Customer Service . . . .

**ALL
HANDS
WORKING
TOGETHER
AS
ONE**

Human Resources
Division

United States Department of Agriculture
Agricultural Research Service

Administrative and Financial Management
Serving the Research, Education and Economics Agencies
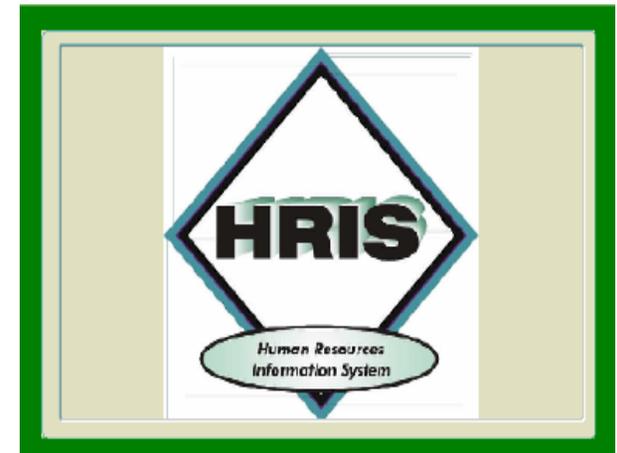
**HUMAN RESOURCES
DIVISION**

*QUICK
GUIDE*

HRIS

*Human Resources
Information System*

**PREPARED BY THE
HUMAN RESOURCES DIVISION**
**Deputy Director, Human Capital Planning and
Development Staff**

HRIS

HUMAN RESOURCE INFORMATION SYSTEM

REE Human Resources Reporting Tool – Registered users have online access to personnel data through HRIS.

- Reports currently available include information about position levels, staff lists, Appointment Not-To-Exceed, Within Grade Increase tickler, Target Grade tickler, and retirement eligibility.

- Access is available to REE Mission area employees whose duties include administrative and human resources related responsibilities.

- To become a registered user, complete the ARIS registration form available from the ARIS home page. Select HRIS as the application you want to access.

- Approved users access the HRIS application from the ARIS application menu.

- Select HRD from the main menu. From the next menu, select the HRIS icon. NOTE: All HRD applications assigned to the ARIS user account will be displayed.

OPENING A ROSTER

First, select the report you want to open. Use your mouse cursor to open either the '**Roster'** query or the '**Reports'** list:

> File ROSTER Reports Help

The query screen displays personnel data for each employee individually. The reports provide either lists or counts for an entire organization, based on the report criteria entered.

> File Search About

To open an employee record, enter the employee's social security number or a full/partial last name or first name. When ready, select Search | Execute from the drop down list or use your mouse cursor to select the Execute icon -

Open the report list and then select the report using either your mouse or keyboard cursor. A description of available reports is available from the HRD applications website.

OPENING A REPORT

When opening a report, you must select the record pool, the organizational group and employment group. Use your mouse cursor to make your choices and then select 'Run Report'. To exit the report execution, select Cancel.

Report Level - This option will filter the records included in the report to employees assigned to the selected organization level. The available filters or levels are Agency wide, Area (Division level) or Location (Branch level

Employment - The employment filters will include records for all employees, 'All Emp', or will limit records to employees who are in 'SY' Category 1 – Scientific positions. The default selection for reports is 'All Emp' for all employees with the organizational group selected.

Agency - Select the 'REE' Mission area agency from which you want employment records. Note: If you select 'Agency' as the Report Level, no other organizational filters are available.

Area - To select records at the Area/Division level, select Area as the Report Level. For ARS, this level will list the Headquarters staff offices (Administrative and Financial Management, National Programs) and the 'Area Offices' (Beltsville Area, Pacific West Area, etc.). For CSREES, ERS and NASS, the list will include 'Division' level offices. (Report Level – Area)

Location - For CSREES, ERS and NASS, the list will include 'branch' level offices within the selected Division (Report Level – Location). For ARS, the list will include either Locations within the selected area office or division level offices with the Headquarters staff.

For more information, please contact your servicing personnel office.