

PRIVACY IMPACT ASSESSMENT

Corporate Human Resources Information System (CHRIS)

May 2013

FDIC Internal System

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System Overview

The FDIC's Corporate Human Resource Information System (CHRIS) is used by the Division of Administration (DOA) for human resource management and administration. CHRIS provides the Corporation with an integrated system supporting all existing human resource functions with a focus on data sharing, state-of-the-art computing technology, and the ability to grow and change with the Corporation's business needs.

CHRIS serves as a central repository for FDIC employee information and interfaces with multiple other FDIC and non-FDIC systems to support a variety of business functions. These business functions include, but are not limited to:

- managing and tracking personnel actions and performance ratings;
- facilitating benefits allocation, time and attendance reporting, and travel requests;
- streamlining the hiring and on-boarding process for FDIC personnel;
- preparing employee demographic reporting; and
- facilitating the tax calculation and W-2 reporting for FDIC employees.

In addition to serving as the authoritative source for employee data, CHRIS is also used to record the background investigation results of FDIC contractors and non-FDIC government employees.

Personally Identifiable Information (PII) in CHRIS

CHRIS collects and maintains personal information about FDIC employees, including full name, Social Security Number (SSN), date of birth (DOB), home address, home telephone number, personal email address, employee identification number (EID), ethnicity/race, handicap information, employee disciplinary data, and other pertinent information related to supporting human resources information processing.

Additionally, the system collects the following types of information FDIC employees who complete the online Employee Telework Agreement and Home Safety Self Certification forms: alternative worksite address (generally the same as home address), alternative worksite telephone number, and telework schedule.

CHRIS also collects and maintains personal information about FDIC contractors and non-FDIC government employees, including SSN, name, DOB, home address, gender, and background investigation results.

Purpose & Use of Information in CHRIS

CHRIS serves as the FDIC's central repository and authoritative source for employee information used by multiple FDIC systems to support various Corporate activities. The data in CHRIS pertaining to FDIC employees is used to support the following purposes:

- CHRIS is the FDIC's authoritative source for translation of SSN into Employee ID, which is used by multiple FDIC systems as a less sensitive unique employee identifier.
- CHRIS is FDIC's system of record to request, approve, and track Personnel actions that are then sent to the USDA National Finance Center (NFC)

- payroll system for processing. The SSN is required to interface with the USDA NFC payroll system.
- CHRIS is the FDIC's authoritative source for preparation of employee demographic reports required by the U.S. Office of Personnel Management and the Equal Employment Opportunity Commission, which requires Date of Birth, Handicap, Ethnicity/Race, and Gender information.
 - CHRIS is also FDIC's authoritative source for employee emergency contact information, which includes home address and telephone number.
 - The CHRIS database hosts the New Financial Environment (NFE) Supplemental Payments System (SPS), which requires both SSN and employee address for tax computation and W-2 reporting purposes.
 - CHRIS also maintains background investigation submittal/clearance dates for FDIC employees.
 - CHRIS also serves as the FDIC's authoritative source for the recordation of background investigative results of FDIC contractors and non-FDIC government employees. The SSN is required so that each FDIC contractor or non-FDIC government employee may be uniquely identified.

Sources of Information in CHRIS

Personnel/HR information related to FDIC employees in CHRIS is provided by the employee, the employee's supervisor, Administrative Officers, and Division of Administration (DOA) Human Resources (HR) staff. Additionally, employee telework information is manually entered into the system by FDIC employees who complete the online Employee Telework Agreement and Home Safety Self Certification forms to request permission to participate in FDIC's telework program.

Information related to FDIC contractors and non-FDIC government employees is entered manually into the system by staff in the DOA Security and Emergency Preparedness Section (SEPS).

Additionally, CHRIS interfaces with the U.S. Department of Agriculture (USDA) National Finance Center (NFC) to receive sensitive PII about FDIC employees, including their full names, dates of birth, SSNs, home address, and bank routing information. CHRIS also obtains information about FDIC employees/job applicants from Monster Hiring Management (MHM), including full names, SSNs, and job-related information.

Other systems that CHRIS interfaces with include the Corporate Human Resources Information System Time & Attendance (CHRISTA) and the New Financial Environment (NFE) Interface Operational Data Store (NFE iODS). CHRIS receives time and attendance base tables from CHRISTA, which contain all of the employee's timesheet information, for the purpose of reporting and analysis of the data. CHRIS receives department-level chartfield (accounting codes) data from NFE iODS. No PII data is received from NFE iODS.

Notice & Consent

Individuals do not have the opportunity to decline to provide personal information or consent to particular uses of the data in regards to CHRIS. CHRIS serves as FDIC's central repository and authoritative source for employee information. As such, employee SSN and other employee information in CHRIS are necessary to support an array of personnel, payroll, and HR information processing requirements. For example, CHRIS is FDIC's system of record to request, approve, and track Personnel locations that are then sent to the USDA National Finance Center (NFC) payroll system for processing. The SSN is required to interface with the USDA NFC payroll system.

CHRIS also serves as FDIC's authoritative source for the recordation of background investigative results of FDIC contractors and non-FDIC government employees. The SSN is required so that each FDIC contractor or non-FDIC government employee may be uniquely identified.

Access to Data in CHRIS

Users of CHRIS include authorized FDIC personnel staff, supervisory personnel, management officials, system administrators, and other employees of the Corporation who have a need to know the information contained in this system in order to carry out their duties. In certain instances, contractors performing work on the Corporation's behalf may have access to records in the system.

Disclosure and access to information in CHRIS is dependent on the purpose for which the data was collected and based on the "need-to-know" requirements of the Privacy Act. In addition, a user's access to data is determined based on the user's respective job requirements and managerial approval. Access to CHRIS is facilitated, tracked, and managed using the corporation's Identity Access Management System (IAMS). All contractor employees must sign a Contractor Confidentiality Agreement prior to gaining access to the system.

Data Sharing

Other Systems that Share or Have Access to Data in the System:

System Name	System Description	Type of Information Processed
U.S. Department of Agriculture (USDA) National Finance Center (NFC)	NFC operates an integrated payroll and personnel system and provides automated payroll and accounting services to federal agencies.	Employee performance review ratings
Scheduled Airline Ticket Office (SATO) Travel	SATO is a government travel management company utilized by FDIC to manage employee travel requests.	Employee profile and travel data
Benefits Allocation System (BAS), Inc. "MyEnroll"	MyEnroll.com allows FDIC employees to self-enroll and update their elections associated with their Federal and FDIC benefits.	Employee name, SSN, EID, home address, DOB, compensation rate, job title, retirement plan, retirement date

System Name	System Description	Type of Information Processed
Monster Hiring Management (MHM)	This application ensures a seamless, auditable process from the initiation of a job requisition by an FDIC division or office through the processing of a subsequent hire or other action to fill the requisition. The CHRIS interface with MHM allows users to enter job requisition information and automatically posts the job announcement. Once the selecting officials have completed the interview process and made a selection, the candidate's information is transmitted over the interface and a hire, rehire, transfer, promotion, or reassignment initiated as appropriate.	Employee name, SSN, employment application data is imported. Only job-related/requisition information (non-PII) is exported.
Chief Information Officer (CIO) Dashboard	Employee data is shared with the CIO Dashboard to provide the Division of Information Technology (DIT) CIO with a single source to track and maintain various employee data.	Organization charts, contact information, leave data, staffing, etc.
CHRIS Time and Attendance (CHRISTA)	In order to reduce the amount of redundant data and support seamless operations of FDIC systems, CHRISTA extracts employee and organization tree information from the CHRIS system.	Employee time & attendance information
Enterprise Data Warehouse (EDW)/FDIC Data Marts	Employee data in CHRIS may be shared in support of tracking recruitment activity for the FDIC, corporate strategic workforce planning, tactical human capital management, and decision-making at all levels within FDIC.	Employee data
E-Versity	Data is shared with E-Versity to identify employees and their race, ethnicity, handicap status, gender, age, and other information for reporting on diversity at the FDIC.	Employee demographic and transaction data
FDIC Learning Management System (FDICLearn)	Employee data is shared with FDICLearn to identify employees, their supervisors, and their organizational location within FDIC as users of FDICLearn.	Employee data
Identity Access Management System (IAMS)	CHRIS provides data about FDIC employees, non-FDIC government employees, and contractors to IAMS for provisioning and role-based access. IAMS is used to request and approve access to computer applications and resources.	Employee and contractor data
Legal Integrated Management System (LIMS)	Employee data is shared with LIMS to identify employees, their supervisors, and their organizational location within FDIC in order to identify FDIC resources associated with FDIC legal matters.	Employee data
National Employee Ethics Tracking System (NEETS II)	Employee data is shared with NEETS II to identify employees, their supervisors, their organizational location within FDIC, and email address in order to determine their status with regard to the requirement to file Ethics-related forms and track their progress in completing them.	Employee data
New Financial Environment (NFE), NFE Interface Operational Data Store (NFE iODS), and NFE Travel and Expense (NFE T&E)	Employee data is shared with NFE and NFE T&E to provide all employee information required for payroll processing, financial management, and financial reporting. In addition, CHRIS obtains from NFE iODS valid department-level chartfield data, which does not contain PII, to associate with HR and T&A transactions. The CHRIS to NFE interface captures employee personnel actions, which are ultimately used by the NFE system.	Employee data
NFEi Payroll Bridge System (NFEi-PBS)	Employee data is shared with NFEi-PBS to identify employees and their organizational locations within FDIC in order to translate NFC transaction data into the appropriate format to feed the NFE General Ledger.	Employee data

System Name	System Description	Type of Information Processed
Office of Minority and Women Inclusion (OMWI) Diversity & Inclusion (D&I) Dashboard	Employee data is received in the source file from CHRIS and used in aggregate in the Dashboard to provide Corporate metrics on inclusion index, current workforce, new hires, promotions, retention, etc. by gender, age, race, and national origin.	Personnel actions, ethnicity, gender, DOB, and EID
Office of Inspector General (OIG) Dashboard	Employee data and organizational data are shared with OIG Dashboard to identify employees, their supervisors, their occupation and grade level, and their organizational location within FDIC for OIG internal reporting.	Employee data and organizational data
Person Master Dimension (PMD)	Employee name and employee job information are shared with PMD to identify employees, their supervisors, and their organizational location within FDIC for merging with data from IAMS and Active Directory to provide basic employee information for other downstream FDIC applications.	Employee name and employee job information
Parking Assignment Tracking System (PATS)	Employee data is shared with PATS to identify employees, their supervisors, and their organizational and physical locations within FDIC for the purpose of assigning and tracking parking allocations.	Employee data
Sailpoint	Employee data is shared with Sailpoint for user authentication purposes.	Employee data

Data Accuracy in CHRIS

The system is designed to require that specific information is entered for each transaction in order for it to be complete. CHRIS provides the ability to edit data online to verify the completeness of the information. Furthermore, the National Finance Center conducts checks on its own system in order to ensure data is accurate. If the required information is not entered, the personnel transaction will not be accepted by CHRIS.

Data Security for CHRIS

CHRIS has administrative and technical security controls in place to protect data contained in the system and prevent unauthorized access and use of the data. Such security measures and controls consist of: user identification, passwords, database permissions, and software controls. The Corporation also has technical controls in place to ensure that data transmitted from non-FDIC systems to CHRIS is free from viruses and malicious codes that may potentially harm the FDIC's operative environment.

In addition, access to CHRIS is limited based on the "need-to-know" requirements of the Privacy Act, a user's official duties and job requirements, and managerial approval. The system's functional security limits a user's access to specific functions and regulates a user's ability to update data for a specific function. An access matrix has been established to prevent inadvertent disclosure to individuals not authorized to use the system or those who do not have a legitimate "need to know" certain information contained in the system. The system is designed to allow access in a pipeline format and also to provide levels of disclosure through a series of masks

depending on the level of sensitivity of the data. Further, all system users are responsible for abiding by the FDIC's Rules of Behavior for data protection that are outlined in the Corporation's mandatory Information Security and Privacy Act Orientation training which all employees must complete annually.

System of Records Notice (SORN)

CHRIS operates under the FDIC Privacy Act SORN 30-64-0015, *Personnel Records*.

Contact Us

To learn more about the FDIC's Privacy Program, please visit:

<http://www.fdic.gov/about/privacy/>.

If you have a privacy-related question or request, email Privacy@fdic.gov or one of the [FDIC Privacy Program Contacts](#). You may also mail your privacy question or request to the FDIC Privacy Program at the following address: 3501 Fairfax Drive, Arlington, VA 22226.

