

For: FFAS Supervisors

Web-Based Executive Information System (EIS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

EIS was developed in collaboration with FSA, ITSD, and the Executive Management System Office (EMSO) to support FFAS managers in providing workforce summary totals and EEO statistical graphs for FFAS employees. In December 2009, the desktop EIS application was decommissioned and EIS was upgraded to the web-based version in July 2010.

B Purpose

This notice provides information on the following that continues the policy provided in Notice PM-2765:

- EIS deployment
- EIS features, enhancements, and requirements
- EIS guidelines
- instructions for accessing EIS
- integration of EIS with eAuthentication
- using web-based EIS
- system change request that are being addressed.

C Web-Based EIS Deployment

Web-based EIS is available to managers in FFAS mission based on access roles/rules identified by HRD that have been verified by either a Deputy Administrator or their designee. Newly hired supervisors and supervisors below the Division Director level will be required to obtain supervisory approval for access.

Disposal Date	Distribution
June 1, 2012	FAS, FSA, and RMA Supervisors

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2 Features, Enhancements, and Requirements

A EIS Features and Enhancements

All authorized managers will have the following functionality with EIS.

- Capability to review bi-weekly workforce snapshots of their respective organizational data, such as the number of employees assigned to each organizational unit, the type of appointments, nonsensitive employee data, sensitive workforce salary data, a detailed listing of employees, and a summary of organizational race and gender demographics graphs and charts.
- Capability to save reports in Adobe PDF format. Adobe reports can then be saved in Excel spreadsheet format.
- Ability to change password, phone number, and e-mail address through their eAuthentication account. In the eAuthentication profile, the phone number should be specified in the “Alternate Phone Number” information and the USDA e-mail address should be specified in the e-mail information.
- Web accessibility beyond headquarters, increasing the number of users.
- Faster access time and more user-friendly.
- A “Training Guide” button in the EIS menu that provides systematic instructions for using EIS.
- A “Contact Us” button in the EIS menu that provides instructions for requesting access to EIS and contact names for requesting assistance and reporting data discrepancies.

B EIS Requirements

The following are EIS requirements:

- computer with Internet **and** Intranet capabilities
- Microsoft Internet Explorer browser version 6.02 or higher
- Adobe Reader version 6.0 or higher
- eAuthentication Level 2 account.

Data for EIS is downloaded from NFC on a biweekly basis and will always be reported 1 pay period behind the current pay period. HRD will be announcing a new workforce planning web site in the near future.

If applicable, ceiling numbers will be updated manually by HRD when provided by budget staff, otherwise ceiling numbers will be displayed as zeros.

Workforce data will be accessible to the lowest level of the organization hierarchy; however, EEO statistics will be accessible to the 4th level of any organization hierarchy.

3 EIS Guidelines

A Policy for Granting Access

HRD is responsible for the oversight of EIS. HRD has provided business rules to the EMSO Help Desk to grant access to EIS based on an employee's supervisory or managerial roles within each organization. Any access requests that deviate from the business rules may be granted based on job-related needs justification. Typically, the users of EIS are supervisors, managers, and authorized support staff. All requests for access; however, will be handled on a case-by-case basis. All access requests may take up to 3 workdays to process through security.

Note: See EIS "Contact Us" menu option for "Granting Access" instructions.

The **supervisor** of any employee who needs access to EIS shall send an e-mail to **FSA.EMSO@wdc.usda.gov** requesting access. The following information shall be included in the e-mail:

- **E-Mail Subject Line:** "Request for EIS Access [*include agency acronym*]"
- **Employee's Full Name:** [*last, first, M.I. of employee needing access*]
- **Employee's Position Title:** [*working title*]
- **Employee's Organizational Area of Supervision or Managerial Responsibility:** [*for example, FSA/DAM/HRD*]
- **Is manager acting in this position?** [*Y or N*]
- **Nonsensitive Data:** [*Default access is "Y"; Y or N*]
- **Sensitive Access:**
 - **Salary and Grade Data?** [*Y or N*]
 - **Race and Gender Demographics?** [*Y or N*]
 - a brief justification for access, if sender answered "Y" to either the salary or race bullets
- conclude e-mail request with immediate supervisor's full name, position title, organization, and phone number.

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3 EIS Guidelines (Continued)

B Training

A “Training Guide” option will be displayed on the EIS top menu after logging into EIS. “ Help” will be displayed on EIS screens for assistance.

C Contact Information

If assistance is needed to access EIS, employees shall contact the appropriate individual or office according to this table. This information also appears under the “Contact Us” option of EIS.

IF assistance is needed with...	THEN contact...
new access requests	FSA.EMSO@wdc.usda.gov by e-mail using the template provided in subparagraph A.
connectivity issues	EMSO Help Desk by either of the following: <ul style="list-style-type: none"> • e-mail to FSA.EMSO@wdc.usda.gov • telephone at 202-690-2256.
eAuthentication password resetting	ITS service desk by either of the following: <ul style="list-style-type: none"> • e-mail to eAuthHelpDesk@ftc.usda.gov • telephone at 800-457-3642.
error messages because of network server problems or hardware issues	user’s local ITS Support Staff to complete a help desk ticket by either of the following: <ul style="list-style-type: none"> • e-mail to ITSTechnicalSupport@wdc.usda.gov • telephone at 202-690-1000.
data discrepancies	user’s HRD, Talent Acquisition Branch or Foreign Agricultural Services Branch representative from the HRD Directory located at www.fsa.usda.gov/Internet/FSA_File/hrd_service_directory.pdf .
EIS role questions	Olga Torres by either of the following: <ul style="list-style-type: none"> • e-mail to olga.torres@wdc.usda.gov • telephone at 202-401-0235.

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4 Using EIS

A Accessing EIS

Access EIS at <https://wdcprod81.sc.egov.usda.gov/EIS>.

The eAuthentication Warning Screen will be displayed, CLICK “I Agree”. After the eAuthentication Login Screen is displayed:

- enter the eAuthentication user ID and password
- CLICK “Login”.

B EIS Menu, Workforce Profile Option

After successful login, the following Workforce Profile Screen will be displayed. Under the EIS Menu, the EEO Statistics option is also available (subparagraph C). Depending on user’s access level, the “Select an Agency” field will either allow the user to make a selection from the drop-down menu or default to user’s organization access level. After levels are selected, as applicable, CLICK “Go” to display the report.

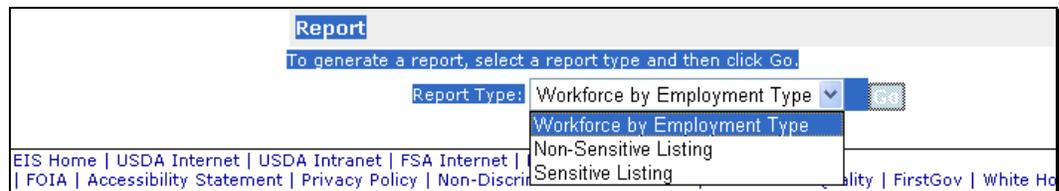
The screenshot shows the USDA EIS (Executive Information System) interface. At the top left is the USDA logo and "United States Department of Agriculture". At the top right is the "EIS Executive Information System" header. Below the header is a navigation bar with links: "EIS Home", "About EIS", "Training Guide", "Contact Us", "Exit EIS", and "Logout of eAuth". On the left is an "EIS Menu" with options: "Welcome OLGA TORRES!", "Workforce Profile" (highlighted), and "EEO Statistics". The main content area features a "Workforce Profile" title and the date "As of 02/27/2011". Below this is a "Select an Agency:" label, a dropdown menu currently showing "FARM SERVICE AGENCY - FEDERAL", and a "Go" button.

4 Using EIS (Continued)

B EIS Menu, Workforce Profile Option (Continued)

The workforce profile for the organizational area selected will be displayed. More than 1 of the following can be performed:

- click the organization name to drill down the next organization in the hierarchy; this step may be repeated until user sees the employee detail for the organization level desired
- to print the report of the organization displayed, do either of the following:
 - the Report Type defaults to “Workforce by Employment Type”, CLICK “Go”
 - from the Report Type drop-down menu, select 1 of the following menu options and CLICK “Go”:
 - “Non-Sensitive Listing”
 - “Sensitive Listing”



- Report Dialog options will be displayed as follows:
 - click “Open” to view the report before saving
 - click “Save” to save the report
- after viewing a report, user may save the file in 2 formats, as follows:
 - for Adobe PDF format, click “File” and “Save” and provide a file name
 - for Excel format, click “File” and “Save as”, provide a file name, and for the “Save As Type”, select “Tables in Excel Spreadsheet”.

4 Using EIS (Continued)

C EIS Menu, EEO Statistics Option

To access EEO Statistics, under EIS Menu, CLICK “**EEO Statistics**”. EIS will determine user’s access level for the “Agency/Organization Level 1” field and will either allow users to make a selection from the drop-down menu or default to user’s organization access level. There are a maximum of 4 levels permitted in the organization hierarchy within EEO Statistics.

The screenshot displays the EIS Executive Information System interface. At the top left is the USDA logo and the text "United States Department of Agriculture". At the top right is the "EIS Executive Information System" header. Below the header is a navigation bar with links: "EIS Home", "About EIS", "Training Guide", "Contact Us", "Exit EIS", and "Logout of eAuth". On the left side, there is an "EIS Menu" sidebar with a "Welcome OLGA TORRES!" message and links for "Workforce Profile" and "EEO Statistics". The main content area is titled "EEO Statistics Report" with a date "As of 02/27/2010" and a "Help" icon. Below the title, there is a prompt: "Select an Agency or lower level organization, a Report Type, and a Workforce." This is followed by three dropdown menus: "* Agency/Organization Level 1:", "* Report Type:", and "* Workforce:". A "GO" button is located below the dropdowns. At the bottom of the page, there is a footer with various links: "EIS Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet | v1.0.0.29 | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

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4 Using EIS (Continued)

C EIS Menu, EEO Statistics Option (Continued)

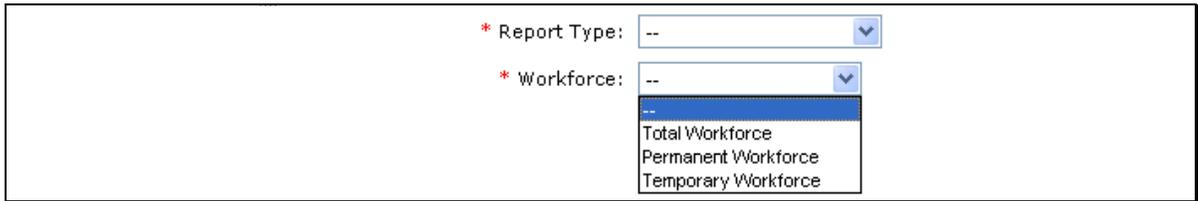
Next, click the Report Type drop-down menu to select the following:

- “Race by Gender Graphs” or “Race by Grade Chart” for Federal data
- “Race by Gender Graphs” or “Race by Title Chart” for county data.



A screenshot of a software interface showing two dropdown menus. The first menu is labeled "* Report Type:" and has a dropdown arrow. The second menu is labeled "* Workforce:" and is open, showing three options: "Race by Gender Graphs", "Race by Grade Chart", and "Race by Title Chart".

Next, click the Workforce drop-down menu to select “Total Workforce”, “Permanent Workforce” or “Temporary Workforce”.



A screenshot of a software interface showing two dropdown menus. The first menu is labeled "* Report Type:" and has a dropdown arrow. The second menu is labeled "* Workforce:" and is open, showing four options: "Total Workforce", "Permanent Workforce", and "Temporary Workforce".

Next, CLICK “Go” to view the report. Report Dialog options will be displayed as follows:

- click “Open” to view the report before saving
- click “Save” to save the report.

After viewing a report, users may save the file in 2 formats, as follows:

- for Adobe PDF format, click “File” and “Save” and provide a file name
- for Excel format, click “File” and “Save as”, provide a file name, and for the “Save As Type”, select “Tables in Excel Spreadsheet”.

Note: To copy graph images that **cannot** be saved as Excel spreadsheets, do the following:

- click Adobe’s Snapshot Tool
- highlight the graph area
- RIGHT-CLICK “Copy”
- open Excel or Word, as applicable
- RIGHT-CLICK “Paste” to paste the graph or chart.

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5 Requested System Changes

A Redefined Race Categories

Because of the new definitions/categories of Ethnicity Race Indicator (ERI) codes on SF-181, HRD has requested ITSD to update the race categories in the EEO Statistics screens. At present, the system is still reflecting data counts for the former categories called Race National Origin (RNO) codes. This is a high priority change that is currently underway with a planned release in the 4th quarter of FY 2011.

B Employee Counts

Because of the Financial Management Modernization Initiative and coding criteria from HRD and OPM, HRD is working with ITSD to review and validate permanent and temporary employee counts and make needed adjustments and alignments.