

WORKFLOW POINT OF CONTACT RESPONSIBILITIES

Background

The Corporate Human Resources Information System (CHRIS) Workflow is organized into two functional areas—personnel processing and training processing, referred to as HR workflow and TR workflow, respectively. Each process consists of a series of steps and approvals which utilize email notifications and the compilation of worklists. Both workflow processes are web-based, paperless and involve the electronic transmission/routing/signature of personnel transactions or training transactions in a more efficient manner than traditional methods.

Workflow HR and TR Point of Contact (POC)

The POC is an individual designated by a DOE organizational unit to perform the following administrative functions for the HR and/or TR Workflow processing environment:

1. Developing the organizational unit's initial workflow process and subsequent modifications to the process and other aspects related to the maintenance of the organizational unit's set-up table (i.e., including increases or decreases in the number of steps, changes in roles, etc.).
2. Providing information to designated CHRIS users on how to acquire, complete and submit CHRIS Workflow User ID Request forms; and certifying these completed forms to the Department's CHRIS Security Officer who, in turn, will establish and authorize individual access to a specified workflow process (i.e., HR and/or TR) and role (i.e., 1st Approver, 2nd Approver, etc.).
3. Designating individual employees of the organizational unit to serve as sponsors (for CHRIS access purposes) for Federal employees detailed from other agencies to work for DOE. Assuring that detailees from other Federal agencies are provided with new sponsors when their current sponsor leaves DOE.
4. Serving as the focal point for inquiries from his/her organizational unit regarding the workflow process (or related issues) which are either resolved by the POC or referred to the CHRIS project staff or CHRIS Security Officer for resolution.
5. Notifying the CHRIS project staff of any changes in access for CHRIS users in the organizational unit.
6. Acting as a clearinghouse by disseminating workflow information to employees, managers and technical staff of his/her organizational unit.

7. Performing a variety of related services including briefings, training and/or orientations for new users and other individuals in the organizational unit, and testing new enhancements to the workflow process.
8. Representing the best interests of his/her organizational unit by exploring the need for new workflow features, modifications and/or services and providing recommendations to the CHRIS project staff.