HR Connect

your online connection to human resources

Manager Services

13. What does *HR Connect* let me do?
You can use *HR Connect* to help you manage your workforce.
You'll see all of your authorized positions, both those that are encumbered and those that are vacant. You'll be able to review, real-time, the distribution of grades and occupations in your immediate and subordinate organizations. Employment information on your employees will be available at your fingertips. You can also use *HR Connect* to initiate and track personnel actions. Access real-time decision-making information. You'll have access to on-line reports, including statistical workforce information and detailed information on awards, leave, and pending actions. Look on your manager home page under reports and under workforce analytics.

14. Why is *HR Connect* a better method to initiate personnel actions?
It's faster and more accurate to use *HR Connect*. The system already knows the basic information about the employee, so no one has to locate or type in organizational or personal information. The only information you'll need to provide in HR Connect is the information you would need to tell your administrative officer - which employee, what kind of action, any specific details about the action, and when you want it to take place. By using *HR Connect* includes electronic routing to speed the action to the HR office and to track its status. Using *HR Connect*, for example, it takes a little less than 2 minutes to initiate an SF-52 for a reassignment, promotion, or for actions such as a CD-326 award for an employee, not including the time it takes to type in the justification.

15. Does *HR Connect* change the way personnel actions get approved?
Your organization already has some business rules in place that describe approval requirements and these are not changed by *HR Connect*. For example, you may have to route recruitment requests through a part of the organization that manages staffing levels or you may have to route actions that affect pay, such as promotions and awards, through your budget office. You will still need to follow these procedures when you select the person or office you want your request sent to.

Example: For recruitment/hiring packages, once you initiate your recruitment SF-52 (if applicable, follow any freeze exemptions procedures in place in your bureau first) in HR Connect, you'll still need to submit a hardcopy of the rest of the hiring package to your servicing DOCHROC HR Specialist, e.g., position description, job analysis, etc.