title, and authorized person's name and title. Page 2 displays the organization From and To location.

1. Click **Defaults.**

2. Enter the required data.

3. To save, click **OK**. The defaults will appear on the SF-52 each time a personnel transaction is created.

Or to exit without saving data, click **Cancel**.

To Change the Status of a Personnel Action Request

Before the status can be changed to completed, you must enter the Date Sent to Personnel on Page 2 and the Effective Date located at the bottom of the Request for Personnel Action Log screen. Once a transaction has been marked as completed, you cannot make any additional changes to the SF-52. Changes made to personnel data as a result of this transaction are made throughout HRIS.

1. Click a transaction from the log.

2. Click **Effective Date** at the bottom of the transaction log, then enter the effective date.

3. Click **Status**.

The Status Change screen appears.

4. Select the appropriate status by clicking **Pending**, **Canceled**, or **Completed**.

5. To save, click **OK**.

Or to exit without saving data, click **Cancel**.

6. If the transaction status is being changed to completed, a message appears explaining that proceeding will prevent any further changes to the SF-52.

Click **OK** to complete the transaction.

To Print a Personnel Action Request

1. Click a transaction from the log.

2. Click **Print**.

The screen displays three options.

How to Preview the Screen Before Printing

1. Click **Screen Preview**.

The system defaults to displaying both pages of the form and marks the All box with an X.

To view one page only, click **All**, click the **scroll bar**, and select **Page 1** or **Page 2**.

2. Click **OK**.

3. To zoom in on a portion of the screen, move the mouse to the area to enlarge and click.

4. Click **OK** to view the form's second page.

5. Click **OK** to exit.

How to Print the Form

1. Click **Print Form**.

2. Click **OK**.

How to Print a Blank Form

1. Click **Print Blank Form**.

2. Click **OK**.

To Exit

1. Click **Exit** to leave the Personnel Transactions feature and return to the HRIS main menu bar.

Using Maintain Employee Information

To enter the Maintain Employee Information feature, do the following:

1. Click **Personnel**.

2. Click **Maintain Employee Information**.

The screen's left side displays a list of employees, and the right side displays eight categories of employee data.

3. Click an employee.

4. Click one of nine categories (**Page A** through **Page I**).

How to Use Page A - Basic Personnel Information

Page A displays two types of employee information (SF-52 and NFC Personnel), most of which appear for display purposes only and cannot be edited.

1. If the SF-52 information (employee name, position, grade or band, step, series, and pay) is incorrect, access HRIS's Personnel Transactions (SF-52) to make any changes.

2. For NFC Personnel information, type the Not to Exceed Date.

The remaining data fields are obtained from the NFC download.

How to Use Page B - General, Retirement, Security, and Separation Information

Page B displays the following four types of information:

- The following Security information can be entered: clearance type, clearance date, and update due date.
- The following General information is for display only: sex, organization code, and employee status. To enter remarks, click the box, type the remarks, and click outside the box to save the text.
- Separation information found on page B can be entered only for employees with completed separation transactions. Entering the separation date on Page B will prevent any further changes to the employee record throughout HRIS. You can view the data but cannot make any changes.

- Retirement information is obtained from the NFC Pay/Pers interface but cannot be edited.

How to Use Page C - Employee Detail Information

If the employee has not been detailed, the screen indicates "No Records Currently Exist."

1. To add information on an employee detail, click **New**.

2. Enter data for each italicized mandatory field before saving the detail record. Select the location of detail from a pop-up list, or type it and HRIS automatically adds the data to this list of locations.

3. To modify the data entered for the highlighted detail record, click **Edit**.

4. To remove the highlighted detail record from the system, click **Delete**.

5. To return to the Maintain Employee Information screen, click **Exit**.

How to Use Page D - Education/Certification Information

Page D displays employee information on degrees in the box at the screen's top and displays information on certificates in the lower box.

1. To add a new degree or certificate record, click **New**.

You must complete each data field before clicking **OK** to save the record.

To exit without saving a record, click **Cancel**.

2. To change information, highlight the record and click **Edit**.

3. To remove information, highlight the record and click **Delete**.

4. To return to the Maintain Employee Information screen, click **Exit**.

How to Use Page E - Special Skills and Knowledge

If information has not been entered, the screen indicates "No Records Currently Exist."

1. To add a special skills record, click **New;** click the skill type (i.e., languages, computer, or other); and select a special skill from the pop-up list (or type it and HRIS automatically adds the skill to this pop-up list). Click the comments box to add comments about the employee's special skills. Click **OK** to save the record.

2. To change data for the highlighted special skill record, click **Edit**.

3. To remove the highlighted special skill record, click **Delete**.

4. To return to the Maintain Employee Information screen, click **Exit**.

How to Use Page F - Previous Work Experience

Page F displays the employee's previous work experience start date, end date, and position(s) held. The box on the screen's top displays previous GAO experience, and the lower box displays previous outside employer information.

1. To add previous work experience details, click **New** and enter the data for each italicized mandatory field before saving the record.

To save the record, click **OK**.

Or to exit without saving the record, click **Cancel**.

2. To edit the details for previous GAO work or previous outside employer experience, click the record, and then click **Edit**.

3. To delete the currently selected work experience record, click **Delete**.

How to Use Page G - Employee Profile

Page G displays an employee's experience (e.g., Assistant Manager, Evaluator-in-Charge, or Supervisory) as well as subject matter experience(s) and preference(s). The background push buttons display information entered on data entry pages contained within the Maintain Employee Information feature.

1. Select one of the following five push buttons:

- Special Skills and Knowledge (access Page E to make modifications),
- Education (access Page D to make modifications),
- Professional Certification (access Page D to make modifications),
- Previous GAO Experience (access Page F to make modifications), or
- Previous Outside Employer Information (access Page F to make modifications).

A pop-up window appears in the screen's center to display any data currently entered. After reviewing the information, click outside the pop-up window. To change any information, access the Maintain Employee Information feature and select the appropriate page.

2. Click the check box to access a comments field to add General Comments or Possible Job Constraints.

3. To add a subject matter experience or preference, click **New** and type the data. Click **OK** to save the record.

4. To delete a subject matter experience or preference, highlight the record and click **Delete**.

5. To return to the Maintain Employee Information screen, click **OK**.

How to Use Page H - Locator Information

Page H displays information on the employee's home and work address and the name, the address, and the telephone number of the individual to contact in an emergency.

1. To save any information appearing on the screen and return to the Employee List, Click **OK**.

Or to exit the Locator Information window without saving any changes or additions to the location record, click **Cancel**.

How to Use Page I - Print/Preview Form 410

1. Indicate if the Form 410 is new (i.e., first card submitted in Washington, D.C.) or is a change to a previously submitted card.

2. Click **OK** to continue.

Page I provides three options: to preview or print the Locator Information from Page H on GAO Form 410 or print a blank Form 410.

3. To preview the form, click **Screen Preview**. To zoom in on a portion of the screen, move the mouse to the area to enlarge and click the **left mouse button**. Click **OK** to exit.

Or to print the form, click **Print Form** and click **OK**.

Or to produce a blank form, click **Print Blank Form** and click **OK**.

Using Pay/Pers Interface

Payroll/Personnel data are downloaded every 2 weeks from the National Finance Center (NFC). For units on a local area network (LAN), the data are downloaded to an HRIS interface directory that users can access. For units not on a LAN, the data are downloaded to diskette and delivered to the unit.

This feature lets you match Payroll/Personnel data against the HRIS database. Differences between Payroll/Personnel data and HRIS data are displayed on a record-by-record basis for each of the following 12 fields:

- First Name,
- Middle Name,
- Last Name,
- Pay Plan,
- Grade/Band,
- 7-Digit Organization Code,
- Work Telephone Number,
- Mail Drop Building,
- Mail Drop Room,
- Appointment Not to Exceed Date,
- Position Number, and
- Employee Status.

You can opt to overwrite any or all of the above HRIS data fields with NFC payroll/personnel data or ignore the NFC data and keep the HRIS data.

The following 12 fields are automatically updated with the NFC data for each employee found on the NFC Pay/Pers Interface diskette. The system does not display any message on the screen or allow you to verify that these fields are being updated:

- Date of Birth,
- Gender,
- Ethnic Code,
- Employee Type,
- Entered on Duty GAO,
- Service Computation Date,
- Separation Date,
- Within Grade Increase Due Date,
- Total Salary,
- End of Probation Date,
- Retirement Eligibility Date, and
- Step.

To perform the Enter Pay/Pers Interface, do the following:

1. Click **Functions**.

2. Click **Personnel.**

3. Click **Pay/Pers Interface.**

4. Click the **drive/directory** where the NFC{organization code}.DBF file is stored.

Remember, LAN users will access the file on the hard disk and non-LAN users will access the file on diskette or their hard disk.

5. Click **NFC{organization code}.DBF**.

6. Click **OK**.

To Reconcile Differences Between HRIS and NFC Data

The system assumes that HRIS data in the left column will be kept and therefore darkens the circles of any HRIS data that differ from the NFC data in the right column. For each field you have three options—keep all the HRIS data, overwrite all HRIS data with NFC data, or keep some HRIS data and some NFC data.

1. To overwrite all HRIS data with NFC data, click the **NFC** push button at the screen's top.

The system darkens the circle next to any NFC fields that do not match HRIS data. Therefore, the NFC data will overwrite all HRIS data.

2. To keep the HRIS data and ignore the NFC updates, click the **HRIS** push button at the screen's top.

The system darkens the circle next to any HRIS fields that do not match NFC data. Therefore, the HRIS data will not be overwritten with NFC data.

3. To keep a combination of HRIS and NFC data, click the data item in either the HRIS or NFC column.

4. You now have three options:

- To continue with the next record, click **OK**.

A confirmation message indicates that the interface is completed.

- Or to cancel the Pay/Pers interface, click **Cancel**.

Any NFC records you encountered up to this point will have been downloaded and the remaining records will be cancelled.

5. If an employee exists on the NFC Pay/Pers Interface file but a corresponding record does not exist within HRIS, the employee's name appears on the screen and you have the following four options:

- To add the individual to HRIS, click **Yes**.
- Or to prevent adding this employee to HRIS, click **No.**
- Or to add this employee automatically along with any other names that do not exist within HRIS, click **Yes to All**.
- Or to prevent adding any names to HRIS encountered during the interface that do not exist within HRIS, click **No to All.**

6. After you complete the Pay/Pers Interface, any employees that exist in HRIS but do not have corresponding NFC records are automatically copied to the NFCERR.TXT file within the HRISTMP directory. After leaving HRIS, you should print this file by using WordPerfect and review it to determine if any employees have separated from GAO and should be removed from HRIS.

7. Click **OK** to continue.

A confirmation message appears indicating that the interface is completed.

8. Click **OK** to exit and return to the HRIS main menu bar.

Reviews

Overview

The Reviews function lets you maintain appraisal information for unit staff—GAO evaluators (Bands I, II, and III) and Administrative Professional and Support Staff (APSS) (Professional/Technical, Secretarial, and Wage Grade) employees—by creating appraisal Forms 247, 563, and 175. A stand-alone version of this function will enable supervisors to prepare these forms for their own employees and provide the resulting data to you for loading into the central HRIS databases. Data extract features have been incorporated so units can provide this data to the Assistant Comptroller General for Human Resources (ACG-HR) for analysis.

Using Employee Reviews

1. Click **Functions**.

2. Click **Reviews**.

3. Click **Employee Reviews**.

The Appraisal and Progress Reviews screen appears. As you scroll through the list of employees, the box on the right displays the review type and the period for any appraisals entered. HRM staff can add, modify, delete, or view appraisal data for all employees in your unit. Reviewers can add, modify, delete, or view appraisal data only for employees assigned to them. For example, if rater A logs into HRIS and enters appraisals for employee X, rater B, after logging into HRIS, cannot view or access the appraisal record for employee X created by rater A. Rater B, however, may create a new appraisal for employee X. Other than the reviewer and the rater, only users with HRM access level may view the record.

To Enter New Data

1. Click **New** to add an appraisal or progress review record for the highlighted employee.

2. Click the appraisal type.

The appraisal data captured vary according to the type of appraisal.

3. Click **OK**.

4. Type the review period's From and To dates.

5. Click **OK** to continue.

How to Enter General Data

The screen displays italicized fields that must be completed before saving this record.

1. Click the **scroll arrow** to display a pop-up list of names.

2. To select a rater or reviewer, click a specific name.

Or to exit without selecting a name, click outside the pop-up list.

3. To enter comments, click a comment box to access a pop-up window and type any comments.

Depending on the appraisal type, different comment fields are available.

4. To save the text, click outside the comments pop-up window.

Or to exit the comments pop-up window without saving any modifications or additions, press **Esc** and select **Yes** to discard the changes.

5. To enter performance rating(s), click **Assessment of Job Dimensions**, click a job dimension, and click the appropriate performance rating.

How to Select Job Dimensions for APSS Appraisals

1. Click **Performance Appraisal Summary**.

2. Click **Select Dimensions**.

3. To select only one job dimension, click the selected dimension.

Or to select more than one dimension, select a dimension, then hold **Ctrl** and click.

Or to select a group of dimensions, select the first dimension, then hold **Shift** and click while dragging the cursor to highlight the desired dimensions.

A check marks each selected dimension.

4. Click outside the Type of Dimension box.

5. To enter performance ratings for each selected dimension, click a dimension, then click a performance rating.

To Edit Data

1. Click **Edit** to edit the data entered for the highlighted appraisal or progress review record.

To Delete Data

1. Click **Delete** to delete the data entered for the highlighted appraisal or progress review record.

To Print Data

Depending on the type of appraisal selected, either a Form 247, a Form 563, or a Form 175 is printed. To print an appraisal, do the following:

1. Click an employee name.

2. Click an appraisal.

3. Click **Print**.

The print window displays the following three options.

How to Preview the Screen Before Printing

1. Click **Screen Preview**.

The system defaults to viewing all pages of the form; the **All** box is checked.

To view one page only, click **All** to remove the X and then click **the scroll bar** to select a page.

2. Click **OK** to begin viewing the form on the screen.

3. To zoom in on a portion of the screen, move the mouse to the area to enlarge and click.

4. To view the form's next page (if All pages of the form were selected), click **OK**.

5. Click **OK** to exit.

How to Print a Completed Form

1. Click **Print Form**.

2. Click **OK**.

How to Print a Blank Form

1. Click **Print Blank Form**.

2. Click **Print**.

3. Click **OK**.

To Exit

1. Click **Exit** to leave the Reviews function and return to the HRIS main menu bar.

Using Performance Appraisal Extract for ACG/HRM

1. Click **Functions**.

2. Click **Reviews**.

3. Click **Perform Appraisal Extract for ACG/HRM**.

4. Enter the date range. The system chooses all Band I and II appraisals whose appraisal start and end date fall within a range that you specify. (If you leave the date range blank, the system chooses all Bands I and II appraisal records.)

5. Click **OK**.

6. Click the drive or directory where the MBARS.DBF will be copied.

7. Click **Select**.

A message indicates the file name and the location of the file.

8. Click **OK** to return to the HRIS main menu bar.

Rewards

Overview

The Rewards function lets you maintain an awards budget, record awards presented to GAO staff inside and outside the unit, and load PFP reward category information from PFP interface diskettes. GAO Form 429 and Form 448 are used to display award data. This function offers the following four options:

- Award Employee Inside Unit,
- Award Employee Outside Unit,
- Maintain Awards Budget, and
- PFP Interface.

Using Award Employee Inside Unit

1. Click **Functions**.

2. Click **Rewards**.

3. Click **Award Employee Inside Unit**.

The screen displays a list of employee names and awards received along with five options.

To Add a New Award Record

1. Click **New**.

The screen's italicized fields must be completed before saving the information.

2. Select the Type of Award and the Item to Accompany Award from the pop-up lists.

3. Click the **scroll arrow** to display the pop-up list.

4. Click an item.

5. To save an award record, click **OK**.

Or to exit without saving, click **Cancel**.

How to Enter a Check or a Cash Award

1. Click **Amount**.

The screen displays the amount of award funds available for the selected budget suballocation.

2. Enter the following: funding organization, contact person, telephone number, head of funding organization, date signed, award amount, budget suballocation charged for the award, and place where the check will be sent.

3. Click **OK** to save the data and return to the previous screen.

How to Enter the Suggested Citation and Other Special Achievements

1. Click the box.

2. Type the text.

3. Click outside the window to save the text and return to the data entry screen.

To Edit an Award Record

1. Click the employee's name and the award type. (You cannot edit PFP award data.)

2. Click **Edit**.

To Delete Award Data

1. Click the employee's name and the award type. (You cannot delete a PFP award record.)

2. Click **Delete**.

3. Click **Yes**.

To Print an Award Record

This option lets you print GAO Form 429 or GAO Form 448. To print either form do the following:

1. Click the employee's name and the award type.

2. Click **Print**.

The print window displays three options.

How to Preview the Screen Before Printing

1. Click **Screen Preview**.

The system defaults to displaying both pages of a form and marks the **All** box with an X.

To view one page only, click **All**, click the **scroll bar**, and select **Page 1** or **Page 2**.

2. Click **Print** to begin viewing the form on the screen.

3. To zoom in on a portion of the screen, move the mouse to the area to enlarge and click.

4. To view the form's second page, click **OK**.

5. Click **OK** to exit.

How to Print a Form

1. Click **Print Form**.

2. Click **Print**.

How to Print a Blank Form

1. Click **Print Blank Form**.

2. Click **Print**.

To Exit

1. Click **Exit** to return to the HRIS main menu bar.

Using Award Employee Outside Unit

1. Click **Functions**.

2. Click **Rewards**.

3. Click **Award Employee Outside Unit**.

The screen displays a list of employee names and awards received.

4. To add a new award record, click **New**.

If an award has already been awarded to an employee outside of the unit, HRIS asks if you want to add another award for the highlighted employee.

To add another award to highlighted employee, click **Yes**.

Or to type the name of another employee outside of the unit, click **No**.

Note: To add, edit, delete, or print an award for an employee outside unit, follow the directions for these options that appeared in Award Employee Inside Unit.

Using Maintain Awards Budget

1. Click **Functions**.

2. Click **Rewards**.

3. Click **Maintain Awards Budget**.

The Rewards Budget screen appears and displays the following message if a budget has not been entered, "No Rewards Budget Exists." Budget information can be added, edited, or deleted, and suballocations can be entered with this screen.

To Add a New Budget

1. Click **New**.

Note: If a budget has already been entered, a message asks if records from the previous fiscal year are to be rolled over. If you select **Yes**, enter the fiscal year to be rolled over and click **OK**. If you do not want to roll over a previous year's fiscal year budget, click **No** and enter a new fiscal year and budget amount.

2. Enter the fiscal year for the budget.

3. Enter the total budget amount.

Or click the **scroll arrows** to increase or decrease the amount in $1,000 increments.

4. Click **OK** to save the budget data.

Or to exit without saving, click **Cancel**.

Each time a budget is created, HRIS automatically creates two suballocations and assigns half the budget to each suballocation.

To Edit the Budget Amount

1. Click **Edit**.

2. Increase or decrease the budget amount.

3. Click **OK** to save the budget data.

To Delete the Budget

1. Click **Delete** to delete the budget for the highlighted fiscal year.

If any suballocations have been created for that budget, they must be deleted before the budget can be deleted.

To Create Budget Suballocations

Each fiscal year budget must have at least one suballocation for HRIS to track the amounts awarded to an employee and determine the funds available within that suballocation. Although HRIS automatically creates two suballocations for each budget identified, if you want to lump all the funds into one suballocation, delete the other suballocation and increase the budget amount for the remaining suballocation.

How to Create a New Budget Suballocation

1. Click a fiscal year budget, then click **Sub-allocations**.

2. Click **New**.

3. Enter the suballocation name and amount to be allocated.

The screen displays the total budget amount and the total amount suballocated.

How to Edit an Existing Budget Suballocation

1. Click a fiscal year budget, then click **Sub-allocations**.

2. Click the suballocation.

3. Click **Edit** to increase or decrease the suballocation amount.

How to Delete a Budget Suballocation

1. Click a fiscal year budget, then click **Sub-allocations**.

2. Click the budget suballocation.

3. Click **Delete.**

A suballocation cannot be deleted if rewards have been obligated. Also, all suballocations for a fiscal year must be deleted before deleting the fiscal year budget.

4. Click **Yes**.

Using PFP Interface

1. Click **Functions**.

2. Click **Rewards**.

3. Click PFP **Interface**.

4. Click the drive and/or the directory where the PFP file resides.

5. Click **HRISPFP.DBF**.

6. Click **OK**.

Note: HRIS does not overwrite existing HRIS awards with PFP award data. If a PFP award record already exists for an employee or if an undefined PFP award code was found in the PFP Interface data, a message appears indicating that these errors were copied to the SIMSERR.TXT file found on the C:\HRISTMP directory.

To review these errors, you must exit HRIS and view the contents of the SIMSERR.TXT file in WordPerfect.

7. Click **OK** to continue.

A confirmation message appears indicating that the interface is completed.

8. Click **OK** to exit and return to the HRIS main menu bar.

Staffing

Overview

The Staffing function helps you manage audit jobs and make decisions on staffing jobs. It maintains information about GAO audit jobs from MATS downloads as well as lets you create audit job records from HRIS data entry screens, which help you select staff to support jobs. HRIS also maintains historical data on audit jobs and staff job assignments for reporting purposes. To enter the staffing function, do the following:

1. Click **Functions**.

2. Click **Staffing**.

The Staffing function has the following seven features:

- Select Employee(s) for Staffing,
- Select Job(s) for Staffing,
- Employee Profile,
- Maintain Job(s),
- Needs Assessment,
- Staff Allocation, and
- MATS Interface.

Using Select Employee(s) for Staffing

1. Click **Functions**.

2. Click **Staffing**.

3. Click **Select Employee(s) for Staffing**.

The screen displays a pop-up window to select an employee and the type of staffing information desired.

4. Click one or more staff filters to display the type of jobs to which the employee is assigned.

The staff filters display any of the following combinations:

- MATS: MATS jobs to which the employee is assigned,
- ASSIGNED: jobs that are not currently tracked through MATS but to which the employee is assigned,
- PROPOSED: jobs that are not currently tracked through MATS but for which the employee has been proposed, and/or

- REQUESTED: jobs that are not currently tracked through MATS but to which the employee has requested to be assigned.

The screen's bottom portion lists the jobs to which the staff member is assigned. If the employee is not assigned to a job, the screen displays this message: "No Records Currently Exist."

Note: Assigned, proposed, and requested jobs can be added, edited, and deleted if only the one check box of the selected type is marked. (The other check boxes must be blank.) MATS jobs can only be deleted.

To Add an HRIS Job Assignment

1. Click a staff member.

2. Click one staff filter (i.e., **assigned**, **requested**, or **proposed**).

3. Click **New.**

Data captured on these screens vary slightly, depending upon the type of job selected. All italicized data fields must be completed before saving the information.

4. Select the role and the job from the pop-up lists.

Typing the dates is optional. If the entered date is invalid, an error message appears in the screen's upper right corner until you enter a valid date.

Depending upon the type of filter selected, some fields are disabled. For example, for an assigned job you cannot enter a preference number or a proposer; for a requested job you can enter a preference number; for a proposed job you can select a proposer.

5. Click **OK** to save the data.

To Edit Data

1. Click a job.

2. Click **Edit** to edit the data for the highlighted employee record. (MATS data cannot be edited.)

To Delete Data

1. Click a job.

2. Click **Delete** to remove data from the highlighted employee record.

3. Click **Yes**.

To Change the Status of an Employee's Job Assignment

1. Click an employee.

2. Click **Type**.

3. Click **Assigned**, **Proposed**, or **Requested**.

Note: You cannot change the type of a HRIS job staffing record (i.e., proposed, requested, or assigned) to a MATS assignment (e.g., Type = M). This only occurs through the MATS interface.

4. Click **OK**.

To Exit

1. Click **Exit** to leave this feature and return to the HRIS main menu bar.

Using Select Job(s) for Staffing

1. Click **Functions**.

2. Click **Staffing**.

3. Click **Select Job(s) for Staffing**.

The screen's top portion lists jobs by job code and title along with boxes to select the type of jobs. The staff filter displays any of the following combinations:

- MATS: MATS jobs to which the employee is assigned,
- ASSIGNED: jobs that are not currently tracked through MATS but to which the employee is assigned,
- PROPOSED: jobs that are not currently tracked through MATS but for which the employee has been proposed, and/or
- REQUESTED: jobs that are not currently tracked through MATS but to which the employee has requested to be assigned.

The screen's bottom portion lists employees assigned to the selected job. If a job does not have staff assigned, the screen displays this message: "No Records Currently Exist."

Note: If you select the MATS filter, you can delete (unassign) an employee, but you cannot add or edit names. You can add, edit, or delete assigned, proposed, or requested job records if only the one box of the selected type is marked; the other boxes must be blank.

Four options appear at the bottom of the screen.

To Assign New Staff to an HRIS Job

1. Click a job.

2. Click one staff filter (i.e., **assigned**, **requested**, or **proposed**).

3. Click **New**.

Data captured on these screens vary slightly, depending upon the type of job selected. All italicized data fields must be completed before saving the information.

4. Select the role and the staff name from the pop-up lists.

Typing the dates is optional. If the entered date is invalid, an error message appears in the screen's upper right corner until you enter a valid date.

Depending upon the type of filter selected, some fields are disabled. For example, if staff are assigned to a job you cannot enter a preference number or a proposer; for staff requesting a job you can enter a preference number; for staff proposed to a job you can select a proposer.

To Edit Data

1. Click an employee.

2. Click **Edit** to change data for the highlighted employee record. (MATS data cannot be edited.)

To Delete Data

1. Click an employee.

2. Click **Delete** to remove data from the highlighted employee record.

To Change the Status of an Employee's Job Assignment

1. Click a job.

2. Click **Type**.

3. Click **Assigned**, **Proposed**, or **Requested**.

Note: You cannot change the type of a proposed, requested, or assigned job to a MATS job. This only occurs through the MATS interface.

4. Click **OK**.

To Exit

1. Click **Exit** to leave this feature and return to the HRIS main menu bar.

Using Employee Profile

1. Click **Functions**.

2. Click **Staffing**.

3. Click **Employee Profile**.

4. Click the name of the employee whose profile you want to review.

5. Click **Profile**.

The screen Page G - Employee Profile appears. (This is the same screen that can be accessed through the Personnel function in the Maintain Employee Information feature). The screen's top portion displays the employee's name.

6. Select one of the following five background push buttons displaying information from the Maintain Employee Information feature.

- Special Skills and Knowledge (access Page E to make modifications),
- Education (access Page D to make modifications),
- Professional Certification (access Page D to make modifications),
- Previous GAO Experience (access Page F to make modifications), or
- Previous Outside Employer Information (access Page F to make modifications).

A pop-up window appears in the screen's center displaying current data you can only browse through. To change any information, access the Personnel - Maintain Employee Information feature and select the appropriate page.

7. Click outside the pop-up window to close the window.

8. To enter any general comments or possible job constraints, click the check box at the screen's bottom to access a comments memo field.

9. To enter the employee's subject matter experience(s) and preference(s), click **New** and type the data.

Click **OK** to save the record.

10. To delete a subject matter experience or preference, highlight the record, and click **Delete**.

A message asks if you want to delete the record.

Click **Yes**.

11. Click **OK** to exit and save any changes made to the Employee Profile.

The list of employees appears to view or edit another employee's profile.

12. Click **Exit** to return to the HRIS main menu bar.

Using Maintain Job(s)

1. Click **Functions**.

2. Click **Staffing**.

3. Click **Maintain Job(s)**.

The Maintain Jobs screen appears with a window displaying job codes, the job phase, and the short titles of the jobs.

4. Click the appropriate radio button at the upper right corner of the screen to display both planned and MATS jobs, planned jobs only, or MATS jobs only.

To Add a Planned Job

1. Click **New** to add a planned job to the current list of jobs.

A window appears to enter the new job code.

2. Type the job code.

3. Click **OK** to proceed.

All italicized data fields must be completed before saving the information. All other data entered are optional.

4. Type the contact's name and telephone number.

5. Click the appropriate radio button to select Request Type, Status, or Phase.

You can make only one selection for each field. If you select the job design, the data collection, or the product preparation phase, the job is considered a MATS job.

Fields preceded with an asterisk (*) indicate MATS data. If the Update Data for This Job Using the MATS Interface check box is marked with an X, these MATS data fields are automatically overwritten with current MATS data during the MATS Interface.

If this is a MATS job, MATS will track it and download the DP4 Director Approval date.

6. Type the estimated staff-days or click the **up** or the **down arrow**.

7. If you anticipate travel for the job, click **Anticipated Travel** and type the estimated travel cost.

8. If you want to type any text pertaining to **Expertise Required**, **Additional Comments**, or **Security Clearance**, click the appropriate check box to access a comments memo field. Click outside the memo window to exit a memo field.

9. If more than one organization will be involved in the job, click **Performing Organizations**.

A window appears to let you select the organizations performing the job.

10. Click **Select.**

A list of organizations appears in the window.

11. Click the desired organization. If more than one organization is involved in the job, hold **Ctrl** and click the desired organizations.

A check marks each selected organization.

12. To select a lead organization, click the organization and click **Lead Org**.

13. Click **OK** when selection is complete.

14. To add, edit, or delete work locations and the percentage of time spent at each location, click **Work Location**.

15. Click **Exit** to return to the main data entry screen.

16. To save the data, click **OK**.

Or to exit without saving the data, click **Cancel**.

To Edit Data

1. Click a job.
2. Click **Edit** to change data entered for the highlighted job.

To Modify the Job Code

1. Highlight a job.
2. Click **Modify Job Code** to change the job code for the highlighted job.
3. Type the new job code, which must be unique.
4. Click **OK.**

To Delete Job Data

1. Click a job.
2. Click **Delete** to delete job data entered for highlighted job.

If staff are assigned to the job, you cannot delete the job.

3. Click **Yes**.

To Exit

1. Click **Exit** to return to the HRIS main menu bar.

Using Needs Assessment

The purpose of the needs determination process is to relate the nature and the magnitude of GAO's work to the staff's grade and skill mix. In effect, unit submissions within this process link mission (or issue area) planning and human resource planning by focusing on the knowledge, the skills, and the abilities required to accomplish unit missions successfully within overall resource constraints. These submissions and the judgments of the Needs Determination Committee and of the Comptroller General provide the basis for subsequent human resource planning efforts, including unit hiring plans and training needs assessments. To enter this feature do the following:

1. Click **Functions**.

2. Click **Staffing**.

3. Click **Needs Assessment**.

The NAS Window displays the calendar year being processed and the organization and indicates whether the needs assessment data have been archived. The menu bar at the screen's top provides two options: NAS Options and Reports. The bottom line of each screen provides instructions that change to match the field in which the cursor is located.

To Use NAS Options

NAS options let you add a calendar year to identify and track job and staffing information, add or delete a unit to the NAS Selection Window, and export proposal data to a diskette.

How to Add a Calendar Year

1. Click **NAS Options**.

2. Click **Calendar Year**.

3. Type the last two digits of the calendar year.

4. Click **New**.

How to Delete a Unit

1. Highlight the unit.

2. Click NAS **Options**.

3. Click **Calendar Year**.

4. Type the last two digits of the calendar year.

5. Click **Delete**.

6. Click **OK**.

Deleting the unit deletes any data previously entered on the data entry screens.

How to Export Proposal Data to Diskette

1. Click NAS **Options**.

2. Click **Export Proposal(s)**.

3. Click **Yes**.

4. Click the drive and/or the directory where the data will be exported.

5. Click **Select**.

A message asks if you want to archive the exported data. Archived data remain on the system for viewing but cannot be modified or deleted.

6. Click **Yes** to archive the data.

7. Click **OK** to proceed.

A message indicates that the export is complete.

8. Click **OK**.

How to Exit

1. Click NAS **Options** to leave the NAS Window and return to the HRIS main menu bar.

2. Click **Exit**.

How to Use NAS Data Entry Screens

The NAS Options provides access to five data entry screens used to capture the number of evaluator, evaluator-related, and administrative staff on a specific date, as well as the number of promotions and appointments being requested.

1. To select one of the following five data entry screens, click NAS **Options**, highlight a data entry screen, and click:

- Job and Authorization Information,
- Generalist Evaluator Staff,
- Evaluator-Related and Specialist Staff,
- Professional and Administrative, or
- Promotion and Appointment Requests.

How to User the Job and Authorization Information Screen

ACG-Ops uses this screen's information to generate profile reports. HRIS calculates the percentage of active assignments led by unit.

How to Use the Generalist Evaluator Staff Screen

HRIS lets you view this screen's information on the Staff Proposal-Generalist Evaluator report or the Staff Proposal Summary report. As you scroll through the list of bands in the screen's upper left corner, the data entered for each band appear.

The bottom row indicates the totals of all bands entered. HRIS automatically updates these totals as the data within a band change.

How to Use the Evaluator-Related and Specialist Staff Screen

HRIS lets you view this screen's information on the Staff Proposal-Evaluator-Related and Specialist Staff report or the Staff Proposal Summary report. As you scroll through the list of bands in the screen's upper left corner, the data entered for each band appear.

The bottom row indicates the totals of all bands entered. HRIS automatically updates these totals as the data within a band change.

How to Use the Professional and Administrative Screen

HRIS lets you view this screen's information on the Staff Proposal-Professional, Administrative and Clerical Staff report or the Staff Proposal Summary Report. As you scroll through the list of bands in the screen's upper left corner, the data entered for each band appear.

The bottom row indicates the totals of all bands entered. HRIS automatically updates these totals as the data within a band change.

How to Use the Promotion and Appointment Requests Screen

HRIS lets you view this screen's information on the Promotion and Appointment Requests report. The screen's the upper left corner lists bands for which a promotion or a request record has been added.

1. To add a new promotion or request record, press **F2**.

Only one appointment or promotion request may be added per band. A pop-up list displays the job title and competitive zone selections.

2. To edit a job title, click it and press **Enter** to display a list of job titles. To add a job title, press **F2** and type the correct entry. To delete a job title, press **F4**.

Or to change a competitive zone, select **GAO-wide** or **Nationwide** for appointment requests. For promotion requests, select the **unit**, **GAO-wide**, or **Noncompetitive**.

3. To exit the list without making a selection, press **Esc**.

To Produce NAS Reports

1. Click **Reports**.

2. Click **Staffing Proposal Report**.

3. To send the report to the printer, click **Printer**.

Or to view it on the screen, click **Screen**.

4. To continue generating the report, click **Print**.

To Send the Report to the Printer

The Print Window appears.

1. Click **OK** to begin printing the report.

Note: Additional options appear on the Print Window to select a different printer, change the print quality, or print specific pages. The system defaults to HIGH quality printing of ALL pages on an IBM 4019 Laser Printer. Changing the printer type may alter the look of the report.

A confirmation message appears when the report has finished printing.

2. Click **OK** to return to the list of reports.

To Preview the Report on the Screen

The report appears on the screen.

1.To zoom in on a portion of the screen, move the mouse pointer to the area to enlarge and click. Click the **horizontal or vertical scroll arrows** to scroll the report.

2.This report contains four parts which are shown on separate pages. Click **OK** to view each part.

Using Staff Allocation

The Staff Allocation displays the total number of employees assigned to an issue area for each band and grade (APSS). The issue area is the sixth position of the organization code. For planning purposes, you can enter the number of staff authorized for the issue area as well as gains or losses. The screen displays the number of staff over or under the actual number of staff assigned to the issue area. You can enter also the number of staff authorized specifically for Bands II and III employees. An option is available to recalculate staff allocation totals. This option removes the number of staff authorized and staff gains or losses.

1. Click **Functions**.

2. Click **Staffing**.

3. Click **Staff Allocation**.

To View the Names Assigned to a Band or the Names of APSS Employees

1. Click a cell within an issue area (**SES**, **II**, **III**, **1F**, **1D**, or **APSS Actual**).

2. Click **Options** at the top of the screen.

3. Click **View Employee Names**.

A list of employees assigned to the selected band or issue area appears.

4. Scroll through the list of employees and click **OK** to return to the Staff Allocation screen.

To Enter Total Number of Authorized Staff for the Issue Area And/or Staff Gains or Losses

1. Click an **AUT** or a **GL** cell and type a number.

2. Click a new cell and HRIS calculates and displays on the screen the number of staff over or under the actual number of staff assigned to the issue area.

You can continue to modify the authorized gains or losses cells to view the effects of adding or removing staff.

To Restore the Number of Authorized Staff Gains or Losses to Zero

1. Click **Options** at the top of the screen.

2. Click **Recalculate Staff Allocation**.

To Exit

1. Press **Esc** to leave Staff Allocation and return to the HRIS main menu bar.

Using MATS Interface

The MATS Interface initializes and updates HRIS job data created through the MATS Interface as well as those jobs created in HRIS using the Maintain Jobs option within the Staffing function. (A field exists on the HRIS data entry screen to indicate whether job data are updated using the MATS Interface). During the MATS Interface, job records are matched by job code. If a job code within the MATS interface does not exist in HRIS, the job code is created in HRIS. The following 11 data fields are updated:

- Job Code,
- Job Title,
- Actual Job Start Date,
- DP4 Date,
- Programming Division,
- Performing Organizations,
- Issue Area,
- Phase,
- Job Status,
- Request Type, and
- Estimated Staff-Days.

The MATS Interface also updates job assignment records for unit staff members. If the job assignment record in the MATS Interface file does not exist in HRIS, the record is created. If the record does exist, the role and staff-day information is updated. The following four data fields are updated:

- Job Code,
- Role,
- DP4 date for the job, and
- Actual Release Date.

1. Click **Functions**.

2. Click **Staffing**.

3. Click MATS **Interface**.

4. Click **OK**.

The screen's top left corner asks where the zip file is that contains the MATS Interface data. The Interface file named will contain the four-digit organization code of your unit.

5. Click the drive or the directory where the MATS Interface file is stored.

6. Click the Interface file name.

7. Click **OK**.

Any employee records on the MATS Interface diskette that do not have corresponding employee records in HRIS are copied to the EMPERR.TXT file within the HRISTMP directory on your C drive.

A message indicates that the MATS Interface is completed.

8. Click **OK** to exit.

After leaving HRIS, you should print the EMPERR.TXT file using WordPerfect and review it to determine if employee records should be created in HRIS.

Training

Overview

The Training function helps you determine and document training needs for unit employees and schedule staff for internal and external training. This function enables you to produce GAO Training Forms 314 (Application for/Report of External Training) and 315 (Report of Continuing Professional Education [CPE]). The Training function offers the following seven features:

- Employee Training,
- Register Multiple Employees for External Training,
- Course Catalog,
- Vendor List,
- Maintain Core Required Curriculum,
- Maintain Training Fund, and
- TRS Interface.

To access this function do the following:

1. Click **Functions**.

2. Click **Training**.

Using Employee Training

1. Click **Functions**.

2. Click **Training**.

3. Click **Employee Training**.

4. Click the **scroll arrow** to display the list of employees.

5. Click the **scroll arrows** to scroll through the list of employees.

6. Click an employee to obtain training course information for the selected course filter.

There are four different course filters. Depending on the course filter you select, certain push buttons are disabled:

- Completed and Registered: Displays all training courses completed by the employee or courses for which the employee is registered. All push buttons are accessible except Curriculum.

- Completed: Displays all training courses completed by the employee. All push buttons are accessible except Curriculum.
- Registered: Displays all training courses for which the employee is registered. All push buttons are accessible except Curriculum.
- Individual Training Plan: If you filter on ALL individual training plans, all push buttons are accessible except Edit and Print. For the remaining filters, Curriculum and Exit are the only accessible push buttons.

To Add a New Course

1. Click **New**.

2. Click the type of training course to be added:

- **Form 314** (Application for/Report of External Training),
- **Form 315** (Report of Continuing Professional Education [CPE]), or
- **Individual Training Plan** (Click the curriculum type scroll arrow and click **Core**, **Required**, **Elective**, or **Unit Specific**.)

3. Click **OK**.

How to Use Form 314

The following data input fields are optional: Division/Office to Be Charged, Purchase Order Number, Purchase Order Date, and Budget Object Class. You can enter additional data for the five push buttons displayed under Training Information.

1. After entering the training information on the screen for this form and for any of the five push buttons, click **OK** to save.

- **Part A: Training-Education Information**: The only mandatory fields are Course Title and Training Period Start and End Dates. Click the **course title scroll arrow** to display a list of external courses. If a course title does not appear, click outside the list of courses and click **Add New Course** to add the course. (Follow instructions for Course Catalog.) HRIS generates the sponsor name and the address and the source code on the basis of the selected course and the vendor.
- **Part B: Costs**: Enter the direct cost to GAO, the direct cost to the employee, and the indirect cost to GAO.
- **Part C: Agreement**: This screen displays the employee's agreement with GAO concerning reimbursement.
- **Part E: Completion/Cancellation Certification and CPE Credit Report**: This push button is not accessible the first time the Form 314 is created. After you save the form, the next time the training record is

accessed, Part E will be accessible to record the CPE information, indicate the certification and claim CPE credits.

- **Fiscal Recording: Deduct Funds From Fiscal Year Training Budget**: This push button is accessible after the training budget has been established and the costs have been entered in part B. (Follow instructions for Maintain Training Fund.)

How to Use Form 315

The only mandatory fields are Course Title, Training Period Start and End Dates, and Publication Date.

1. Click the **course title scroll arrow** to display a list of external courses.

If the course title does not appear, click outside the list of courses and click **Add New Course** to add the course. (Follow instructions for Course Catalog.) HRIS generates the sponsor name and address and the source code on the basis of the selected course and vendor.

2. Click **Part B** to enter the CPE credits earned.

3. Click **OK** to save the information and return to the previous screen.

How to Use the Individual Training Plan Filter

1. To assign a new category for an employee's training plan, click **New Category** and type the name of the new individual training plan category.

Or to select a new course for the individual's training plan, click **New Course** and click **Internal Course** or **External Course**. Depending on the course type selected, a list of internal or external courses appears. If an external course title is not listed, click outside the list of courses and click **Add New Course** to add the course. (Follow the instructions for Course Catalog.)

2. Click **OK** to save the selected new course or category.

Or to exit without updating the employee's training plan, click **Cancel**.

To Edit a Record

1. Click a training record.

2. Click **Edit**.

To Display Curriculum Data

This push button displays the course curriculum for the employee's band. Courses to which the employee has already been assigned are shaded.

Courses appearing in bold type are available for assignment to the employee. After an employee completes a course, HRIS inserts the start and the end dates.

1. Click **Curriculum**.

2. Highlight the course title.

3. Hold **Ctrl** and click.

A check mark appears next to the selected course.

4. To select or unselect additional courses, repeat steps 2 and 3.

5. Upon completion, click **OK**.

HRIS automatically adds all checkmarked courses to the employee's course curriculum. (To enter curriculum information for a specific employee type or curriculum type, follow instructions for Maintain Curriculum .)

To Delete a Record

1. Click the training record.

2. Click **Delete**.

To Sort the Records

1. Click **Sort**.

2. Click **Alphabetical Order by Course Name** or **Reverse Chronological Order by End Date**.

3. Click **OK**.

To Print a Form

To print a Form 314 or Form 315 or a vendor billing memorandum for a Form 314, do the following:

1. Click a training record.

2. Click **Print**.

3. Click the form type or memorandum.

4. Click **OK** to continue.

How to Preview the Screen Before Printing

1. Click **Screen Preview**.

The system defaults to viewing both pages of the form and marks the All box with an X.

To view one page only, click **All** to remove the X and click the **scroll bar** to select **Page 1** or **2**.

2. Click **OK** to begin viewing the form.

3. To zoom in on a portion of the form, move the pointer to the area to enlarge and click.

4. To view the form's second page (if All pages of the form were selected), click **OK**.

5. Click **OK** to exit.

To Print the Form

1. Click **Print Form**.

2. Click **OK**.

To Print a Blank Form

1. Click **Print Blank Form**.

3. Click **OK**.

Using Register Multiple Employees

This feature lets you register more than one employee for the same training class. To access this feature, do the following:

1. Click **Functions**.

2. Click **Training**.

3. Click **Register Multiple Employees**.

4. Hold **Ctrl** and click the employee's name.

A check mark appears next to the name. Repeat this step to select additional employees.

5. Click **New**.

Follow the instructions for entering data for a new Form 314 or Form 315 or for an Individual Training Plan. After saving the training information, a message asks if you want to print the training form for each employee. Click **OK**.

6. To print the form for each employee, click **Print**.

Or you can wait and individually print the form for each employee by using the print push button within the Employee Training feature.

7. To return to the HRIS main menu bar, click **Exit**.

Using Course Catalog

This feature lets you display all external and Training and Registration System (TRS) (internal) training courses or add new external training courses.

1. Click **Functions**.

2. Click **Training**.

3. Click **Course Catalog**.

A list of courses appears. You can filter the courses three ways.

To Use the All Courses Filter

The All Courses filter lists both external and TRS (internal) training courses. You can use the filter only to view the list, delete, and exit.

To Use the TRS Courses Filter

The TRS Courses filter displays a list of TRS (internal) training courses. These courses are obtained from the TRS Interface. You cannot add a TRS course, and you cannot delete one if an employee has signed up for training.

To Use the External Courses Filter

The External Courses filter displays all external training courses. You can use this filter to edit course information, delete a course (if an employee has not signed up for training), or add a new course.

How to Add an External Course

1. Click **New**.

2. Enter the course title.

3. Click a vendor.

If the vendor does not appear in the list of vendors, click **New Vendor to** add a new vendor.

4. Select a course category from the pop-up list.

5. Use the memo fields to enter the course description and waive requirements.

6. To enter CPE information, click the **scroll arrow**.

7. Click **OK** to save the course.

Using Vendor List

1. Click **Functions**.

2. Click **Training**.

3. Click **Vendor List**.

A list of vendors appears.

To Add a Vendor to the List

1. Click **New**.

2. Type the vendor name.

The remaining data input fields are optional. The city, the state, the reference source, the specialization, and the rating lists are compiled as data are entered for these fields.

3. If the item does not appear on the list, enter the text and HRIS adds it to the list for future selection.

4. Click **OK** to save the data.

Using Maintain Curriculum

This feature lets you identify curriculum information for five employee types (SES, Evaluators [Bands 1D, 1F, II, and III], Attorneys, Administrative Professionals, and Secretarial and Support Staff) for five different curriculum types (Core, Required, Special, Unit Specific, and Elective).

1. Click **Functions**.

2. Click **Training**.

3. Click **Maintain Curriculum**.

4. Click the Employee Type.

5. Click the Curriculum Type.

The list of courses assigned to the employee type and the curriculum type appears.

To Add a Course to the Curriculum

1. Click **New** to add a course to the curriculum for the employee and curriculum type.

2. Click **Internal Courses** or **External Courses**.

Depending on the course type selected, a list of internal or external courses appears. If an external course title is not listed, click outside the list of courses and click **Add New Course.** (Follow the instructions for Course Catalog.)

3. To update all curricula for employees of the same type automatically, click **Update all Appropriate Individual Training Plans.** HRIS assigns these employees to take this course. If an Individual Training Plan is not automatically updated, HRIS places the course in the employee's curriculum and marks it as available for assignment to that employee.

To view the curriculum courses for which the employee has been assigned or is available for assignment, follow the instructions for Employee Training - Curriculum.

4. Click **OK** to add the course to the curriculum for the employee type and the curriculum type.

Or click **Cancel** to exit without updating the Individual Training Plan.

To Remove a Course From the Curriculum

1. Click a course.

2. Click **Delete**.

3. Click **Yes**.

If the course has been assigned to an employee, it **will not** be removed from the employee's Individual Training Plan.

Using Maintain Training Fund

1. Click **Functions**.

2. Click **Training**.

3. Click **Maintain Training Fund**.

If a training budget has not been entered, the following message appears: No Training Budget Exists. You can add, edit, and delete budget information and create suballocations with this screen.

To Add a New Budget

1. Click **New**.

2. Enter the fiscal year for the budget and the total budget amount.

3. Click **OK** to save the budget data.

Or click **Cancel** to exit without saving.

Note: If a budget has already been entered, when you click **New** a message asks whether records from the previous fiscal year are to be rolled over. If you select **Yes**, enter the fiscal year to be rolled over and click **OK**. If you do not want to roll over a previous year's fiscal year budget, click **No** and type a new fiscal year and budget amount.

To Edit the Budget Amount

1. Click a fiscal year training budget.

2. Click **Edit**.

3. Enter the new budget amount.

4. Click **OK** to save the modified budget.

To Delete the Budget Amount

1. Click a fiscal year training budget.

2. Click **Delete**.

3. Click **Yes**.

If any suballocations have been created for that budget, you must delete them before deleting the budget.

To Create Budget Suballocations

This option lets you create suballocations within a budget. You must create at least one suballocation for each fiscal year training budget in order for the system to track the amounts awarded to an employee and determine the funds available within the suballocation.

1. Click **Suballocations**.

2. Click **New**.

3. Enter the suballocation name and the amount to be allocated.

The top of the screen displays the total budget amount and the total amount suballocated.

4. Click **OK** to save the suballocation.

To Edit the Suballocation Amount

1. Click a suballocation.

2. Click **Edit**.

3. Click **Increase Suballocation Amount** or **Decrease Suballocation Amount**.

4. Enter the amount to be increased or decreased.

5. Click **OK**.

The suballocation is adjusted according to the amount entered. (For example, if the suballocation amount is $5,000 and you want to decrease the suballocation to $4,500, click **Decrease Suballocation Amount** and enter **500**.)

To Delete a Suballocation

1. Click a suballocation.

2. Click **Delete**.

You must delete all suballocations for a fiscal year before deleting the fiscal year budget.

Using TRS Interface

The TRS Interface lets you download TRS data to a file for subsequent inclusion in HRIS and to upload HRIS training data to TRS. The following three options are available:

- Access TRS,
- Load TRS Records Into HRIS Data, and
- Copy HRIS Records Into TRS File.

To Use Access TRS

This option lets you access TRS and download TRS data to a file for subsequent inclusion in HRIS.

To Use Load TRS Records Into HRIS

This option lets you integrate training data downloaded from TRS with unit-maintained training data. Downloading of TRS data minimizes the amount of data entry required by units. Three types of downloads are available: Registered courses, Completed courses, and Registered and Completed courses. The following data elements are downloaded:

- Name,
- Course Code,
- Course Title,
- Social Security Number,
- Course Start Date,
- Course End Date,
- Government CPES,
- Total CPES,
- CPE Type,
- Source, and
- Content.

To perform the download, units will receive two files from TRS that contain the following TRS data:

- Scheduled classes (Register.txt)—lists all classes for the unit within a unit-specified time frame for which its employees are scheduled and
- Completed classes (Attend.txt)—lists all classes for the unit within a unit-specified time frame that its employees have attended and completed.

During the download, the TRS data containing one or both of these files are matched with the HRIS Personnel and Training data. If the data match and no problems exist, the TRS course data are loaded into the HRIS Training database. Exception records are copied to a file if (1) the TRS training data match the HRIS data because no updates are required to the HRIS training data and (2) the employee records in the TRS download file do not exist in the HRIS Personnel database.

1. Click **Functions**.

2. Click **Training**.

3. Click **TRS Interface**.

4. Click **Load TRS Records into HRIS**.

How to Download Scheduled Classes

1. Click **Scheduled Classes**.

2. Click **OK**.

3. Click the drive and the directory where the TRS registered course data are stored.

4. Click **REGISTER.TXT.**

5. Click **OK**.

If matches are successful, and no problems exist, the TRS course data is loaded into the HRIS Training database.

Since social security number data is not available from TRS on scheduled courses, a match by name is performed. If the name in TRS does not exist in HRIS, it will be displayed on the screen. The unmatched name will appear under the heading “Who Is This Person”. A list of HRIS employees will also be displayed. Scan the list of employees to find the correct employee name, click the name, then click **OK**. If the name does not exist in HRIS, click **Cancel.**

Exception records, if any, are copied to the EXCEPT.TXT file within the HRISTMP directory on your C drive. After you exit HRIS, you can print this file using WordPerfect and review it.

A message confirms that the TRS data have been downloaded.

6. Click **OK** to exit.

How to Download Completed Classes

1. Click **Completed Classes**.

2. Click **OK**.

3. Click the drive and the directory where the TRS completed course data are stored.

4. Click **ATTEND.TXT**.

5. Click **OK**.

Exception records, if any, are copied to the EXCEPT.TXT file within the HRISTMP directory on your C drive. After you exit HRIS, you can print this file using WordPerfect and review it.

A message confirms that the TRS data have been downloaded.

6. Click **OK** to exit.

How to Download Scheduled and Completed Classes

1. Click **Scheduled and Completed Classes**.

2. Click **OK**.

3. Click the drive and the directory where the TRS registered course data are stored.

4. Click **REGISTER.TXT**.

5. Click **OK**.

6. Click the drive and the directory where the TRS completed course data are stored.

7. Click **ATTEND.TXT**.

8. Click **OK**.

If matches are successful, and no problems exist, the TRS course data is loaded into the HRIS Training database.

Since social security number data is not available from TRS on scheduled courses, a match by name is performed. If the name in TRS does not exist in HRIS, it will be displayed on the screen. The unmatched name will appear under the heading "Who Is This Person". A list of HRIS employees will also be displayed. Scan the list of employees to find the correct employee name, click the name, then click **OK**. If the name does not exist in HRIS, click **Cancel.**

Exception records, if any, are copied to the EXCEPT.TXT file within the HRISTMP directory on your C drive. After you exit HRIS, you can print this file using WordPerfect and review it.

A message confirms that the TRS data have been downloaded.

9. Click **OK** to exit.

How to Use Copy HRIS Records Into TRS File

This option lets you copy HRIS training data into a file for subsequent uploading to TRS. You can copy only completed courses into the file.

Note: Completed courses are identified in part E on Form 314 (Field 22—Certification). All Form 315s are considered completed.

You can upload any of the following fields:

- Name,
- Employee Grade,
- Step,
- Series,
- Pay Plan,
- Performing Unit,
- Social Security Number,

- Training Location,
- Course Code,
- Course Title,
- Vendor Name,
- Total Duty Hours,
- Total Nonduty Hours,
- Total Hours,
- Employee's Tuition Cost,
- GAO's Tuition Cost,
- Course Start Date,
- Course End Date,
- Government CPES,
- Total CPES,
- CPE Type,
- Source,
- Content,
- Status,
- CPE Calendar Year,
- Purchase Order Number, and
- Employee Exempt Code.

1. Click **Functions**.

2. Click **Training**.

3. Click **TRS Interface**.

4. Click **Copy HRIS Records Into TRS File**.

5. To select ALL employees, click **All**.

Or to select a specific employee, click **Specific** and click an employee.

6. To select completed courses for a specific CPE year, click **CPE** and enter the CPE From and To year.

HRIS automatically selects completed training records where the Calendar Year CPE Credits Apply field (on Forms 314 and 315) falls within the CPE year date range.

Or to select completed courses for a specific date range, type the date range.

HRIS automatically selects completed training records whose course end dates fall within the specified date range.

7. Click **OK** to continue.

8. Click the drive and the directory where the HRIS data will be copied.

9. Click **Select.**

A message indicates the file name (SMTRAIN.TXT) and the location of the completed training data. Follow your units procedures for uploading data to TRS.

10. Click **OK** to return to the HRIS main menu bar.

Reorganizing Text

Overview

The Cut, Copy, and Paste features in the Reorganizing Text function let you copy text from another application (e.g., WordPerfect) to HRIS. Before you can cut, copy, or paste, you must highlight the text. The Find and Replace features let you search for and edit text within a comment field.

How to Highlight, or Block, Text

1. With the keyboard: Move the cursor to the beginning of the text, hold down **SHIFT,** and press the **right** or the **down arrow key**.

2. With a mouse: Point to the beginning of the text and drag the cursor.

Using Cut

Cut temporarily removes the highlighted text from the screen and places it on the Microsoft Clipboard for subsequent retrieval within or outside HRIS. (See instructions for Paste.)

1. Highlight the text.

2. Click **Edit**.

3. Click **Cut**.

Shortcut: After blocking the text, hold **Ctrl** and type **X**.

Using Copy

Copy duplicates an existing portion of text and places it on the Microsoft Clipboard for subsequent retrieval within or outside HRIS. (See instructions for Paste.)

1. Highlight the text.

2. Click **Edit**.

3. Click **Copy**.

Shortcut: After blocking the text, hold **Ctrl** and type **C**.

Using Paste

Paste places cut or copied text at the cursor location.

1. Move the cursor where you want to place the text.

2. Click **Edit.**

3. Click **Paste.**

Shortcut: After blocking the text, hold **Ctrl** and type **V**. To continue pasting the same text over and over, change the cursor position and repeat this shortcut.

Using Find

Find lets you search for a word or a phrase.

1. Click **Edit.**

2. Click **Find.**

Shortcut: Hold **Ctrl** and type **F**.

3. Type text in one or both of the following fields:

- Look for: Type the word or the phrase that you want to look for.
- Replace With: If you are looking for text and want to replace it, type the new text in the Replace With text box.

4. Click any of the following options that apply:

- **Ignore Case**: Ignore the uppercase and the lowercase.
- **Match Whole Word**: Match whole words only, not portions of words.
- **Wrap Around**: Continue (wrap) to search from the beginning of the comment field when the end is reached. When activated, Find begins to search for text at the cursor location.
- **Search Backward**: Search from the cursor location and continue searching backward to the top or the beginning of the memo field.

5. To begin the search, click **Find.**

Or to change all occurrences of the text typed in the Replace With field automatically, click **Replace All.**

Or to exit without searching for the text, click **Cancel.**

Using Find Again

Find Again continues to search the remaining text.

1. Click **Edit** to continue your search from the current cursor position.

2. Click **Find Again**.

Shortcut: Hold **Ctrl** and type **G**.

This menu option is disabled until the text has been found.

Using Replace and Find Again

Replace and Find Again replaces matching text with the Replace With text specified in the search option. Then it continues to search for the next occurrence of matching text.

1. Click **Edit**.

2. Click **Replace and Find Again**.

Shortcut: Hold **Ctrl** and type **E**.

This menu option is enabled only when the text has been found.

Using Replace All

This option is enabled only when the text has been found and Replace With text has been entered.

1. To replace all occurrences within the comment field, click **Replace All** and HRIS automatically changes all occurrences of the specified text.

Reports

A series of predefined reports is available within HRIS. This chapter briefly describes each report and explains how to generate each one.

An ad hoc reporting feature is also available, outside HRIS, to create unique reports and query the HRIS databases. Separate documentation has been provided with HRIS that further details the procedures for using the ad hoc report feature.

Generating Any of the Predefined Reports

The procedures to generate any of the predefined reports are similar, except that for certain reports, you may have to specify additional selection criteria.

1. Click **Reports.**

2. Click a report function (**Personnel, Rewards, Reviews, Staffing**, or **Training**).

3. Click the **report selection scroll arrow** to display a list of reports.

4. Highlight a report and click to select.

You can send a report to the printer (click **Printer**) or view it on the screen (click **Screen Preview**).

5. To continue generating the report, click **Print.**

Or click **Exit** to cancel and return to the HRIS main menu bar.

6.Enter the selection criteria.

To Send the Report to the Printer

The Print Window appears.

1. Click **OK** to begin printing the report.

Note: Additional options appear on the Print Window to select a different printer, change the print quality, or print specific pages. The system defaults to HIGH quality printing of ALL pages on an IBM 4019 Laser Printer. Changing the printer type may alter the look of the report.

A confirmation message appears when the report has finished printing.

2. Click **OK** to return to the list of reports.

To Preview the Report on the Screen

The report appears on the screen.

1. To zoom in on a portion of the screen, move the mouse pointer to the area to enlarge and click. Click the **horizontal or vertical scroll arrows** to scroll through the report.

2. Click **Next** to view additional pages, if any.

3. Click **OK** to exit.

A prompt appears asking if you want to print the report.

4. Click **Yes** to print the report.

Or click **No** to return to the list of reports.

Generating Personnel Reports

The following reports are available:

- Accessions,
- Alpha Listing of Active Employees in the Unit,
- Employee Profile,
- Employee Security Clearance Listing,
- Employee Separation,
- Employee on Detail,
- Listing of Consultants in Unit,
- Listing of Core Group Employees,
- Listing of Developmental Staff,
- Listing of Part-Time Employees,
- Listing of Temporary Staff,
- Organizational Listing of Employees by EEO,
- Promotions,
- Request for Personnel Action (SF 52) Log,
- SF 52 Prep List,
- Summary EEO Report,
- Time in Unit/Grade, and
- Unit Table.

Accessions Report

This displays the following information for each accession record whose personnel action status code is equal to completed: employee name, the unit enter-on-duty date, and the type of accession.

You can generate the report for all accessions or only those whose effective dates fall within a range that you specify.

How to Select All Accessions

1. Click **All** to select all accessions regardless of the effective dates.

2. Click **OK**.

How to Specify a Date Range

1.Click **Specific**.

2. Type the From and To dates.

3. Click **OK**.

Alpha Listing of Active Employees in the Unit

This alphabetical list covers active employees in the unit (i.e., those who have not separated from the unit or GAO or have not retired). The following information is displayed for each employee: name, grade or band, issue area, work telephone number, and location code.

Selection Criteria

There are no additional selection criteria.

Employee Profile

This summarizes the personnel, staffing, rewards, and training information in HRIS for a given employee. You can generate this report for all employees in the unit, a specific employee, or a group of employees that you specify.

How to Select All Employees

1. Click **All**.

2. Click **OK**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

4. Click **OK**.

How to Select More Than One Employee

1. Click **Multi-Selections**.

2. Click **Select** to display a list of employees.

3. Highlight an employee and click to select.

To select another employee, highlight the employee, hold **Ctrl,** and click to select.

To select a group of employees, highlight the first employee and while holding **Shift** and pressing the **left mouse button**, drag the cursor to highlight the group of employees.

A check mark appears next to the each employee selected. To deselect an employee, highlight the employee and click.

4. After selecting the employees, click outside the Select Employee Name window.

5. Click **OK** to generate a profile report for each employee listed.

Employee Security Clearance Listing

This is an alphabetical list of employees within each clearance type. Security clearance information is entered on Page B of the Maintain Employee Information feature within the Personnel function.

Selection Criteria

There are no additional selection criteria.

Employee Separation

This displays the following information for each employee separation record whose personnel action status code is equal to completed: employee name, type of separation, date the employee separated, an indication of whether the employee separated from GAO or the unit, and comments obtained from the SF 52 action log.

You can generate the report for all separations or only those whose separation dates (entered on Page B of Maintain Employee Information) fall within a range that you specify.

How to Select All Separations

1. Click **All** to select all separations regardless of the separation dates.

2. Click **OK**.

How to Specify a Date Range

1. Click **Specific**.

2. Type the From and To dates.

3. Click **OK**.

Employee on Detail

This alphabetical list of employees contains detail records (i.e., detail data have been entered on Page C within Maintain Employee Information). The following information is provided for each employee: name, grade, salary, location of detail, actual starting date for the detail, estimated release date, and actual release date.

Selection Criteria

There are no additional selection criteria.

Listing of Consultants in Unit

This displays the following information for each consultant: name, band, pay plan, issue area, position, NTE date, and salary.

Selection Criteria

There are no additional selection criteria.

Listing of Core Group Employees

This is an alphabetical list of employees sorted by core group. Each employee's band and position are also listed.

Selection Criteria

There are no additional selection criteria.

Listing of Developmental Staff

This displays the following information for each Band 1D employee with a series equal to 0347 and a PA or a PE pay plan: name, issue area, and GAO enter-on-duty date.

Selection Criteria

There are no additional selection criteria.

Listing of Part-Time Employees

This covers all part-time employees and provides the following information for each: name, issue area, grade, and series. You can download each employee's status from NFC, or you can view it on Page A (Basic Personnel Information) within Maintain Employee Information.

Selection Criteria

There are no additional selection criteria.

Listing of Temporary Staff

This report displays the following information for each temporary employee: name, unit enter-on-duty date, GAO enter-on-duty date, and NTE date.

Selection Criteria

There are no additional selection criteria.

Organizational Listing of Employees by EEO

This is an alphabetical list of employees within a grade or a band for each EEO classification. Each employee's location, position, and series are also identified.

Selection Criteria

There are no additional selection criteria.

Promotions

This displays each employee's name, promotion date, and type of promotion. You can obtain each promotion date from the NFC payroll/personnel download, or you can view it on Page A within Maintain Employee Information. In addition, each employee that has a completed promotion personnel action appears on the report.

You can generate the report for all promotions or only those whose promotion dates (found on Page A of Maintain Employee Information) fall within a range that you specify.

How to Select All Promotions

1. Click **All** to select all promotions regardless of the dates.

2. Click **OK**.

How to Specify a Date Range

1. Click **Specific**.

2. Type the From and To dates.

3. Click **OK**.

Request for Personnel Action (SF 52) Log

This lists personnel actions found on the Personnel Action (SF 52) log. Actions are listed in reverse order (i.e., the most recent action is listed first). The following information is provided for each action: request number; action; date the action was sent to Personnel; effective date; name or position; status (pending, completed, or cancelled); and comments.

You can generate this report for all fiscal years or a specific fiscal year.

How to Select All Fiscal Years

1. Click **All**.

2. Click **OK**.

How to Specify a Fiscal Year

1. Click **Specific**.

2. Type the fiscal year.

3. Click **OK**.

SF 52 Prep List

The Alpha List of GAO Employees for Management Information and SF-52 Preparation provides the following information for each employee: name, social security number, date of birth, employee type (A = active and blank = separated or an SF 52 personnel action is pending), position title, master record number, position number, salary, pay plan, series, band, grade and step, date entered band or grade, last within-grade increase date, federal schedule date, GAO enter-on-duty date, and organization code.

Selection Criteria

There are no additional selection criteria.

Summary EEO Report

This summarizes the number of employees within each grade and band for each EEO classification within an employee type (i.e., evaluators, GS staff, professional staff, administrative staff, and Wage Grade staff). Subtotals are provided by EEO classification. Unlike the Organizational Listing of Employees by EEO, this report does not list the names of employees within each EEO classification.

Selection Criteria

There are no additional selection criteria.

Time in Unit/Grade

Sorted by grade and band, the data in this report include the following for each employee: time in unit (years), time in grade (years), and date of last promotion.

Selection Criteria

There are no additional selection criteria.

Unit Table

The Detail Unit Listing displays the information in the Unit Table. Sorted by organization code, the information includes the following: the organization's full name, performing unit, and indications of whether the unit is active and whether the unit is a programming division. To make changes to the Unit Table, refer to the table maintenance section in chapter 9.

Selection Criteria

There are no additional selection criteria.

Generating Reviews Reports

The following reports are available:

- Appraisal Tardy,
- Average Rating by Ethnic Breakdown,
- List of Ratings for Band I and II by Ratee,
- List of Ratings for Band I and II by Rater,
- List of Ratings for Band III by Ratee,
- List of Ratings for Band III by Rater,
- Progress Review,
- Progress Review Tickler, and
- Rating Analysis.

Appraisal Tardy

This shows all appraisals whose appraisal period To dates plus a number (selected by you) of days late are earlier than or the same as the progress review dates. These appraisals are considered late. The report also shows employees that do not have appraisals for the specified reporting period (i.e., the employees do not have appraisals with appraisal From and To dates that fall within a range that you specify). The report displays the following information for each employee: name, band, issue area, appraisal From and To dates, and progress review date. This report does not cover Band 1D progress reviews.

How to Specify a Date Range

1. Type the From and To dates.

How to Specify the Number of Days Late

1. Enter the number of days the appraisal is late.

2. Click **OK**.

Average Rating by Ethnic Breakdown

This displays the following information for each employee within an ethnic group: appraisal starting and ending dates and average rating. Each ethnic group begins on a new page.

You can generate the report for all appraisals or only those whose starting and ending dates fall within a range that you specify. You cannot generate the report for a specific employee.

How to Select All Appraisals

1. Leave the dates blank.

2. Click **OK**.

How to Specify a Date Range

1. Type the From and To dates.

2. Click **OK**.

List of Ratings for Band I and II by Ratee

The List of Ratings in Appraisal File for Band I and II shows Bands I and II appraisal records whose rating period starting and ending dates fall within the range that you specify. The following information is provided: ratee; grade or band; rater; rating period start and end dates; and the ratings for the following job dimensions: Planning; Data Gathering and Documentation; Data Analysis; Written Communication; Oral Communication; Work Relationship Teamwork and EEO; and Supervision, Appraisal, and Counsel. The last column displays the number of dimensions rated.

You can generate the report for all employees in the unit or a specific employee.

How to Select All Employees

1. Click **All**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all Bands I and II appraisal records.)

2. Click **OK.**

List of Ratings for Band I and II by Rater

The List of Ratings in Appraisal File for Band I and II shows Bands I and II appraisal records whose rating period starting and ending dates fall within the range that you specify. The following information is provided: ratee; grade or band; rater; rating period start and end dates; and the ratings for the following job dimensions: Planning; Data Gathering and Documentation; Data Analysis; Written Communication; Oral Communication; Work Relationship Teamwork and EEO; and Supervision, Appraisal, and Counsel. The last column displays the number of job dimensions rated.

You can generate the report for all raters in the unit or a specific rater.

How to Select All Raters

1. Click **All.**

How to Specify a Rater

1. Click **Specific.**

2. Click the **employee scroll arrow** to display a list of raters.

3. Highlight a rater and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all Bands I and II appraisal records.)

2. Click **OK**.

List of Ratings for Band III by Ratee

The List of Ratings in Appraisal File for Band III shows Band III appraisal records whose rating period starting and ending dates fall within the range that you specify. The following information is provided: ratee; grade or band; rater; rating period starting and ending dates; and the ratings for the following job dimensions: Planning, Project Implementation, Communications, Inter-Unit and External Relations, Performance Management/Working Relationships, Organization Management, and Other. The last column displays the number of job dimensions rated.

You can generate the report for all employees in the unit or a specific employee.

How to Select All Employees

1. Click **All**.

How to Specify an Employee

1. Click **Specific.**

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all Band III appraisal records.)

2. Click **OK**.

List of Ratings for Band III by Rater

The List of Ratings in Appraisal File for Band III shows Band III appraisal records whose rating period starting and ending dates fall within the range that you specify. The following information is provided: ratee; grade or band; rater; rating period start and end dates; and the ratings for the following job dimensions: Planning, Project Implementation, Communications, Inter-unit and External Relations, Performance

Management/Working Relationships, Organization Management, and Other. The last column displays the number of job dimensions rated.

You can generate the report for all raters in the unit or a specific rater.

How to Select All Raters

1. Click **All.**

How to Specify a Rater

1. Click **Specific.**

2. Click the **employee scroll arrow** to display a list of raters.

3. Highlight a rater and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all Band III appraisal records.)

2. Click **OK.**

Progress Review

This shows Progress Review (1D) appraisal records whose rating period starting and ending dates fall within the range that you specify. The following information is provided: employee name; date the employee entered level 1D; review date; period covered by the review; an indication of whether it is a progress review, a certification, or both; results of the review; effective date; effect on salary; an indication of whether the employee was recommended for certification to full performance and, if so, the effective date; panel members; and panel chair.

You can generate this report for all employees in the unit or a specific employee.

How to Select All Employees

1. Click **All.**

How to Specify an Employee

1. Click **Specific.**

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all Progress Review appraisal records.)

2. Click **OK**.

Progress Review Tickler

This displays the following information for each Band 1D employee whose due date is later than or the same as a date that you specify: name, last progress review date, GAO enter-on-duty date, and the due date (system generated). If a last progress date is available, the due date is the last progress date plus 6 months. If a last progress date is not available, the due date is the GAO enter-on-duty date plus 6 months. The last progress date is the Period Covered by Review To date.

How to Specify a Date Range

1. Enter the month and the year.

Rating Analysis

This provides the following information for each employee: name; rater; reviewer; rating period starting and ending dates; and the ratings for the following job dimensions: Planning; Data Gathering and Documentation; Data Analysis; Written Communication; Oral Communication; Work Relationship Teamwork and EEO; and Supervision, Appraisal, and Counsel. The last column displays the average rating.

You can generate this report for all employees, a specific employee, all raters, a specific rater, all reviewers, or a specific reviewer whose Bands I and II appraisal record start and end dates fall within a range that you specify.

How to Select All Employees, Raters, or Reviewers

1. Click **All**.

How to Specify an Employee, a Rater, or a Reviewer

1. Click the **employee scroll arrow** to display a list of employees.

2. Highlight an employee and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all Bands I and II appraisal records.)

2. Click **OK**.

Generating Rewards Reports

The following reports are available:

- PFP Reward by Person or Category,
- Reward Analysis,
- Reward Budget, and
- Reward Table.

PFP Reward by Category

This is an alphabetical list of employees within each reward category (i.e., Acceptable, Commendable, Exceptional, Meritorious, Outstanding Performance, Performance Award for SES, and Top Bonus) and displays the following: grade or band and reward period From and To dates.

You can generate the report for all employees or a specific employee and all reward types or a specific reward type. The report displays rewards whose reward period From dates fall within a range that you specify.

How To Select All Employees

1. Click **All.**

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Select All Reward Types

1. Click **All**.

How to Specify a Reward Type

1. Click **Specific**.

2. Click the **reward scroll arrow** to display a list of rewards.

3. Highlight a reward and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all reward records for the specified employee and/or reward type.)

2. Click **OK**.

Reward Analysis

This shows rewards whose reward period From dates fall within a range that you specify. HRIS sorts the information by reward type and displays the following for each employee: name, item accompanying reward, and reward period date range.

You can generate this report for all employees or a specific employee and all reward types or a specific reward type.

How to Select All Employees

1. Click **All**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Select All Reward Types

1. Click **All**.

How to Specify a Reward Type

1. Click **Specific**.

2. Click the **reward scroll arrow** to display a list of rewards.

3. Highlight a reward and click to select.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all reward records for the specified employee and/or reward type.)

2. Click **OK**.

Reward Budget

This report displays employees receiving cash awards within a fiscal year that you specify. The following information is provided for each suballocation: total suballocation amount, employee name, award title, and amount awarded. Subtotals are provided by suballocation.

You can generate the report for all suballocations or a specific award budget suballocation.

How to Select a Fiscal Year

1. Click the **fiscal year scroll arrow,** highlight a fiscal year, and click to select.

How to Select All Suballocations

1. Click **All**.

2. Click **OK**.

How to Specify a Suballocation

1. Click **Specific** and click the **suballocation scroll arrow** to display a list of suballocations.

2. Highlight a suballocation and click to select.

3. Click **OK**.

Reward Table

This displays the award names and items to accompany awards and sorts the data by award number.

Selection Criteria

There are no additional selection criteria.

Generating Staffing Reports

The following reports are available:

- Developmental Staff,
- Issue Area Employees,
- Job Listing by Source,
- Job Profile,
- Staff Assignment by Job Code,
- Staff Assignment by Name,
- Staff Availability Profile,
- Staff Listing by Band/Grade, and
- Staffing Timeline.

Developmental Staff

This displays the following information for each employee: name, job code, short title, role, assignment date, release date, and organization code. You can generate this report for all employees in the unit or a specific employee.

How to Select All Employees

1. Click **All**.

2. Click **OK**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

4. Click **OK.**

Issue Area Employees

This displays the names and the grades of employees within an issue area.

Selection Criteria

There are no additional selection criteria.

Job Listing by Source

This displays the job code and the job title for each job within the four request types: congressional, legislative mandate, self-initiated (BLR), and unknown requested.

Selection Criteria

There are no additional selection criteria.

Job Profile

This displays the information entered for each job on the Maintain Job(s) data entry screen. You can generate the report for all jobs, a specific job, or a group of jobs that you specify.

How to Select All Jobs

1. Click **All**.

2. Click **OK**.

How to Specify a Job

1. Click **Specific**.

2. Click the **job scroll arrow** to display a list of jobs.

3. Highlight a job and click to select.

4. Click **OK.**

How to Select More Than One Job

1. Click **Multi-Selections.**

2. Click **Select.**

3. Highlight a job and click to select.

To select another job, highlight the job, hold **Ctrl,** and click to select. To select a group of jobs, highlight the first job and while holding **Shift** and pressing the **left mouse button,** drag the cursor to the highlight the group of jobs.

A check mark appears next to the each job selected.

To deselect a job, highlight the job and click to remove the check mark.

4.After selecting the jobs, click outside the Select Job window.

5.To generate a profile report for each job listed, click **OK.**

Staff Assignment by Job Code

This displays all employees assigned to a job. The following information is provided for each job: job code, assignment title, employee name, grade and role, date the employee was assigned to the job, date employee was released from the job, type of job assignment, and organization code:

- **M (MATS)**: MATS jobs to which the employee is assigned;
- **A (Assigned)**: jobs that are not currently tracked through MATS but to which the employee is assigned;
- **P (Proposed)**: jobs that are not currently tracked through MATS but for which the employee has been proposed; and
- **R (Requested)**: jobs that are not currently tracked through MATS but to which the employee has requested to be assigned.

You can generate the report for all jobs or a specific job. You cannot generate this report for a specific employee. To print job assignments for a particular employee, refer to the instructions for Staff Assignment by Name.

How to Select All Jobs

1. Click **All.**

How to Specify a Job

1. Click **Specific**.

2. Click the **job scroll arrow** to display a list of jobs.

3. Highlight a job and click to select.

How to Select the Type of Jobs

1. Click the **type scroll arrow** to select the type of jobs: **All** jobs, **MATS** jobs only, **Assigned** jobs only, **Proposed** jobs only, or **Requested** jobs only.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system selects all jobs, regardless of start dates, that satisfy the remaining selection criteria.)

2. Click **OK**.

Staff Assignment by Name

This displays job assignments for an employee. The following information is provided for each employee: grade and role, job code and assignment title, date employee was assigned to the job, date employee was released from the job, type of job assignment, and organization code:

- **M (MATS)**: MATS jobs to which the employee is assigned;
- **A (Assigned)**: jobs that are not currently tracked through MATS but to which the employee is assigned;
- **P (Proposed)**: jobs that are not currently tracked through MATS but for which the employee has been proposed; and
- **R (Requested)**: jobs that are not currently tracked through MATS but to which the employee has requested to be assigned.

You can generate the report for all employees or a specific employee. You cannot run this report for a specific job. To print employees assigned to a specific job, refer to the instructions for Staff Assignment by Job.

How to Select All Employees

1. Click **All**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Select the Type of Jobs

1. Click the **type scroll arrow** to select the type of jobs: **All** jobs, MATS jobs only, **Assigned** jobs only, **Proposed** jobs only, or **Requested** jobs only.

How to Specify a Date a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system selects all jobs, regardless of start dates of assignment, that satisfy the remaining selection criteria.)

2. Click **OK**.

Staff Availability Profile

This summarizes the personnel, staffing, rewards, and training information entered in HRIS for a given employee. You can generate the report for all employees or employees that satisfy specific selection criteria (security clearance, education, preferences, experience, or release date).

How to Specify a Filter

1. Four types of filters are shown at the top of the screen (Clearance, Education, Preferences, and Experiences). To specify a filter, click a filter. (If you do not specify a filter, the system displays all employee profiles.)

2. To select from a list of criteria, click **Criteria** and highlight and click a criterion.

3. Enter an availability date.

The system selects all employees without release dates later than or the same as this date. (All jobs for each employee appear on the report, regardless of the employee's release date for a particular job. If you leave the release date blank, the system selects all employees regardless of their release dates.)

3. Click **OK**.

Staff Listing by Band/Grade

This alphabetical list of employees within each band and grade displays the following information for active jobs (MATS, assigned, proposed, or requested) where the employee's actual start date is earlier than or the same as the current date and the release date is later than or the same as the current date: job code, assignment title, assignment date, and release date. You can generate this report for all bands and grades or a specific band or grade.

How to Specify a Band or a Grade

1. Click the **band/grade scroll arrow** to display a list of bands and grades.

2. Click the desired band or grade and click **OK**.

Staffing Timeline

This graphically displays, for each employee, jobs that fall within a 12-month period that you specify. You can select the following types of jobs:

- MATS: MATS jobs to which the employee is assigned;
- **Assigned** - jobs that are not currently tracked through MATS but to which the employee is assigned;
- **Proposed**: jobs that are not currently tracked through MATS but for which the employee has been proposed; and
- **Requested**: jobs that are not currently tracked through MATS but to which the employee has requested to be assigned.

The following information is provided for each employee: name; type of job (MATS, Assigned, Proposed, or Requested); role on the job; job code; job title; job phase; and the duration on the job during the selected 12-month period.

How to Specify the Reporting Period and Job Types

1. Click the **month and year scroll arrow** to select the starting date for the report period. HRIS generates the ending date.

2. Click one or more job types to be displayed (i.e., **MATS**, **Assigned**, **Requested**, or **Proposed**).

3. Click **OK**.

Generating Training Reports

The following reports are available:

- CPE Deficiency,
- CPE Summary Report,
- Core Curriculum,
- Course Catalog Listing,
- Employee Training Log,
- Training Budget,
- Training Profile,
- Training and Continuing Professional Education (CPE) report,
- Vendor Course Listing, and
- Vendor Table Listing.

CPE Deficiency

This shows employees that do not have the required number of CPE credits for a particular time frame. You must input the total number of CPEs and the time frame for selecting courses. The report totals the CPEs for training courses whose starting and ending dates fall within the range that you specify. If the total CPEs for the employee are fewer than the number of CPEs that you specify, the employee is deficient in the total number of CPEs. The report displays the employee's name and the amounts of credited government CPEs and credited CPEs for the reporting period.

Note: The CPE credit limit for speaking engagements or instruction is 40 credits in 2 years. The CPE credit limit for published writing is 20 credits in 2 years.

How to Specify the Number of CPEs

1. Indicate the number of CPEs.

How to Specify the CPE Years

1. Click CPE and type the CPE From and To years.

2. Click **OK**.

How to Specify a Date Range

1. Type the From and To dates.

2. Click **OK**.

CPE Summary Report

This shows the following for each employee that had CPE credits within a date range that you specify: name, exempt status, pay plan, band or grade, unit location, government CPE credits earned, CPE credits earned, total government CPEs credited, and total CPEs credited. You can generate the report for all employees in the unit or a specific employee.

How to Select All Employees

1. Click **All**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Specify the CPE Years

1. Click CPE and type the CPE From and To years.

2. Click **OK**.

How to Specify a Date Range

1. Type the From and To dates.

2. Click **OK**.

Core Curriculum

This displays the curriculum for an employee type that you select or all employee types. The following information is displayed: course title, course code, and curriculum type.

How to Specify an Employee Type

1. Select the employee type (i.e., **Senior Executive Service**, **Evaluators**, **Attorney**, **Administrative Professionals**, **Secretarial and Support Staff**, or **All**).

If you select **Evaluators**, click the **subcategories scroll arrow** and select a subcategory.

2. Click **OK**.

Course Catalog Listing

This displays the following information: course title, course code, course description, course category, course hours, total government CPEs, total CPEs, and vendor name. External courses and internal courses are listed on separate pages.

Selection Criteria

1. Select a course type: **External**, **Internal**, or **Both** (internal and external).

2. Click **OK**.

Employee Training Log

This displays the following information for each employee: course title, CPE source, course starting and ending dates, total CPEs, and total government CPEs. You can generate this report for all employees or a specific employee.

How to Select All Employees

1. Click **All**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Specify a Filter

1. Select the information to be displayed on the report: **Registered and Completed**, **Completed**, **Registered**, or **Individual Training Plan**.

Training Budget

This shows all training records that have been allocated to a budget for a fiscal year that you specify. Training records are displayed according to fiscal status within a fiscal year suballocation. The following information is provided: employee name, course title, and cost of course.

How to Specify the Fiscal Year and the Status

1. Click the **fiscal year scroll** arrow.

2. Select the fiscal year.

3. Select the fiscal status (i.e., **Pending**, **Obligated**, **Expended**, **Cancelled**, or **All**).

4. Click **OK**.

Training Profile

This shows training records on the basis of their status (planned, completed, scheduled, no show, or cancelled); course ending date; or class type (external, internal, or both). One page per employee is generated that lists the following: name, period covered, class status, course title, course code, course date, government CPEs, total CPEs, government cost, and course type.

You can generate the report for all employees or a specific employee, a specific course, class status, class type, and a date range that you specify.

How to Specify a Course

1. Click **Course**.

2. Click the **course scroll arrow** to display a list of courses.

3. Highlight a course and click to select. (If you do not select a specific course, the system selects all courses for the employee(s).)

How to Select All Employees

1. Click **Employee**.

2. Click **All**.

How to Specify an Employee

1. Click **Employee**.

2. Click **Specific**.

3. Click the **employee scroll arrow** to display a list of employees.

4. Highlight an employee and click to select.

How to Specify the Class Status

1. Click the information to be displayed on the report: **Planned (ITP)**, **Scheduled Courses**, **Completed Courses**, **Cancelled Course**, or **No Show**. Click one or more boxes.

How to Specify a Class Type

1. Click a class type (i.e., **External** or **Internal**).

If you do not select a class type, the system defaults to printing both external and internal courses.

How to Specify a Date Range

1. Type the From and To dates. (If you leave the date range blank, the system chooses all training records.)

2. Click **OK**.

Training and Continuing Professional Education (CPE)

This shows the following for each employee that had CPE credits within the date range that you specify: name, course title, course code, vendor, source, CPE type, content, starting and ending dates, hours, government CPEs earned, total CPEs, and government cost.

You can generate the report for all employees in the unit or a specific employee.

How to Select All Employees

1. Click **All**.

How to Specify an Employee

1. Click **Specific**.

2. Click the **employee scroll arrow** to display a list of employees.

3. Highlight an employee and click to select.

How to Specify the CPE Years

1. Click **CPE** and type the CPE From and To years.

2. Click **OK**.

How to Specify a Date Range

1. Type the From and To dates.

2. Click **OK**.

Vendor Course Listing

This displays all courses offered by the vendor. Information is sorted in alphabetical order by course title for each vendor. The following information is provided: course title, course code, course description, course category, course hours, total government CPEs, and total CPEs.

You can generate the report for all vendors or a specific vendor.

How to Select All Vendors

1. Click **All**.

2. Click **OK**.

How to Specify a Vendor

1. Click **Specific**.

2. Click the **scroll arrow** to display a list of vendors.

3. Highlight a vendor and click to select.

4. Click **OK**.

Vendor Table Listing

This displays the information in the Vendor Table (maintained under the Vendor List option within the Training function). The information is sorted by vendor name and covers the following: vendor contact name and phone number, vendor address, course, vendor billing address, and evaluation data.

Selection Criteria

No additional selection criteria are required.

Utilities

Overview

The Utilities menu provides access to the following eight features:

- User List,
- Import Employee Data,
- Export Employee Data,
- Delete Employee,
- Archive,
- Restore Archived Data,
- Table Maintenance, and
- Reindex and Pack Databases.

Instructions on using the features follow. If at any time you wish to return to the HRIS main menu bar, click **Exit**.

Using User List

The User List feature lets you assign passwords to HRIS users and limit which system functions and reports they can access (i.e., personnel, reviews, staffing, rewards, and training). All users can access HRIS Edit and Help features. **Note:** To access the HRIS ad hoc facility, use the same user ID, password and access levels assigned in HRIS.

To access this feature, do the following:

1. Click **Utilities**.

2. Click **User List**.

The screen displays a list of users with access to HRIS and the following four options:

To Select a New HRIS User

1. Click **New**.

2. Type the user's password.

3. Click the **scroll arrow** to display a list of users.

4. Highlight a user and click to select.

5. Type the password that the user will use to access HRIS.

6. Click the desired access features. An X appears in the box accompanying each selected level. Each of the access levels are explained below:

Personnel

- Click **HRM Level** and the user will have access to all personnel features and all personnel reports.
- Click **Employee Level** and the user will only have access to Pages G and H of the Maintain Employee Information feature which allows the user to enter and print their locator data.

Reviews

- Click **HRM Level** and the user can add, modify, delete, or view appraisal data for all employees in the unit. The user will have access to all reviews reports.
- Click **Rater/Review Level** and the user can add, modify, delete, or view appraisal data only for employees for which they were assigned as the rater or reviewer. For example, if rater A logs into HRIS and enters appraisals for employee X, rater B, after logging into HRIS, cannot view or access the appraisal record for employee X created by rater A. Rater B, however, may create a new appraisal for employee X. Other than the reviewer and the rater, only users with HRM access level may view the record. The user will not have access to any reviews reports.

Rewards

- Click the **Rewards** box and the user will have access to all rewards features and can generate all rewards reports.

Staffing

- Click **HRM Level** and the user will have access to staffing features for all employees in the unit. The user will also be able generate all the staffing reports.
- Click **Issue Area Manager Level** and the user will have access to staffing data for employees within their issue area only and all core group staff.

Training

- Click the **Training** box and the user will have access to all training features and can generate all training reports.

7. Click **OK** to exit and save the information.

To Modify a User's Password or Access Rights

1. Select a user.

2. Click **Edit**.

3. Enter the changes.

4. Click **OK**.

To Eliminate a User's Access Rights

1. Select a user.

2. Click **Delete**.

3. Click **Yes**.

Using Import Employee Data

The Import Employee Data feature lets you import employee data for one individual from a file created during the Export Employee Data feature within Utilities. The employee must exist in HRIS before you can input the employee. Therefore, you must create an SF-52 for the employee before executing this option.

To import employee data, do the following:

1. Click **Utilities**.

2. Click **Import Employee Data**.

3. Click the drive and directory storing the exported employee data.

The file name consists of the employee's last name followed by an XPT file name extension (e.g., SMITH.XPT).

4. Click the file.

5. Click **Select**.

A screen message confirms that the data have been imported.

6. Click **OK** to exit.

Using Export Employee Data

1. Click **Utilities**.

2. Click **Export Employee Data**.

3. Select an employee from the screen's list.

4. Click **Export**.

Only one employee can be exported at a time.

5. To export the highlighted employee, click **Yes**.

Or to return to the employee list to select another employee, click **No**.

6. Click the drive or directory where the employee data will be exported.

7. Click **Select**.

A message indicates the file name and the location of the exported data. The file name consists of the employee's last name followed by an .XPT file name extension (e.g., SMITH.XPT).

8. Click **OK** to return to the HRIS main menu bar.

Using Delete Employee

The Delete Employee feature lets you remove all HRIS personnel, staffing, reviews, rewards, and training information for a specific employee permanently.

Note: This feature should be used only if there is no information regarding this person in the personnel, training, staffing, reviews, and rewards functions (i.e., a new employee has decided not to accept a position with GAO after a SF-52 transaction has been completed). If records for an employee exist in any of these functions, you must process a separation action and archive all HRIS data. This will properly remove the employee from your HRIS database.

To access this feature, do the following:

1. Click **Utilities**.

2. Click **Delete Employee**.

3. Select an employee from the screen's list.

4. Click **Delete**.

Only one employee can be deleted at a time.

5. To delete the highlighted employee, click **Yes**.

Or to return to the list of employees to select another employee, click **No**.

6. A screen message recommends running the Reindex and Pack Data Bases option within the Utilities menu.

7. Click **OK** to return to the HRIS main menu bar.

Using Archive

The Archive feature lets you copy user-specified HRIS data to diskette and then removes these data from HRIS. The data can be copied back onto HRIS using the Restore Archived Data feature. This feature enables you to archive:

- all separated employees and their employee, review, and job assignment data from HRIS;
- all training records whose end class dates fall within a specified fiscal year;
- all award records charged to a budget within a specified fiscal year;
- all completed jobs whose Job Start dates fall within a specified fiscal year (it will remove all staff assignments for the job);
- all review records whose Rating Period To dates fall within a specified fiscal year; and
- all completed personnel transactions for a specified fiscal year.

To access this feature, do the following:

1. Click **Utilities**.

2. Click **Archive**.

3. Click the type of data to be archived (e.g., **Separated Employees**, **Personnel Transactions**, **Reviews**, **Rewards**, **Staffing**, or **Training**).

4. Type the fiscal year. (If you are archiving separated employees, do not type the fiscal year.)

5. Click **OK** to begin archiving.

6. Click the drive or directory where the data will be archived.

7. Click **Select.**

A screen message indicates the file name and location of the archived data.

8. Click **OK** to continue.

9. A screen message recommends running the Reindex and Pack Data Bases option within the Utilities option.

10. Click **OK** to return to the HRIS main menu bar.

Using Restore Archived Data

The Restore Archived Data feature lets you restore HRIS data that were archived using the Archive feature within Utilities. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Restore Archived Data**.

3. To continue with the restore, click **Yes**.

Or to exit without restoring archived data, click **No**.

4. Click the drive and the directory where the archived data reside.

5. Click the file.

6. Click **Select**.

Archived files have an ARC file extension. If data errors are detected during the restore, a message appears on the screen indicating that the errors were copied to a text file found on the C:/HRISTMP directory. Note the name of the file; then click **OK** to continue. After leaving HRIS, you can review the error text file using WordPerfect.

A screen message confirms that the data have been restored.

7. Click **OK** to exit.

Using Table Maintenance

The Table Maintenance feature helps you consistently maintain information in the following eight tables:

- Duty Stations,
- MATS Roles,
- Personnel Actions,
- SF-52 Unique Remarks,
- Review Criteria,
- Training Source,
- Unit Table, and
- Work Building.

To Maintain the Duty Stations Table

The Duty Stations feature lets you add duty stations, edit the state and city for a duty station, or delete a duty station. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance**.

3. Click **Duty Stations**.

The Duty Station List screen displays a list of duty station codes, cities, and states.

How to Enter a New Duty Station

1. Click **New**.

The duty station list allows entry of a new duty station number and corresponding city and state.

2. To save the data, click **OK**.

Or to exit without saving any changes, click **Cancel**.

How to Edit a Duty Station

1. Click a duty station and click **Edit**.

2. Enter any changes to the data.

3. To save the changes, click **OK**.

Or to exit without saving any changes, click **Cancel**,

How to Delete a Duty Station

1. Click the duty station to delete.

2. Click **Delete**.

3. To delete, click **Yes**.

Or to exit without deleting, click **No**.

To Maintain the MATS Roles Table

The MATS Roles feature lets you add MATS roles to HRIS, edit the role name, and delete MATS role information. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance**.

3. Click **MATS Roles**.

The MATS Role List screen displays a list of role codes and descriptions.

How to Enter a New MATS Role

1. Click **New.**

The MATS Role List allows entry of a new role code and description.

2. To save the data, click **OK**.

Or to exit without saving any changes, click **Cancel**.

How to Edit a MATS Role

1. Click a MATS role and click **Edit**.

2. Enter any changes to the data.

3. To save the changes, click **OK**.

Or to exit without saving any changes, click **Cancel**.

How to Delete a MATS Role Code and Description

1. Click the role to delete.

2. Click **Delete**.

3. To delete, click **Yes**.

Or to exit without saving any changes, click **No**.

To Maintain the Personnel Actions Table

The Personnel Actions feature lets you add personnel actions to the personnel action table, edit personnel action details, or delete a personnel action from the table. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance**.

3. Click **Personnel Actions**.

The Action List displays the action code, the name, the action generated, and the GAO action number.

How to Add a New Personnel Action

1. Click **New**.

The action code is system generated. Enter the action name.

2. Click the **action-generated scroll arrow** to select one of the following action types: create, manual, no effect, pending, personnel, separation, or update.

3. Type the GAO action code.

4. To save, click **OK**.

Or to exit without saving any changes, click **Cancel**.

How to Edit a Personnel Action

1. Click the action to edit.

2. Click **Edit**.

3. To save the changes, click **OK**.

Or to exit without saving any changes, click **Cancel**.

How to Remove a Personnel Action

1. Click the action to delete.

2. Click **Delete**.

3. Click **Yes**.

To Maintain the SF-52 Unique Remarks Table

The SF-52 Unique Remarks feature lets you enter unique remarks on the remarks table. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance**.

3. Click **SF-52 Unique Remarks**.

The Unique Remarks List appears.

How to Add Remarks

1. Click **New.**

2. Type the remarks code.

3. Type the remarks associated with that code.

The first five characters of the remarks must match the previously entered remarks code.

4. Click **OK** to save.

How to Edit the Remarks Code

1. Click the remarks code to edit.

2. Click **Edit**.

If you change the remarks code, you must change the code in the Unique Remarks window to match the new code.

3. Click **OK** to save.

How to Delete a Remark

1. Click the remark to delete.

2. Click **Delete**.

A message asks you if you are sure you want to delete this remark.

3. Click **Yes**.

To Maintain the Review Criteria Table

This feature lets you add review criteria data to the Review Criteria Table, edit a dimension name, or delete review criteria from the table. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance**.

3. Click **Review Criteria**.

A list of review types, dimension numbers, and dimension names appears.

How to Enter New Information

1. Click **New**.

2. Click the **scroll arrow** to select one of the following review types: Band I and II, Band III, APSS, APSS Secretarial, and APSS Wage Earner.

3. Type the dimension number, the short dimension name, and the long dimension name.

4. Click **OK** to save.

How to Edit a Review Type

1. Click the review type to edit.

2. Click **Edit**.

You can modify only the short and the long dimension name.

3. Click **OK** to save.

How to Delete an Item

1. Click the review type to delete.

2. Click **Delete**.

A message asks if you are certain you wish to delete the record selected.

3. Click **Yes**.

To Maintain the Training Source Table

This feature lets you add a training source code and name, edit a training source name, or delete a training code from the Training Source table. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance**.

3. Click **Training Source**.

A list of source codes with names appears.

How to Enter New Information

1. Click **New.**

2. Enter the training source code and the training source name.

3. Click **OK** to save.

How to Edit the Source Name

1. Click the source to edit.

2. Click **Edit**.

3. Enter the changes.

4. Click **OK** to save.

How to Delete an Item

1. Click the source to delete.

2. Click **Delete**.

A message asks if you are certain you wish to delete the record selected.

3. Click **Yes**.

To Maintain the Unit Table

The Unit Table feature lets you add units to HRIS, edit unit information, and delete a unit. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance.**

3. Click **Unit List**.

The following information appears for each unit: the organization code, the short name, the long name, an indication of whether the unit is active, and an indication of whether the unit is a programming division.

How to Add the Name for a New Unit

1. Click **New**.

The organization code must be unique. Type the organization short and long names.

2. If the unit is a Programming Division, click the box next to Programming Division.

Or if the unit is currently active, click the box next to Active.

The box is marked with an X, and the Unit List window indicates Yes.

3. Click **OK** to save the information.

How to Edit Unit Information

1. Click the unit to edit.

2. Click **Edit**.

3. Enter any changes.

4. Click **OK** to save the changes.

Note: You cannot change an organization code. If an organization code is incorrect, you must delete the organization and then reenter the correct organization code and the other information pertaining to the unit.

How to Delete a Unit

1. Click the unit to delete.

2. Click **Delete**.

3. Click **Yes**.

Note: If employees have been assigned to a unit, you cannot delete the unit.

To Maintain the Work Building Table

The Work Building feature lets you add a building code and a description to the Work Building Table, edit a building name, or delete a building code from the table. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Table Maintenance**.

3. Click **Work Building**.

The Work Building Table displays the work building code and the building name.

How to Enter the Code and Name

1. Click **New**.

2. Type the building code and name.

3. Click **OK** to save the information.

How to Edit a Work Building

1. Click the building to edit.

2. Click **Edit**.

3. Enter any changes.

4. Click **OK** to save the changes.

How to Delete a Work Building

1. Click the building to delete.

2. Click **Delete**.

A message asks if you are certain you wish to delete the record selected.

3. Click **Yes**.

Reindex and Pack Databases

As a safety precaution, you should perform this feature once a week because if HRIS data accidentally becomes corrupted, this feature helps you correct internal problems. Reindexing enables HRIS to find the missing pieces and reassemble itself into a functioning program.

If you ever receive a FoxPro error message, such as "Database not ordered" or "Record is not in index," you should access this feature and reindex the data. To access this feature, do the following:

1. Click **Utilities**.

2. Click **Reindex and Pack Databases**.

Depending on the amount of stored data, reindexing could take from 1 minute to several minutes. For example, for units with over 5,000 training records, it may take 5 minutes to reindex and pack the databases. As HRIS reindexes and packs each database, a series of messages appears on the screen. Upon completion, the HRIS main menu bar appears.

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