



Tech Alert

from the **Customer Delivery Division**
"Your Gateway to OTech Services"

TA 13-14: Sunsetting of the Human Resource Information System (HRIS)

ATTENTION: Department of Technology Customers using HRIS
ACTION REQUESTED: Submit Service Request to Terminate HRIS Service
DUE DATE: May 31, 2014

Overview:

HRIS is an on-line Human Resource Management Information system that automates personnel related functions such as daily attendance tracking, leave balance accounting and position control. It is a NATURAL ADABAS legacy application written by the Office of Technology Services (OTech) over two decades ago and is currently used by seven (7) state agencies.

Due to the age, platform, and lack of skilled resources to maintain the system, OTech is sunsetting this service as of June 30, 2014. Customers currently using HRIS will need to transition to another system as it will no longer be available beyond June 30, 2014.

Options for current customers:

- 1. Customers can convert to the State Controller's Office (SCO) Leave Accounting System (CLAS)**
CLAS is the legacy system used by the majority of state agencies for leave accounting. SCO provides monthly Position Control listings to assist departments with position tracking. Additionally, SCO's Management Information Retrieval System (MIRS) report writing can provide functionality similar to that in HRIS. Through CLAS, attendance tracking can be done manually on a STD 634 form. OTech can provide all historical HRIS data for upload to CLAS.
- 2. Department of Technology could provide customers a copy of HRIS for continued use**
A customer could install and run their own HRIS if they have the technical staff to support and maintain the application.
- 3. Customers could purchase or write their own HR application**
Customers have the option of pursuing their own Custom Off the Shelf application to replace the HRIS functionality, or customers could pursue writing their own program to replace the functionality they currently use.

Requested Actions:

1. Attend a meeting scheduled for Friday, October 25, 2013, from 1 p.m. to 3 p.m. to discuss this topic. The meeting will be held at California Department of Technology Headquarters: 1325 J Street, 16th floor, Zinfandel Conference Room.
2. Submit a Service Request to terminate HRIS service and specify any data or reports needed to close out the fiscal year.

Due Date:

The Service Request should be submitted by May 31, 2014. If your department chooses to leave HRIS prior to June 30, 2014, please submit a SR a month before desired service termination date.

Contact:

If you have questions or need further clarification, please contact your OTech Account Lead. If you are unsure who your Account Lead is, please use the [Account Lead Lookup](#), or call the Customer Delivery Division at (916) 431-5477.