



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

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MEMORANDUM FOR: ITA OHRM Staff and Administrative Officers

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SUBJECT: Human Resources Systems and Access Procedures

This SOP describes the various Human Resources Systems available and the procedures for requesting access to each system, if applicable. This SOP is implemented to ensure the proper and required documentation is received by the ITA-OHRM system administrator for the creation of the employee's system ID and system access rights.

e-Attachment

System Access Procedures



Human Resources Systems and Access Procedures

I. Human Resources Data System

System Description

The Human Resources Data System (HRDSWeb), developed by the Department of Commerce's Office of Human Resources Management and the Office of the Chief Information Officer, provides users with desk-top access to human resources data in a variety of ways: a reporting capability allows users to access different reports covering a variety of HR topics; a multi-file download allows users to create unique one-of-a-kind reports that can be downloaded to a PC file; and an ad-hoc query module allows users to query data base files for statistical information covering one or more subject areas. The more than 300+ data fields provide position, performance, payroll, retirement, salary, benefits, financial/budget, attrition, diversity and other information in a user-friendly format to users.

The Office of Human Resources Management, Office of Automated Systems and Pay Policy, manages the HRDSWeb system. The Office of Computer Services (OCS) provides system technical support and updates HRDSWeb via electronic data downloads from the USDA National Finance Center/Personnel Payroll System during pay week of each pay period.

HRDSWeb users obtain instant access to human resources data that reduces the time it takes to request or search for data from other sources. HRDSWeb data is official, timely and accurate so the need to maintain or update redundant paper or computer files is unnecessary. HRDSWeb data is secure and system access is provided only to users on a "need to know" basis. HRDSWeb is fully accessible using either Netscape Communicator 4.7 or higher, or Internet Explorer 5.0 or higher.

Requesting Access

Supervisors, managers, administrative officers/designees, budget/planning staffs, and Human Resources staffs whose jobs require recurring access to human resources data may be eligible to become an HRDSWeb user. Normally, access is limited to career employees with at least an NACI background investigation.

All users receive access to aggregate reports and the statistical ad-hoc query module. However, additional access may be granted to restricted, planner or EEO detail reports depending on the duties of the proposed user. Depending on each user's access rights, menus and selection screens will vary. Access may be granted as follows:

Managers/Supervisors

- Data on employees (in direct chain)
- Statistical EEO data
- Aggregate Department/Bureau data

Administrative Officers and Designees

- Data on employees (in service area)
- Statistical EEO data
- Aggregate Department/Bureau data

Planners/Budget Staff

- Financial data and projection reports on employees (service population)
- Aggregate Department/Bureau data

Human Resources Managers and Staff

- Restricted reports
- Data on SES staff
- Data on Presidential Appointees
- HR reports

Requests for HRDSWeb access must be made in writing (e-mail is acceptable) by the employee's immediate supervisor and submitted to the ITA/OHRM Human Resources Officer. The following information must be included:

- Employee's full name, including middle initial
- Social Security Number
- Agency and organization structure
- Position title
- Grade
- Functions of user and why access is needed
- Phone number
- Room number

The Human Resources Officer will consider additional HRDSWeb access with written justification from the employee's direct supervisor. Data access is provided on a "need to know" basis.

Once access to HRDSWeb is granted, the ITA/OHRM System Administrator will provide the employee with their HRDSWeb ID and instruct the employee on how to gain initial entry into HRDSWeb using a start-up password. The System Administrator may also make introductory training available, if needed.

II. National Finance Center Reporting System

System Description

The NFC Reporting Center, developed by the National Finance Center, is a Web-based reporting tool that provides a secure and valid method of obtaining information in an electronic environment. Reports such as statistical, financial, and other non-sensitive

reports can be accessed through the NFC Reporting Center. Users can extract many standardized and ad-hoc mainframe reports and downloads based on the specific needs of the agency.

The NFC Reporting Center is the place to go for information. Previously, reporting tools like the FOCUS Reporting System have provided the means to obtain NFC data and produce reports. But today, technology like the Web and the Customized Executive Analysis System (CEAS) model make it possible to deliver a new kind of information service. The goals of the NFC Reporting Center include: providing meaningful information, not just data; becoming a business resource for solutions, not another piece of technology; and using the intuitive nature of the web to improve accessibility. NFC Reporting data is secure, usable, dependable, and cost-effective. System access is provided only to users on a “need to know” basis. NFC Reporting is fully accessible using either Netscape Communicator 4.7 or higher, or Internet Explorer 5.0 or higher.

Requesting Access

Access is granted to supervisors, managers, administrative officers/designees, budget/planning staffs, and Human Resources staffs whose jobs require recurring access to human resources data. All users receive access to non-sensitive aggregate reports. However, additional access may be granted to sensitive detailed reports depending on the duties of the proposed user. Normally, access is limited to career employees with at least an NACI background investigation.

Requests for NFC Reporting Center access must be made in writing (e-mail is acceptable) by the employee’s immediate supervisor and submitted to the ITA/OHRM Human Resources Officer. The following information must be included:

- Employee’s full name, including middle initial
- Social Security Number
- Agency and organization structure
- Position title
- Grade
- Functions of user and why access is needed
- Phone
- Room number
- E-mail address

The Human Resources Officer will consider additional NFC Reporting access with written justification from the employee’s direct supervisor. Data access is provided on a “need to know” basis.

Once access to NFC Reporting is granted, the ITA/OHRM System Administrator will provide the employee with their NFC Reporting ID and instruct the employee on how to

gain initial entry to the NFC Reporting Center using a start-up password. The System Administrator may also make introductory training available, if needed.

III. National Finance Center Payroll/Personnel System

System Description

The National Finance Center Payroll/Personnel System (NFC) incorporates a fully integrated online mainframe database that maintains employee personnel records and time and attendance reports, and processes a biweekly payroll for over 450,000 employees. Qualified Federal Human Resources Offices enter personnel data on a daily basis and process all employee actions for their serviced area(s).

Requesting Access

Access to NFC is permitted only for approved Human Resource Office personnel due to the sensitive nature of the data involved.

Requests for NFC access must be made in writing (e-mail is acceptable) by the employee's immediate supervisor and submitted to the ITA/OHRM System Administrator. The following information must be included:

- Employee's full name, including middle initial
- Social Security Number
- Agency and organization structure
- Personnel office number
- Government Employee or Contractor (if contractor then start and end dates)
- Position title
- Phone number
- E-mail address
- Serviced bureaus
- Data access type (non-sensitive or sensitive)
- NFC profile names (or NFC modules required and type of access: inquiry or update)

Once access to NFC is granted, the ITA/OHRM System Administrator will provide the employee with their NFC ID and instruct the employee on how to gain initial entry into NFC using a start-up password.

IV. Re-employment Priority List System

System Description

The Re-employment Priority List (RPL) is an automated application maintained by the Department of Commerce, Office of Computer Systems, which identifies separated

employees due to a reduction in force or compensable injury who are entitled to priority consideration for positions for which they are qualified.

Requesting Access

Access to RPL is permitted only for approved Human Resource Office personnel due to the sensitive nature of the data involved.

Requests for RPL access must be made in writing (e-mail is acceptable) by the employee's immediate supervisor and submitted to the ITA/OHRM System Administrator. The following information must be included:

- Employee's full name, including middle initial
- Social Security Number
- Agency and organization structure
- Government Employee or Contractor (if contractor then start and end dates)
- Phone number
- Fax number

Once access to RPL is granted, the ITA/OHRM System Administrator will provide the employee with their RPL ID and instruct the employee on how to gain initial entry into RPL using a start-up password.

V. Staffing Timeliness Measure

System Description

The Staffing Timeliness Measure (STM) system, developed by the Department of Commerce's Office of Human Resources Management and the Office of the Chief Information Officer, provides managers/supervisors with desk-top access for tracking staffing actions for their program unit and/or immediate office. STM adheres to OPM's 45-day hiring model and provides information on a staffing action from the time the action is received in OHRM through its completion resulting in either a recruitment, promotion, reassignment or some other type of non-recruiting action.

STM data is secure and system access is provided only to users on a "need to know" basis. STM is fully accessible using either Netscape Communicator 4.7 or higher, or Internet Explorer 5.0 or higher.

Requesting Access

Supervisors, managers, and Human Resources staffs whose jobs require recurring access to human resources data may be eligible to become an STM user.

Requests for STM access must be made in writing (e-mail is acceptable) by the employee's immediate supervisor and submitted to the ITA/OHRM Human Resources Officer. The following information must be included:

- Employee's full name, including middle initial
- Social Security Number
- Agency and organization structure
- Position title
- Grade
- Phone number
- Room number

Once access to STM is granted, the ITA/OHRM System Administrator will provide the employee with their STM PIN and instruct the employee on how to gain initial entry into STM using their PIN.