



NASA Shared Services Center

NASA Shared Services Center (NSSC) Center Transition Team Lead Meeting

Update on HR Activities

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Overview



NASA Shared Services Center

- HR Migrating Activities
- HR Activity Transition Schedule
- Organizational Structure
- Activity Update
- Key Milestones
- Expectation for HR Transition Team



Human Resources Activities



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Human Resources is migrating 33 Activities, sub-divided into 5 categories, to NSSC between 1st Qtr 06 and 2nd Qtr 08.

Support to Personnel Programs	Employee Development/ Training	Employee Benefits	HRIS	PAP & Record keeping
1. Drug Testing	15. Off-site training	22. Benefits Processing	28. Preparation of Reports	32. Maintain OPF/EPF
2. Employment Inquiries	16. Training Data Entry	23. PCS & Relocation Assist.	29. HR/Training Info Systems	33. Personnel Action Process
3. Classification Appeals	17. Admin of Training Data Systems	24. Financial Disclosure	30. Web site Development & Maintenance	
4. Recruiting Logistics	18. Support Surveys	25. New Hire In-Processing	31. User Support/Expertise for Center HR Data Users	
5. Award Processing	19. On-site training	26. Leave Donor & Advanced Sick Leave		
6. Employee Notices	20. Support Special Trg Needs	27. Health & Safety fairs		
7. HR Studies/Surveys	21. Admin of On-line Training			
8. Advisory Services				
9/10. External Awards & Supplies				
11. Support for COTS software				
12/13. SES Case Documentation				
14. Develop Informational materials				



HR Activities Migrating 1st & 2nd Qtr 06



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1 st Qtr 06	2 nd Qtr 06
3.2.1.1 Drug Testing	3.2.1.2 Employment Inquiries
3.2.2.6 Special HR Studies	3.2.1.3 Classification Appeals
3.2.3.5 Health & Safety Fairs	3.2.1.5 Honorary Awards and Supplies *
Training Purchases *	3.2.1.6 Employee Notices
	3.4.3 Support for HR Automated Systems
	3.2.1.9 SES Case Documentation *
	3.2.1.11 Develop/Deliver Informational Materials
	3.2.2.1 Training Services Support for Special Needs *

***Outstanding issue being worked**



NSSC HR Activity Transition Schedule



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FY 2006				FY 2007				FY2008			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

DAY 1

* Functional activities necessary for the NSSC to operate as an entity Day 1

HUMAN RESOURCES

- ▲ Special HR Studies
- ▲ Drug Testing Admin
- ▲ Organization of Health Fairs
 - ▲ General Employment Inquiries *
 - ▲ Classification Appeals
 - ▲ Agency Honorary Awards
 - ▲ Prep & Distrib of Emp Notices *
 - ▲ Support for HR Automated Syst
 - ▲ SES Case Doc
 - ▲ Develop Info Materials
 - ▲ Develop & Proc of Training Svcs *
- ▲ HR Advisory Svcs *
- ▲ Support to Surveys
- ▲ Admin on Online Training Svcs
- ▲ PCS/ Relocation Assistance *
- ▲ Financial Disclosure Admin *
- ▲ Recruitment Logistics *
- ▲ Award Processing *
- ▲ Training Data Entry *
- ▲ Admin on Online Training Svcs *
- ▲ Some Aspects of In-Processing *
- ▲ Leave Donor and Adv Sick Leave Admin
- ▲ HR & Training Website Dev & Maint *
- ▲ Processing Training Nom's *
- ▲ Report Preparation
- ▲ HR/ Training Information Sys *
- ▲ User Support/ Expertise for Center HR Data Sys *
- ▲ Benefits Processing
- ▲ OPF/ Performance Record Maint
- ▲ Registration/ Reimb for Off-site Training Act *
- ▲ Personnel Action Processing



HR Organizational Structure



NASA Shared Services Center

**Service Delivery Directorate
Human Resources Division**

HR Services Manager, GS-15

Secretary, GS-8

HR Operations & HRIS Team

HR Ops/HRIS Lead, GS-14

HR Specialist (Ops), GS-12
HR Specialist (Ops), GS-12
HR Specialist (Ops), GS-12
HR Specialist (IT), GS-12
HR Specialist (IT), GS-12
HR Specialist (IT), GS-12

(Staff: 7)

HR Program Services & Training Team

HR Prog & Trg Lead, GS-14

HR Specialist (Gen), GS-12
HR Specialist (Gen), GS-12
HR Specialist (Benefits), GS-12
HR Specialist (HR Dev), GS-12
HR Specialist (HR Dev), GS-12

(Staff: 6)

Migrating Functions:

- Org of Health Fairs
- Employee Notices
- Award Processing
- Training Data Entry
- In-Processing
- Leave Donor/Sick Leave
- Report Prep
- Pers Action Processing
- OPF maintenance
- Support HR Automated Systems
- Website Devel & Maint.
- HR/Trg Info Systems
- User Support/Expertise For Data Systems

Migrating Functions:

- Drug Testing
- Special HR Studies
- Employ Inquiries
- Class Appeals
- Awards External/Supplies
- SES Case Doc
- Info Materials
- HR Advisory Services
- PCS/Relocation
- Financial Disclosure
- Recruitment Logistics
- Benefits Processing
- Support to Surveys & Assessments
- Devel & Procure Trg Services
- Admin/Oversight of on-Line training services
- Process Training Nomin.
- Registration/Reimb for Off-site training activities



HR Activity Update



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Process Flows:

- Complete November 16, 2005
- All Centers participated
- Reviewing flows in detail based on migration dates

Training Guides:

- Developing process guide for each activity

Automation:

- Automating many activities prior to migration
 - OPF (E-government initiative to automate Official Personnel Folder)
 - Awards (Automating awards processing for Center and HQ roles)
 - Learning Management System (E-Gov initiative to automate training activities)



HR Activity Update - continued



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Outstanding Issues:

- Multiple activities tied to automation projects. May impact some migration dates.
 - Training Purchases (1st Qtr 06)
 - Agency Honor Awards (2nd Qtr 06); Awards Processing (2nd Qtr 07)
 - Training Services Support for Special Needs (2nd Qtr 06)
 - Official Personnel Folder (2nd Qtr 08)
- SES Rank Awards currently 2nd Qtr 06, may move to 1st Qtr 06 due to timing of award.
- Training purchases migrates before off-site training activities.

Staffing Status:

- Selection made for HR Manager, GS-15
- Recruit Team Leads in early July 2005.



HR Key Milestones



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- May 2005 - Meet with Service Provider
- May 2005 - Fill HR Manager position
- May 13, 2005 - Approve contract for Awards automation project
- May 27, 2005 - Finalize decision on migration of credit card purchases
- May 27, 2005 - Develop first 10 training guides
- June 24, 2005 - Develop second 10 training guides
- June 2005 - Assess impact of LMS on training migrations
- July/August 2005 - Develop project plan for OPF automation project



Expectations of HR Transition Team



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- **Gain familiarity with the Activity Transition Schedule, including when activities are migrating in all functional areas. Ensure all impacted areas understand the impact to their employees and prepare for that impact.**
- **Prepare impacted Center HR staff for migration of HR functions.**
- **Review HR flows to identify all issues, missing information and areas of confusion.**
- **Participate in development and review of business training guides, ensuring clarity and completeness of materials.**
- **Begin planning for time-lines, mediums of delivery, and resource requirements.**
- **Actively participate in telecons, face-to-face meetings, training, and process mapping to become proficient in processes transitioning to NSSC and ensure that all issues are surfaced and addressed.**
- **Support identification, development, and review of materials and activities needed to provide a robust change management effort across the agency, communicating to the right audiences, at the right time.**
- **Support their Center in fully preparing for migrating work to NSSC and doing business with NSSC.**