Web Human Resources (WebHR)

Version 1.0

C3-C1 Conversion Project

Release Notes

October 2011

WEBH*

Department of Veterans Affairs

Office of Information and Technology (OIT)

Product Development (PD)

Release Notes for WebHR

Web Human Resources (WebHR) is a Class 3 (C3) automated human resources system that creates an electronic request for personnel actions, Standard Form 52 (SF-52) and tracks the document through the process. WebHR contains the elements necessary to process an SF-52 within a personnel office. This includes initiating, tracking, showing results, and finalizing a personnel action.

WebHR is a web-based, integrated module that brings workforce components together for Human Resources (HR) staff and managers to conduct online HR business activities. The application is designed with two interfaces: Customer Edition and Automated Human Resources Edition. The application also contains several reports, which assist both managers and HR staff with managing employees and recruitment activities.

There are two WebHR links on the WebHR SharePoint: http://vaww.htm.wmc.va.gov/HRIS/default.aspx

- **WebHR Customer Edition** for customers (service lines) to electronically submit an SF-52 to Human Resources.

- **WebHR Automated Human Resources (HR) Edition** for the HR staff to process an electronically submitted SF-52; and includes a Staffing Module that enables HR staff to enter and track hiring milestones and metrics.

WebHR receives data from the national Personnel and Accounting Integrated Data (PAID)/Veterans Health Information System Technology Architecture (VistA) system. WebHR is linked to the PAID database, which is a data warehouse for all VA personnel employee information. PAID is updated at the close of each pay period. The update allows employee-data to auto-populate an SF-52 when a form is initiated. The WebHR application, in its association with PAID data, allows for review of employee information.

Because WebHR operates in an integrated, secure, web-based environment, access and processes follow conventions dictated by an integrated, secure, web-based environment. Users interact with WebHR through Internet Explorer (IE) toolbars and menus.

> **Note:** The WebHR application contains sensitive information and you must employ safeguards to ensure the security of the data contained within. Access to WebHR is granted through a formal request process.

WebHR is in production at all Veterans Health Administration (VHA) sites and at several VHA Program Offices. The Healthcare Talent Management (HTM) Office handles WebHR enhancements, training, and support.

> **Note:** For assistance with issues/concerns about the Web HR application, contact your local WebHR Administrator.

Initial Release Information

Documentation

WebHR is compatible with Microsoft (MS) Office products and uses features like copy, paste, etc. The Microsoft Office link: http://office.microsoft.com/en-us/help/default.aspx provides training, demos, and guides, as well as provides assistance with the variety of Microsoft versions used at individual sites.

There are three user manuals associated with the two editions of WebHR. The WebHR user manuals are available in MS Word (.docx) format and the Portable Document Format (.pdf) on the **VA Software Documentation Library**
http://www4.va.gov/vdl/

1. WebHR Human Resources specialists use the *WebHR User Manual for the Automated Human Resources Edition*

2. Local WebHR administrators use the *WebHR User Manual for the Administrator Role*

3. WebHR customers (approvers/requesters/delegates) use the *WebHR User Manual for the Customer Edition*

Recommendation from WebHR

For consistency, create all actions in WebHR Customer Edition, even those for HR Staff members. Any action created in the HR Edition, is only visible in the HR edition.

- A service line (other than an HR service line) cannot view or access actions created in WebHR Automated Human Resources Edition for the service line.

- HR can initiate actions for employees assigned to HR. However, if HR initiates an action for any other employee, that action is not visible to the service line or the requesting/approving official.

Support Information

WebHR is in production at all Veterans Health Administration (VHA) sites and at several VHA Program Offices. The Healthcare Talent Management (HTM) Office handles WebHR enhancements, training, and support.

Use email to contact the WebHR Help Desk, vhahtmhrishelpdesk@va.gov, with issues/comments/concerns for the WebHR application.
Include your VISN number/CO office and Station number in the subject line of the email.

Attention: Site ISOs and Privacy Officers
Update your existing site PIA

You must add the following information to the appropriate Minor Application tab of your existing site PIA.

- Tab 10 is for a minor application that gets security controls from VistA.
- Tab 11 is for a standalone minor application.

Name	Web Human Resources (WebHR)
Description	WebHR is a web-based, integrated module that brings workforce components together for Human Resources (HR) staff and managers to conduct online HR business activities.
Comments	
Is PII collected by this minor application?	Yes
Does this minor application store PII?	Yes
If yes, where?	VHALWD/SQL DB
Who has access to this data?	HR Personnel