

memorandum

DATE: March 8, 1999

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **CORPORATE HUMAN RESOURCE INFORMATION SYSTEM - EMPLOYEE SELF SERVICE**

TO: All ORO and OSTI Employees

This is to inform you that the first phase of the Employee Self Service (ESS) feature of the Corporate Human Resource Information System (CHRIS) is available for your use. The ESS is an automated system that allows employees to view payroll, benefits, and other personal information on the Internet.

Accessing your employment-related information on the ESS is strictly voluntary, and using it only requires your social security number and a Personal Identification Number (PIN). Through ESS, you will have immediate access to your current and historical earnings, leave and benefits statements **the week before you receive the hard copy in the mail**. You can also view your personal information such as life insurance coverage selections and current employment information such as the date your next within grade increase is due, the date you first become eligible for optional retirement, and your service computation date. In addition, you can view your performance ratings from 1994 to present; your awards history from 1995 to present, and your education level and related major field of study as maintained in CHRIS. All this information and more is accessible to you at your desktop, at work or at home, through the CHRIS link on the Personnel and Management Analysis Branch (PMAB) website!

To gain access to ESS, follow the steps below:

- Click on your Netscape or Microsoft Explorer browser and type the following Internet address:
<http://www.oro.doe.gov/pmab>
- Click on the **CHRIS** link.
- Once at the CHRIS Homepage, click on the **DOE Employees/Managers** picture.
- Click on the link called **Employee Self Service** to enter the ESS Homepage.
- Print and review the **Frequently Asked Questions**; then, click on the **ESS** button.
- At the **Logon ESS** screen, scroll down the page and click on **Request PIN**.

- Type your last name and social security number (dashes are not needed) and click on the **Request PIN** box.
- You will be given a choice to have your PIN mailed to your e-mail or home address. If you do not see an option for the PIN to go to your e-mail address, then it has not been added to the DOE official "call-up" database. (Please note: If you are an ORO employee and have reviewed and/or added your e-mail address to your personal information in the DOE-ORO Locator System in accordance with a recent DOECast message, your e-mail address will be added to the call-up database in the very near future.) Prior to selecting your e-mail address as the address to which you wish to have your PIN mailed, you should assure that it is accurately maintained in the Headquarters on-line telephone directory which is accessible at <http://www.hr.doe.gov/phonebook/>. Click on the option to **Perform an Employee Search**. Place your cursor in the **Search** box and type in your last name, then first name and click **Search**. If your call-up information is not accurate, contact one of the database administrators listed at the bottom of the search site.

If you opt to have your PIN forwarded to you via e-mail, you should receive it within 24 hours or less. If mailed to your home or post office box address, you should receive the PIN within 5-7 days.

A number of security measures have been incorporated to ensure that no one other than yourself can access your personal information. Your Internet browser must support 128-bit Secure Socket Layer encryption to use ESS. In addition, the system is currently located behind the DOE firewall. You should follow the steps below to determine whether your current browser will support your access to ESS. (Note: If you are an ORO employee and upgraded your e-mail to Outlook 98, a copy of Microsoft Internet Explorer was automatically installed on your desktop. This version of Explorer meets the 128-bit encryption requirements.)

To determine if your current version of Netscape meets these requirements, click the **HELP** menu in Netscape and choose **About Netscape**. If you see the statement, "*This version supports U.S. Security with RSA Public Key Cryptography, MD2, MD5, RC2-CBC, RC4, DES-CBC, DES-EDE3-CBC,*" then your browser supports 128 bit encryption and can be used with DOE ESS.

To determine if your current version of Explorer meets these requirements, click the **HELP** menu in Microsoft Internet Explorer and choose **About Internet Explorer**. If you see the statement, "*This product supports 128 bit encryption*" or "*Cipher Strength: 128-bit supported,*" then your browser can be used with DOE ESS.

If after completing these steps you have determined that you need an updated version of an Internet browser, contact the ADP Support Helpline at 576-2482 for assistance with installation.

The attached brochure describes the CHRIS ESS and provides information about using it. ESS will be publicized throughout DOE on a staggered basis through March 1999. The next phase, which is already under development, will allow you the capability to update your own personal information, such as home address and office phone and fax numbers.

We encourage you to take advantage of this opportunity to use ESS as well as the PMAB website to obtain useful employment-related information.

Lois Jago, Chief
Personnel and Management
Analysis Branch

Attachment

DOE Employee Self Service

U. S. Department of Energy

Corporate Human Resource Information System

What is Department of Energy (DOE) Employee Self Service?

DOE Employee Self Service is a Year 2000 compliant automated system that enables DOE Federal employees to view payroll, benefits, and personal information on the Internet. Ultimately, the system will enable employees to initiate the processing of certain personnel information electronically, such as home address, office phone, and education.

Who has access to this information?

Each DOE Federal employee will have access to his/her own information. Notification about the availability of the website will be sent to DOE employees on a phased approach. Each field and headquarters program office will be placed on the availability schedule once employee desktops have the appropriate web browser with the required encryption and any firewall issues which might prevent access to the web site have been resolved.

Why use DOE Employee Self Service?

- Saves time. It eliminates the need to request this information from your Servicing Personnel Office or Payroll.
- Is convenient. You can access the information 24 hours a day, Monday through Friday and on Saturdays and Sundays from 3:00 a.m. to 7:00 p.m. at home or work. It allows you to get information when you need it.
- Provides up-to-date information. The information displayed is obtained from the Corporate Human Resource Information System (CHRIS) and the payroll databases.

What can I do in DOE Employee Self Service?

Employee Self Service enables you to view your:

- Earnings, Leave and Benefits Statement.
- Personal information.
- Employment and service information.
(such as retirement eligibility date and next within-grade increase date).
- Performance and award data.
- Education.

How is DOE Employee Self Service accessed?

The DOE Employee Self Service web site can be accessed following the steps below.

- *Step 1:* Using Netscape or Explorer internet browser, type the following address:
<http://www.oro.doe.gov/pmab>
- *Step 2:* Click on the CHRIS link.
- *Step 3:* At the CHRIS homepage, click on the “DOE Employees/Managers” button.
- *Step 4:* Click on the “Employee Self Service” option and follow the instructions on the screen to “**Request PIN**” (Personal Identification Number).
- *Step 5:* Once provided with your PIN either by e-mail or by mail to your official address, you’re ready to go!

Can I change my PIN?

Yes, once you have a PIN, you can change it by choosing the PIN option on the DOE Employee Self Service Menu. It is highly recommended that you change your PIN to something easy to remember and safeguard it against unauthorized access and use.

How safe is the system?

The unique combination of your Social Security Number and your PIN makes DOE Employee Self Service as secure as using an ATM.

What are the system requirements?

- A personal computer with Internet access.
- Netscape Navigator: 4.01 (or higher) or Microsoft Internet Explorer: 4.0 (or higher) are highly recommended although lower versions will work.
- A browser supporting 128-bit Secure Socket Layer encryption (US version).

When is DOE Employee Self Service available?

DOE Employee Self Service is accessible 24 hours a day, Monday through Friday, and from 3:00 a.m. to 7:00 p.m. on Saturdays and Sundays.

How often is my information updated?

Information shown on your Earnings, Leave and Benefits statement is posted to the website every other Friday, prior to payday. Other employment and personal information are updated the day after a personnel action or transaction is processed.

What other information is available?

Under the CHRIS home page, you will find useful information and links to interesting web sites. Available to you are:

- Various payroll/personnel forms which can be printed and submitted to your Servicing Personnel Office or Payroll.
- Information on health benefits, Thrift Savings Plan, and Social Security.
- Calculators for computing interest on savings bonds and estimating retirement annuity.
- List of Federal holidays.
- DOE pay date schedule.

What future enhancements are anticipated for DOE Employee Self Service?

Future plans are to develop the capability for employees to electronically initiate certain changes to their own information, such as:

- Home address.
- Office phone number.
- Education information.

Is there assistance available when using DOE Employee Self Service?

Help information is available when using DOE Employee Self Service. Call the DOE Employee Self Service Help Desk at **301-903-0605**, available Monday through Friday between 9:00 a.m. and 5:00 p.m. EST. At other times, leave a message and the Help Desk will return your call.

The Help Desk will:

- Explain the transactions available and how they can be performed; and
- Accept requests for a new PIN.

What if I have specific questions about my information that appears in DOE Employee Self Service?

Questions concerning specific personnel and payroll information should be directed to your Servicing Personnel Office or Payroll.

Visit the PMAB web site soon . . . and often!
<http://www.oro.doe.gov/pmab>

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