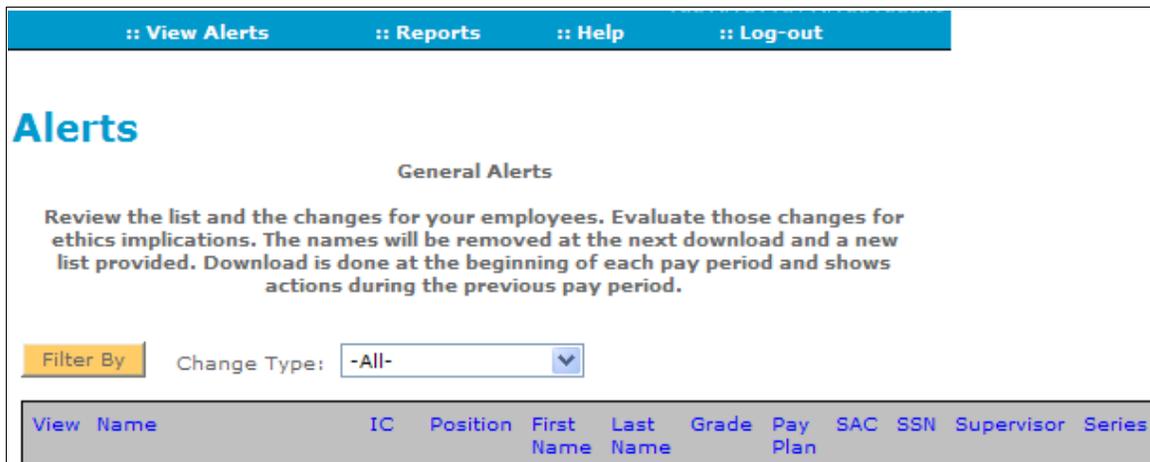


Maintaining Current and Accurate Employee Data: View Alerts

Every two weeks, on the first Wednesday of a pay period, the data in EMIS are compared to the data in the HR database. The HRDB is used by NIH to maintain employee data. After the HRDB download of data, the person or generic email listed in EMIS for each IC will receive a message indicating that the download is complete. The email message provides a summary of the number of each type of personnel action observed and changed, e.g., number of promotions.

To view the changes, logon to EMIS, using regular NIH ID and password. Choose IC Admin role if you have multiple roles.

The **View Alerts** list provides details about changes to an employee’s information, e.g., grade change, pay plan change, SAC change (new office), etc. An “X” in any column indicates a change in that information.



To view the history of changes for an employee, click on **View** next to the name

	Old Value	New Value	Date
Job Series	301	1102	6/12/2007
Pay Grade	12	13	8/15/2007
SAC	HNL123	HNL1233	1/7/2009

Notice in the screen shot above, the employee was promoted to a contracting specialist (series 1102) at the 13 level, and likely must file the Confidential Disclosure Report (OGE-450). It is important to identify that change and notify the employee to file if s/he is not already a filer.

Note that the comparison does not initiate any change nor question any change. If HR made a change so that the data in the HRDB are different than the data in EMIS, that difference is noted for you. Review the changes for each employee. Note which employees may need to file an OGE-450, and followup with the supervisor as needed, and notify the employee if applicable. This list is just to alert you to changes about

an employee, so changes in position, or grade which may affect filer status are known by the ethics official as quickly as possible.

To see the employee's record, click on the employee's name.

A change in SAC (system administrative code) means that the employee has moved. If the IC reorganized, the employee may be in a different organization within the IC and therefore have a different SAC. If the employee moved to another IC, the SAC will be the new IC's code. **If the SAC changes to another IC, you must transfer that employee and the employee's records to the new IC. See the EMIS Instructions for transferring employees. It contains a list of IC SAC codes so you can identify the employee's new IC.**

Once you complete the analysis of each employee's changes, you are finished with the View Alerts. The list is replaced by a new list with the next download.

Note: There has been an occasional history of HR data changing back and forth. That is an HR issue, not an EMIS issue. This comparison only shows you what does not match at a single point in time. It does not initiate any changes.

For system problems, please submit a HelpDesk request. Begin the description with the following text so the request is directed to the appropriate individuals:

PLEASE ASSIGN TO OD/OIT EMIS.

For questions on entering data, or creating reports, see the EMIS Help Sheets, accessible from the Help menu in EMIS or directly from:

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

You may also contact your NEO Ethics Specialist or the EMIS Administrator in the NIH Ethics Office (301.402.6628).

Document History

9/23/09	NEO (FEP): Covered Verify New Employees and View Alerts.
7/26/12	FEP revised. Verify New Employees removed. ADA compliant pdf posted.

File Name: Q:\EMIS\Instructions\View-Alerts.wpd and pdf