



Human Capital Management (HCM)

Dear INFORMS Users,

It's time to celebrate our **INFORMS Human Capital Management (HCM)** one-year anniversary! We've come so far from where we started, reached many milestones and achieved many of our set goals. What an accomplishment... KUDOS to all!

The Strategic Business Division of OMB embarked on a new Pod structure initiative to enhance and improve your day-to-day experience within INFORMS. The project team assisting this initiative included from participation from Senior Executives and Sponsors, Central Departments (i.e., Human Resources, Finance, Information Technology, Strategic Procurement Department, Office of Management and Budget), Union leaders, several key Department representatives, Consulting Partners and feedback directly from you.

Thank you for all your contributions, feedback and input along the way! We heard what you had to say and we have prioritized and implemented several of your ideas and recommendations including the following -

- **Payroll:** completed the 25th Payroll and enhanced Online Paycheck Advice with added Employee Details Information view
- **Benefits:** completed 2023 Open Enrollment and have now enhanced the Optional Life Informational tile and ability to attach documents as required during Open Enrollment and New Hire Benefit Events functionality
- **Self-Service functionalities:** access to complete and update online W-4 Tax Information, and view the My Employee Information tile, annual W-2 Forms and Consent for Electronic Receipt, 1095-C
- **Manager Self-Service functionalities:** enabled Mobile Access for the Manager Self-Service Employee Information Summary Tile, email notifications for Time & Labor/ Absences Workflow transactions
- **MyIT tickets:** recently, we are proud to have met our established goal to close out support calls for helpdesk tickets related to INFORMS
- **Training:** 2,000+ total trained participants throughout the 120 class sessions held across 14 HCM related topics with blend of live instructor-led and recorded with facilitated Q&A
- **Communications:** numerous INFORMS Grams & Alert have been shared with you highlighting recent HCM updates or regularly scheduled system maintenance

We are not stopping there - as we turn the page and embark on the next phase of INFORMS, keep in mind this is only the beginning. We understand there are still business processes and technologies that need to evolve and we are continuing to do so. At the same time, we are excited to announce several new upcoming features.

Over the next few months, you will be hearing about the upcoming implementations of Self-Service and Manager Self-Service enhancements that are in the works. A few examples are -

- **Time & Absence improvements** – which will provide you the ability to submit Absence Request while logging time entries on your Timesheet
- **Two-week Display of Timesheet by Pay Period**
- **Holidays** – enhancements to identify Holidays on the Timesheet
- **Off-cycle Electronic Payments** (currently available) – new business process will be implemented to provide additional payment options
- **Paycheck simplification** – which provide you the visibility to all current earnings (retro if any) and associated date ranges, as well as tax data informatio
- **Bank Account Self-Service** – which will provide you the ability to add a secondary bank account to diversify your payroll disclosure by a specified percent (%) or amount (completely paperless)

As we continue to evolve, we will continue to solicit your important feedback to improve INFORMS through surveys, workshops and MyIT requests.

Did you know? Most recently, the INFORMS project team was recognized and is the proud 2023 NACo ACHIEVEMENT AWARD WINNER for the ERP Financials and Supply Chain Management implementation. Please find additional information on the [NACo website](#).

Thank you for your continued commitment to HCM's and INFORMS' success.

Thank you,
INFORMS Project Team

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