



Date: November 17, 2004

**MEMORANDUM FOR:** ITA OHRM Staff

**FROM:** Doris W. Brown  
Human Resources Officer

**SUBJECT:** HRIS/Automation Requests

A handwritten signature in black ink that reads "Doris W. Brown".

This SOP describes the process for OHRM supervisors to submit requests to the Office of Chief Information Officer (OCIO) for automation assistance with human resources information systems or other related processes.

All requests for HR automation assistance from OCIO shall be routed to the Chief, Employee Advisory Services for review. The appropriate Employee Advisory Services staff will conduct a quality review of all requests to ensure that requests do not duplicate system capability already in existence within the Department. Requests will also be reviewed for scope and impact on OHRM programs before being forwarded to the HR Officer for approval or disapproval. The attached flow chart outlines the submission and approval process.

Attachment:

*e*-OCIO Requests Process - Flow Chart

# PROCESS FOR SUBMITTING REQUESTS FOR OCIO ASSISTANCE

