

HRA Human Resources Information System (HRIS) Guide

HRA's Human Resource Information System (HRIS) is an online application used to share staff information with Senior Staff, RC Management, HRBPs, and OSR. It will serve as the centralized source for staff data and will be used to provide staff rosters and run reports. Data will be synced with NYCAPS, PMS, FMS, and Citytime.

How to Access HRIS

HRIS can be accessed by via:

- HRA Intranet Home Page – HRIS Link under Resources on right hand side.
- HRA Intranet Home Page – Web Program Applications -> HRIS Link
- OSR Intranet Home Page as shown below.

The screenshot displays the HRA Human Resources Information System (HRIS) website. At the top, the NYC logo is on the left, followed by the text "Human Resources Administration Department of Social Services". To the right, there are links for "HRA Internet", "NYC.gov", "CityShare", and "DCAS", along with a search bar and a portrait of Steven Banks, Commissioner. Below this is a dark blue navigation bar with links: "Home", "Staff Resources" (highlighted with a red box), "Facilities & Moves", "EEO", "Staff & Directory", and "Commissioner's Page".

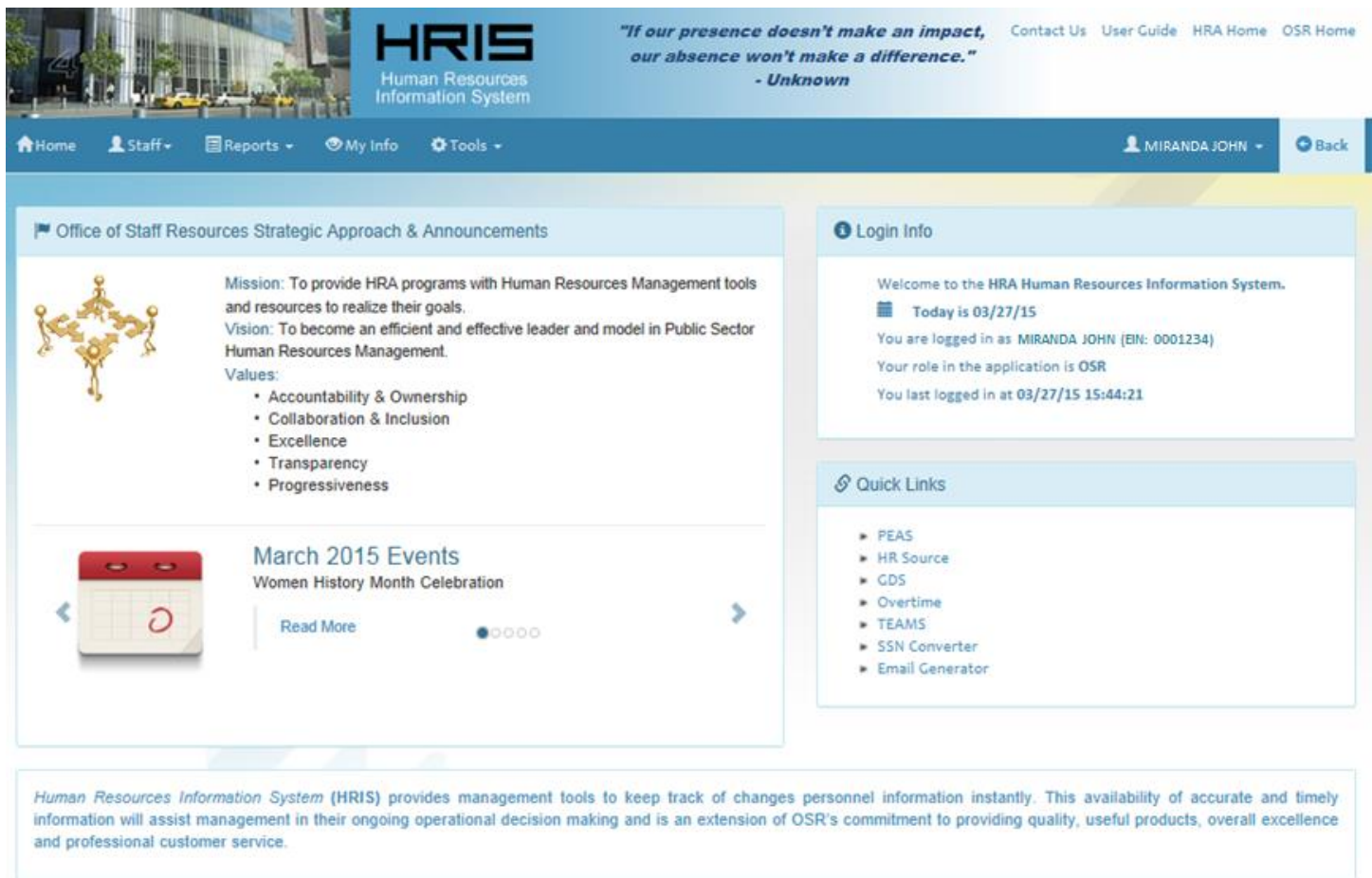
The main content area is titled "Office of Staff Resources" and features a large image of two women working. Below the title, a paragraph describes the OSR's role: "The Office of Staff Resources (OSR) attends to all employees' personnel needs beginning with when they first apply for a job, continuing while they are employed at HRA, and ending with the employee's separation from the agency. The employees of OSR are dedicated to ensuring that the work life of all employees at HRA is of the highest quality."

On the left side, there are two panels. The "PROGRAM AREAS" panel has a dropdown menu set to "OSR". Below it, a list of links includes "About OSR", "OSR Organizational Chart", "Directory of RA/RC HRBP", "Human Resources Information System (HRIS)" (highlighted with a red box), "CityTime [+]", "HRA Bulletins", "Holidays and Pay Dates [+]", "Commissioner's Excellence Initiative", "OSR Commissioner's Excellence", "OSR Recruitment Initiatives [+]", "OSR Training Site", and "Employee Reference Guides [+]".

The "Quick Links" panel below it lists: "CityShare", "Comprehensive Personnel System (CPS)", "Employee Self-Service", "Employee Online Requests", "Employee Transfer System", "Global Directory Services (GDS)", "Human Resources Information System (HRIS)" (highlighted with a red box), "NYCERS", and "Office of Labor Relationship Website".

On the right side, there is a "General Personnel Information" section with links for "COIB[+]" and "DCAS[+]". Below this is an "OSR News" section stating "There are currently no active announcements."

HRIS Home Page



The screenshot shows the HRIS Home Page. At the top, there is a header with the HRIS logo, a quote, and navigation links. Below the header is a main navigation bar with icons for Home, Staff, Reports, My Info, and Tools. The user's name, MIRANDA JOHN, and a Back button are on the right. The main content area is divided into several sections: Office of Staff Resources Strategic Approach & Announcements, Login Info, Quick Links, and a March 2015 Events section. A footer section provides a brief description of the HRIS system.

HRIS
Human Resources Information System

*"If our presence doesn't make an impact, our absence won't make a difference."
- Unknown*

Contact Us User Guide HRA Home OSR Home

Home Staff Reports My Info Tools

MIRANDA JOHN Back

Office of Staff Resources Strategic Approach & Announcements

Mission: To provide HRA programs with Human Resources Management tools and resources to realize their goals.
Vision: To become an efficient and effective leader and model in Public Sector Human Resources Management.
Values:

- Accountability & Ownership
- Collaboration & Inclusion
- Excellence
- Transparency
- Progressiveness

March 2015 Events
Women History Month Celebration
[Read More](#)

Login Info

Welcome to the HRA Human Resources Information System.

Today is 03/27/15

You are logged in as MIRANDA JOHN (EIN: 0001234)

Your role in the application is OSR

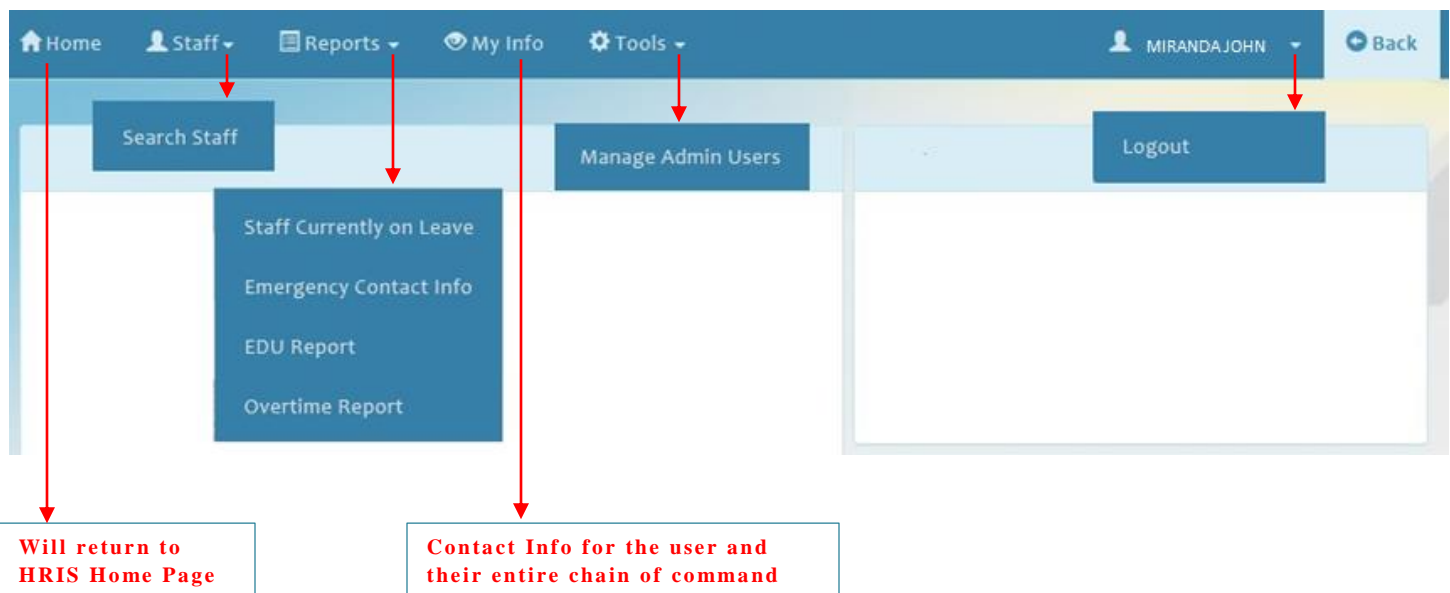
You last logged in at 03/27/15 15:44:21

Quick Links

- ▶ PEAS
- ▶ HR Source
- ▶ GDS
- ▶ Overtime
- ▶ TEAMS
- ▶ SSN Converter
- ▶ Email Generator

Human Resources Information System (HRIS) provides management tools to keep track of changes personnel information instantly. This availability of accurate and timely information will assist management in their ongoing operational decision making and is an extension of OSR's commitment to providing quality, useful products, overall excellence and professional customer service.

MENU LAYOUT



The diagram illustrates the menu layout of the HRIS system. Red arrows point from the main navigation bar to specific menu items and their sub-items. The 'Home' menu item points to a box stating 'Will return to HRIS Home Page'. The 'Staff' menu item points to a 'Search Staff' button. The 'Reports' menu item points to a dropdown menu containing 'Staff Currently on Leave', 'Emergency Contact Info', 'EDU Report', and 'Overtime Report'. The 'My Info' menu item points to a 'Manage Admin Users' button. The 'Tools' menu item points to a 'Logout' button. A box at the bottom right states 'Contact Info for the user and their entire chain of command'.

Home Staff Reports My Info Tools

MIRANDA JOHN Back

Search Staff

Manage Admin Users

Logout

Staff Currently on Leave

Emergency Contact Info

EDU Report

Overtime Report

Will return to HRIS Home Page

Contact Info for the user and their entire chain of command

STAFF TAB:

****Access determined by User Role and assigned RCs/DPs in HRIS' USERS table.****

- **SEARCH STAFF:** List of all ACTIVE staff which can be filtered by RC, DP, Location, Title, Backup Title, and Civil Service Status (OPTIONAL).

To return all ACTIVE staff, click the SEARCH button. Searches can also be further filtered by EIN, Last Name, or First Name.

Search Staff

Displays all staff where PMS leave status is ACTIVE (B)

Filters below are optional

RC: -Select RC from list-

DP: -Select DP from list-

Location: -Select Location from list-

Titles: -Select Pay Title from list-

Backup Titles: -Select Backup Title from list-

Civil Service Status: -Select Civil Service Status from list-

To view all ACTIVE staff, click SEARCH

Search Clear

To export search results to excel, click Spread Sheet.

Result 13596 Indicates number of records returned in result of search.

Spread Sheet

Filter By To refine results, enter EIN, Last Name, or First Name

Total: 13596

Notes: Filter will work on EIN / Last Name / First Name

10 25 50 100

To view the details for a staff member, click on the employee's EIN.

EIN	Last Name	First Name	RC	DP	CS Status	Title	Title Date	Backup Title	Backup Title Date	Work Address
0000405	CARACTER	ANTHONY	MCSA MEDICAID ELIGIBILITY	MAIL RENEWAL UNIT	Permanent - Competitive - C	ELIG SPECIALIST II	03/09/09			260 11 AVE, NEW YORK 10001
0001908	MEDINA	ELIZABETH	GENERAL SUPPORT SERVICES	HVAC UNIT	Permanent -	SENIOR STATIONARY	02/25/08			250 CHURCH ST, NEW

To apply sorting on a field, click arrows.

Option to select number of records to view per page.


STAFF DETAILS:

Click on a specific EIN to view/print additional details of a specific staff member such as PMS Info, Work / Home / Emergency Info, EDU Info & Overtime Info:


- PMS Info tab- additional PMS info such as Title & Backup Title Info.
- Work Info tab – Work Location Address, Work Phone #, Work Email as shown in Outlook. The current supervisor is also provided.
- Home Info tab – Home Address & Phone # as shown in ESS.
- Emergency Info tab –Emergency Contacts as shown in ESS.
- EDU Info tab – Summary of all EDU Cases, if any (open & closed)
- Overtime Info tab – Summary of the staff member's Salary Info, Overtime Info (Paid/Comp), Waiver Status by Current Fiscal Year and Current Calendar Year.


STAFF DETAILS:


PMS Info tab:


 Staff Details


First Name:	ALVIRIA	Last Name:	ROBERSON
EIN:	0996941	RC Name:	OFF OF CHILD SUPPORT ENFORCEMENT - 2365


 PMS Info


 Work Info

 Home Info

 Emergency Info


 EDU Info

 Overtime Info

 General


* Data is refreshed daily

Leave Status:	ACTIVE	Pay DP Code:	FOA5
Leave Date:	No Data	Backup DP Code:	No Data
Action Reason:	PERMANENT PROMOTION	Backup Leave Status:	No Data
Budget Code:	0162	Backup Leave Reason:	No Data

 Title Info

* Data is refreshed daily

Pay Title:	PRIN ADMIN ASSOC I	Backup Title:	No Data
Pay Title Level:	01	Backup Title Level:	No Data
Pay Title Date:	10/01/12	Backup Title Date:	No Data
Pay Status:	Permanent - Competitive	Backup Manager Level:	No Data
Pay Class:	A		

 Other Info


* Data is refreshed daily


Veteran Status:	N	Physical Handicap:	
Pension Indicator:	J	Probationary Indicator:	
Pension Tier:	3K	Disbursement:	OCSE EXEC, MAS, PPD
Schedule Type:	A	Backup Disbursecode:	No Data
Collective Bargain Unit:		Unconverted Leave Status:	


Prints all tabs


 Print


Work Info tab:

 PMS Info

 Work Info

 Home Info

 Emergency Info

 Street Address

2 WASHINGTON ST

City


NEW YORK

State


NY

Zip Code

10004

 Outlook

sargentd@hra.nyc.gov


 Office Phone


(718) 923-7896


Supervisor


ANDINO, BRANDESHA


Home Info tab:

 PMS Info

 Work Info

 Home Info

 Emergency Info

 Street Address

68-38 Yellowstone Blvd, APT.#A-10

City


Forest Hills

State

NY

Zip Code

11375

 Home Phone

(718) 281-6313

STAFF DETAILS (cont'd):

Emergency Contact Info tab:

PMS Info	Work Info	Home Info	Emergency Info	EDU Info	Overtime Info
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Name	maudria caldwell-hudson	Relationship	Sibling	* Data is refreshed weekly
Primary Phone	(917) 901-5886			

EDU Info tab:

**Available only to Admin User Roles CHIEF, RC HEAD and all Admin users who are current users of TEAMS application for the RCs they are permissioned for in TEAMS. **

PMS Info	Work Info	Home Info	Emergency Info	EDU Info	Overtime Info
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#1 10/21/2014 - 1159055-14 Case File Sent to Charge Writer * Data is refreshed in realtime

Charges:	General		
Location:	15 METROTECH, BROOKLYN, NEW YORK 11201	Source:	RC
Infraction Date:	2014-10-21	Date Received by EDU:	2014-10-21
IC Date:	No Data		

#2 08/28/2014 - 1159055-13 Sent to ELD for Review * Data is refreshed in realtime

Charges:	C) Confidentiality		
Location:	15 METROTECH, BROOKLYN, NEW YORK 11201	Source:	RC
Infraction Date:	2014-08-28	Date Received by EDU:	2014-08-28
IC Date:	No Data		

#3 08/28/2014 - 1159055-11 Case File Sent to Charge Writer * Data is refreshed in realtime

Charges:	General		
Location:	15 METROTECH, BROOKLYN, NEW YORK 11201	Source:	RC
Infraction Date:	2014-08-27	Date Received by EDU:	2014-08-28

↑ Back to Top

STAFF DETAILS (cont'd):

Overtime Info tab:

**** Available only to Admin User Roles CHIEF, RC HEAD and all Admin users who are current users of Agency Overtime Management System application for the RCs they are permissioned for in Agency Overtime Management System. ****

PMS Info Work Info Home Info Emergency Info EDU Info Overtime Info			
Salary & Overtime Info		* Data is refreshed every paydaye	
	Calendar Yr 2015	Fiscal Yr 2015	
Salary:	\$75,275.00	\$75,275.00	
ATG:	\$0.00	\$0.00	
Sum Night Diff YTD:	\$0.00	\$0.00	
Salary + ATG:	\$75,275.00	\$75,275.00	
OT YTD Amt:	\$1,823.10	\$2,869.44	
OT YTD Hrs:	38.30	63.30	
Salary + ATG + Night Diff + OT:	\$77,098.10	\$78,144.44	
YTD Prem:	\$0.00	\$0.00	
Comp YTD:	0.00	0.00	
Earned OT %:	2%	4%	
FLSA:	No Data	No Data	
Non FLSA Comp Time Bal:	No Data	No Data	
FLSA Comp Time Bal:	No Data	No Data	
Hourly Rate:	\$41.20	\$41.20	
Work Week Hours:	35	35	
OT Hours Worked This Period:	3	3	

Waiver Info		* Data is refreshed every paydaye	
	Calendar Yr 2015	Fiscal Yr 2015	
Waiver Status:	No Data	No Data	
Waiver Pcnt:	0%	0%	
Waiver Amount:	\$0.00	\$0.00	
Blocked:	No	No	
Bal Allowed:	\$370.90	(\$875.44)	

REPORTS TAB:

**** Access determined by User Role and assigned RCs/DPs in HRIS' USERS table. ****

- STAFF CURRENTLY ON LEAVE
- EMERGENCY CONTACT INFO
- EDU REPORT
- OVERTIME REPORT

Staff Currently on Leave Report:

Lists all LEAVE staff which can be filtered by RC, DP, and Title. To return all LEAVE staff, click the SEARCH button. Searches can also be further filtered by EIN, Last Name, or First Name.

Staff Currently on Leave Report

Displays all staff where PMS leave status is not CEASED ('A') or ACTIVE('B')

Filters below are optional

RC:
DP:
Titles:

--Select RC from list--

--Select DP from list--

--Select Pay Title from list--

To view all On Leave staff, click Search.

Search

Clear

Result 511

Spread Sheet

Filter By

To refine results, enter EIN, Last Name, or First Name

Total: 511

Notes: Filter will work on EIN / Last Name / First Name

< 1 2 3 4 5 6 7 ... 52 >

10 25 50 100

To view the details for a staff member, click on the employee's EIN.

EIN	Last Name	First Name	RC	DP	Title	Prior DP	Leave Date Observed	Leave Status
0004655	FORTSON	LILLIAN	OFFICE OF INVESTIGATION	RC63-10	FRAUD INVESTIGATOR I		09/03/14	MILITARY LEAVE - M
0017584	SHAROBEE	TAISHA	LVILOAN OUSTA STAFF	OSR-STAFF-DP72 LEAVE	CLERICAL ASSOC I		09/03/14	OTHER LEAVE WITHOUT PAY - L

To export search results to excel, click Spread Sheet.

Emergency Contact Info Report:

Home Contact & Emergency Contact Info for the user's ENTIRE STAFF POPULATION as permissioned in ADMIN TOOLS. Searches can also be further filtered by EIN, Last Name, or First Name.

Emergency Contact Info Report

Displays all home, work, and emergency contact info for all of your staff

Filters below are optional

RC:
DP:
Location:

--Select RC from list--

--Select DP from list--

--Select Location from list--

To view all Staff's Emergency Contacts, click Search

Search

Clear

Result 14994

Spread Sheet

Filter By

To refine results, enter EIN, Last Name, or First Name

Total: 14994

Note: Filter will work on EIN / Last Name / First Name

< 1 2 3 4 5 6 7 ... 1500 >

10 25 50 100

To view the details for a staff member, click on the employee's EIN.

EIN	Last Name	First Name	RC	DP	Work Address	Home Address	Home Phone	Emergency Contact	To view ALL Emergency Contacts for this employee, click MORE.
0018055	LESCOTT	SANDRA	0636	MPR2	470 VANDERBILT AV, BROOKLYN	234-34 131 Avenue Rosedale, NY 11422	(917) 968-6108	Emiliano Zapata Friend (347) 000-0000	More

To export search results to excel, click Spread Sheet.

EDU Report:

Lists all employees with EDU Cases which can be filtered by Date Received, Open/Closed, RC, DP and Work Location. Searches can also be further filtered by EIN, Last Name, or First Name.

**** Available only to Admin User Roles CHIEF, RC HEAD and all Admin users who are current users of TEAMS application for the RCs they are permitted for in TEAMS. ****

EDU Report

Displays all EDU lists for all of your staff

Filters below are optional

Date Received From:

Open/Closed:

RC:

DP:

Location:

Date Received To:

All

▼

--Select RC from list--

--Select DP from list--

--Select Location from list--

To view all EDU Cases, click SEARCH.

Result 189

Filter By

To refine results, enter EIN, Last Name, or First Name

Note: Filter will work on EIN / Last Name / First Name

* Data is populated based on TEAMS permission

1 2 3 4 5 6 7 ... 19

To view the details for a staff member, click on the employee's EIN.

EIN	Last Name	First Name	RC	DP	Location Name	EDU Number	Date Received	Date Infraction	Charges	Request Source	IC Date
0144201	ROSENTHAL	YALE	1419			0144201-01	01/24/96	09/06/94	OTHER		

Overtime Report:

Lists all employees' salary with Overtime data which can be filtered by Calendar/Fiscal Year, RC & DP. Searches can also be further filtered by EIN, Last Name, or First Name.

**** Available only to Admin User Roles CHIEF, RC HEAD and all Admin users who are current users of Agency Overtime Management System application for the RCs they are permissioned for in Agency Overtime Management System.****

Overtime Report

Displays the summarized overtime YTD data for the current calendar or fiscal year.

Filters below are optional

RC:

DP:

☒ Calendar ☐ Fiscal view report by Calendar or Fiscal Year

Search

Clear

To view OT data for all staff, select SEARCH.

To export search results to excel, click Spread Sheet.

Result 740

Spread Sheet

Filter By

To refine results, enter EIN, Last Name, or First Name

Total: 740

Note: Filter will work on EIN / Last Name / First Name
* Data is refreshed every paydate

1

2

3

4

5

6

7

...

74

10

25

50

100

To view the details for a staff member, click on the employee's EIN.

EIN	Last Name	First Name	RC Code	Title	DP Code	Salary	ATG	OT YTD Amt	OT YTD Hrs	Comp YTD	Waiver Pcnt	Earned OT %	Remaining
0003640	MCKENZIE	ISHONE	0170	SUPERVISOR OF OFF MACH OP I	BEA4	\$36,110.00	\$4,874.00	\$0.00	0.00	0.00		0%	
0016576	CRUZ	DENISE	1419	COMP ASSOC TECH	BNP3	\$71,274.00	\$1,574.00	\$0.00	0.00	0.00		0%	

MY INFO TAB:

Home / Work / Emergency Contact Info for the user and Work / Emergency Contact Info for their ENTIRE CHAIN OF COMMAND as shown in Citytime.

****Admin User Roles OSR, CHIEF, RC ADMIN, HRBP, and DIRECTOR will see Home/Work/Emergency Contact Info for their chain of command as shown in Citytime. SUPERVISOR user role will only see WORK and EMERGENCY CONTACT Info for their staff as shown in Citytime. ****

Exports contact info for all Staff in your Citytime chain of command to excel spreadsheet.

My Staff **Spread Sheet**

Displays all work, home, and emergency contact info for all of your chain of command (based on Citytime supervisory relationships)

- ALVIRIA ROBERSON
- ANDRES WATSON
- BEATRICE BULYCO
- BORIS ORANGE
- BILQIS HOGAN
- GAIL ACOSTA
- OMAR BOYD
- DENISE GALASHEV
- EILEEN ZHANG
- MALISHA HEYWARD-PEARCE
- NATALIA MATEO
- TIN FUNG JULVANA BARRETT
- YANCY MASON

Contact Information **Print individual's contact info.**

ALVIRIA ROBERSON Displays work, home, and emergency contact info **Print**

Work

Street Address	2 WASHINGTON ST	Outlook	agarwallau@hra.nyc.gov
City	NEW YORK	Office Phone	
State	NY	Supervisor	KNOWLES, BRIAN
Zip Code	10004		

Emergency

Name	Felix Duran	Relationship	Sibling
Primary Phone	(718) 000-0000		
State	NY		
Zip Code	10468		

ADMIN TOOLS TAB (OSR User Role Only):

Manage application's Admin User permissions.

Manage Admin Users

Add new Admin User **Add New** **Export**

Filter By Filter by Last Name, First Name, or Role Total: 33

« 1 2 3 4 » 10 25 50 100

EIN	Full Name	Role	LAN ID	Email	Edit or Delete Admin User
000:	MCCORMACK ANEY	HRBP	bon	ra.nyc.gov	Edit Delete
007:	JACKSON PATRICIA	HRBP	nel:	@hra.nyc.gov	Edit Delete
013:	MOSELEY CESAR	HRBP	war	ine@hra.nyc.gov	Edit Delete
014:	CURTIS NATHALIE	HRBP	nile	ira.nyc.gov	Edit Delete

ADMIN TOOLS TAB (OSR User Role Only):

Add New Admin User:

1. Enter employee's EIN , rest of the information which includes first & last name, Lan ID and work email will be auto populated.
2. Select a Role (Chief, RC Head, OSR, HRBP and Director) that user will have within this application.
3. Select the RC/s that user will have permissions within this application.

The screenshot shows a web form titled "Add User" with a blue header bar. Below the header, the text "required fields" is written in red. The form contains several input fields: "Employee ID" (a text box with a red border), "First Name:" (a text box), "Last Name:" (a text box), "LAN ID:" (a text box with a red border), "Work Email:" (a text box), "User Role:" (a dropdown menu with a red border), and "RC:" (a dropdown menu with a red border). To the right of the "RC:" field, there are two buttons: "Select All" and "Select None", both with red borders. Red text annotations are present: "To select all RCs, click Select All." next to the "Select All" button, and "To deselect all RCs, click Select None." next to the "Select None" button. At the bottom right of the form, there are "Save" and "Cancel" buttons.

required fields

Employee ID

First Name:

Last Name:

LAN ID:

Work Email:

User Role:

RC: -Select RC from

To select all RCs, click Select All.

Select All

Select None

To deselect all RCs, click Select None.

Save

Cancel