COURSE SYLLABUS

Federal HR Information Systems and EHRI (Self-Paced)

Understand the federal HR systems and data landscape, from EHRI to HRIS security.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/federal-hr-information-systems-and-ehri



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Course Outline

Federal HR Systems and EHRI

- The federal HR systems and data landscape
- Systems of record and governmentwide workforce reporting
- The purpose and structure of Enterprise Human Resources Integration
- Agency systems and data sources that feed EHRI
- Using EHRI data and related resources to understand federal workforce trends

The HRIS Lifecycle

- Planning and developing HR information systems
- Acquiring and implementing HR technology
- Delivering and operating HR systems
- Maintaining, updating, and retiring systems
- Shared services and vendor-neutral system considerations

HR Data Management

- Federal HR data standards and common data elements
- Data quality, validation, and governance
- Data exchange between systems
- HR data warehousing, retention, and archiving
- Managing authoritative records across the information lifecycle

HR Reporting and Queries

- Understanding reports generated from systems of record
- Identifying the appropriate data fields and sources
- Writing effective HR queries
- Interpreting report results and identifying data limitations

- Using HR data to support workforce analysis and decision-making

Information Security and Privacy

- Security and privacy risks associated with federal HR data
- Access controls and role-based permissions
- Protecting personally identifiable information and personnel records
- Data integrity, availability, and confidentiality
- Security responsibilities throughout the HRIS lifecycle