



Privacy Office Contact Information

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Document Purpose

This document contains important details about a GSA managed System, Application, or Project (identified below by the Authorization Package name). To accomplish its mission the GSA Office it supports must, in the course of business operations, collect personally identifiable information (PII) about the people who use such products and services. PII is any information [1] that can be used to distinguish or trace an individual's identity like a name, address, or place and date of birth.

GSA uses Privacy Impact Assessments (PIAs) to explain how it collects, maintains, disseminates, uses, secures, and destroys information in ways that protect privacy. This PIA comprises sections that reflect GSA's privacy policy and program goals. The sections also align to the Fair Information Practice Principles (FIPPs), a set of eight precepts codified in the Privacy Act of 1974.[2]

[1]OMB Memorandum Preparing for and Responding to the Breach of Personally Identifiable Information (OMB M-17-12) defines PII as: "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual." The memorandum notes that "because there are many different types of information that can be used to distinguish or trace an individual's identity, the term PII is necessarily broad."

[2] Privacy Act of 1974, 5 U.S.C. § 552a, as amended.

General Information

PIA Identifier: 464
System Name: HRLinks
CPO Approval Date: 7/16/2024
PIA Expiration Date: 7/16/2027

Information System Security Manager (ISSM) Approval

Richard Banach

System Owner/Program Manager Approval

Alfred Ortega

Chief Privacy Officer (CPO) Approval

Richard Speidel

PIA Overview

A: System, Application, or Project Name:
HRLinks

B: System, application, or project includes information about:
Federal employees

C: For the categories listed above, how many records are there for each?
12,000 employees.

D: System, application, or project includes these data elements:
HR Links collects Federal employee data such as

Name: Used to identify the employee and retained for employee HR record.

GSA Employee ID: This is the primary unique identifier which allows HR professionals to search for information about GSA employees.

Social Security Number (SSN): Used and retained for employee HR record and tax reporting purposes.

Date of Birth (DOB) and age: Used to identify employee age and retained for employee HR record.

Home Mailing Address: Used for communication and retained for employee HR record.

Personal Phone Number(s): Used for communication and retained for employee HR record.

Personal Email Address: Used for communication and retained for employee HR record.

Emergency Contact Information: Name, relationship to employee, home address, and personal phone numbers of the individual(s) the employee designates as points of contact in case of an emergency. Used by authorized GSA staff when an employee is involved in an emergency and to keep employees informed during Continuity of Operations (COOP) events.

Employee's dependents for purposes of health coverage and attached documentation: Includes the following for all family members covered under the employee's health insurance: name, relationship to employee, address, date of birth, social security number (optional), gender, and coverage under Medicare. Documentation provided by the employee to support the election may include birth certificates, marriage certificates, certified record of divorce, etc. This is used to determine eligibility for coverage under the employee's health insurance.

Race/Ethnicity: Voluntarily self-reported for employee HR record, and used for summary statistics, analytical studies, and workforce studies in support of the function for which the records are collected and maintained.

Employee compensation data (base pay, locality pay, incentive pay)

Accounting

Pay and leave entitlement records

Time and attendance records: includes leave and additional time requests and approvals; timesheet and labor code data and approvals

Place of birth

Education data and documentation: Educational history, including highest educational level attained, school(s) attended, location, major field of study, year graduated, GPA, and credit hours earned. Documentation includes transcripts and other documents to support qualifications and eligibility for federal positions.

Benefit election data: Includes health insurance and life insurance elections, Thrift Saving Plan elections and associated contribution amounts/percentages. Retained for the employee HR record and used to administer employee benefits.

Disability status code (self-reported)

Gender

Military/Veterans Status and attached documentation: used to administer veteran-related employment eligibility and benefits; leave entitlements

Service Computation Dates: used to determine leave and TSP entitlements, RIF retention, and retirement eligibility

Language proficiency (optional)

Citizenship status

Employee personnel actions and attached documentation: used to document employee work history, salary, and position information; used to determine retirement eligibility and calculate federal pension. Documentation includes that which was provided by the employee or HR staff to support personnel actions such as name changes (e.g., social security card, marriage certificates, certified record of divorce); documentation of eligibility for appointment (e.g. documentation of disability or veterans status for those types of appointments); and documentation to support eligibility for incentives such as Superior Qualifications Appointments, advanced annual leave accrual, etc. (resume, salary record, etc.).

Employee performance and award data: Includes performance criteria and ratings; self-assessments; award amount and type

Background investigation and Security Clearance Data and attached documentation: Includes Investigation type, investigation status, certification status, certification date, security clearance level, clearance status

Marital status

Overview:

HR Links is considered a major information system and provides personnel action, benefits, and payroll processing for all of GSA's employees, Office of the Inspector General (OIG), and the Commissions and Boards (CABS). The system is a FedRAMP SaaS (Software as a Service) model utilizing the IBM Federal HR Cloud which provides HR and Payroll services to multiple Federal organizations. IBM Federal HR Cloud is built on PeopleSoft Enterprise Human Resources, a commercial off-the-shelf (COTS) product that provides its customers with core functions for processing personnel actions, benefits management, compensation management, and payroll processing. IBM Federal HR Cloud provides the following modules: Time and Labor, Benefits Administration, On/Off-Boarding, Performance Management, Payroll, Recruiting and Employee and Manager Self Service.

1.0 Purpose of Collection

1.1: What legal authority and/or agreements allow GSA to collect, maintain, use, or disseminate the information? The legal authorities permitting the collection, maintenance and dissemination of PII through HR Links are: 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, as amended by 13478, 9830, and 12107 are the authorities for maintaining personnel information. Authorities for recording Social Security Numbers are E.O. 9397, 26 CFR 31.6011(b)-2, and 26 CFR 31.6109-1. Client users of HR Links must originate from GSA IP space as defined and documented in the Interconnect Security Agreements (ISAs) and Memoranda of Understanding (MOUs) that govern how the agency connects to HR Links over a point to point IPsec VPN connection.

1.2: Is the information searchable by a personal identifier, for example a name or Social Security number?
Yes

1.2a: If so, what Privacy Act System of Records Notice(s) (SORN(s)) applies to the information being collected?
Existing SORN applicable

1.2: System of Records Notice(s) (Legacy Text): What System of Records Notice(s) apply/applies to the information?

General Personnel Records, OPM/GOVT-1

Employee Performance File System Records, OPM/GOVT-2

Records of Adverse Actions, Performance Based Reduction in Grade and Removal Actions, and Termination of Probationers, OPM/GOVT-3

Applicant Race, Sex, National Origin, and Disability Status Records, OPM/GOVT-7

Payroll Accounting and Reporting (PAR) System, GSA/PPFM-9

1.2b: Explain why a SORN is not required.

1.3: Has an information collection request (ICR) been submitted to or approved by the Office of Management and Budget (OMB)?

1.3: Information Collection Request: Provide the relevant names, OMB control numbers, and expiration dates.

1.4: What is the records retention schedule for the information systems(s)? Explain how long and for what reason the information is kept.

1. Job Vacancy Case Files - Records of Onetime Competitive and Senior Executive Service (SES) Announcements/Selections.

Description: Job vacancy case files. Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:

- request for lists of eligible candidates
- job announcement
- examination announcement
- job analysis, assessment criteria, and crediting plan
- basis for certification
- applications, resumes, supplemental forms, other attachments
- list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification
- certificates, registers or lists of eligible candidates issued to selecting officials
- job-related test records
- mandatory applicant drug test records
- annotated certificates of eligible candidates returned by selecting officials
- job offers
- records of job offer being accepted or declined
- correspondence/documentation of announcement or recruiting operation

Legal citation: 5 CFR 335.103"

Retention Instructions: Temporary. Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.

Disposition Authority: DAA-GRS-2017-0011-0001 (GRS 02.1/050)

2. Job Vacancy Case Files - Records of Standing Register Competitive Files for Multiple Positions Filled Over a Period of Time. Description: Job vacancy case files. Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes:

- request for lists of eligible candidates
- job announcement
- examination announcement
- job analysis, assessment criteria, and crediting plan
- basis for certification
- applications, resumes, supplemental forms, other attachments
- list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification
- certificates, registers or lists of eligible candidates issued to selecting officials
- job-related test records
- mandatory applicant drug test records
- annotated certificates of eligible candidates returned by selecting officials
- job offers
- records of job offer being accepted or declined
- correspondence/documentation of announcement or recruiting operation

Legal citation: 5 CFR 335.103.

Retention Instructions: Temporary. Destroy 2 years after termination of register.

Disposition Authority: DAA-GRS-2017-0011-0002 (GRS 02.1/051)

3. Job Application Packages.

Description: Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog. Includes:

- application
- resume
- supplemental forms
- other attachments

Note: This item is only for copies of materials submitted to and maintained in systems that receive job applications. Copies of these records used to fill job vacancies are covered under job vacancy case files (Items 050 and 051).

Retention Instructions: Temporary. Destroy 1 year after date of submission.

Disposition Authority: DAA-GRS-2014-0002-0011 (GRS 02.1/060)

4. Requests for Non-Competitive Personnel Action.

Description: Agency copy of requests submitted to OPM for approval of non-competitive personnel action on such matters as promotion, transfer, reinstatement, or change in status.

Retention Instructions: Temporary. Destroy 1 year after approval is granted or denied.

Disposition Authority: DAA-GRS-2014-0002-0013 (GRS 02.1/080)

5. Records Related to Individual Employees Hired Under Special Temporary Authority.

Description: Includes participant agreement, records of mentoring, documentation that employee fulfilled educational and other requirements, and conversion to a permanent position.

Retention Instructions: Temporary. Destroy 2 years after employee is converted to a permanent position or leaves a program but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2014-0002-0017 (GRS 02.1/130)

6. Pre-Appointment Files - Records Documenting Background Investigation or Vetting Of Prospective Employees to Determine Eligibility for Security Clearance and Sensitive Positions.

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty. Included are forms in the SF-85 family, fingerprint charts, and related correspondence. Forward to appropriate security office after prospective employee enters on duty, declines appointment, or is no longer a candidate.

Retention Instructions: None; filing instruction only.

Disposition Authority: (GRS 02.1/140)

7. Pre-Appointment Files - Records Appropriate for Inclusion in the OPF - Prospective Employees Who Enter on Duty.

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty. Such as designation of

beneficiary, life insurance election, and health benefits registration. Forward to appropriate human resources office to include in OPF after employee enters on duty.

Retention Instructions: None; filing instruction only.

Disposition Authority: (GRS 02.1/141)

8. Pre-Appointment Files - Records Appropriate for Inclusion in the OPF -

Prospective Employees Who Do Not Enter on Duty.

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty. Such as designation of beneficiary, life insurance election, and health benefits registration.

Retention Instructions: Temporary. Destroy 1 year after prospective employee is no longer a candidate.

Disposition Authority: DAA-GRS-2014-0002-0009 (GRS 02.1/142)

9. Pre-Appointment Files - Copies of Records Included in Job Vacancy Case Files (Items 50-51).

Description: Records created when vetting a prospective employee between the time a job offer is accepted and the time employee enters on duty.

Retention Instructions: Temporary. Destroy after prospective employee enters on duty, declines appointment, or is no longer a candidate.

Disposition Authority: DAA-GRS-2014-0002-0010 (GRS 02.1/143)

10. Records of Delegation of Authority for Examination and Certification.

Description: Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment.

Exclusion: OPM's records are not covered by this item.

Retention Instructions: Temporary. Destroy 3 years after agreement terminates but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2014-0002-0021 (GRS 02.1/150)

11. Adverse Impact Files: Records Revealing No Adverse Impact.

Description: Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection

Procedures. Includes records documenting:

- number of applicants by sex, race, and national origin
- number of people hired, promoted, and terminated, by sex, race, and national origin
- selection procedures and their validity

Legal Citation: 29 CFR 1607.15A (2)(b)"

Retention Instructions: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business purposes.

Disposition Authority: DAA-GRS-2018-0008-0001 (GRS 02.1/170)

12. Adverse Impact Files: Records Revealing an Adverse Impact.

Description: Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection

Procedures. Includes records documenting:

- number of applicants by sex, race, and national origin
- number of people hired, promoted, and terminated, by sex, race, and national origin
- selection procedures and their validity

Legal Citation: 29 CFR 1607.15A (2)(b).

Retention Instructions: Temporary. Destroy 2 years after eliminating the adverse impact, but longer retention is authorized if required for business purposes.

Disposition Authority: DAA-GRS-2018-0008-0002 (GRS 02.1/171)

13. Recruitment Records.

Description: Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues. Includes:

- records documenting planning and logistics of individual recruitment events
- record copy of advertisement and materials for distribution (see Exclusion 2)
- contact information and interest areas collected from potential job candidates
- recruitment event reports
- correspondence with prospective candidates

Exclusion 1: Military recruitment advertising records must be scheduled by military

establishments.

Exclusion 2: Recruitment posters must be scheduled by agencies.

Retention Instructions: Temporary. Destroy when 1 year old, but longer retention is authorized if required for business purposes.

Disposition Authority: DAA-GRS-2018-0008-0003 (GRS 02.1/180)

14. Employee Incentive Award Records.

Description: Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.

Exclusion: Records of Department-level awards require agency-specific schedules.

Retention Instructions: Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0007-0003 (GRS 02.2/030)

15. Notifications of Personnel Actions.

Description: Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, factsheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices.

Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records.

Retention Instructions: Temporary. Destroy when business use ceases.

Disposition Authority: DAA-GRS-2017-0007-0006 (GRS 02.2/050)

16. Employment Eligibility Verification Records.

Description: Employment Eligibility Verification form I-9 and any supporting documentation.

Retention Instructions: Temporary. Destroy 3 years after employee separates from service or transfers to another agency.

Disposition Authority: DAA-GRS-2017-0007-0007 (GRS 02.2/060)

17. Employee Performance File System Records. Acceptable Performance Appraisals of Non-Senior Executive Service Employees.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS.

Such records must be scheduled by submitting an agency-specific schedule to NARA.

Performance records for employees as defined in 5 U.S.C. 4301(2)).

Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.

Legal citation: 5 CFR Part 293.404.

Retention Instructions: Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0007-0008 (GRS 02.2/070)

18. Employee Performance File System Records. Unacceptable Performance Appraisals of Non-Senior Executive Service Employees.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS.

Such records must be scheduled by submitting an agency-specific schedule to NARA.

Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents.

Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404.

Retention Instructions: Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.

Disposition Authority: DAA-GRS-2017-0007-0009 (GRS 02.2/071)

19. Employee Performance File System Records. Records of Senior Executive Service Employees.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS.

Such records must be scheduled by submitting an agency-specific schedule to NARA.

Records of senior executive service employees.

Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards. Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule.

Legal citation: 5 CFR Part 293.404.

Retention Instructions: Temporary. Destroy no sooner than 5 years after date of appraisal, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0007-0010 (GRS 02.2/072)

20. Employee Performance File System Records. Performance Records Superseded Through an Administrative, Judicial, or Quasi-Judicial Procedure.

Description: Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance-related material required by an agency's performance appraisal system.

Exclusion: Performance records of Presidential appointees are not covered by the GRS.

Such records must be scheduled by submitting an agency-specific schedule to NARA.

Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

Superseded performance records of both non-senior executive service employees and senior executive service employees.

Legal citation: 5 CFR Part 293.404.

Retention Instructions: Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.

Disposition Authority: DAA-GRS-2017-0007-0011 (GRS 02.2/073)

21. Skill Set Records.

Description: Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers.

Exclusion: Associated testing records. Those related to non-mission functions are covered by GRS 2.6, Employee Training Records. Those related to agency mission functions must be scheduled by the agency.

Retention Instructions: Temporary. Destroy when business use ceases.

Disposition Authority: DAA-GRS-2017-0007-0018 (GRS 02.2/120)

22. Employee Relations Programs' Administrative Records.

Description: Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:

- program-related correspondence
- copies of statutes, regulations, directives, and instructions
- timetables and guidelines for processing case files and appealing decisions
- planning records
- meeting minutes
- program evaluations and reports to senior management
- statistical records tracking program participation and participants
- records tracking programs' compliance with relevant Executive Orders and other requirements
- records arranging for outside mediator and facilitator involvement in case settlements

Exclusion 1: Records specific to individual cases (covered by items 020 to 111 in this schedule).

Exclusion 2: Reports to external oversight agencies (covered by GRS 5.7, item 050).

Exclusion 3: Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).

Retention Instructions: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0001 (GRS 02.3/010)

23. Reasonable Accommodation Case Files.

Description: Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or Human Resource specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services that have been

requested for or by an employee. Includes:

- request, approvals and denials
- notice of procedures for informal dispute resolution or appeal processes
- forms, correspondence, records of oral conversations
- policy guidance documents
- medical records
- supporting notes and documentation.

Retention Instructions: Temporary. Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0002 (GRS 02.3/020)

24. Dislocated Worker Program Case Files.

Description: Includes applications, registrations, supporting documentation.

Retention Instructions: Temporary. Destroy 1 year after employee eligibility for program expires, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0003 (GRS 02.3/030)

25. Telework/Alternate Worksite Program Case Files.

Description: Includes:

- agency/employee agreements
- records such as questionnaires relating to the safety of the worksite
- records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies.

Retention Instructions: Temporary. Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2018-0002-0004 (GRS 02.3/040)

26. Records Used to Calculate Payroll, Arrange Paycheck Deposit, and Change Previously-Issued Paychecks.

Description: Includes:

- additions to paychecks
 - child care subsidies
 - Internal Revenue Service form W-9 (Request for Taxpayer Identification Number)
 - other additions
- deductions from paychecks
 - insurance
 - retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.)
 - flexible spending accounts, such as medical savings and dependent care assistance
 - union dues
 - Combined Federal Campaign
 - garnishments (IRS form 668A—Notice of Levy—and similar records)
 - Treasury bond purchases
- authorizations for deposits into bank accounts
- changes or corrections to previous transactions either at paying agency or payroll processor.
- Fair Labor Standards Act exemption worksheets.

Retention Instructions: Temporary. Destroy 3 years after paying agency or payroll processor validates data, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2019-0004-0001 (GRS 02.4/010)

27. Tax Withholding and Adjustment Documents.

Description: Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.

Legal citation: IRS Publication 15 (2015), (Circular E), Employer's Tax Guide, section on Recordkeeping.

Retention Instructions: Temporary. Destroy 4 years after superseded or obsolete, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0002 (GRS 02.4/020)

28. Time and Attendance Records.

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family

medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.
Legal citation: 29 CFR 516.5a.

Retention Instructions: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2019-0004-0002 (GRS 02.4/030)

29. Phased-Retirement Employees' Overtime Documentation.

Description: Records documenting ordering or permitting phased-retirement employees to work overtime.

Legal citation: 5 CFR 831.1715, section 4.

Retention Instructions: Temporary. Destroy when 6 years old.

Disposition Authority: DAA-GRS-2018-0001-0001 (GRS 02.4/035)

30. Agency Payroll Record for Each Pay Period.

Description: Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity.

Legal citation: 5 U.S.C. 8466.

Retention Instructions: Temporary. Destroy when 56 years old.

Disposition Authority: DAA-GRS-2016-0015-0004 (GRS 02.4/040)

31. Wage and Tax Statements.

Description: Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.

Legal citations:

- Form W-3, Purpose of Form section states, "The IRS recommends retaining copies of these forms for four years." Agencies attach their copies of form W-2 to form W-3.

- IRS Publication 15 (2014), (Circular E), Employer's Tax Guide, section on Recordkeeping (copies of returns filed and confirmation numbers).

Retention Instructions: Temporary. Destroy when 4 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0005 (GRS 02.4/050)

32. Payroll Program Administrative Records - Administrative Correspondence Between Agency And Payroll Processor, And System Reports Used for Agency Workload and/or Personnel Management Purposes.

Description: Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.

Retention Instructions: Temporary. Destroy when 2 years old, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0006 (GRS 02.4/060)

33. Payroll Program Administrative Records - Payroll System Reports Providing Fiscal Information on Agency Payroll.

Description: Records produced in administering and operating payroll functions of a general nature and not linked to an individual employee's pay.

Retention Instructions: Temporary. Destroy when 3 years old or after GAO audit, whichever comes sooner, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0007 (GRS 02.4/061)

34. Wage Survey Files.

Description: Records created while conducting periodic surveys of wages paid to non-Government workers in a specified wage area to support and modify the Federal Wage System. Includes survey data, background documents, correspondence and reports on area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

Retention Instructions: Temporary. Destroy after completing second succeeding survey in the specific wage area (i.e., retain records of the two most recently completed surveys), but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0015-0010 (GRS 02.4/080)

35. Phased Retirement Individual Case Files.

Description: Phased retirement individual case files. Case files of the individual employee participation in phased retirement, such as: application for immediate retirement, evidence of eligibility, reviews/recommendations by supervisor and others,

notice of approval or disapproval, retirement benefit estimates, annuity calculations, phased retirement agreement, records documenting knowledge transfer activities, confidentiality agreement with mentees, action/project plans and logs, and correspondence.

NOTE: Agencies may choose to file these records with the employee's retirement file, in which case the agency should retain them according to the retention period for the retirement file, per GRS 2.5, item 020.

Exclusion: This item does not cover records held at OPM concerning staff at other agencies.

Retention Instructions: Destroy 1 year after employee participation concludes or the employee retires, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0007-0002 (GRS 02.5/051)

36. Non-Mission Employee Training Program Records.

Description: Non-mission employee training program records. Records about planning, assessing, managing, and evaluating an agency's training program: plans, reports, and program evaluations, organizational and occupational needs assessments, employee skills assessments, employee training statistics, notices about training opportunities, schedules, or courses, mandatory training tracking and reporting files, logistics and coordination documents, Authorization, Agreement, and Certification of Training (SF-182) and similar records, registration forms, employee attendance records, syllabi, presentations, instructor guides, handbooks, and lesson plans, reference and working files on course content, other course materials, such as presentations and videos, student, class, or instructor evaluations.

NOTE: Financial records related to purchase of training or travel for training are scheduled under GRS 1.1, item 010.

Exclusion: This item does not cover ethics-related training. Ethics training is scheduled by GRS 2.6, item 020.

Retention Instructions: Temporary. Destroy when 3 years old or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0014-0001 (GRS 02.6/010)

37. Ethics Training Records.

Description: Records include but are not limited to: administration of new employee ethics orientations, annual, and other types of ethics training, agency annual written plans, notices about training requirements and course offerings.

Retention Instructions: Temporary. Destroy when 6 years old or when superseded whichever is later, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0014-0002 (GRS 02.6/020)

38. Individual Employee Training Records.

Description: Records documenting training required by all or most Federal agencies, such as information system security, anti-harassment training, and training to develop job skills. Records may include: completion certificates or verification documents for mandatory training required of all Federal employees or specific groups of employees (e.g., supervisors, contractors), Individual Development Plans (IDPs), mentoring or coaching agreements.

Exclusion: Academic transcripts, professional licenses, civil service exams, or documentation of mission-related training are not covered by this item.

Retention Instructions: Temporary. Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2016-0014-0003 (GRS 02.6/030)

39. Non-Occupational Health and Wellness Program Records.

Description: Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as nursing mothers, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes:

- health risk appraisals
 - biometric testing
 - health coaching
 - disease management
-

- behavioral management
- preventive services
- fitness programs

Retention Instructions: Temporary. Destroy 3 years after the project/activity/ or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Disposition Authority: DAA-GRS-2017-0010-0013 (GRS 02.7/080)

40. Personally Identifiable Information Extracts.

Description: System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.

Legal citation: OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet "Log and Verify"

Retention Instructions: Temporary. Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.

Disposition Authority: DAA-GRS-2013-0007-0012 (GRS 04.2/130)

41. Personally Identifiable Information Extract Logs.

Description: Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date."

Retention Instructions: Temporary. Destroy when business use ceases.

Disposition Authority: DAA-GRS-2013-0007-0013 (GRS 04.2/140)

42. Personnel Security and Access Clearance Records - Records of People Issued Clearances.

Description: Records about security clearances, and other clearances for access to Government facilities or to sensitive data, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Includes:

- questionnaires
 - summaries of reports prepared by the investigating agency
 - documentation of agency adjudication process and final determination
- Note: GRS 3.2, Information Systems Security Records, items 030 and 031, covers Information system access records.

Records of people issued clearances.

Exclusion: Copies of investigative reports covered in items 170 and 171.

Retention Instructions: Temporary. Destroy 5 years after employee or contractor relationship ends, but longer retention is authorized if required for business use.

Disposition Authority: DAA-GRS-2017-0006-0025 (GRS 05.6/181)

030 - Employee incentive award records. Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and noncash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees. Exclusion: Records of Department-level awards require agency-specific schedules. Temporary. Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use. DAA-GRS2017-0007- 0003

050 - Notifications of Personnel Actions. Notifications of personnel actions. Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices. Exclusion: SF-50s filed in the OPF. Items 040 and 041 of this schedule cover these records. Temporary. Destroy when business use ceases. DAA-GRS2017-0007- 0006

070 & 071 - Employee performance file system records. Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance related material required by an agency's performance appraisal system. Exclusion: Performance records of Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an agency specific schedule to NARA.

Acceptable performance appraisals of non-senior executive service employees. Performance records for employees as defined in 5 U.S.C. 4301(2)). Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule. Legal citation: 5 CFR Part 293.404. Temporary. Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.

DAA-GRS2017-0007- 0008

Unacceptable performance appraisals of non-senior executive service employees. Appraisals of unacceptable performance for non-senior executive service employees (as defined in 5 U.S.C. 4301(2)), where a notice of proposed demotion or removal is issued but not effected, and all related documents. Legal citations: 5 U.S.C. section 4303(d) and 5 CFR Part 293.404. Temporary. Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed. DAA-GRS2017-0007- 0009

Records of senior executive service employees. Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards. Exclusion: Performance records superseded through an administrative, judicial, or quasi-judicial procedure are covered by item 073 of this schedule. Legal citation: 5 CFR Part 293.404. Temporary. Destroy no sooner than 5 years after date of appraisal, but longer retention is authorized if required for business use. DAA-GRS2017-0007- 0010

Performance records superseded through an administrative, judicial, or quasi-judicial procedure. Superseded performance records of both non-senior executive service employees and senior executive service employees. Legal citation: 5 CFR Part 293.404. Temporary. Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed. DAA-GRS2017-0007- 0011

120 - Skill set records. Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers. Exclusion: Associated testing records. Those related to non-mission functions are covered by GRS 2.6, Employee Training Records. Those related to agency mission functions must be scheduled by the agency. Temporary. Destroy when business use ceases. DAA-GRS2017-0007- 0018

GENERAL RECORDS SCHEDULE 2.3: Employee Relations Records

040 - Telework/alternate worksite program case files. Includes: • agency/employee agreements • records such as questionnaires relating to the safety of the worksite • records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies. Temporary. Destroy when superseded or obsolete or 1 year after end of employee's participation in program, whichever is sooner, but longer retention is authorized if required for business use. DAA-GRS2018-0002- 0004

GENERAL RECORDS SCHEDULE 2.4: Employee Compensation and Benefits Records

030 - Time and attendance records. Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work. Legal citation: 29 CFR 516.5a. Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. DAA-GRS2019-0004- 0002

035 - Phased-retirement employees' overtime documentation. Records documenting ordering or permitting phased-retirement employees to work overtime. Legal citation: 5 CFR 831.1715, section 4. Temporary. Destroy when 6 years old, but longer retention is authorized if required for business use. DAA-GRS2018-0001- 0001

141 - Family Medical Leave Act program individual case files. Includes: • employee eligibility to participate in program • eligibility notice given to employee • notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them • medical certifications • employee identification data • records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid • leave request, approval/non-approval • leave records • records of premium payments of employee benefits • records of disputes between employers and eligible employees regarding designation of leave as FMLA leave • periodic reports of employee status and intent to return to work Legal citation: 29 CFR 825.500. Temporary. Destroy 3 years after conclusion of leave being taken, but longer retention is authorized if required for business use. DAA-GRS2016-0015- 0020

GENERAL RECORDS SCHEDULE 5.6: Security Management Records

180 - Personnel security and access clearance records. Records about security clearances, and other clearances for access to government facilities or to controlled unclassified information, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Includes: • questionnaires summaries of reports prepared by the investigating agency • documentation of agency adjudication process and final determination. Note: GRS 3.2, Information Systems Security Records, items 030 and 031, covers Information system access records.

Records of people not issued clearances. Includes case files of applicants not hired. Exclusion: Copies of investigative reports covered in items 170 and 171. Temporary. Destroy 1 year after consideration of the candidate ends, but longer retention is authorized if required for business use. DAA-GRS2021-0001- 0007

Records of people issued clearances. Exclusion: Copies of investigative reports covered in items 170 and 171. Temporary. Destroy 5 years after employee or contractor relationship ends, but longer retention is authorized if required for business use. DAA-GRS2021-0001- 0008

2.0 Openness and Transparency

2.1: Will individuals be given notice before the collection, maintenance, use or dissemination and/or sharing of personal information about them? Yes

2.1 Explain: If not, please explain.

3.0 Data Minimization

3.1: Why is the collection and use of the PII necessary to the project or system?

The system is the official repository of the personnel information, reports of personnel actions and the documents associated with these actions. The personnel action reports and other documents give legal force and effect to personnel transactions and establish employee rights and benefits under pertinent laws and regulations governing Federal employment. They provide the basic source of factual data about a person's Federal employment while in the service and after his or her separation. Records in this system have various uses, including screening qualifications of employees; determining status eligibility, and rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service; and other information needed to provide personnel services.

3.2: Will the system, application, or project create or aggregate new data about the individual?

No

3.2 Explained: If so, how will this data be maintained and used?

3.3 What protections exist to protect the consolidated data and prevent unauthorized access?

HR Links leverages the authorized IBM Federal HR Cloud Platform and has implemented the required customer responsibility security and privacy controls according to NIST SP 800-53. HR Links employs a variety of security measures designed to ensure that information is not inappropriately disclosed or released. These measures include security and privacy controls for access control, awareness and training, audit and accountability, security assessment and authorization, configuration management, contingency planning, identification and authentication, incident response, maintenance, planning, personnel security, risk assessment, system and services acquisition, system and communications protection, system and information integrity, and program management.

3.4 Will the system monitor the public, GSA employees, or contractors?

None

3.4 Explain: Please elaborate as needed.

HR Links does not monitor the GSA employees.

3.5 What kinds of report(s) can be produced on individuals?

HR Links may create human resource reports related to GSA employees.

3.6 Will the data included in any report(s) be de-identified?

No

3.6 Explain: If so, what process(es) will be used to aggregate or de-identify the data?

NO - HR Links does not de-identify data for reporting.

3.6 Why Not: Why will the data not be de-identified?

This is an HR and Payroll system. PII is required to provide resources to GSA employees.

4.0 Limits on Using and Sharing Information

4.1: Is the information in the system, application, or project limited to only the information that is needed to carry out the purpose of the collection?

Yes

4.2: Will GSA share any of the information with other individuals, federal and/or state agencies, or private-sector organizations?

Federal Agencies

4.2How: If so, how will GSA share the information?

GSA users access the GSA Implementation of the IBM Federal HR Cloud (HR Links) through an IPSec VPN Tunnel to public URLs. Data is also exchanged from interconnecting GSA system via this network interconnection. GSA employee information is shared externally as described below or pursuant to an approved routine use identified in the SORNs, General Personnel Records, OPM/GOVT-1, Employee Performance File System Records, OPM/GOVT-2, Records of Adverse Actions, Performance Based Reduction in Grade and Removal Actions, and Termination of Probationers, OPM/GOVT-3, and Applicant Race, Sex, National Origin, and Disability Status Records, OPM/GOVT-7. Information is collected via bidirectional SFTP connections or unidirectional connections with interfacing systems. IBM and GSA maintain approved interconnection system agreements (ISAs) and Information Exchange Agreements (IEAs) for all organizations and systems that interface with GSA's Implementation of the IBM Federal HR Cloud.

4.3: Is the information collected:

Directly from the Individual

4.3Other Source: What is the other source(s)?

On an ongoing basis, GSA employees review, update and enter data directly into the system as needed. Each GSA employee is responsible for checking the accuracy of their data and should contact OHRM with any questions. The HR Links system does not collect information from commercial sources or publicly available data. HR Links receives information about GSA employees from the systems listed below: Payroll, Accounting and Reporting (PAR) system - PAR is GSA's payroll processing system and the link between the GSA's HR and accounting systems. HR Links sends updated personnel data to the payroll system along with the time and attendance information required to perform payroll actions. GSA's payroll system provides HR Links with the resulting payroll information after each payroll processing cycle. GSA employee PII shared from PAR to HR Links and from HR Links to PAR includes the employee's name, date of birth, and social security number. However, HR Links and PAR do not exchange employee home addresses, or phone numbers. GSA Credential and Identity Management System (GCIMS) - GCIMS contains credential and background investigation information for all GSA employees. HR Links has a bidirectional connection to GCIMS and shares PII including SSN as part of the background investigation process. GSA JOBS - GSA JOBS contains information on GSA positions. HR Links has a bidirectional connection to GSA JOBS to track which positions are open or being filled.

4.4: Will the system, application, or project interact with other systems, applications, or projects, either within or outside of GSA?

Yes

4.4WhoHow: If so, who and how?

The system will interact with other systems within and outside of GSA. All system connections are governed by Interconnect Security Agreements (ISAs) and Memoranda of Understanding (MOUs), which are approved and validated no less than once annually. An ISA exists between IBM Federal HR Cloud and GSA. Internal GSA interconnections do not require an ISA.

HR Links sends information about GSA employees to the systems listed below. Data that is sent to OPM and HHS is sent from the IBM Federal HR Cloud Service Provider directly. The interconnection agreements are covered by IBM as they are the direct connection with the agencies.

Non-Disclosure Agreements (NDAs) apply to HR Links data and prohibit further dissemination of information. NDAs are required for all tenants of the IBM Federal HR Cloud. Tenants include General Services Administration (GSA), National Credit Union Association (NCUA), Office of Personnel Management (OPM), and Railroad Retirement Board (RRB).

HR Links receives information about GSA employees from the internal systems listed below:

- Payroll, Accounting and Reporting (PAR) system
- GSA Credential and Identity Management System (GCIMS)

HR Links sends information about GSA employees to the systems listed below. Data that is sent to OPM and HHS is sent from the IBM Federal HR Cloud Service Provider directly. The interconnection agreements are covered by IBM as they are the direct connection with the agencies.

- Department of Health and Human Services (HHS) Federal Occupational Health (FOH)
- OPM's Electronic Official Personnel Folder (eOPF)
- OPM's Federal Health Benefits Data Hub
- OPM's Employee Express (EEX)
- OPM's Enterprise Human Resources Integration (eHRI)
- GSA Labor Distribution System (Pegasys)
- GSA Credential and Identity Management System (GCIMS)
- GSA Payroll, Accounting and Reporting System
- GSA Corporate Applications Data Warehouse

HR Links exchanges non-employee data with the following internal system via web service:

GSAjobs: receives Position Description and Cover Sheet data elements from GSAjobs; sends recruit request data from HR Links to GSAjobs.

4.4 Formal Agreement: Is a formal agreement(s) in place?

Yes

4.4 No Agreement: Why is there not a formal agreement in place?

5.0 Data Quality and Integrity

5.1: How will the information collected, maintained, used, or disseminated be verified for accuracy and completeness?

Accuracy of the initial load of GSA employee information (e.g., from CHRIS, ALOHA and ETAMS) was checked via functional specification testing by GSA OHRM staff to validate data values and mappings, functional scenarios-based testing to include both positive and negative testing, and during data uploading phase from various interfaces. On an ongoing basis, GSA employees review, update and enter data directly into the system as needed. Each GSA employee is responsible for checking the accuracy of their data and should contact OHRM with any questions.

6.0 Security

6.1a: Who or what will have access to the data in the system, application, or project?

There are four tiers of users, as categorized by PII access.

- "Tier one" users are employees that can access their own personal data only, for example personal contact information, benefit election information and time and attendance records.
 - "Tier two" users are an employee's supervisor who has access to information including that employee's name, Employee ID, city and state (if a remote employee), and time and attendance records. .
-

- "Tier three" users are comprised of a subset of GSA OHRM staff users who may have a need to access employees' SSNs or DOBs, as well as the information available at tiers one and two.

"Tier four" users are a different subset of GSA OHRM staff who have access to all employee data, including all PII and voluntarily reported employee data including race and national origin.

6.1b: What is the authorization process to gain access?

GSA employees have access to their own individual online records using Secure AUTH and/or SSO. Additionally, GSA-assigned HR administrators are able to update employee data. Privileged users such as managers, Human Resources Administrators, and report generators access online records other than their own, consistent with their authority and organizational affiliations.

GSA Implementation for Account Granting / Termination: The individual places a request in EARS for their specific role, based on guidance from the supervisor. The supervisor is responsible to approve that it is a valid request. The Business Owner, specific to each role, is responsible for verifying that the user does need the permissions requested based on their job responsibilities. Once the Business Owner approves the business need GSA IT implements the change in HR Links. Access to each role is validated on an annual basis in an automated recertification process.

HR Links IBM Implementation for Account Granting / Termination: HR Links identifies and selects the types of information system accounts needed including individual, system, application, and process accounts and employs Least Privilege / Least Function. Administrative accounts for Windows and Linux are managed via active directory. Access is approved by appropriate personnel prior to account creation. All IBM personnel must go through the GSA onboarding and PIV issuance process. Removal employs the same processes. Details are documented in the HR Links System Security Plan.

6.2: Has a System Security Plan (SSP) been completed for the Information System(s) supporting the project?
Yes

6.2a: Enter the actual or expected ATO date from the associated authorization package.
3/8/2024

6.3: How will the system or application be secured from a physical, technical, and managerial perspective?
HR Links is leveraging the FedRAMP authorized IBM Federal HR Cloud SaaS solution. IBM Federal HR Cloud relies on the FedRAMP authorized AWS Government Cloud Hosting facilities for the physical protection of the underlying infrastructure. IBM develops and maintains the application. The AWS Government Cloud Hosting platform has been designed and developed to meet the FedRAMP Moderate security requirements. The hosting platform is deployed across the AWS Cloud. Authorized GSA users are able to access the GSA Implementation of IBM Federal HR Cloud (HR Links) internally via an IPSec VPN Tunnel to private URLs.

6.4: Are there mechanisms in place to identify and respond to suspected or confirmed security incidents and breaches of PII?
Yes

6.4What: What are they?

HR Links agrees to the IBM Federal HR Cloud incident response processes and procedures and will participate in any lesson learned meetings post incident handling activities and will provide IBM with any recommended updates required due to changes in policies, procedures, or recommendations which are a result of incident handling activities. In addition, HR Links will adhere to the GSA CIO-IT 01-02: Incident Response for incident reporting.

7.0 Individual Participation

7.1: What opportunities do individuals have to consent or decline to provide information?

Individuals can decline to provide information, and if so, may not be able to complete human resources and payroll activities necessary for employment. Certain data fields are mandatory for human resources and payroll processing; however, individuals have the ability to voluntarily self-report personnel information including race, national origin, and ethnicity data.

7.1Opt: Can they opt-in or opt-out?

Yes

7.1Explain: If there are no opportunities to consent, decline, opt in, or opt out, please explain.

7.2: What are the procedures that allow individuals to access their information?

A basic account is created for all GSA employees through which they can view and update their personal information for example benefits elections.

7.3: Can individuals amend information about themselves?

Yes

7.3How: How do individuals amend information about themselves?

They can submit changes which get routed for approval to HR.

8.0 Awareness and Training

8.1: Describe what privacy training is provided to users, either generally or specifically relevant to the system, application, or project.

GSA has developed, implemented, and regularly updates annual training modules on IT Security and Privacy Awareness and Sharing Securely in a Collaborative Environment. All GSA account holders also electronically sign the GSA Rules of Behavior.

9.0 Accountability and Auditing

9.1: How does the system owner ensure that the information is used only according to the stated practices in this PIA?

HR Links leverages the FedRAMP authorized IBM Federal HR Cloud for data encryption and relies on IBM to implement secure coding and development best practices to support and enhance privacy controls throughout the Software Development Life Cycle. GSA -HR Links is hosted in AWS GovCloud West (Primary) and East Regions (Backup). IBM inherits data encryption from the AWS GovCloud High FedRAMP package (AWS Key Management Service). Encryption at rest is implemented for both EBS and S3 with AES-256.

The System Owners ensures that all users follow the account access request and approval process in EARS to grant access to HR Links.
