Rollout 2: Human Capital Management

Department Personnel Representatives (DPRs),

INFORMS Rollout 2 is going live next week, on June 15!

While you might be eager to access the system soon, please wait until June 13 to test your access. On June 15 you will be able to start entering time.

Additionally, there are several critical activities that we ask of you to complete in preparation for this important milestone.

- Continue encouraging your employees to complete and attest their completion of the INFORMS training, prioritizing Time Management courses. To support your tracking efforts, you can view real-time data listing employees who have completed the attestation for your department here (password: INFORMS).
- Note the following entry guidelines for Emergency Management Assistance System Solutions (EMASS), formerly FEMA eDAR system:
  - Entries for the payroll period ending on June 12 should be entered in the legacy eDAR system.
  - Entries for the payroll period starting on June 13 should be entered in the new INFORMS EMASS Labor Worked Performed form.

Support available to DPRs after go-live:

- Each department will have a designated point of contact to ask questions.
- Microsoft Teams Daily Bridge Line will be open to call in with questions.
- INFORMS team will send daily reports with details on who has not completed exceptions, hasn't entered time, or needs to approve time, by department.

New training courses are coming soon!

EMASS, Travel & Expense, and PCard training will become available in the next two weeks!

For more information, visit INFORMS Training or FAQ.

Thank you,
INFORMS team