



BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

HR Connect 9.2 Upgrade

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May 2017



HR Systems Help Desk

Systems

- HRConnect
- inCompass
- EODS
- webTA
- TLMS
- Career Connector
- EPP
- NFC
- Workforce Analytics
- HR Reports

Services

- System Requests
- Troubleshooting
- User Acceptance Testing
- Customer Training
- Participate in Change Control Boards and project teams

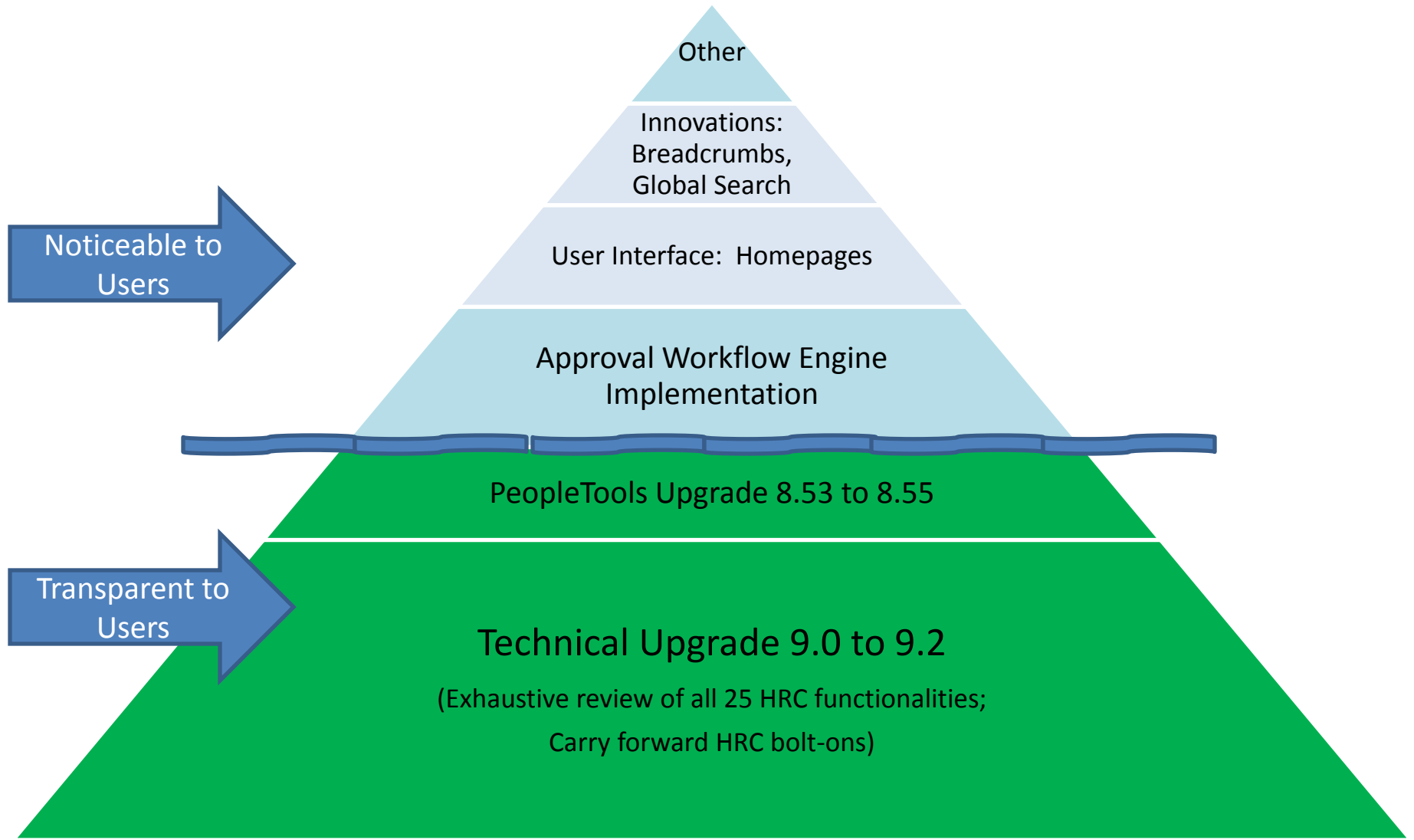
- Contact us:
 - 304-480-8000 option 4
 - hrrsystems@fiscal.treasury.gov
 - Customer Access Web Page
https://arc.publicdebt.treas.gov/customer_access_pages.htm

HRConnect 9.2 Upgrade Timeline

Activity	High Level Date
Contract Awarded	February 2016
Fit-Gap	March – June 2016
Customer Fit-Gap	May – July 2016
Functional and Technical Design & Development	July 2016- March 2017
System Integration , Regression, and Performance Testing	March 2017- June 2017
User Acceptance Testing	June 9 - July 7, 2017
Training	June 9 - July 14, 2017
Go Live	July 19 2017



HRCPO's 9.2 Upgrade Project Overview



ARC HR Role

ARC HR has been representing, either as primary coordinator or in a supporting role, for each of our HR Connect customers' interests on HRCPO's Partner Advisory Council (PAC) for the Upgrade project. PAC representatives responsibilities include:

- Attending Upgrade Customer standing project meetings
- Providing fit gap input with our customers' issues in mind
- Coordinating any additional customer input
- Disseminating Upgrade information to customer agencies
- Providing change management communication templates for customer use
- Coordinating User Acceptance Testing
- Delivering User Training

9.2 HRConnect Upgrade

Major Changes:

- Renovated the home pages / tab names
- Improvements to SF-50 Process
- Improvements to Canned Reports
- More Configurable Customer Workflow
- Improved Help and Navigation
- Retired and Streamlined Features and Functions

New Login Page



http://mtbsnpsw11.h... HRConnect Sign In

HRConnect

Your online connection to HR

User ID or Email

Password

Sign In

[Don't have a HRConnect account?](#)
[Forgot your user ID or password?](#)
[Need to change your password?](#)

WARNING WARNING WARNING You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

About HRConnect

HRConnect is a world-class human resources system, owned and operated by the U.S. Department of the Treasury. This web-based application enables human resource professionals, managers, and employees to manage HR processes efficiently and easily within their organization. [Contact Us](#)

HRConnect Features

The application empowers employees to perform fast and easy updates to personal information and view benefit details; managers to submit personnel actions, manage team and positions, and obtain reports to help make strategic decisions; and HR professionals to review vacancy announcements and print position descriptions.


Connect-2-Learn

Want to learn how to use HRConnect? Connect-2-Learn is an EBS training solution that helps users strengthen their skills, build competencies, and enhance their knowledge. As a part of its training features, Connect-2-Learn has job aids to assist users in completing common HRConnect tasks. [Go to Connect-2-Learn](#)

New Employee Tab- My Info


Favorites ▾Main Menu ▾

HomeWorklistSearchHelpSign out



My InfoReports

Announcements


 You have not entered your [Emergency Contact information](#).

- * Expect a technology refresh, application upgrade, enhanced workflow, improved homepages and greater end user help. More information to follow!
- * [Maintenance Schedule](#)
- * [Upcoming Releases](#)

Your last successful login was OCT 27, 2016 02:27 p.m. There have been 0 unsuccessful logins since.


[Privacy and Security Policy](#)

My Info




My Information

View and update your personal and employee information.




Emergency Contacts

View and update the emergency contacts you have on file.



Benefits

Review your retirement, TSP, health insurance, life insurance, and other benefits.




SF-50 Notification

View your SF-50 Notification of Personnel Action available in HRConnect.


Other HR Tools & Resources

[ARC Customer Access Page](#)
[Benefits, Life Events Planner](#)
[Employee Personal Page](#)
[FSAFeds](#)
[Fed Tax Withholding Calculator](#)
[OPM Operating Status](#)
[SETR/TAPS](#)
[Safety and Health Info Mgmt](#)
[Salary Tables](#)
[Soc Sec Benefit Planner](#)
[Thrift Savings Plan \(TSP\)](#)
[USA Gov](#)
[USAJOBS](#)
[USAJOBS: IRS Jobs](#)
[eOPF](#)
[inCompass](#)



Employee Personal Page

View your earnings statement, W-2, and payroll deductions. Update your payroll information: taxes, allotments, health insurance, and thrift savings contribution.




Performance Management

Create, maintain, and perform routine administrative tasks on your performance documents.


Learning & Development

[Go Learn](#)
Serves as the Government-wide one-stop resource to obtain high quality e-Training product and services.
[Graduate School](#)
Provides career-related courses from the Government's continuing education institution.
[Treasury ELMS](#)
[Treasury Executive Institute](#)
Offers learning opportunities to our partners that are Grade 14 or Equivalent, Grade 15 or Equivalent and SES's and equivalent.
[Treasury Learning Management System](#)

Page 8

 administrative resource center

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SF-50 Process Updated

- Eliminated the multi-step process; quick access from the SF-50 shortcut
- Defaults to 'View or Print the Most Recent' option and will automatically be pre-populated as soon as an employee accesses the page without having to click search
- SF-50(s) opens in a new window for user to view and print
- No longer goes to report output
- Email notifications updated with homepage and navigation changes
- Similar changes made in the HR view

The screenshot shows the HRConnect interface for the SF-50 Notification of Personnel Action. At the top, there are navigation links for 'Favorites' and 'Main Menu'. The HRConnect logo is prominently displayed. Below the logo, the title 'SF-50 NOTIFICATION OF PERSONNEL ACTION' is shown. A key icon and text instruct the user to select an option to view their most recent SF-50 personnel action or all within a specified date range. Two radio button options are provided: 'View or Print the Most Recent SF-50 Personnel Action' (selected) and 'View or Print All Available Personnel Actions'. Below these options, a text prompt asks the user to select a date range for the SF-50, Notice of Personnel Action, or leave blank for all dates. Two input fields for 'From Date' and 'To Date' are provided. A link 'View the SF-50 Notice to Employee' is shown with a note '(Printed on the back of an SF-50)'. A 'Search' button is located below the link. A table displays the search results with columns for 'Select', 'Eff Date', 'NOA', 'NOA Description', 'Pay Period', and 'Pay Period Year'. The first row shows a selected item with an 'Eff Date' of 01/08/2017, 'NOA' 894, 'NOA Description' GEN ADJ, 'Pay Period' PP 01, and 'Pay Period Year' 2017. At the bottom, there are 'Submit' and 'Cancel' buttons.

Favorites ▾ Main Menu ▾

HRConnect

SF-50 NOTIFICATION OF PERSONNEL ACTION

Select an option below to view your most recent SF-50 personnel action or all within a specified date range. Once submitted you will have the option to save as .pdf or print.

NOTIFICATION OF PERSONNEL ACTION

☒ View or Print the Most Recent SF-50 Personnel Action ?
☐ View or Print All Available Personnel Actions ?

Select a date range for the SF-50, Notice of Personnel Action, or leave blank for all dates.

From Date: To Date:

[View the SF-50 Notice to Employee](#) (Printed on the back of an SF-50)

Search

	Select	Eff Date	NOA	NOA Description	Pay Period	Pay Period Year
1	<input checked="" type="checkbox"/>	01/08/2017	894	GEN ADJ	PP 01	2017

Submit Cancel

New Manager Tab- My Team

Favorites ▾

Main Menu ▾


Home


Worklist

Search

Help

Sign out





My Team

My HR Roles

My Special Roles

My Info

Reports

Announcements

- Expect a technology refresh, application upgrade, enhanced workflow, improved homepages and greater end user help. More information to follow!
- [Maintenance Schedule](#)
- [Upcoming Releases](#)



Your last successful login was FEB 06, 2017 02:27 p.m. There have been 0 unsuccessful logins since.
[Privacy and Security Policy](#)

My Team

Direct Reports

Manager: Jackson, Janet
Organization: Office of HR Works

If information below is incorrect, contact the Human Resources office. To initiate a personnel action request, click on the employee's name.

Employee Name	Position Title	Sub Org
Holly, Buddy	SUPERVISORY HUMAN RESOURCES SP	
Springstein, Bruce	IT PROJECT MANAGER	
Townsend, Peter	SUPERVISORY HUMAN RESOURCES SP	

View expanded chart

Subordinate Employees


Search for or initiate an action on an employee not listed as a direct report above.

Employees Detailed to Me


View employees detailed to your organization processed in HR Connect.

Employees Outside my Org


Initiate a position-related or award action on employees outside your immediate organization.

 Vacant Positions


View vacant positions and begin recruiting.

 Establish New Position


Request a new position to be added to your organization.

 Pick a Proxy

Designate one or more of your employees to initiate or approve actions on your behalf

 Workflow Notifications

Setup workflow HR contact and email notifications.

 SEC Records

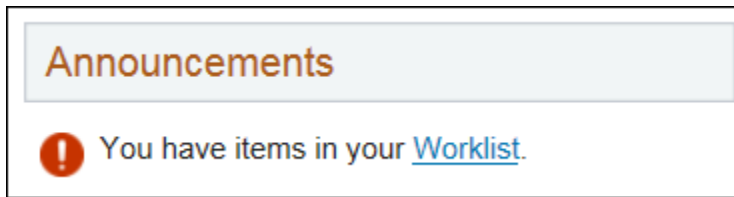
View and update SEC records.

Mass Actions

To initiate the same action for a group of several employees, use the mass action process.
[Mass Awards](#)
Initiate awards for a group of employees.


Homepages – My Team Highlights


- Learning and Development links moved to the My Info page
- Manager Reports pagelet and Print PD moved to the Reports landing page
- Workflow Profile replaced with Workflow Notifications
 - MSS workflow based on Reports To Hierarchy
- Worklist notifications will display in the announcements section



- Pick a Proxy – no change

Manager Self Service Improvements

- Replaced definition hyperlinks with 
- Reorganized the Personnel Actions section
 - Relocated the Pending Actions link to the top
 - Separated Awards and Updates
 - Alphabetized the actions list

FLSA: 	Exempt	Conversions
Work Schedule:	F-Full Time	Detail
Weekly Duty Hours		Extension
Tenure: 	Telework Eligibility: Telework designations for positions and employees indicate eligibility only and do not imply approval or disapproval to actually telework. Please consult with your supervisor or HR office for more information.	
Sensitivity Level: 		
Bargaining Unit:		
Cyber-Security Code:		
Posn Telework Elig:		
Empl Telework Elig: 	Not Designated	Return to Duty (LWOP)

PERSONNEL ACTIONS

Pending Action(s)

[Backfill](#)
[Change in Duty Location](#)
[Change in Hours](#)
[Change in Work Schedule](#)
[Change to Lower Grade](#)
[Conversions](#)
[Detail](#)
[Extension](#)
[Leave Without Pay NTE](#)
[Promotion](#)
[Realignment](#)
[Reassignment](#)
[Recruit/Relocation Incentives](#)
[Retirement](#)
[Return to Duty \(LWOP\)](#)
[Return to Duty \(Other\)](#)
[Suspension](#)
[Temporary Promotion](#)
[Terminate Detail](#)
[Terminate Temporary Promotion](#)
[Termination](#)

Awards

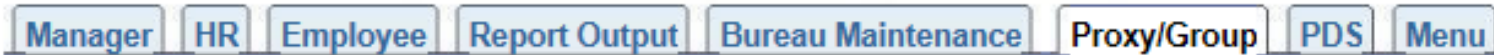
[Individual Cash](#)
[Individual Time Off](#)
[Foreign Language \(Law Enforcement\)](#)
[Quality Step Increase](#)
[Travel Savings Incentive \(Gainsharing\)](#)

Updates

[Emergency Contact](#)

Revised Proxy/Group Tab

Current version of HRC:



- Proxy/Group tab name will change to Proxy Actions.
- Group worklists will be maintained under Worklist.
- Proxy Actions tab will include People and Positions

Homepages- Proxy Actions

[My Info](#)[Proxy Actions](#)[Reports](#)

Announcements

- If this were an actual emergency you would know it
- Expect a technology refresh, application upgrade, enhanced workflow, improved homepages and greater end user help. More information to follow!
- [Maintenance Schedule](#)
- [Upcoming Releases](#)

Your last successful login was MAR 23, 2017 08:12 a.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

Proxy Actions

Proxy As

Initiator can view Manager's People & Positions and the Mass Action pagelet to initiate actions.

Approver can view Manager's Worklist to authorize actions.

Acting on behalf of	Action
Kithira,Chris G	SEC Records
Kithira,Chris G	ePerformance
Kithira,Chris G (Init/Appr)	Mass Actions
Kithira,Chris G (Init/Appr)	People & Positions
Kithira,Chris G (Init/Appr)	Reports
Lookeba,Chris S	SEC Records
Lookeba,Chris S	SEC Records
Lookeba,Chris S	ePerformance
Lookeba,Chris S (Init/Appr)	Mass Actions
Lookeba,Chris S (Init/Appr)	People & Positions
Lookeba,Chris S (Init/Appr)	Reports
Minneola,Chris A	SEC Records
Minneola,Chris A (Init/Appr)	Mass Actions
Minneola,Chris A (Init/Appr)	People & Positions
Minneola,Chris A (Init/Appr)	Reports

New HR Tab- My HR Roles

Favorites ▾

Main Menu ▾


Home

Worklist

Search

Help

Sign out



My Team

My HR Roles

My Special Roles

My Info

Reports

Announcements

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- [Maintenance Schedule](#)
- [Upcoming Releases](#)

Your last successful login was FEB 06, 2017 02:27 p.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

My HR Roles

HR Tasks

[HR Online Inquiry](#)
View an employee's current personnel information.

[HR Position Wizard](#)
Access the condensed set of pages for the quick creation of positions.


[Hire Wizard](#)
Access the condensed set of pages for the quick accession data entry.


[Hire Integration Wizard](#)
Access new hires from CareerConnector, USA Staffing, or EODS and process them through the Hire Wizard to expedite accession data entry.


[Worklist Status](#)
View items no longer displayed on your worklist because they have been worked.


[Personnel Audit Report Summary](#)
Provide the US&FCS Selection Boards with a snapshot of officer's professional history since joining the Foreign Commercial Service. The information is derived from official records.


[PAR Certification Audit Report](#)

**Requisition Requests**
Click here to view a manager's request to initiate recruitment.

**CareerConnector**
Use CareerConnector to create the application process

**SF-50 Notification**
View or print all of employee's SF-50 Notifications.

**SF-50 Batch Notifications**
Print SF-50 Notifications for multiple employees.

**Change PeopleSoft Password**
Update your PeopleSoft password.

New My Special Roles Tab

Favorites ▾

Main Menu ▾



Home

Worklist

Search

Help

Sign out



My Team

My HR Roles

My Special Roles

My Info

Reports

Announcements

- Expect a technology refresh, application upgrade, enhanced workflow, improved homepages and greater end user help. More information to follow!
- [Maintenance Schedule](#)
- [Upcoming Releases](#)

Your last successful login was FEB 06, 2017 02:27 p.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

My Special Roles

SEC Administrator Maintenance

[SEC System Parameters](#)

Set up SEC System Parameters.

[SEC Termination Action/NOA Cod](#)

Setup Activity/NOA Code Combination that trigger SEC Records.

[SEC Category and Item Setup](#)

Maintain SEC Categories and Items.

[SEC Exit Procedure Messages](#)

Maintain Individualized SEC Exit Procedure Messages

[SEC User Maintenance](#)

Maintain SEC Users, Administrators, and Report Access.

[SEC Default Manager ID](#)

Designate a default SEC Manager ID for separating employees who do not have a direct or indirect manager.

[SEC Initial Email](#)

Designate additional individual or group email addresses that will receive the SEC initiation email.

FAIR Act Data Setup

[Assign User Org Level](#)

Assign Users to an NFC Organization Level.

[A76](#)

Update A76 Codes and Descriptions.

[Function](#)

Update Function Codes and Descriptions.

[Initiative](#)

Update Initiative Codes and Descriptions.

[Justification Summary](#)

Update Justification Summary Codes and Descriptions.

SEC Record Maintenance

To View and Process SEC Records

[SEC Records Maintenance](#)

FAIR Act Data Processing

[Update the FAIR Act Detail Tab](#)

[FAIR Act Edits](#)

FAIR Act Annual Processing

[FAIR Act Data Lock/Unlock](#)

Lock/unlock the FAIR Act Detail Table.

[Create the FAIR Act Data File](#)

Create the FAIR Act Data File.

[FAIR Act Edits](#)

Run the FAIR Act Edits.

PBM Data Setup

[Office Table](#)

Create and Maintain Office Definitions

[Division Table](#)


Create and Maintain Division Definitions

PDS Links

[USAccess Reports Portal](#)


Click this link to access the USAccess Reports Portal

Page 16



administrative resource center

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New Report Output Tab- Reports

Favorites ▾Main Menu ▾

HomeWorklistSearchHelpSign out



My TeamMy HR RolesMy Special RolesMy InfoProxy Actions**Reports**

Announcements

! You have items in your [Worklist](#).

- * If this were an actual emergency you would know it
- * Expect a technology refresh, application upgrade, enhanced workflow, improved homepages and greater end user help. More information to follow!
- * [Maintenance Schedule](#)
- * [Upcoming Releases](#)

Your last successful login was MAR 23, 2017 05:45 p.m.
There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

Reports

Report Output

If the report you submitted is not listed under "My Report Output", click on the "Check for New Reports" button to update the chart. Reports older than 7 days are automatically deleted. For long-term retention, download and save the results.

Check For New Reports

Report Title	Date Created
No new reports found	

Manager Reports

[Action Status Report](#)
View the status of pending and processed personnel actions for employees within a specified date range.

[Alphabetical Roster](#)
View a list of employees in your organization.

[Birthday Report](#)
View the Birthdays of employees in your organization.

[COOP Information Report](#)
View the Continuation of Operations Planning (COOP) in your organization.


[Emergency Contacts](#)
View detailed information for your employee's emergency contact designations..


[Employee Leave Report](#)
View your employee's leave balances.


[Employee Location Report](#)
View a listing of Employees at a specific work location.


[Employee Telework Designation](#)
View a listing of Employee and Position Telework Designations.

[Financial Disclosure Report](#)
View the status of financial disclosure forms.

**HRConnect Reporting Database**
Access the Reporting Database to create custom queries.

**Workforce Analytics**
Access the Human Resources reporting site to obtain statistics and demographics on the workforce.

**Position Description Library for Managers**
Search, review, or print position descriptions.

**Position Description Library for HR Professionals**
Search, review, or print position descriptions

Payroll Interface Report Output

[Current Reports - None](#)

[First Date Prior Reports - None](#)

[Second Date Prior Reports - None](#)

Reports for My Assigned Role

[Cyber-Security Designation](#)
View the cyber-security designation codes by personnel office identifier (POI), job code, job code cyber-security designation, and/or position cyber-security designation.

[Emergency Contacts Listing](#)

HRC Reports Updates

- Canned reports were reviewed and renamed.
- Better individual report descriptions/instructions.
- Better reflection of status of recruit requests.
- All reports will be exportable to Excel.

Workflow Reports Consolidation

Report Name Before

- Manager Initiated PARs
- Pending & Processed Actions
- Pending Actions
- Individual Pending/Processed Awards

Recruitment Status Report


Report Name After

- Action Status Report
(for Managers)
- Pending and Processed Actions
Report (for HR)

Recruit Request Status

Manager Action Status Report

[Favorites](#) [Main Menu](#)



Action Status Report



Enter search criteria and click Submit to generate the report.
The results will display online and can be exported to Excel by clicking Create Report.



*From Date: 04/02/2017



*To Date: 04/15/2017

- ☐ All Employees
- ☐ Direct Employees
- ☒ Actions My Proxy or I Have Initiated
- ☐ Individual Employees
- ☒ Pending Actions
- ☐ Processed Actions

Submit

Create Report

Cancel

Find View All   First 1-2 of 2 Last									
	Withdraw	Employee Name	Proposed Action	Proposed Effective Date	Initiated By	Assigned To	Date Assigned	Status	Pushback?
1	<input type="checkbox"/>	Franklin Roosevelt	Change in Work Schedule	02/19/2017	Einstein,Albert	Gallatin,Albert - DO001	03/30/2017	Requested	
2	<input type="checkbox"/>	Franklin Roosevelt	Realignment	04/16/2017	Einstein,Albert	Jackson,Rachel - DO001	04/03/2017	Pushed Back	Y

Withdraw

Additional Workflow Options

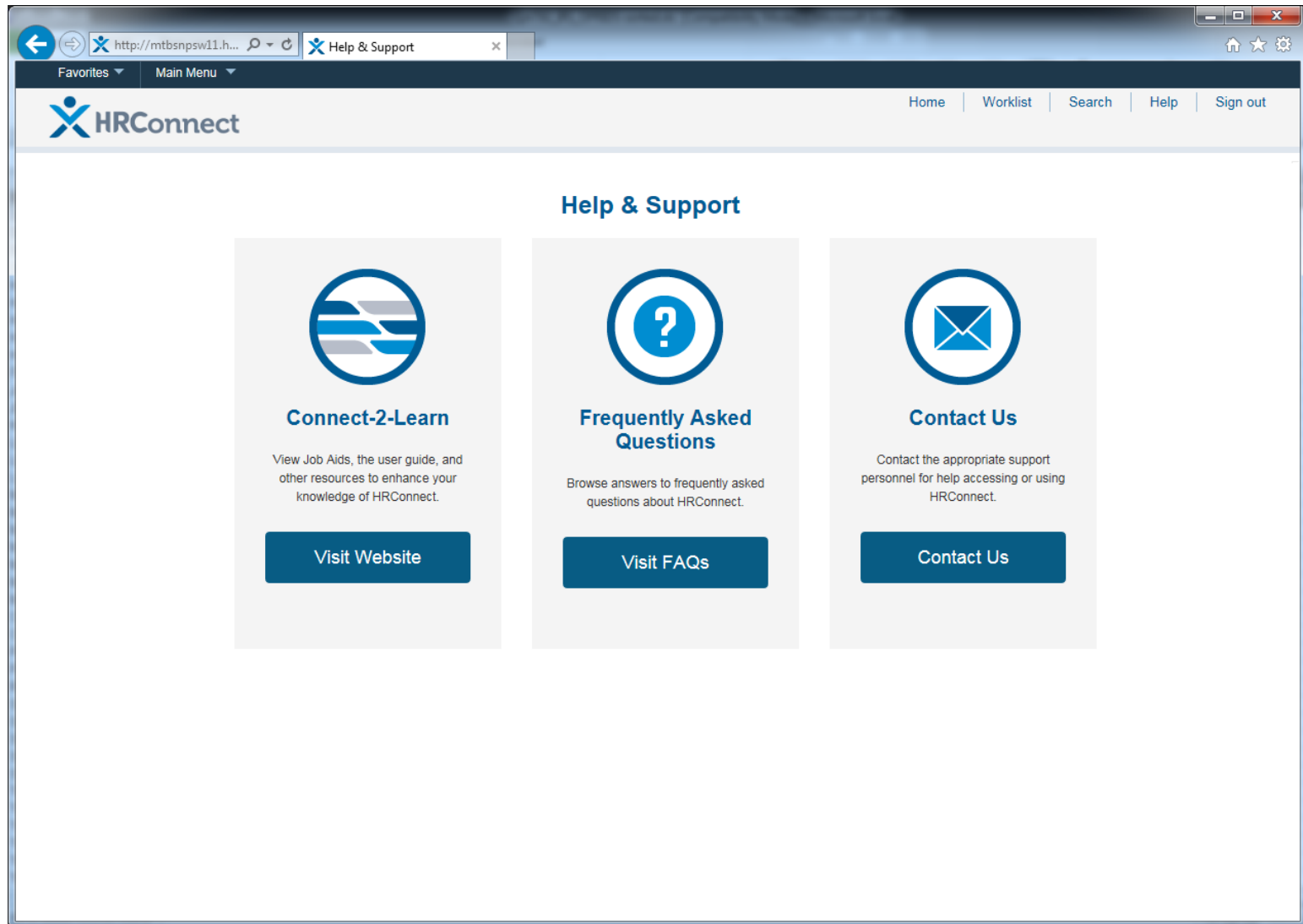
➤ Automated Workflow Engine (AWE)

- Ability for customer to have up to six approval levels, three additional from today
- Ability for customer HR/Admin to review prior to forwarding to ARC HR
- Seamless routing between Managers and HR
 - Ability for actions to be pushed back or restarted throughout the action cycle.
 - Ability to withdraw an action at anytime prior to being processed.

Improved Navigation/Help

- Currently Help is inconsistently displayed
- Help will be signified by a ? icon throughout.
- Hover over and pop up help
- Confusion between links to navigate and help will be eliminated
- Breadcrumbs and Drop-down menu navigation will be in place
- Global Search

New Help Landing Page - draft



Misc. Changes

- Profile Management de-customization - certifications, education options will be one list for all customers
- Edits for data validation – retire unused edits, enhance performance by transitioning edits to the Custom Edits Table
- Additional Security role to support HR workflow
- Help Desk role changes
- Retired functionality –e.g. HSPD-12 and Competencies

Upcoming Activities

- Preparing for UAT in June
 - Customer participation optional
- Preparing for Manager and HR Training in June and July
- Go Live Preparation and Communication

Contact Information



Primary Contact

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