

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Entering Employee Information

The EMIS Employee Data screen contains information (attributes) about the employee, e.g., name, identification number, filer status, and other information specific to that employee. This is the main data table for employees, the “parent” table, and all ethics action records are related to a specific employee. Each ethics action is a “child” record to the parent employee information. The employee data table does not include information about any ethics forms. For assistance with employee-based questions, contact your NEO Ethics Specialist or the EMIS Administrator.

Automatic Addition of Employee Information

Every two weeks, data in EMIS are compared to data in the nVision HR database. New data are downloaded and ethics officials are alerted to the changes. Only employees are added. Non-employees are not added to EMIS.

New employee records created within the past 30 days are shown on the user’s EMIS Home page. The list includes records created automatically from the HR database download, records created following completion of the New Employee Ethics Orientation, and records created manually by EMIS users. The HR database download and completion of New Employee Ethics Orientation are the preferred means of EMIS record creation.

The View Alerts list shows changed employee information, with old and new values for changes which may be affected by ethics rules and regulations, e.g., filer status. An IC Admin user must review the Alerts after every download to ensure that all ethics requirements which may be affected are identified and implemented.

Add an Employee to EMIS

If an employee needs to be added to EMIS before the data download adds the employee, or before the New Employee Ethics Orientation training is completed, type in as much information as you know about the employee. See Figure 1 for a view of the employee information screen and list of ethics actions. Enter the information, paying close attention to the following issues:

- Use the *Get NIH ID* button to retrieve the employee’s HHS ID number (number on the back of the ID badge).
- SAC is available in NED if you open it from an NIH computer: <http://ned.nih.gov/>
- Ensure that names are spelled correctly.
- The employee’s SSN is no longer required. Until the SSN field is removed, type the NIH ID number in the SSN field.
- If you do not have the pay plan, enter 99 in the pay plan field as a temporary over-ride. This allows you to save the record. Keep track of records with the incorrect pay plan so you can ensure that each is corrected following the HR data download.
- Employee pay plan, grade, and position title will be added by the next HR download.

- For Filer status, indicate whether the employee must file a financial disclosure report (OGE 278 or OGE 450). Choose HHS 717-1 for clinical investigators who must file the HHS 717-1 but who are not required to file either the OGE 278 or OGE 450. For all other employees, choose Ethics Training.
- Termination date means when the employee leaves the NIH. Change filer status to None.
- In Notes, indicate Entry on Duty (EOD) date if known. If employee is transferring from another IC, enter date transferred. Format is date, message, first initial and last name, e.g.,
2/10/10 Tx NCI to OD. No paper file. PBJelly
1/1/08 EOD. PBJelly
- When data are correctly typed, choose Save at the bottom of the screen (not pictured).

<p>Employee Data OGE 278 Public</p> <p>HHS 716 Old SAO Rpt Pre- Clearance</p> <p>SAO List OGE 450 Advice Confidential</p> <p>Agreement HHS-717-1 SAO Rpt</p> <p>Authorization HHS 348 Spon Travel</p> <p>CRADA</p> <p>NIH 2809 ODA HHS 520 OA (& HHS-521)</p> <p>Other Action NIH-2803 WAG</p> <p>Protocol</p> <p>Recusal NIH 2850 Referral</p> <p>Training NIH-2854 Award</p> <p>Waiver NIH-2855 Hon Degree</p>	<h2 style="color: #0070C0;">JONES, INDIANA</h2> <p>EMIS Record ID#: 43463</p> <p>Get NIH ID</p> <p><small>* = required field † = optional</small></p> <p>NIH ID # <input type="text" value="987654321"/> Senior (Top 5) <input type="checkbox"/> Yes Supervisor <input type="checkbox"/> No</p> <p>Last Name <input type="text" value="JONES"/> MI <input type="text"/> First Name <input type="text" value="INDIANA"/></p> <p>SSN <input type="text" value="987654321"/></p> <p>*Employee Status <input type="text" value="Active"/> *IC <input type="text" value="OD"/></p> <p>† Division <input type="text"/></p> <p>*SAC <input type="text" value="HNAT"/></p> <p>Position <input type="text" value="Raider of the Lost Ark"/> Salary <input type="text" value="\$0.00"/></p> <p>Org Title <input type="text" value="Doctor Jones"/> Job Series <input type="text"/></p> <p>Pay Plan <input type="text"/> Filer Effect Date <input type="text"/></p> <p>Grade <input type="text"/> *Filer Status <input type="text" value="OGE 278"/></p> <p>Ethics Official <input type="text" value="No"/> End Filer Status <input type="text"/></p> <p>DEC <input type="text" value="No"/> Left NIH <input type="text"/></p> <p>Notes <input style="width: 100%; height: 40px;" type="text" value="03/19/15 Tx OD to NCI. Files tx. DScully
4/16/14 Designated OGE 450 filer. Equal classification as 278 filer pending. DScully
04/15/14 Employee EOD to OD. DScully"/></p> <p style="text-align: center;"> Update Delete JONES, INDIANA Reports </p>
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Figure 1: Employee Data Screen

Update Employee Information

- Search for and open the employee record. See Figure 1.
- Edit the field(s) as needed, e.g., for a new financial disclosure filer add the filer effective date and choose the appropriate filer status option from the drop down list.

- Choose *Update* at the bottom of the screen to save and update the information.

See the separate procedure for transferring employees between Institutes and Centers (ICs). The transfer instructions include a list of the System Administrative Codes (SAC) for the ICs. The document is available at: <http://ethics.od.nih.gov/EMIS2/HINTS/Transfer-Employee-SAC.pdf>.

Document History

File Name: Q:\EMIS\SOPs\Employee-Forms\Entering-Employee-Information.docx

2/15/08	New document. NEO (FEPLYler)
3/13/13	Revised. FEPLYler
3/21/14	Revised. Updated NIH logo, information on HR data download, employee record creation. NEO (C.Galvin-Combet)