Electronic Personnel Recordkeeping – Enterprise HR Integration (EHRI)

Working for America

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Message from the President

"The Act will also assist in expanding the use of the Internet and computer resources in order to deliver Government services, consistent with the reform principles I outlined on July 10, 2002, for a citizen-centered, results-oriented, and market-based Government."

- George W. Bush

Referring to eGov Act
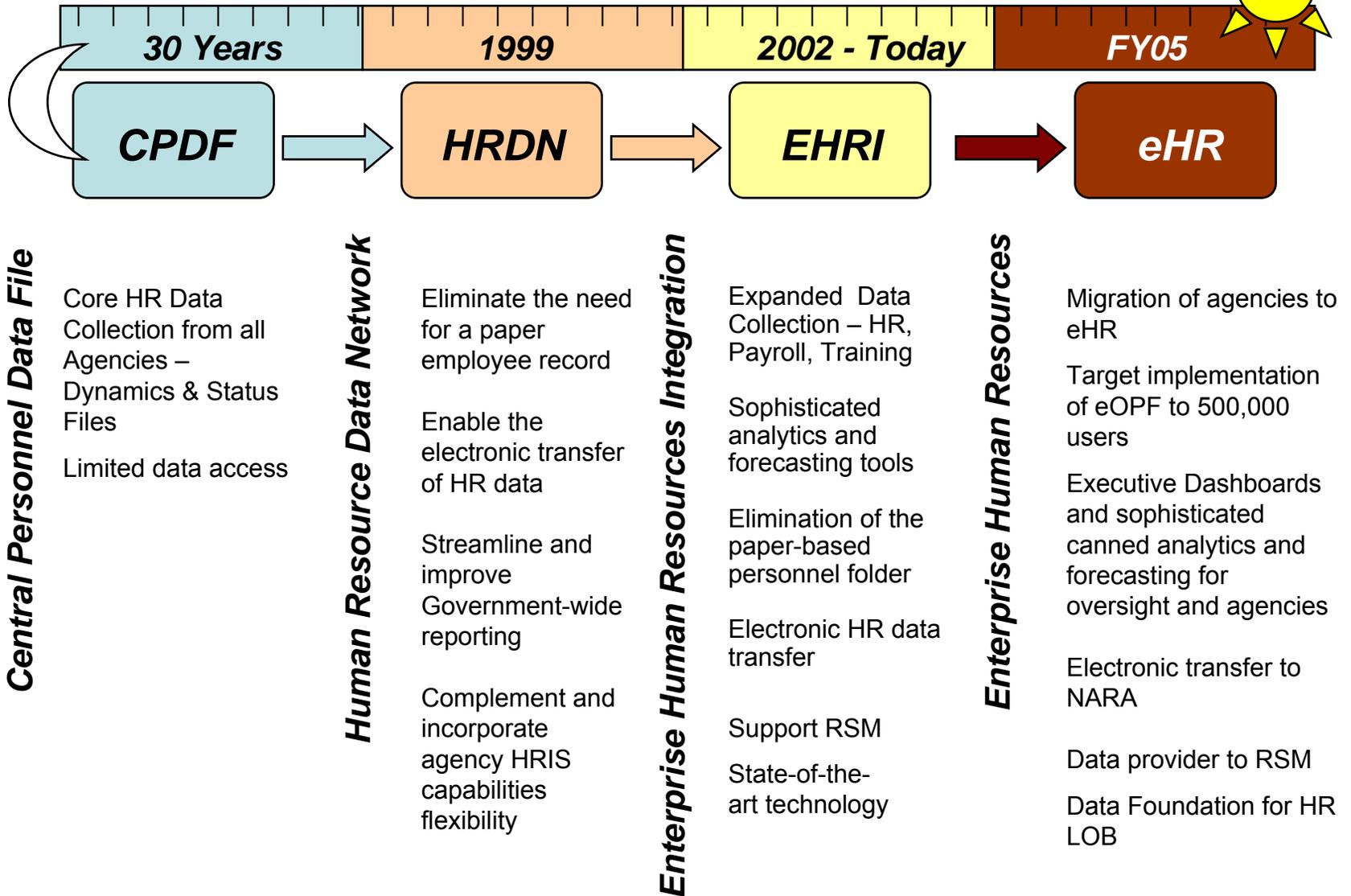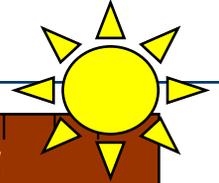
Message from the Director

"President George W. Bush is committed to streamlined, customer oriented government. OPM is quickly moving toward a true 'e-Government', one that uses technology to improve procedures for moving federal workers through the employee lifecycle - beginning with recruitment and background investigations, continuing through all aspects of employment and training, and culminating with retirement.
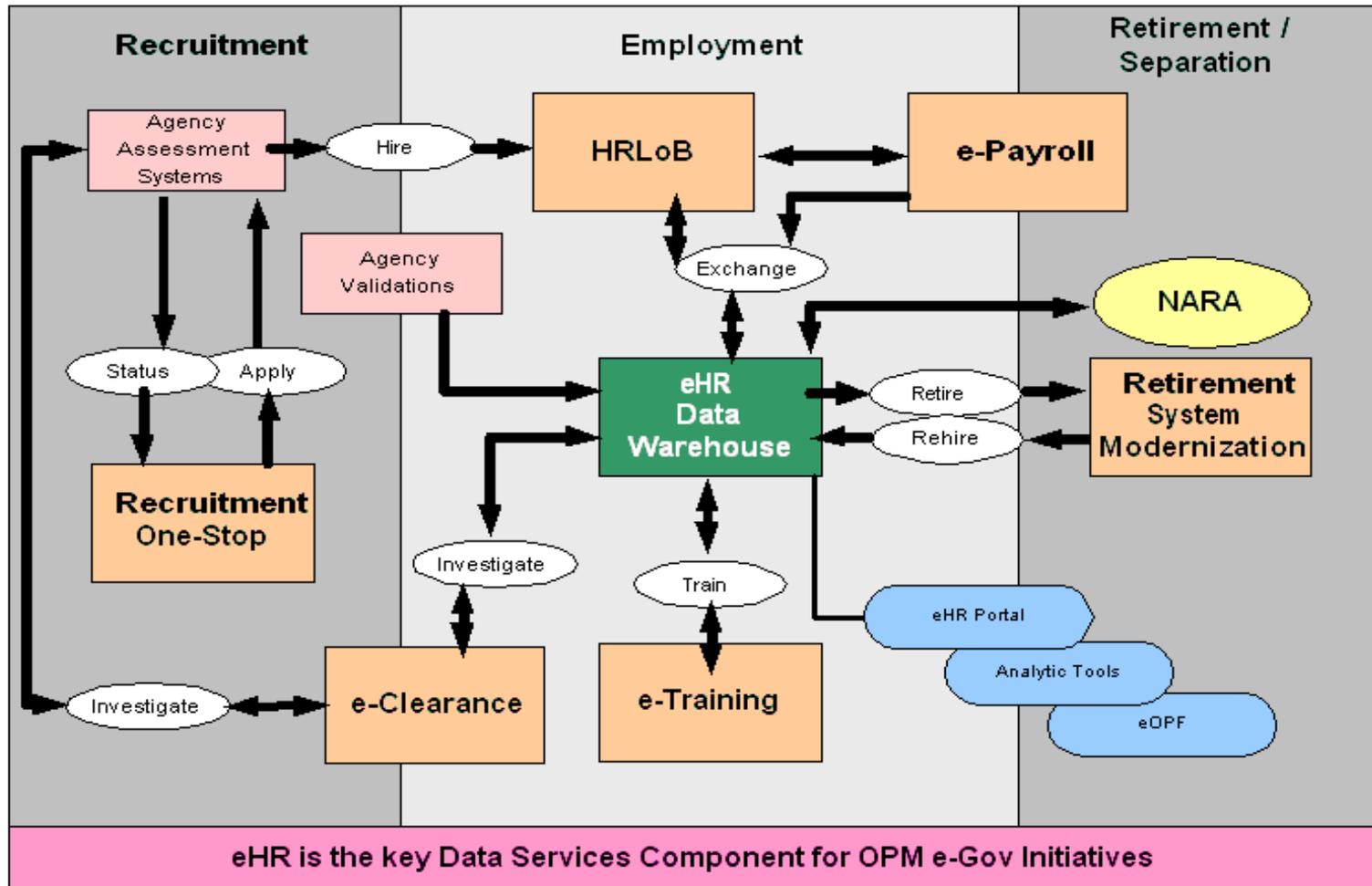
Some merely imagine a world where information moves at the speed of light - OPM is creating it."
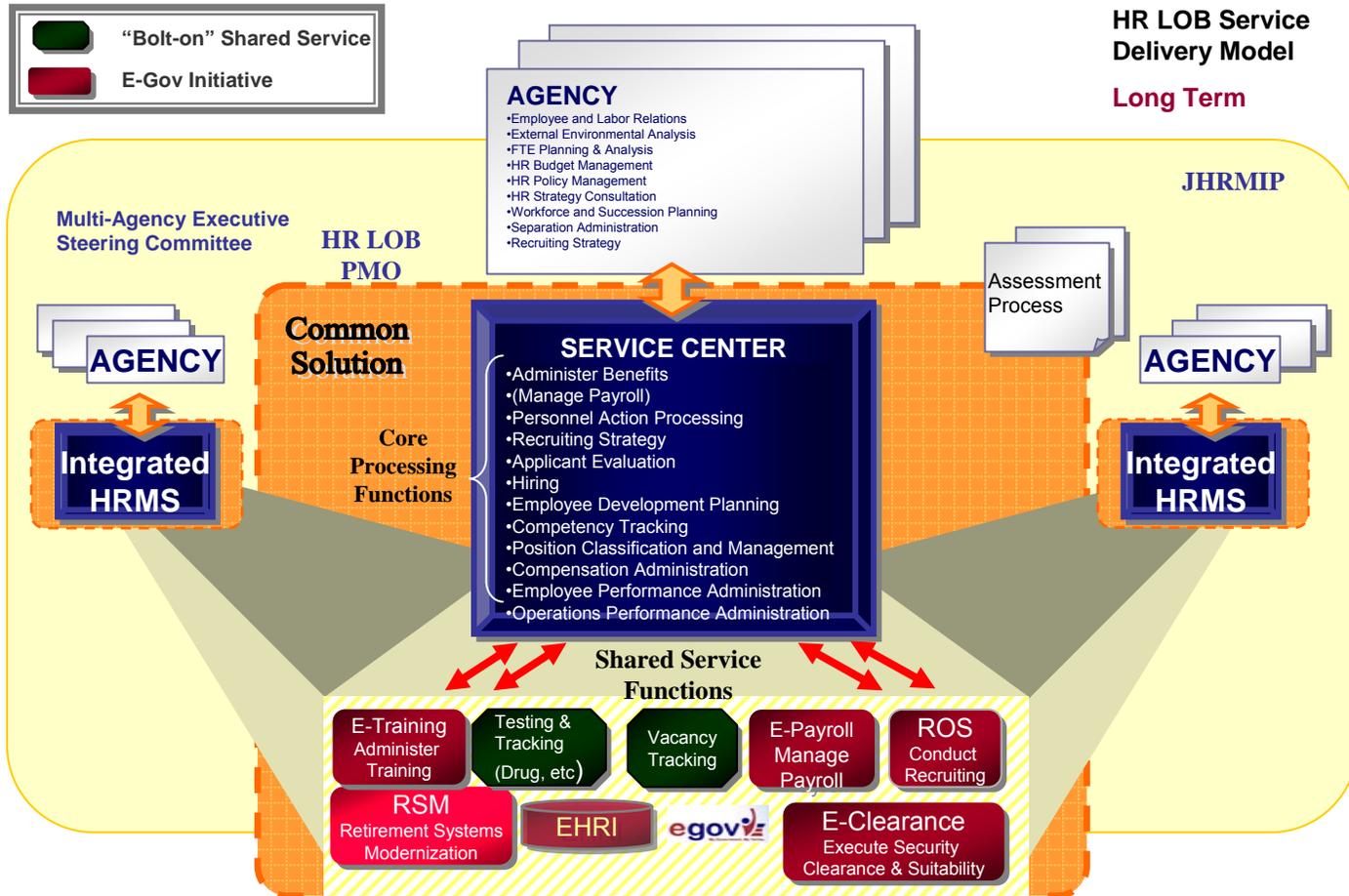
- Kay Coles James

EHRI Evolution

30 Years	1999	2002 - Today	FY05
CPDF	**HRDN**	**EHRI**	**eHR**

Central Personnel Data File

Core HR Data Collection from all Agencies – Dynamics & Status Files

Limited data access

Human Resource Data Network

Eliminate the need for a paper employee record

Enable the electronic transfer of HR data

Streamline and improve Government-wide reporting

Complement and incorporate agency HRIS capabilities flexibility

Enterprise Human Resources Integration

Expanded Data Collection – HR, Payroll, Training

Sophisticated analytics and forecasting tools

Elimination of the paper-based personnel folder

Electronic HR data transfer

Support RSM

State-of-the-art technology

Enterprise Human Resources

Migration of agencies to eHR

Target implementation of eOPF to 500,000 users

Executive Dashboards and sophisticated canned analytics and forecasting for oversight and agencies

Electronic transfer to NARA

Data provider to RSM

Data Foundation for HR LOB

Planned e-Gov Interaction

eHR is the key Data Services Component for OPM e-Gov Initiatives

Shared Services Model, the Concept of Operations for the HR LOB

- "Bolt-on" Shared Service
- E-Gov Initiative

HR LOB Service Delivery Model

Long Term

JHRMIP

Multi-Agency Executive Steering Committee

HR LOB PMO

Common Solution

Core Processing Functions

AGENCY
- Employee and Labor Relations
- External Environmental Analysis
- FTE Planning & Analysis
- HR Budget Management
- HR Policy Management
- HR Strategy Consultation
- Workforce and Succession Planning
- Separation Administration
- Recruiting Strategy

Assessment Process

AGENCY

Integrated HRMS

SERVICE CENTER
- Administer Benefits
- (Manage Payroll)
- Personnel Action Processing
- Recruiting Strategy
- Applicant Evaluation
- Hiring
- Employee Development Planning
- Competency Tracking
- Position Classification and Management
- Compensation Administration
- Employee Performance Administration
- Operations Performance Administration

AGENCY

Integrated HRMS

Shared Service Functions

- E-Training — Administer Training
- Testing & Tracking (Drug, etc)
- Vacancy Tracking
- E-Payroll — Manage Payroll
- ROS — Conduct Recruiting
- RSM — Retirement Systems Modernization
- EHRI
- egov
- E-Clearance — Execute Security Clearance & Suitability

- Multiple shared Service Centers
- IT hosting services including hardware, software and infrastructure support
- Governance structure - multi-agency executive steering committee
- Joint Human Resources Management Improvement Program (J-HRMIP)
- Standardize policies, procedures and requirements (functional, technical, and data requirements) for all HR LOB functions

EHRI Goals and Objectives

- Eliminate the need for a paper Official Personnel Folder (OPF).

- Streamline and improve Government-wide workforce reporting and data analyses.

- Provide the capability for comprehensive knowledge management and workforce analysis, forecasting, and reporting (to further strategic management of human capital) across the Executive Branch.

- Enable expanded electronic exchange of standardized human resources data within and across agencies.

Governmentwide Benefits

- Eliminate the need for paper records.
- Enable electronic transfer of HR data among Federal agencies.
- Timely access to HR data on active and separated Federal employees.
- Improved currency and availability of Federal HR data.
- Projected $72 million annual savings Government-wide by eliminating the paper folder.

Governmentwide Savings

Cost Avoidance Savings Element	Estimated Annual Savings
Agency &incremental NARA storage cost	$ 2,346,879
Agencies cost to retrieve OPF forms	$ 47,157,647
OPF forms filing cost	$ 4,244,862
OPF forms printing cost	$ 743,402
OPF copying cost	$ 6,957,725
Mailing cost between the agencies	$ 4,073,544
Mailing and courier cost within an agency	$ 196,422
Replacing & rebuilding lost or misplaced OPFs	$ 2,006,170
Duplicate data entry for employee transfer	$ 1,988,320
OPM Cost of Building & Maintaining CPDF	$ 588,672
Agency Cost of non-CPDF reporting	$ 1,850,323
Total Benefits	**$ 72,153,965**

Source- EHRI Cost/Benefit Analysis, October 2003

Agency Benefits

- Allows for consolidation of disperse paper OPFs from field offices into a single electronic system.

- Frees HR resources from pulling OPFs to focus on more strategic value added services.

- Virtually eliminates costs of filing, copying, faxing and mailing personnel file documents.

- Provides a safeguard against fire and other damage to paper folders. (COOP)

- Estimated savings of over $42 per employee folder

Does This Look Familiar?

EHRI Products & Services

- Electronic Official Personnel File (eOPF)
- Central Employee Record (CER)
- Workforce Analysis Support System (WASS)
- Civilian Forecasting System (CIVFORS)
- HR Business Intelligence (BI)
- Custom Interface Development
- Custom Advanced Reporting
- Training

Applications

The **e-OPF** is an interim step to the completely electronic and data centric employee record

- The combined electronic and image information replaces the paper OPF

- It represents the employee record

- COTS software solutions available

- Allows for imaging of paper personnel folders
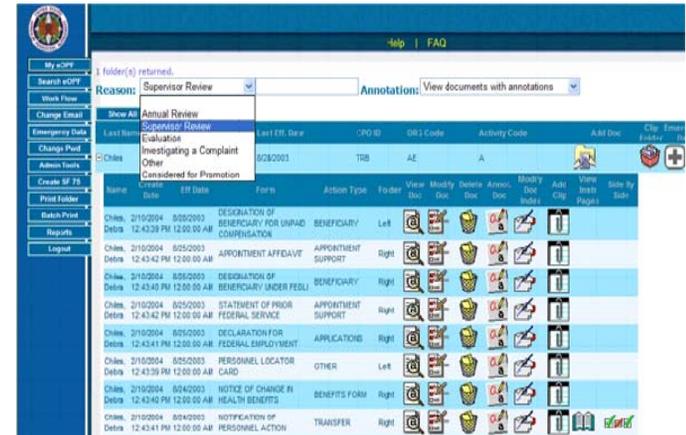
The **CER** is a consolidated data view of an employee's work history, that will grow overtime as agencies are able to electronically populate the EHRI data warehouse and provides tools to satisfy daily user needs including a search feature and a career summary document along with:

- Data from the employee's home agency HRIS

- Pay and Benefits data from agency payroll providers

- Training data from Go Learn

- Additional data collected outside of the employee's current agency (clearance data, jobs data, etc.)

Business Intelligence (BI)

- The **Business Intelligence** Tool provides on-demand user define query and drill down reporting capabilities. Ad-hoc queries can be executed on a number of subject areas including (but not limited to): Age, Agency, Payroll, Performance Appraisal, Personnel Action, Position, and Retirement. In addition, a number of standard reports are also provided.

Workforce Analysis Support System
(WASS)

- The **Advanced Statistical** tool provides access to a civilian personnel data warehouse that will contain 30 years of historical Federal employee data. Sophisticated statistical analysis routines are used to retrieve data from the data warehouse to help in workforce planning by: Identifying retirement eligibles; implications for projected hiring levels; access use of recruitment/ relocation bonuses and retention allowances; provide a basis for numbers of people and costs of legislative proposals; assess whether normal gains/losses might negate need for Voluntary Early Retirement Authority (VERA); provide information on accession of retired military trends' and ascertain how we fill jobs (pulls by nature of action and legal authority codes) for various staffing program purposes

Forecasting (CIVFORS)

- The **Civilian Forecasting System (CIVFORS)** provides forward-looking analytical data delivering seven year projections based on five years of historical data. It includes manpower projections for accession requirements and separations and optimizes to target levels. It automates a highly manual process and eliminates the need to piece together information from spreadsheets and other data sources and allows agencies to get ahead of the personnel forecasting curve.

DEMO
of
Recordkeeping System

EHRI Deployment Planning

CER and Other EHRI Analytic Tools

eOPF (Electronic Personnel File)

- Pre-deployment planning

- Deployment

- Post-deployment

Personnel

- Basic eOPF Agency personnel requirements

Discussion

EHRI Deployment Planning

CER and Other Analytic Tools:

- Initial population of application was done using agency supplied data to the Central Personnel Data File (CPDF)
- Currently 8 years of historical data on 1.8 Million Executive Branch Employees – Will grow to 15 years by Sep 30, 2004
- New Interface Control Documents (ICDs) have been issued for additional data to be captured (payroll, training, and HR) – test data is expected by Sep 2004.
- Agencies can request access to all EHRI tools
  - Agencies must designate HQ POC to control access
  - Memorandum of Understanding must be completed

eOPF Deployment Planning

Pre-Deployment tasks

- Agency/EHRI Deployment Team creation
- Deployment team clearly defines agency requirements
- Deployment team defines schedule
- Schedule monitoring activities begin

The typical deployment process includes five steps:

- Pre-Deployment Process
- Typical (Standard) Deployment Process
- Optional: Non-Standard Deployment Process
- Paper OPF Conversion
- Post Deployment Process – Disposition of OPFs

Pre-Deployment steps include

- Perform eOPF Requirements gathering
- Evaluate Data Capture Approach
- Evaluate email Interface
- Evaluate/Define Backfile Load Process
- Evaluate and Define Agency Unique Requirements
- Obtain Organizational Information
- Workflow Analysis (limited)

Perform eOPF Requirements Gathering	1 week
Evaluate Data Capture Approach	1 week
Evaluate e-mail interface	1 week
Evaluate/Define Backfile Load Process	1 week
Evaluate/Define Agency Unique Requirements	1 week
Obtain Organizational Information	1 week
Workflow Analysis (limited)	1 week
Produce Deliverables	1 week

Pre-Deployment Process	1-2 months

Typical eOPF Deployment

Typical deployment - three to five months

- Areas of responsibility
  - Agency
    - Individual tasks are coordinated and scheduled
    - Responsible to ensure the resources are made available to the deployment team
    - Sign a Memorandum of Understanding (MOU) detailing and documenting the responsibilities of both the agency and EHRI
  - EHRI - EHRI will manage the deployment process jointly with the agency.

Perform System Initialization and Test	1 Week
Perform Database Load	1 Week
Configure eOPF for Agency	1 Week
Perform Initial Backfile Load	1 Week
Perform Continuous Backfile Upload Process	1 Week
Perform Agency Unique Integration	1 Week
Agency Acceptance Test (Utilizing test script)	1 Week

Standard Deployment Process	2-3 months

Conversion of OPF's

There are a number of conversion alternatives available to the agency. These conversion options range from a complete backfile to limited right-hand side backfile. Agencies can also choose to perform conversion for selected personnel, or for selected personnel with selected documents. For example, an agency could choose to convert only the right-hand side for a limited number of forms.

Formulation of Conversion Strategy	1 Month
Form Types, Std. vs. Agency-Specific	1 Week
Metrics on employee tenure, avg pages per OPF	1 Week
Metrics on conversion cost, options	1 Week
Conversion Recommendations	
Perform Conversion	2 Months

Paper OPF Conversion   3-4 months

Post Deployment Process

- Assist with developing training strategy
- EHRI has standardized training for HR specialists and system administrators
- Provide at the agency or at a contractor provided facility
- Train-the-trainer packages
- Alternative training methods
  - Web-based training
  - CD ROM training
  - Also evaluating eOPF training over the web as a standard offering
- EHRI will provide a Program support resource in order to assist the agency with transitional issues
- Access to EHRI technical and user support provided by eOPF technology experts
- Disposition of paper records

Training	3 Weeks
Produce Deliverables	
Support	1-2 Months
Produce Deliverables	

Post Deployment Process   2-3 months

Typical Deployment Activities

Deployment Activity	Estimated Duration	EHRI	Agency	Joint
Application Hosting (Infrastructure)	On-going	X		
Data Storage	On-going	X		
Application Maintenance	On-going	X		
Pre-Deployment - Agency Assessment	2-3 Weeks			X
Pre-Deployment - Agency Requirements Gathering	2-3 Weeks			X
Standard Deployment -Agency Implementation and Test	2-3 Weeks			X
Optional: Non-Standard Deployment - Agency Specific Customization	3-6 Weeks			X
Post Deployment - Agency Training	2-4 Weeks			X
Post Deployment - Agency Support	4 Weeks		X	
Paper OPF Conversion - Agency Conversion	2-24 Weeks			X

Personnel Requirement

Basic Agency Personnel Requirements

- EHRI requires a number of personnel from the agency to be involved in planning, deployment, and on-going support.

- At a minimum, EHRI's eOPF requires 4 agency oversight personnel involved at various stages of implementation

   (1 Project Manager, 1 Security Specialist, 1 Technical Architect, and 1 HR Specialist)

- The agency should consider this requirement at the agency level as well as per bureau, with the addition of 1 implementation coordinator and 1 technical resource per field office

- On-going (post-implementation), the agency should consider a Project Manager, and Bureau-level Technologist and HR Specialist as the minimum requirement.

Discussion

- What is the impact of EHRI?
  - Are the savings real?
  - What are the timeframes?
- How does EHRI fit within my agency?
- How will EHRI support me through the process?
- What are the technical requirements of EHRI?
  - What precautions is EHRI taking to secure my data?
- How do I "sign up" for EHRI and how much?

Contact Information

For more information,

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