

1 General Information

1.1 General Information Revision Sheet

Chapter Release No.	Date	General Information Revision Description
1.0	06/30/2004	Initial version released to OPM EHRI Program Office.
1.1	08/11/2006	Removed reference to specific date in section 1.3.
2.0	06/08/2007	Updated text based on additional interface specification (Military Service Deposit).
4.1	03/01/2012	Updated text to remove references to Retirement System Modernization effort; changed references to appendices; removed reference to Military Service Deposit Interface; Added privacy section; Added EHRI contact information.
4.2	07/31/2013	Updated to add Cybersecurity Category Specialty Area Element.
4.3	08/31/2019	Updated contact information for EHRI Data Lead and Data Management Branch Chief; Added Disabled Veterans Leave data elements to Payroll Section; Added Weather and Safety Leave data element to Payroll Section; Added Position Sensitivity & Risk and Security Clearance Level data elements to the HR Status and Dynamic feed Sections; Modified descriptions to several fields to match the Guide to Data Standards; Updated Cybersecurity Data Type.
4.4	1/22/2021	Updated footers to reflect version 4.4 release Fixed broken link to OPM Privacy Act Notice Updated Contact Information Added the following new elements to the Payroll section: <ul style="list-style-type: none"> - Paid Parental Leave (Birth of Child) – Hours Used in Pay Period - Paid Parental Leave (Adoption Related Placements) – Hours Used in Pay Period - Paid Parental Leave (Foster Care Placements) – Hours Used in Pay Period

Chapter 1: General Instructions

1.2 Purpose

Federal agencies should rely on this guide to prepare and submit human resources (HR), payroll and training data files to the Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) data warehouse.

This document provides quick read information on the file structure for the data files and clear instructions for transferring those files to OPM. Essentially, this guide is an Interface Control Document (ICD). It is an agency's source for the HR (status and dynamics), payroll, and training data requirements and for determining how to correct data exceptions (i.e., errors) in those files.

The other purpose for this guide is to record how OPM responded to new policy demands for employee data. A "Revision Sheet," found at the beginning of each chapter, will record how OPM responded to a change in policy. It will be used to log revisions to a chapter, and it will have an "effective date" plus a "description" of the revision. Having a revision sheet is significant because it manages our institutional knowledge of data requirements over time.

1.3 Background

The Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) Program's Data Warehouse is the Government's premier source for integrated Federal workforce information. The system currently collects, integrates, and publishes data for 2.0 million Executive Branch employees on a bi-weekly basis, supporting agency and government-wide analytics. In addition, the system provides Federal workforce data to other Government systems and processes dependent upon the integrated data. The OPM Data Warehouse architecture provides a flexible, scalable, and secure environment for current and future Government requirements, and expansion is planned through the addition of new federal employee populations, new data elements, improved data integration and data quality processes, and by enabling new system interfaces that utilize industry best-practice architectures.

1.4 Contact Information

Role	Name	Telephone	Email
EHRI Program Manager (Acting)	Abbas Malekghassemi	(202) 418-3369	abbas.malekghassemi@opm.gov
HCPPO Program Manager	Marcel Jemio	(202) 802-0581	marcel.jemio@opm.gov
HR Specialist (Info Sys)	Nicole Reed	(202) 878-1391	nicole.reed@opm.gov

1.5 Privacy

The Office of Personnel Management (OPM) carefully protects EHRI data to safeguard employees' privacy. EHRI is part of an OPM/Government-wide system of records (OPM/GOVT-1, General Personnel Records) under the Privacy Act of 1974, as amended. The Act requires that agencies publish Federal Register notices describing these systems of records, their uses, and the ways people can access the records. The Privacy Act notice is available at <https://www.opm.gov/information-management/privacy-policy/#url=Web-Privacy-Notice>