

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Helpful Hints for Using EMIS

Requesting Access to EMIS

Users must read and sign the EMIS Non-Disclosure Agreement. Clearly print or type the NIH logon user name (not your password). The Deputy Ethics Counselor or designee will indicate the access level needed by the employee and sign the agreement. The designee may be the Ethics Coordinator or other senior specialist. Submit the signed agreement to the NIH Ethics Office as instructed on the form. It may be scanned and submitted, however the original is still required to be submitted to the NIH Ethics Office (NEO). **Contact the EMIS Administrator to request the EMIS Non-Disclosure Agreement template.**

Assistance with Administrative Functions, Reports, and Ethics Action Forms

The EMIS Help Menu, accessible from outside of EMIS, provides detailed instructions for each ethics form, creating reports, and each function in EMIS. For additional assistance, contact your IC's NEO Ethics Specialist (301-402-6628). The EMIS Help Menu is available at:

<http://ethics.od.nih.gov/EMIS2/EMIS2-Help.htm>

Searching for Employees

Logon to EMIS. Locate *Search* in the navigation bar at the bottom of the blue banner across the top of the page. Type in a few letters of the employee's last or first name, just enough to identify the desired employee. For example, for an employee with an unusual combination of letters, even in the middle of the name, just type in those letters. If you spell out the full name and EMIS does not find the employee, try a shortened version or other spellings in case you typed it incorrectly.

If you do not find the employee and receive an error message when trying to add the employee, use the System Reader role to search to determine whether there is already a record assigned to another IC. If the record is located, contact the Ethics Coordinator or senior specialist in the other IC and request that the record be transferred. See the instruction entitled *Transfer an Employee Between ICs*, available at: <http://ethics.od.nih.gov/EMIS2/HINTS/Transfer-Employee-SAC.pdf>

Adding an Employee Record

Before adding an employee record, ensure that no record already exists. Search for the employee using the System Reader role, which permits seeing data from other ICs. Try using as little of the name as possible, i.e., if the name contains an unusual combination of letters, use that letter combination in the name field. See the instruction entitled *Entering Employee Information* on the Help Menu, available at: <http://ethics.od.nih.gov/EMIS2/HINTS/Employee-Data-Entry.pdf>

Employee Forms

Once you search for and identify the desired employee, the information in the left navigation bar will change to the various ethics forms. With an employee named on the screen, all of those forms will apply to that specific individual. Click on any form name to see the actions already entered for the employee, or to enter a new action.

Saving Information in the Action/Form Records

Click on the *Save* button for new records being added, or the *Update* button for records being edited. Both buttons are at the bottom of the record. Scroll down to the end of the data entry screen.

Notes Fields

Notes fields are used for information which is NOT already added to the fields above. Be succinct and add only what is needed. Avoid repeating or summarizing the information. Avoid repeating the employee's name or adding 'the employee'. Since the entry is about that employee, it is redundant information. Put notes in reverse chronological order, that is, the newest note at the top. Format is date, note, and initial(s) and last name of the person entering the note. Examples:

9/23/14 Tx NCI to OD, files sent. DScully (Indicates transfer between ICs, files forwarded)
1/7/08 Tx OD to NCI, no files. DScully (Indicates transfer between ICs, no ethics files)
9/4/04 OGE-278 filer per equivalency determination. DScully (Indicates became a public filer due to the equivalency determination of 9/4/04)
2/3/04 EOD to OD. DScully (Indicates entry on duty date at NIH)

Saving Files

In general, special characters must be avoided in any file names when saving files. These characters will cause problems when attempting to open an attachment:

- # pound
- < left angle bracket
- \$ dollar sign
- + plus sign
- % percent
- > right angle bracket
- ! exclamation point
- ` backtick
- & ampersand
- * asterisk
- ' single quotes
- | pipe
- { left bracket
- ? question mark
- " double quotes
- = equal sign
- } right bracket
- / forward slash
- : colon
- \ back slash
- blank spaces
- @ at sign

System Problems (e.g., error messages)

Submit an NIH Help Desk request. Begin the description of the message with the following text:
Assign to OD/OIT Web Team.

Document History

File Name: Q:\EMIS\SOPs\Employee-Forms\EMIS-Helpful-Hints.doc

2/13/08 New document. NEO (FEPlyler)

3/13/13 Revised. FEPlyler

- 3/25/14 Revised. NEO (C. Galvin-Combet). Updated NIH logo, information on requesting access, notes field data entry.
- 8/29/14 Revised. NEO (C.Galvin-Combet). Added information on special characters to avoid in file names.