**Human Resources Information System (HRS)**

The Human Resources Information System (HRS) is a system that has automated the process of workload management and the reporting capabilities of the administrative and management staff of the Tax Division. The HRS is a consolidation of disparate pieces of facility, organizational, training, and employee related data. This information is stored in a secure, organized, and easily accessible manner, which enhances the ability to perform critical administrative functions within the Tax Division, Office of Management and Administration.

The HRS primarily supports the creation and efficient management of group and individual workloads. It provides for the tracking of several activities, including maintaining employee, contractor, detailee, and volunteer information, managing applicants, managing facility operations, training, monitoring employee relations, monitoring contracts, and contractor management, and maintaining security clearances. Additionally, the system facilitates management decisions by supplying the capability to generate various management reports, and ad hoc queries.
Department of Justice, Tax Division Human Resources Information System (HRS)

1 Inputs

Data entry documents used as human resources input or source records designated and used solely to create, update, or modify the records in the Human Resources Information System.

Disposition—GRS 20, item 4

2 Masterfile

Non-Public Use Version  Examples of data elements may include: employee identification number, employee name; social security number, home address, home telephone number, employee type, employment status, employee birthday, life insurance code, life insurance date, medical insurance code, medical insurance date, education level, job series, job title, pay plan, step, salary, EOD date, leave hours, sick hours, departure date, education level, college major, college completion date, college credits, college address, emergency contact name, emergency contact address, doctor name, doctor address, doctor telephone number, award name, award category, award nominated date, award selected date, award time off begin date, award time off end date, award funding year, position number, position status, position, organization structure code, position section, position bargain unit status, position duty station, position sensitivity, position pay plan, position job series, position grade, security id, security activity date, security schedule date, security status, training class id, training description, training course type, training duty hours, training payment type, asset id, asset type, asset assigned date, asset returned date, asset status, facility request id, facility request type, facility request date, facility effective date and facility request completion date

Disposition  TEMPORARY  Destroy/delete 30 years after individual becomes inactive or 30 years after close of event

3 Outputs

Various management reports and ad hoc queries—Reports include printed, on-line display, and posted internal web-based display reports containing detailed lists or summary statistical information concerning such things as employee, contractor, and volunteer hiring, facility operations and training.

Disposition—GRS 20, items 4, 5, & 16

4 System Documentation

System administrator documentation, user manuals, policy and procedures.

Disposition—GRS 20, item 11 (a) (1)