

HR Mini-Master Business Benefits

Maintains Accountability: FBMS assigns assets to a CPO who in turn has the option to assign to a CE. This process improves asset tracking and increases the CEs accountability for their property.

Integrated business process: Integration with property asset master, labor interface, and active directory will provide basic non-sensitive information that will populate data within HR Mini-Master. FBMS enables more accurate tracking of asset assignments and makes information more readily available.

Increased data integrity and reduced double entry of data in multiple systems: Use of labor interface data allows for consistent creation and maintenance of data, also eliminates manual data maintenance and paperwork.

Standardized business process: FBMS creates a consistent process for tracking an managing asset assignments across all bureaus reducing ad hoc processes.



Overview

The HR Mini-Master functionality of the Financial and Business Management System (FBMS) I enables DOI to track and manage Department-wide assignments of Cognizant Employees (CE), Custodial Property Officers (CPO), Accountable Property Officers (APO), Property Managers (PM), and Fleet Managers (FM). Integration with FBMS asset management, labor interface, and active directory will support property notifications for CPOs; however, no sensitive information (e.g., social security number, bank account number, home address) is included. HR Mini-Master data is secured at the bureau level.

Key Features

- Organizational Structure and Position Assignments for Employees:** Each bureau is organized into units that are based on cost centers. This organizational structure is used in HR Mini-Master to manage employee position assignments (CE, CPO, APO, PM and FM) and manage reporting relationships for the notification process. For each new HR Mini-Master record, the labor interface automatically creates a CE position within each organizational unit that is tied to the employee's cost center. An employee may occupy more than one position (e.g., a CPO or PM in addition to the CE position). All DOI employees are defaulted to CE positions. A conversion program will update additional position(s) (CPO, APO, PM and FM). Updates in position assignments are processed manually in HR Mini-Master after Go-live.
- Automated Maintenance of Employee Information:** The labor interface automatically processes updates or changes in employee status (e.g., hiring, terminating, reassignment) and personal data (e.g., address) in HR Mini-Master for DOI employees. Updates/changes are posted every two weeks after the interface is run. A report is available that details the changes made during the two-week cycle. Updates to email/work addresses and Unique Personnel Number (UPN) are posted on a daily basis through the interface with Active Directory. Non-DOI CE's assigned to DOI property will be loaded into HR Mini-Master prior to Go-live; records must be created manually in HR Mini-Master after Go-live.
- CPO Notification:** When the CPO field is completed in the Asset Master Record (AMR), FBMS automatically populates the AMR with the appropriate APO information based on the APO/CPO relationship. Once the asset is received, the new CPO is notified via external email to accept/reject the asset in FBMS using the ZCPOACCEPT transaction. Any rejection is sent to the appropriate PM with the reason for rejection. Reminders are sent to the CPOs and PMs external email every 15 business days for all pending assets until the asset is accepted/rejected.