



HR Connect Features



HR Connect is an enterprise-wide human resources management system (HRMS) developed by the Department of the Treasury using OTS PeopleSoft functionality. HR Connect has been selected as an OPM-approved line of HR business (HRLoB), allowing the cross-servicing of other government agencies. If you are looking to fully automate your HR processes, use information to drive mission critical goals by effectively managing your human capital, and re-align your HR resources to support strategic business goals for your organization, HR Connect is the right solution! Below are descriptions of the functions and services available.

Functionality	Description
Automated Password Management	HR Connect walks new users through the registration process assigning a UserID and temporary password. Human intervention is not required. Forgot , Lost, and expiring Passwords are also managed in the same secure, easy to maintain manner.
Continuity of Operations Tracking	Provides managers the capability of entering and maintaining COOP group assignments for their employees and the skill sets required for bureau/agency continuation of operations.
Multi-Department Inter-Operability and Agency Cross Servicing	HR Connect serves all of Treasury, DHS (USSS), and DOJ (ATF) and the Department of Housing and Urban Development.
Homeland Security Presidential Directive 12 (HSPD-12)	HR Connect has been designated by the Treasury HSPD-12 PMO to be the source of data sent to GSA for Smart Card issuance to employees and contractors..
Personnel Action Requests (PARs)	PARs may be initiated online by Managers, their Proxies, Detail Managers, and HR specialists. HR staff can process a full suite of OPM-approved transactions (over 132 PAR actions) in HR Connect. A Mass Update Module feature is also available to easily process many similar requests with one transaction (realignments, reassignments, etc.).
Financial Disclosure Tracking and Reporting	Provides for the tracking of employees required to submit Forms 278 and 450 financial disclosure forms. Automatically sends reminder emails to employees prior to the submission due dates.
Payroll Documents	HR specialists have the ability to initiate 23 different payroll documents (e.g., Federal and state taxes, allotments, direct deposit, allotments, and health benefits, including several non-Fed documents) directly in HR Connect and have them transmitted them to NFC.
Manager Self Service	Managers can submit the electronic equivalent of an SF-52 (PAR) in 54 different categories through self-service and also initiate mass or group award actions. Bureaus can elect to require optional data fields, e.g., accounting code.
Employee Self Service	Employees can: <ul style="list-style-type: none"> Initiate 18 actions and updates to personal and employment information, including emergency contact information as well as the ability to request to retire or resign. View personal information, benefits, leave balances, and salary, performance and award history.
Automated Email Notifications	HR Connect automatically sends users notification and reminder emails for NTE dates, SF-50's, worklist items, password expiration, etc.
Worklists	Managers and HR specialists are able to access actions directed to them for authorization or approval from their worklist.
Workflow	Personnel and other actions are moved automatically through a pre-designated and configurable workflow that includes up to three levels of management authorizations and 4 levels of HR approvals. A sophisticated set of rules can be invoked to direct actions by type to HR specialists in that category of action (e.g., Suspensions to ER specialists).
Competencies	Competencies from OPM's HR Manager and series-specific technical competencies are tied to positions and job codes for use with the PD Library and manager-initiated recruitment requests. Bureaus can adapt

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	competency management within HR Connect to meet organizational objectives.
Payroll Interface	HR Connect features a robust daily bi-directional interface transmitting personnel, position, and certain payroll information to the National Finance Center (NFC), Treasury's payroll provider. The reverse interface provides all applied actions and NFC-generated automatic actions (within grade increases, etc.) back to HR Connect.
Performance Management	ePerformance allows managers to manage their performance management responsibilities online. This feature includes OPM-approved "electronic signatures" and allows line-of-sight performance measures with organizational and strategic goals as well as the ability to automatically compute overall ratings. Printed plans exactly match legacy hard copy forms.
Position Description Library	Standard, authorized position descriptions (PD's) available online for HR and managers, replacing the need to establish new positions and undergo classification each time a position is required.
Position Management	Ability to manage workforce through position allocation, obligation, and incumbency tracking, including a Position Wizard.
Recruitment	<ul style="list-style-type: none"> • Managers use HR Connect's Power Recruiting to initiate a vacancy requisition. • CareerConnector, HR Connect's recruitment component using QuickHire, streamlines and fundamentally changes the way applicants are examined for Treasury jobs. CareerConnector receives applications online, assesses eligibility and basic qualifications, relies on applicant self-certification to automatically perform rating/ranking, and generates a certificate for managers to review online. • USA Staffing: HR Connect supports an interface from OPM's recruitment tool.
On-boarding	HR Connect integrates entry-on-duty systems with HR Connect's Hire Wizard, eliminating the tedious entering of accession actions.
Separating Employee Clearance	Manage the process of clearing an employee who is separating (e.g., issued equipment, security passes, credentials, etc.)
FAIR Act Reporting	Provides for the creation and submission of OMB-compliant Federal Activity Inventory Reform Act reports.
SF-50's	Allows employees and HR online access to view and print SF-50's, including required email notification to employees of the availability of their SF-50's.
Career Planning/IDP (separate tool)	An online tool for Individual Development Plan (IDP) development by employees, online submission, and manager review and approval.
Drug Test Tracking	Tracks drug testing information during hiring and retention processes.
Employee and Labor Relations, and Third Party Case Tracking	Provides disciplinary tracking, grievance tracking, and third party (arbitration, etc) case file reporting. Also allows for tracking negotiation processes between bargaining units and management.
Standard Reporting and Workforce Analytics	Our sophisticated and versatile business intelligence reporting tool (Workforce Analytics) features an extensive library of standard demographic reports including EEO information, for managers and HR specialists. Workforce Analytics also provides a robust and easily accessible ability to create ad hoc HR reports as needed.
Interfaces to Bureau/Agency systems	Provides data feeds to internal Bureau/Agency systems, including data warehouses, Learning Management systems, etc.
eLearning	Tools available online and updated regularly for assistance with employee and manager self-service functions. Many eLearning modules available.
Awards Administration	Managers and HR may initiate many types of awards (on-the-spot, cash, time-off, etc.) for direct-reporting employees as well as others in the organization. Bureaus can elect to require optional data fields, e.g., accounting code. This feature includes the ability to initiate mass award actions for many employees.
Help Desk Support	Second and third tier Help Desk support supplements organization's first tier.