

## Appendix 7 – Functional Requirements: Human Resources

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See the RFP Section 1.2 and Task Order Section 1.2 for a complete list of all abbreviations and acronyms.

All requirements contain the word “shall” which may be part of the sentence containing the requirement or precede a list of requirements.

For requirements that include a lettered list, the lettered list is considered to be part of the requirement.

For requirements that contain a bulleted list, the bulleted list is provided for clarification, interpretation, reference, definition or example.

For requirements that contain the phrase “proved the ability”, the function or capability shall be provided in a manner that allows it to be exercised at the discretion of an authorized user.

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# 1. Overview

Maryland’s MVA’s Human Resource (HR) operations use the Legacy DIWS scan, store and workflow functionality. The DIWS 2 System shall support all HR-related imaging activities for the following areas:

- a. **Scan, Index and Verify** –When the HR documents (Benefits, Recruitment Selection, Employer Employee Relations, Classification and Compensation) arrive at the Human Resource department, they are arranged by case type, subcategory and document type. All the documents are scanned, indexed, and verified by Human Resource.
- b. **Retrieving Documents** – All the documents related to Human Resources can be retrieved for viewing as per the search criteria entered.
- c. **Auto and Manual Indexing** – For auto indexing document date and employee ID are entered, which returns the first, middle, last name, SSN, DOB and gender of the employee. The manual indexing deals with rescan, delete or insert a page in the document.
- d. **Appraisal Process** – In November of each year, Maryland Department of Transportation (MDOT) sends the MVA an electronic download in the form of an Excel spreadsheet of all the MVA employees currently in the Human Resource Information system (HRIS).

There are two fundamental requirements when migrating the MVA’s legacy HR content management application:

- a. **No loss of functionality** –Although the application may need to undergo changes to accommodate the underlying ECM COTS product, all existing HR capability shall be available in DIWS 2.
- b. **No loss of business information** – All unstructured HR content shall be migrated from the legacy DIWS to DIWS 2. All structured HR content shall be migrated from the legacy DIWS to DIWS 2, undergoing change necessary to work with the functionality built on the DIWS 2 COTS product.

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## 2. General Information – Human Resources

DIWS provides imaging capabilities to support the MVA Human Resources process. These capabilities convert HR documents into electronic images upon receipt at the MVA. The images are indexed and verified by a Branch/Department.

The HR area receives and scans the employee related documents. For scanning case type and category fields are entered in DIWS. From the work queue the document type is selected and then the auto and manual index process is carried out.

During the verify process, if the index information does not match it is then sent to the reindex queue and then the process starts again by manually indexing the document.

The expectation is for the Offeror to conduct a requirements definition and review session leveraging the existing DIWS HR application and learning about the needs of the business. These requirements will be used as the basis for the HR application to be built on the DIWS 2 platform. Unstructured content (e.g., images) and structured data (i.e., database data) currently stored in DIWS is expected to be migrated to the DIWS 2 environment. No loss of functionality shall be permitted and some enhancements are expected.

Known enhancements include support for smart devices, the addition of one or more pieces of captured information, possible modifications to the workflow, and the ability to automatically capture electronic documents (e.g., fax or e-mail).

There are special security requirements for HR. For example, each division has its own storage volume and HR content is physically segregated on this volume. Only HR has access to content on the HR volume. Also, not everyone in HR is allowed to access all HR content.

### 2.1 Current Process

The Human Resources business process uses DIWS to scan, store, verify and retrieve HR documents.

#### 2.1.1 Scanning HR Documents

**Table 1 HR Scan** describes the current step-by-step instructions for scanning Human Resources documents and forwarding document batches for indexing.

*Table 1 HR Scan*

1.	Remove all the staples and paper clips from the documents.
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2.	Place document separator sheet between each document, and place a document separator sheet on top of the first document in the batch.	
3.	Launch the batch scan software and select appropriate scanner setting (e.g., duplex or simplex) and profile from the drop down list.	
4.	Click on the <i>Scan all</i> button. The documents are scanned and appear in the image viewer.	
	a.	Inspect each image. If multiple issues are noted with any image:
		i. Rescan, delete, or insert any page if necessary.
	b.	To Rescan the page:
		i. Highlight the page to be rescanned.
		ii. Place the page to scan in scanner.
		iii. Click on the Rescan page, and the page is scanned and replaces the selected page.
	c.	To insert a page or pages:
		i. Highlight where the page or pages are to be inserted.
		ii. Click the insert mode button and place the page, or pages to be scanned in the scanner.
		iii. Click the scan all button.
5.	Click the <i>Forward Batch</i> button or select <i>File</i> and <i>Forward Batch</i> when scanning is complete.	

## 2.1.2 Indexing HR Documents

**Table 2 HR Index** describes the step-by-step process for indexing the scanned Human Resources documents.

*Table 2 HR Index*

1.	Launch DIWS HighVIEW logon.	
2.	To open a Batch of documents for indexing:	
	a.	Click on the in-basket button on the DIWS main screen. The basket opens and the DIWS mailbox is displayed.
	b.	Click on the appropriate HR batch process from the list.
	c.	Select the Batch Indexing queue, if it is not already selected.

	d.	Double click on a batch in the items list.
	e.	Click the index button, and the DIWS batch index screen opens. Where the case type and receipt date are auto-populated and cannot be changed.
3.	To index documents:	
	a.	Click the document type dropdown and the available document types are listed (E.g., Employee Services Unrestricted ESU).
	b.	Select the appropriate document type.
	c.	Enter Document Date and Employee ID.
	d.	Click the Auto indexing icon on the toolbar or hit the page down key.
	e.	Click Create document with specified index icon, or hit the Enter key.
	f.	Index the remaining documents in the batch using the above steps.

### 2.1.3 Retrieving HR Documents

**Table 3 HR Retrieval** describes the step by step instructions for retrieving and viewing Human Resources documents.

*Table 3 HR Retrieval*

1.	Launch DIWS HighVIEW logon.	
2.	To retrieve a document:	
	a.	Click the <i>Retrieval</i> button on the DIWS main screen.
	b.	Enter the search criteria in the appropriate fields.
	c.	Click on the Search Database icon. The hit list is returned listing sections that match the entered search criteria.
	d.	If no documents match the selected search criteria or is the user does not have permission to view the selected security group (case type), a message is displayed “No folder meets your search criteria”.
	e.	Double click on the hit list document list to view it.

### 2.1.4 Business Process diagram

**Figure 1 HR Process Flow** is the business process diagram for the Human Resources process flow.

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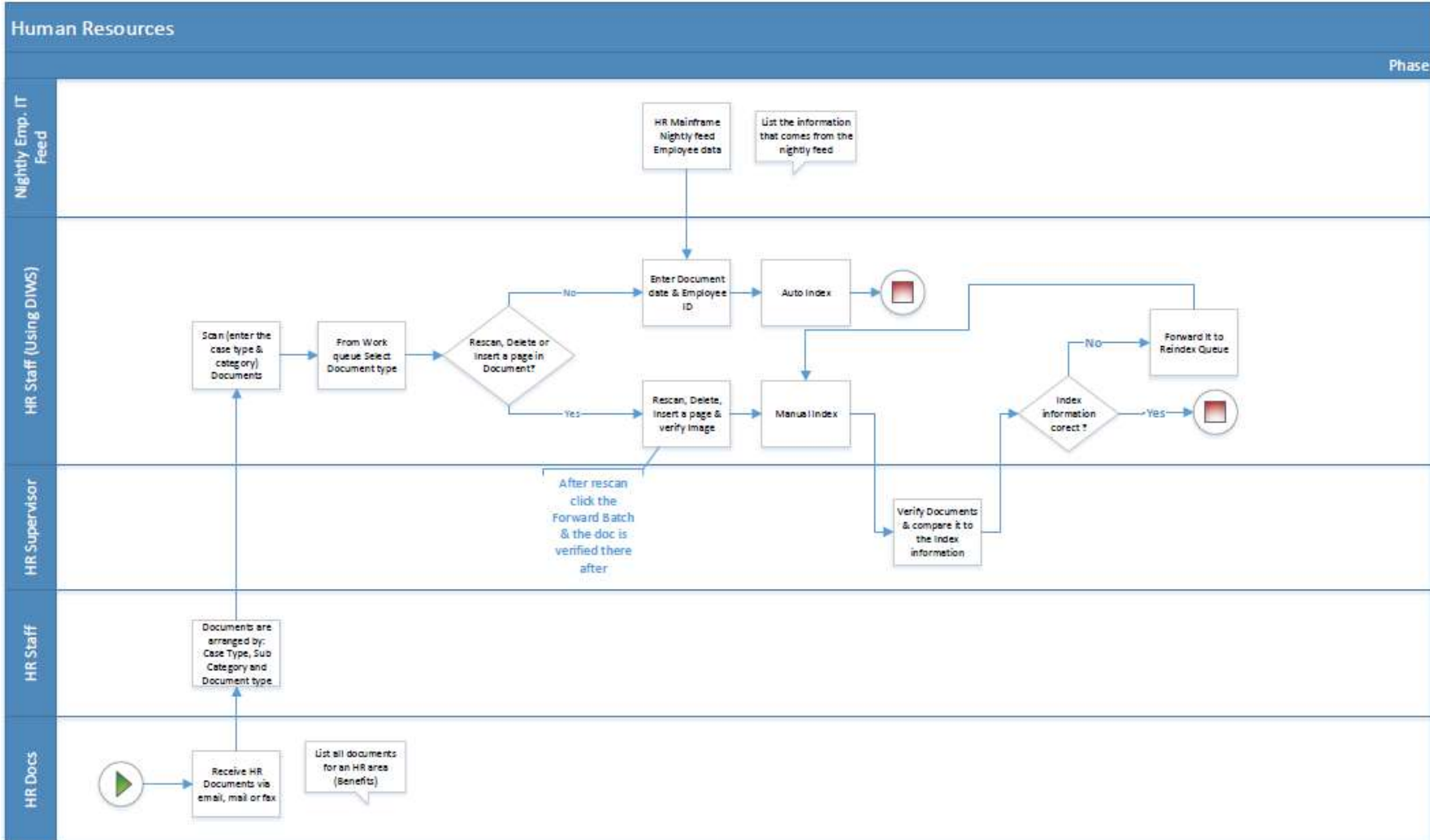
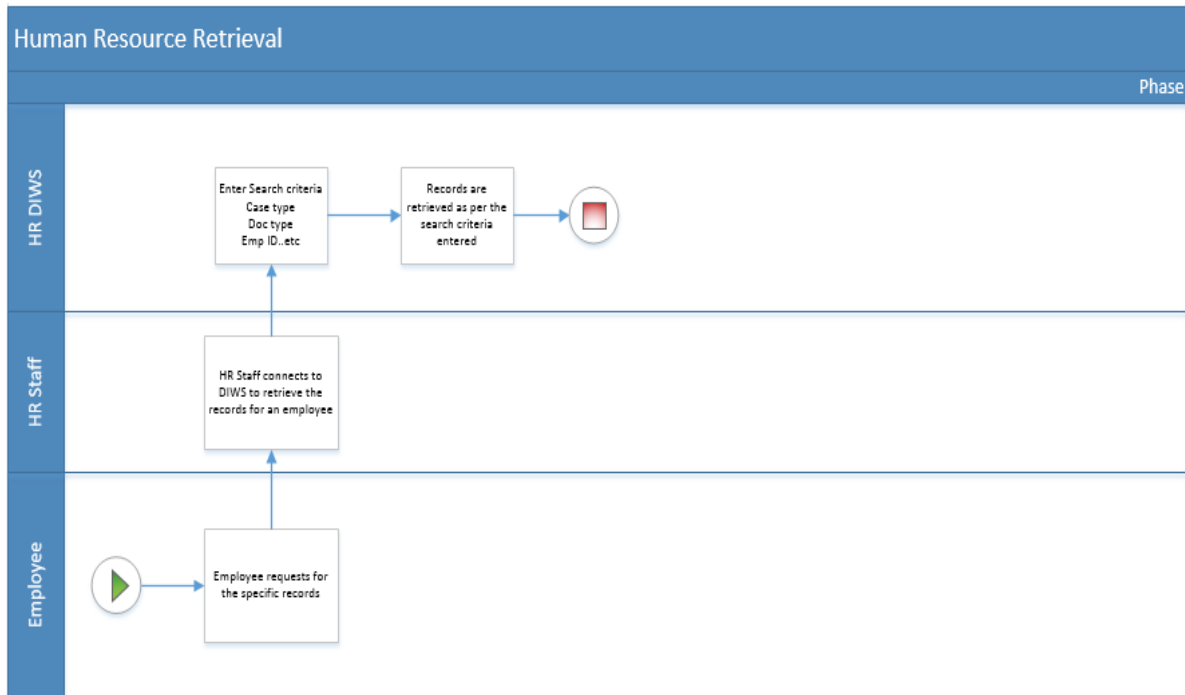


Figure 1 HR Process Flow

**Figure 2 HR Retrieval Workflow** illustrates the process for retrieving HR documents.



*Figure 2 HR Retrieval Workflow*

In addressing the business process requirements for human resources, DIWS 2 shall:

1. Work with the business areas to identify and capture all business process requirements.
2. Review the existing business process requirements to capture all existing business process requirements.
3. Advise the MVA on recommended changes and clarifications to the business process requirements.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the business process requirements.
5. Implement all existing business process requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

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NOTE: The current business process may change during the requirements verification activities and design activities. Additional business process steps and flows may be added as a result of the requirements verification activities and design activities. There are known enhancements identified in Section 3 Capability New to DIWS 2 that may also impact the business process.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement of the processes named in Section 2.1 Current Process and Section 3 Capability New to DIWS 2. Additional requirements and details that are not related to the processes named in Section 2.1 Current Process and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

## 2.2 Human Resources Detailed Requirements

**Table 4 HR Detailed Requirements** provides additional details on the requirements stated in section **2.1 Current Process**.

In addressing the detailed requirements for human resources, DIWS 2 shall:

1. Work with the business areas to identify and capture all detailed requirements.
2. Review the existing detailed requirements to capture all existing detailed requirements.
3. Advise the MVA on recommended changes and clarifications to the detailed requirements.
4. Capture all recommend changes along with the reasons for implementing or not implementing the recommended changes to the detailed requirements.
5. Implement all existing detailed requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

*Table 4 HR Detailed Requirements*

Req. #	Requirement
<b>MDOT HR File</b>	
HRF.1	DIWS shall store employee data: <ul style="list-style-type: none"> <li>c. EIN</li> <li>d. First Name</li> <li>e. Middle Name</li> </ul>



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Req. #	Requirement
	<ul style="list-style-type: none"> <li>f. Last Name</li> <li>g. DOB</li> <li>h. SSN</li> <li>i. Employee Status</li> <li>j. Record Status</li> <li>k. Gender</li> <li>l. PIN</li> </ul>
HRF.2	DIWS shall import the MDOT HR file nightly and update the employee data, based on matching EIN.
<b>HR Scan and Index</b>	
HRI.1	DIWS Advanced Batch Scan shall be modified to add an <b>HR Employee Services Unrestricted</b> profile.
HRI.2	Batches scanned under the HR Employee Services Unrestricted profile shall be forwarded to <b>HR Employee Services Unrestricted Batch Process</b> .
HRI.3	DIWS Advanced Batch Scan shall be modified to add an <b>HR Employee Services Medical Restricted</b> profile.
HRI.4	Batches scanned under the HR Employee Services Medical Restricted profile shall be forwarded to <b>HR Employee Services Medical Restricted Batch Process</b> .
HRI.5	DIWS Advanced Batch Scan shall be modified to add an <b>HR Employee Relations Restricted</b> profile.
HRI.6	Batches scanned under the HR Employee Relations Restricted profile shall be forwarded to <b>HR Employee Relations Restricted Batch Process</b> .
HRI.7	DIWS Advanced Batch Scan shall be modified to add an <b>HR Classification Unrestricted</b> profile.
HRI.8	Batches scanned under the HR Classification Unrestricted profile shall be forwarded to <b>HR Classification Unrestricted Batch Process</b> .
HRI.9	DIWS Advanced Batch Scan shall be modified to add an <b>HR Recruitment Restricted</b> profile.
HRI.10	Batches scanned under the HR Recruitment Restricted profile shall be forwarded to <b>HR Recruitment Restricted Batch Process</b> .
HRI.11	An <b>HR Employee Services Unrestricted Batch Process</b> shall be added to DIWS.
HRI.12	The HR Employee Services Unrestricted Batch Process shall include the Case Type <b>Employee Services Unrestricted</b> .

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Req. #	Requirement
HRI.13	<p>Available Document Types for Case Type Employee Services Unrestricted shall be:</p> <ul style="list-style-type: none"> <li>a. Acknowledgement of Executive Service Status</li> <li>b. Acknowledgement of Receipts</li> <li>c. Acknowledgement of Temporary Employment Status</li> <li>d. Contracts</li> <li>e. Employee Emergency &amp; Next of Kin Contact Information</li> <li>f. Employee Identification</li> <li>g. Entrance Rate of Pay-Hiring Above Midpoint</li> <li>h. Exit Interview</li> <li>i. Financial Disclosure Statement</li> <li>j. Furlough</li> <li>k. Maryland New Hire Registry Reporting Form</li> <li>l. MDOT Authorization for Release of Information</li> <li>m. Miscellaneous</li> <li>n. MVA Telework</li> <li>o. New Employee Checklist</li> <li>p. New Hire Entry Form</li> <li>q. Notification of Employee Cut Off</li> <li>r. Offer Letter</li> <li>s. Payroll</li> <li>t. Performance Appraisals</li> <li>u. Personal Inquiry</li> <li>v. Employment Verification</li> <li>w. Backfile</li> </ul>
HRI.14	<p>DIWS shall return the corresponding <b>First Name, Middle Name, Last Name, DOB,</b> and <b>SSN</b> from the DIWS database table, if available, for the user entered <b>EIN</b>.</p>
HRI.15	<p>DIWS shall not allow a future date to be entered in the <b>Document Date</b> field.</p>
HRI.16	<p>DIWS shall not allow a future date to be entered in the <b>Vacancy Date</b> field.</p>
HRI.17	<p>An HR <b>Employee Services Medical Restricted Batch Process</b> shall be added to DIWS.</p>
HRI.18	<p>The HR Employee Services Medical Restricted Batch Process shall include the Case Type <b>Employee Services Medical Restricted</b>.</p>
HRI.19	<p>Available Document Types for Case Type <b>Employee Services Medical Restricted</b> shall be:</p> <ul style="list-style-type: none"> <li>a. Advanced Sick Leave</li> <li>b. Authorization for Work Injury Leave</li> <li>c. Disability Retirement</li> </ul>

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Req. #	Requirement
	<ul style="list-style-type: none"> <li>d. Employee Assistance Program (EAP) Supervisory Referral Form</li> <li>e. Extended Sick Leave</li> <li>f. Health Benefits</li> <li>g. Leave Bank/Employee-to-Employee Donations</li> <li>h. Leave of Absence Without Pay (LAW)</li> <li>i. Medical Miscellaneous</li> <li>j. MVA Notice of Privacy Practices (HIPAA)</li> <li>k. Preplacement Results</li> <li>l. Random Drug/Alcohol Testing</li> <li>m. State Employee Organ Donation Leave</li> <li>n. Workabilities</li> <li>o. Workman's Compensation</li> <li>p. Retirement</li> <li>q. Backfile</li> </ul>
HRI.20	DIWS shall return the corresponding <b>First Name, Middle Name, Last Name, DOB,</b> and <b>SSN</b> from the DIWS database table, if available, for the user entered <b>EIN</b> .
HRI.21	DIWS shall not allow a future date to be entered in the <b>Document Date</b> field.
HRI.22	Access to the HR Employee Services Medical Restricted Batch Process shall be restricted to users with assigned permission.
HRI.23	An HR <b>Employee Relations Restricted Batch Process</b> shall be added to DIWS.
HRI.24	The HR Employee Relations Restricted Batch Process shall include the Case Type <b>Employee Relations Restricted</b> .
HRI.25	<p>Available Document Types for Case Type <b>Employee Relations Restricted</b> shall be:</p> <ul style="list-style-type: none"> <li>a. Grievances</li> <li>b. Appeals – OAH Cases Initial Probation</li> <li>c. Appeals – OAH Cases Step 2 Decisions</li> <li>d. Appeals – OAH Cases Unsettled Discipline</li> <li>e. Appeals – MDOT Cases Step 1 Grievance Decisions</li> <li>f. Settlement Conferences – Written Reprimand</li> <li>g. Settlement Conferences – Loss of Leave</li> <li>h. Settlement Conferences – Suspension</li> <li>i. Settlement Conferences – Suspension Pending Charges for Termination</li> <li>j. Settlement Conference – Charges for Termination</li> <li>k. Settlement Conference – Disqualification from Future Employment</li> <li>l. Settlement Conference – Rejection on Promotional Probation</li> </ul>

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Req. #	Requirement
	<ul style="list-style-type: none"> <li>m. Settlement Conference – Involuntary Demotion</li> <li>n. Unemployment Insurance Cases – Request for Separation Info</li> <li>o. Unemployment Insurance Cases – U.I. Appeals</li> </ul>
HRI.26	DIWS shall return the corresponding <b>First Name, Middle Name, Last Name</b> , and <b>SSN</b> from the DIWS database table, if available, for the user entered <b>EIN</b> .
HRI.27	Access to the Employee Relations Restricted Batch Process shall be restricted to users with assigned permissions.
HRI.28	The <b>Grievance #</b> field on the DIWS screens shall be in the format <A-###-####-##>.
HRI.29	DIWS shall require that the user entered <b>Grievance #</b> contain 13 characters, including dashes.
HRI.30	The dashes in the <b>Grievance #</b> field shall be system populated.
HRI.31	DIWS shall require that the first character of the <b>Grievance #</b> be <b>alpha</b> (A-Z).
HRI.32	DIWS shall require that the other user-entered characters in the <b>Grievance #</b> be <b>numeric</b> (0-9).
HRI.33	The <b>Appeal #</b> field on the DIWS screens shall be in the format<A##-###-##>.
HRI.34	DIWS shall require that the user entered <b>Appeal #</b> contain 10 characters, including dashes.
HRI.35	The dashes in the <b>Appeal #</b> field shall be system populated.
HRI.36	The second character of the Appeal # field shall be system populated with the # symbol.
HRI.37	DIWS shall require that the first character of the <b>Appeal #</b> be <b>alpha</b> (A-Z).
HRI.38	DIWS shall require the other user-entered characters in the <b>Appeal #</b> be <b>numeric</b> (0-9).
HRI.39	The <b>Case #</b> field on the DIWS screens shall be in the format <AAAA-AAA-##-##-#####>.
HRI.40	DIWS shall require that the user entered <b>Case #</b> contain 21 characters, including dashes.
HRI.41	The dashes in the <b>Case #</b> field shall be system populated.
HRI.42	DIWS shall require that the first <b>seven</b> (7) characters of the <b>Case #</b> be <b>alpha</b> (A-Z).

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Req. #	Requirement
HRI.43	DIWS shall require that the other user-entered characters in the <b>Case #</b> be <b>numeric</b> (0-9).
HRI.44	DIWS shall not allow a future date to be entered in the <b>Document Date</b> field.
HRI.45	The <b>Disciplinary Appeal #</b> field on the DIWS screens shall be in the format <A-###-AAA-##>.
HRI.46	DIWS shall require that the user entered <b>Disciplinary Appeal #</b> contain 12 characters, including dashes.
HRI.47	The dashes in the <b>Disciplinary Appeal #</b> field shall be system populated.
HRI.48	DIWS shall require that the first (1 <sup>st</sup> ), fifth (5 <sup>th</sup> ), sixth (6 <sup>th</sup> ), and seventh (7 <sup>th</sup> ) user entered characters of the <b>Disciplinary Appeal #</b> be <b>alpha</b> (A-Z).
HRI.49	DIWS shall require the other user-entered characters in the <b>Disciplinary Appeal #</b> be <b>numeric</b> (0-9).
HRI.50	The <b>Charges Appeal #</b> field on the DIWS screens shall be in the format <AAA-###-AAA-##>.
HRI.51	DIWS shall require that the user entered <b>Charges Appeal #</b> contain 14 characters, including dashes.
HRI.52	The dashes in the <b>Charges Appeal #</b> field shall be system populated.
HRI.53	DIWS shall require that the first (1 <sup>st</sup> ), second (2 <sup>nd</sup> ), third (3 <sup>rd</sup> ), seventh (7 <sup>th</sup> ), eighth (8 <sup>th</sup> ), and ninth (9 <sup>th</sup> ) user entered characters of the <b>Charges Appeal #</b> be <b>alpha</b> (A-Z).
HRI.54	DIWS shall require the other user-entered characters in the <b>Charges Appeal #</b> be <b>numeric</b> (0-9).
HRI.55	The <b>OAH Appeal #</b> field on the DIWS screens shall be in the format <AAAA-AAA-##-##-#####>.
HRI.56	DIWS shall require that the user entered <b>OAH Appeal #</b> contain 21 characters, including dashes.
HRI.57	The dashes in the <b>OAH Appeal #</b> field shall be system populated.
HRI.58	DIWS shall require that the first (1 <sup>st</sup> ), second (2 <sup>nd</sup> ), third (3 <sup>rd</sup> ), fourth (4 <sup>th</sup> ), fifth (5 <sup>th</sup> ), sixth (6 <sup>th</sup> ), and seventh (7 <sup>th</sup> ) user entered characters of the <b>OAH Appeal #</b> be <b>alpha</b> (A-Z).
HRI.59	DIWS shall require the other user-entered characters in the <b>OAH Appeal #</b> be <b>numeric</b> (0-9).
HRI.60	An <b>HR Classification Unrestricted Batch Process</b> shall be added to DIWS.

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Req. #	Requirement
HRI.61	The HR Classification Unrestricted Batch Process shall include the Case Type <b>Classification Unrestricted</b> .
HRI.62	Available Document Types for Case Type <b>Classification Unrestricted</b> shall be: <ul style="list-style-type: none"><li>a. Classification Study</li><li>b. Proficiency Progression</li><li>c. Acting Capacity</li><li>d. DTS-3 Position Description Form</li><li>e. Certifications</li><li>f. DTS-1 Employment Application</li></ul>
HRI.63	DIWS shall return the corresponding <b>First Name, Middle Name, Last Name, DOB, and Gender</b> from the DIWS database table, if available, for the user entered <b>EIN</b> .
HRI.64	DIWS shall store Class Code and Classification Title data.
HRI.65	Users shall have the ability to enter a Class Code or select a Class Code from a dropdown list.
HRI.66	DIWS shall return the corresponding Classification Title from the DIWS database table for the user selected Class Code.
HRI.67	DIWS shall require that PIN be a minimum of six (6) characters and a maximum of seven (7) characters.
HRI.68	DIWS shall not allow a future date to be entered in the <b>Document Date</b> field.
HRI.69	An <b>HR Recruitment Restricted Batch Process</b> shall be added to DIWS.
HRI.70	The HR Recruitment Restricted Batch Process shall include the Case Type <b>Recruitment Restricted</b> .
HRI.71	Available Document Types for Case Type <b>Recruitment Restricted</b> shall be: <ul style="list-style-type: none"><li>a. Selection Plan</li><li>b. Selection Summary</li><li>c. Selection from Previous Interviews</li></ul>
HRI.72	Access to the HR Recruitment Restricted Batch Process shall be restricted to users with assigned permission.
HRI.73	Users shall have the ability to enter a Class Code or select a Class Code from a dropdown list.
HRI.74	DIWS shall return the corresponding Classification Title from the DIWS database table for the user selected Class Code.
HRI.75	DIWS shall not allow a future date to be entered in the <b>Document Date</b> field.

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Req. #	Requirement																																								
HRI.76	Users with Manager Office permission shall have access to all HR Batch Process queues.																																								
<b>HR Verify</b>																																									
HRV.1	An HR <b>Employee Services Unrestricted Verify</b> queue shall be added to DIWS.																																								
HRV.1.1	<p>The Verify field for Case Type <b>Employee Services Unrestricted</b> shall be:</p> <table border="1" data-bbox="397 594 1182 1841"> <thead> <tr> <th data-bbox="402 594 1019 678">Document Type</th> <th data-bbox="1019 594 1177 678">Verify Field</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 678 1019 772">Acknowledgement of Executive Service Status</td> <td data-bbox="1019 678 1177 772">EIN</td> </tr> <tr> <td data-bbox="402 772 1019 825">Acknowledgement of Receipts</td> <td data-bbox="1019 772 1177 825">EIN</td> </tr> <tr> <td data-bbox="402 825 1019 919">Acknowledgement of Temporary Employment Status</td> <td data-bbox="1019 825 1177 919">EIN</td> </tr> <tr> <td data-bbox="402 919 1019 972">Contracts</td> <td data-bbox="1019 919 1177 972">EIN</td> </tr> <tr> <td data-bbox="402 972 1019 1066">Employee Emergency &amp; Next of Kin Contact Information</td> <td data-bbox="1019 972 1177 1066">EIN</td> </tr> <tr> <td data-bbox="402 1066 1019 1119">Employee Identification</td> <td data-bbox="1019 1066 1177 1119">EIN</td> </tr> <tr> <td data-bbox="402 1119 1019 1171">Entrance Rate of Pay Hiring Above Midpoint</td> <td data-bbox="1019 1119 1177 1171">EIN</td> </tr> <tr> <td data-bbox="402 1171 1019 1224">Exit Interview</td> <td data-bbox="1019 1171 1177 1224">EIN</td> </tr> <tr> <td data-bbox="402 1224 1019 1276">Financial Disclosure Statement</td> <td data-bbox="1019 1224 1177 1276">EIN</td> </tr> <tr> <td data-bbox="402 1276 1019 1329">Furlough</td> <td data-bbox="1019 1276 1177 1329">EIN</td> </tr> <tr> <td data-bbox="402 1329 1019 1381">Maryland New Hire Registry Reporting Form</td> <td data-bbox="1019 1329 1177 1381">EIN</td> </tr> <tr> <td data-bbox="402 1381 1019 1476">MDOT Authorization for Release of Information</td> <td data-bbox="1019 1381 1177 1476">EIN</td> </tr> <tr> <td data-bbox="402 1476 1019 1528">Miscellaneous</td> <td data-bbox="1019 1476 1177 1528">EIN</td> </tr> <tr> <td data-bbox="402 1528 1019 1581">MVA Telework</td> <td data-bbox="1019 1528 1177 1581">EIN</td> </tr> <tr> <td data-bbox="402 1581 1019 1633">New Employee Checklist</td> <td data-bbox="1019 1581 1177 1633">EIN</td> </tr> <tr> <td data-bbox="402 1633 1019 1686">New Hire Entry Form</td> <td data-bbox="1019 1633 1177 1686">EIN</td> </tr> <tr> <td data-bbox="402 1686 1019 1738">Notification of Employee Cut Off</td> <td data-bbox="1019 1686 1177 1738">EIN</td> </tr> <tr> <td data-bbox="402 1738 1019 1791">Offer Letter</td> <td data-bbox="1019 1738 1177 1791">EIN</td> </tr> <tr> <td data-bbox="402 1791 1019 1841">Payroll</td> <td data-bbox="1019 1791 1177 1841">EIN</td> </tr> </tbody> </table>	Document Type	Verify Field	Acknowledgement of Executive Service Status	EIN	Acknowledgement of Receipts	EIN	Acknowledgement of Temporary Employment Status	EIN	Contracts	EIN	Employee Emergency & Next of Kin Contact Information	EIN	Employee Identification	EIN	Entrance Rate of Pay Hiring Above Midpoint	EIN	Exit Interview	EIN	Financial Disclosure Statement	EIN	Furlough	EIN	Maryland New Hire Registry Reporting Form	EIN	MDOT Authorization for Release of Information	EIN	Miscellaneous	EIN	MVA Telework	EIN	New Employee Checklist	EIN	New Hire Entry Form	EIN	Notification of Employee Cut Off	EIN	Offer Letter	EIN	Payroll	EIN
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Req. #	Requirement	
	Performance Appraisals	EIN
	Personal Inquiry	EIN
	Employment Verification	EIN
	Backfile	EIN
HRV.2	An HR Employee Services Medical Restricted Verify queue shall be added to DIWS.	
HRV.2.1	The Verify field for Case Type Employee Services Medical Restricted shall be:	
	<b>Document Type</b>	<b>Verify Field</b>
	Advanced Sick Leave	EIN
	Authorization for Work Injury Leave	EIN
	Disability Retirement	EIN
	EAP Supervisory Referral Form	EIN
	Extended Sick Leave	EIN
	Health Benefits	EIN
	Leave Bank/Employee-to-Employee Donations	EIN
	Leave of Absence Without Pay (LAW)	EIN
	Medical Miscellaneous	EIN
	MVA Notice of Privacy Practices (HIPAA)	EIN
	Preplacement Results	EIN
	Random Drug/Alcohol Testing	EIN
	State Employee Organ Donation Leave	EIN
	Workabilities	EIN
	Workman's Compensation	EIN
	Retirement	EIN
	Backfile	EIN
	Access to the HR Employee Services Medical Restricted Verify queue shall be restricted to users with assigned permissions.	



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Req. #	Requirement																																
HRV.3	An <b>HR Employee Relations Restricted Verify</b> queue shall be added to DIWS.																																
HRV.3.1	<p>The Verify field for Case Type Employee Relations Restricted shall be:</p> <table border="1" data-bbox="402 449 1182 1562"> <thead> <tr> <th data-bbox="402 449 1019 535">Document Type</th> <th data-bbox="1024 449 1182 535">Verify Field</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 541 1019 590">Grievances</td> <td data-bbox="1024 541 1182 590">EIN</td> </tr> <tr> <td data-bbox="402 596 1019 644">Appeals – OAH Cases Initial Probation</td> <td data-bbox="1024 596 1182 644">EIN</td> </tr> <tr> <td data-bbox="402 651 1019 699">Appeals – OAH Cases Step 2 Decisions</td> <td data-bbox="1024 651 1182 699">EIN</td> </tr> <tr> <td data-bbox="402 705 1019 753">Appeals – OAH Cases Unsettled Discipline</td> <td data-bbox="1024 705 1182 753">EIN</td> </tr> <tr> <td data-bbox="402 760 1019 846">Appeals – MDOT Cases Step 1 Grievance Decisions</td> <td data-bbox="1024 760 1182 846">EIN</td> </tr> <tr> <td data-bbox="402 852 1019 900">Settlement Conferences – Written Reprimand</td> <td data-bbox="1024 852 1182 900">EIN</td> </tr> <tr> <td data-bbox="402 907 1019 955">Settlement Conferences – Loss of Leave</td> <td data-bbox="1024 907 1182 955">EIN</td> </tr> <tr> <td data-bbox="402 961 1019 1010">Settlement Conferences – Suspension</td> <td data-bbox="1024 961 1182 1010">EIN</td> </tr> <tr> <td data-bbox="402 1016 1019 1102">Settlement Conferences – Suspension Pending Charges for Termination</td> <td data-bbox="1024 1016 1182 1102">EIN</td> </tr> <tr> <td data-bbox="402 1108 1019 1157">Termination – Charges for Termination</td> <td data-bbox="1024 1108 1182 1157">EIN</td> </tr> <tr> <td data-bbox="402 1163 1019 1249">Termination – Disqualification from Future Employment</td> <td data-bbox="1024 1163 1182 1249">EIN</td> </tr> <tr> <td data-bbox="402 1255 1019 1341">Termination – Rejection on Promotional Probation</td> <td data-bbox="1024 1255 1182 1341">EIN</td> </tr> <tr> <td data-bbox="402 1348 1019 1396">Termination – Involuntary Demotion</td> <td data-bbox="1024 1348 1182 1396">EIN</td> </tr> <tr> <td data-bbox="402 1402 1019 1488">Unemployment Insurance Cases – Request for Separation Info</td> <td data-bbox="1024 1402 1182 1488">EIN</td> </tr> <tr> <td data-bbox="402 1495 1019 1562">Unemployment Insurance Cases – U.I. Appeals</td> <td data-bbox="1024 1495 1182 1562">EIN</td> </tr> </tbody> </table>	Document Type	Verify Field	Grievances	EIN	Appeals – OAH Cases Initial Probation	EIN	Appeals – OAH Cases Step 2 Decisions	EIN	Appeals – OAH Cases Unsettled Discipline	EIN	Appeals – MDOT Cases Step 1 Grievance Decisions	EIN	Settlement Conferences – Written Reprimand	EIN	Settlement Conferences – Loss of Leave	EIN	Settlement Conferences – Suspension	EIN	Settlement Conferences – Suspension Pending Charges for Termination	EIN	Termination – Charges for Termination	EIN	Termination – Disqualification from Future Employment	EIN	Termination – Rejection on Promotional Probation	EIN	Termination – Involuntary Demotion	EIN	Unemployment Insurance Cases – Request for Separation Info	EIN	Unemployment Insurance Cases – U.I. Appeals	EIN
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Unemployment Insurance Cases – Request for Separation Info	EIN																																
Unemployment Insurance Cases – U.I. Appeals	EIN																																
HRV.4	Access to the HR Employee Relations Restricted Verify queue shall be restricted to users with assigned permissions.																																
HRV.4.1	An <b>HR Classification Unrestricted Verify</b> queue shall be added to DIWS.																																
HRV.4.2	<p>The Verify field for Case Type <b>Classification Unrestricted</b> shall be:</p> <table border="1" data-bbox="402 1764 1182 1850"> <thead> <tr> <th data-bbox="402 1764 1019 1850">Document Type</th> <th data-bbox="1024 1764 1182 1850">Verify Field</th> </tr> </thead> <tbody> </tbody> </table>	Document Type	Verify Field																														
Document Type	Verify Field																																

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Req. #	Requirement												
	<table border="1"> <tr> <td>Classification Study</td> <td>PIN</td> </tr> <tr> <td>Proficiency Progression</td> <td>EIN</td> </tr> <tr> <td>Acting Capacity</td> <td>EIN</td> </tr> <tr> <td>DTS-3 Position Description Form</td> <td>PIN</td> </tr> <tr> <td>Certifications</td> <td>EIN</td> </tr> <tr> <td>DTS-1 Employment Application</td> <td>EIN</td> </tr> </table>	Classification Study	PIN	Proficiency Progression	EIN	Acting Capacity	EIN	DTS-3 Position Description Form	PIN	Certifications	EIN	DTS-1 Employment Application	EIN
Classification Study	PIN												
Proficiency Progression	EIN												
Acting Capacity	EIN												
DTS-3 Position Description Form	PIN												
Certifications	EIN												
DTS-1 Employment Application	EIN												
HRV.5	An <b>HR Recruitment Restricted Verify</b> queue shall be added to DIWS.												
HRV.5.1	<p>The verify field for Case Type <b>Recruitment Restricted</b> shall be:</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Verify Field</th> </tr> </thead> <tbody> <tr> <td>Selection Plan</td> <td>PIN</td> </tr> <tr> <td>Selection Summary</td> <td>PIN</td> </tr> <tr> <td>Selection from Previous Interviews</td> <td>PIN</td> </tr> </tbody> </table>	Document Type	Verify Field	Selection Plan	PIN	Selection Summary	PIN	Selection from Previous Interviews	PIN				
Document Type	Verify Field												
Selection Plan	PIN												
Selection Summary	PIN												
Selection from Previous Interviews	PIN												
HRV.6	Access to the HR Recruitment Restricted Verify queue shall be restricted to users with assigned permissions.												
HRV.7	Users with Manager Office permission shall have access to all HR Verify queues.												
HRV.1	If data entered at Verify matches data entered at Index the system shall forward the workitem out of the queue to the end.												
	If data entered at Verify does not match the data entered at Index after two attempts the system shall forward the workitem to <b>HR Verify – Reindex</b> .												
<b>HR Reports</b>													
HRR.1	An <b>HR Workflow Performance Report</b> shall be available through WRS.												
HRR.2	The <b>HR Workflow Performance Report</b> shall be a snapshot report based on the date and time the report is run.												
HRR.3	The <b>HR Workflow Performance Report</b> shall provide the count of batches in the <b>HR Batch Index</b> queue.												
HRR.4	The <b>HR Workflow Performance Report</b> shall provide the <b>Date</b> of the oldest batch in the <b>HR Batch Index</b> queue.												
HRR.5	The <b>HR Workflow Performance Report</b> shall provide the count of workitems in the <b>HR Batch Rescan</b> queue.												

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Req. #	Requirement
HRR.6	The <b>HR Workflow Performance Report</b> shall provide the <b>Date</b> of the oldest workitem in the <b>HR Batch Rescan</b> queue.
HRR.7	The <b>HR Workflow Performance Report</b> shall provide the count of workitems in the <b>HR Verify</b> queue.
HRR.8	The <b>HR Workflow Performance Report</b> shall provide the <b>Date</b> of the oldest workitem in the <b>HR Verify</b> queue.
HRR.9	The <b>HR Workflow Performance Report</b> shall provide the count of workitem in the <b>HR Re-Index</b> queue.
HRR.10	The <b>HR Workflow Performance Report</b> shall provide the <b>Date</b> of the oldest Workitem in the <b>HR Re-Index</b> queue.
HRR.11	The <b>HR Workflow Performance Report</b> shall provide the count of workitems in the <b>HR Verify Rescan</b> queue.
HRR.12	The <b>HR Workflow Performance Report</b> shall provide the <b>Date</b> of the oldest Workitem in the <b>HR Verify Rescan</b> queue.
HRR.13	An <b>HR Operator Activity Report</b> shall be available through WRS.
HRR.14	The <b>HR Operator Activity Report</b> shall be generated based on the user-selected date range.
HRR.15	The <b>HR Operator Activity Report</b> shall provide the count of documents and pages scanned by each user.
HRR.16	The <b>HR Operator Activity Report</b> shall provide the total count of documents and pages scanned by all users.
HRR.17	The <b>HR Operator Activity Report</b> shall provide the count of workitems indexed by each user.
HRR.18	The <b>HR Operator Activity Report</b> shall provide the total count of workitems indexed by all users.
HRR.19	The <b>HR Operator Activity Report</b> shall provide the count of workitems verified by each user.
HRR.20	The <b>HR Operator Activity Report</b> shall provide the total count of workitems verified by all users.
HRR.21	The <b>HR Operator Activity Report</b> shall provide the count of workitems re-indexed by each user.
HRR.22	The <b>HR Operator Activity Report</b> shall provide the total count of workitems re-indexed by all users.

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NOTE: The quantity of structured and unstructured content is expected to increase due to normal operations activities. There are known enhancements identified in Section 3 Capability New to DIWS 2 that may also impact the business requirements.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the requirements named in Section 2.2 Human Resources Detailed Requirements and Section 3 Capability New to DIWS 2. Additional requirements and details that are not related to the requirements named in Section 2.2 Human Resources Detailed Requirements and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

### 2.3 Document Types

The following tables identify the current document types and the associated index fields used for the DIWS HR application:

- Table 5 Case Type Employee Services Unrestricted Document Type Fields
- Table 6 Case Type Employee Services Medical Restricted Document Type Fields
- Table 7 Case Type Employee Relations Restricted Document Type Fields
- Table 8 Case Type Classification Unrestricted Document Type Fields
- Table 9 Case Type Recruitment Restricted Document Type Fields

In addressing the document types for HR, DIWS 2 shall:

1. Work with the business areas to identify and capture all document type requirements.
2. Review the existing document types to capture all document type existing requirements.
3. Advise the MVA on recommended changes to the document types.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the document types.
5. Implement all existing document type requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.
6. Provide up to five additional document types, and up to eight index fields each, that may be identified during the requirements gathering and design activities.

Table 5 Case Type Employee Services Unrestricted Document Type Fields

Document Type	EIN	Employee Name	Doc Date	SSN	DOB	Gender
<b>Case Type Employee Services Unrestricted</b>						
Acknowledgement of Executive Service Status	M	M	M	M	M	O
Acknowledgement of Receipts	M	M	M	M	M	O
Acknowledgement of Temporary Employment Status	M	M	M	M	M	O
Contracts	M	M	M	M	M	O
Employee Emergency & Next of Kin Contact Information	M	M	M	M	M	O
Employee Identification	M	M	M	M	M	O
Employment Verification	M	M	M	M	M	O
Entrance Rate of Pay-Hiring Above Midpoint	M	M	M	M	M	O
Exit Interview	M	M	M	M	M	O
Financial Disclosure Statement	M	M	M	M	M	O
Furlough	M	M	M	M	M	O
MDOT Authorization for Release of Information	M	M	M	M	M	O
MVA Telework	M	M	M	M	M	O
Maryland New Hire Registry Reporting Form	M	M	M	M	M	O
Miscellaneous	M	M	M	M	M	O
New Employee Checklist	M	M	M	M	M	O
New Hire Entry Form	M	M	M	M	M	O
Notification of Employee Cut Off	M	M	M	M	M	O
Offer Letter	M	M	M	M	M	O
Payroll	M	M	M	M	M	O
Performance Appraisals	M	M	M	M	M	O
Personal Inquiry	M	M	M	M	M	O
Ungrieved Action	M	M	M	M	M	O
<u>Note:</u> The following fields are not applicable to the Case Type Employee Services Unrestricted document type: Grievance #, Disciplinary Appeal #, Charge Appeal #, OAH Appeal #, PIN, Class Code, Class Title, Class Option, and Vacancy Date.						

Table 6 Case Type Employee Services Medical Restricted Document Type Fields

Document Type	EIN	Employee Name	Doc Date	SSN	DOB	Gender
<b>Case Type Employee Services Medical Restricted</b>						
Advanced Sick Leave	M	M	M	M	M	O
Authorization for Work Injury Leave	M	M	M	M	M	O
Disability Retirement	M	M	M	M	M	O
Employee Assistance Program (EAP) Supervisory Referral Form	M	M	M	M	M	O
Extended Sick Leave	M	M	M	M	M	O
FMLA	M	M	M	M	M	O
Health Benefits	M	M	M	M	M	O
Leave Bank/Employee-to-Employee Donations	M	M	M	M	M	O
Leave of Absence Without Pay (LAW)	M	M	M	M	M	O
MVA Notice of Privacy Practices (HIPAA)	M	M	M	M	M	O
Medical Miscellaneous	M	M	M	M	M	O
Preplacement Results	M	M	M	M	M	O
Random Drug/Alcohol Testing	M	M	M	M	M	O
Retirement	M	M	M	M	M	O
State Employee Organ Donation Leave	M	M	M	M	M	O
Workabilities	M	M	M	M	M	O
Workman's Compensation	M	M	M	M	M	O
<b>Note:</b> The following fields are not applicable to the Case Type Employee Services Medical Restricted document type: Grievance #, Disciplinary Appeal #, Charge Appeal #, OAH Appeal #, PIN, Class Code, Class Title, Class Option, and Vacancy Date.						

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Table 7 Case Type Employee Relations Restricted Document Type Fields

Document Type	EIN	Employee Name	Doc Date	SSN	DOB	Gender	Grievance #	Disciplinary Appeal #	Charge Appeal #	OAH Appeal #
<b>Case Type Employee Relations Restricted</b>										
Appeals – MDOT Cases Step 1 Grievance Decisions	M	M	M	O	O	O	M	NA	NA	NA
Appeals – OAH Cases Initial Probation	M	M	M	O	O	O	NA	NA	NA	M
Appeals – OAH Cases Step 2 Decisions	M	M	M	O	O	O	NA	NA	NA	M
Appeals – OAH Cases Unsettled Discipline	M	M	M	O	O	O	NA	NA	NA	M
Grievances	M	M	M	O	O	O	M	NA	NA	NA
Settlement Conference - Charges for Termination	M	M	M	O	O	O	O	NA	M	NA
Settlement Conference – Disqualification from Future Employment	M	M	M	O	O	O	O	NA	M	NA
Settlement Conference – Involuntary Demotion	M	M	M	O	O	O	NA	NA	M	NA
Settlement Conference – Loss of Leave	M	M	M	O	O	O	NA	M	NA	NA
Settlement Conference – Rejection on Promotional Probation	M	M	M	O	O	O	NA	NA	M	NA
Settlement Conference – Suspension	M	M	M	O	O	O	NA	M	NA	NA
Settlement Conference – Suspension Pending Charges for Termination	M	M	M	O	O	O	O	NA	M	NA
Settlement Conference – Written Reprimand	M	M	M	O	O	O	NA	M	NA	NA
Unemployment Insurance Cases – Request for Separation Info	M	M	M	M	O	O	NA	NA	NA	NA
Unemployment Insurance Cases – U.I. Appeals	M	M	M	M	O	O	NA	NA	NA	NA

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Document Type	EIN	Employee Name	Doc Date	SSN	DOB	Gender	Grievance #	Disciplinary Appeal #	Charge Appeal #	OAH Appeal #
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**Case Type Employee Relations Restricted**

Note:  
The following fields are not applicable to the Case Type Employee Services Medical Restricted document type: PIN, Class Code, Class Title, Class Option, and Vacancy Date.

Table 8 Case Type Classification Unrestricted Document Type Fields

Document Type	EIN	Employee Name	Doc Date	SSN	DOB	Gender	PIN	Class Code	Class Title	Class Option
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**Case Type Classification Unrestricted**

Acting Capacity	M	M	M	O	O	O	O	O	O	O
Certifications	M	M	NA	O	O	NA	O	NA	NA	NA
Class History	NA	NA	O	NA	NA	NA	NA	M	M	O
Classification Study	O	O	M	O	O	O	M	O	O	O
DTS-1 Employment Application	M	M	NA	O	O	NA	O	NA	NA	NA
DTS-3 Position Description Form	O	O	M	O	O	O <sup>1</sup>	M	O	O	O
Miscellaneous	O	O	M	O	O	O	M	O	O	O
Proficiency Progression	M	M	M	O	O	O	O	O	O	O

Note:  
The following fields are not applicable to the Case Type Classification Unrestricted document type: Grievance #, Disciplinary Appeal #, Charge Appeal #, OAH Appeal #, and Vacancy Date.



*Table 9 Case Type Recruitment Restricted Document Type Fields*

Document Type	PIN	Class Code	Class Title	Class Option	Vacancy Date
<b>Case Type Recruitment Restricted</b>					
Selection Plan	M	M	M	O	M
Selection Summary	M	M	M	O	M
Selection from Previous Interviews	M	M	M	O	M
<b>Note:</b> The following fields are not applicable to the Case Type Classification Unrestricted document type: EIN, Employee Name, Doc Date, SSN, DOB, Gender, Grievance #, Disciplinary Appeal #, Charge Appeal #, and OAH Appeal #.					

**NOTE:** The current document types and index fields may change during the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the document types named in Section 2.3 Document Types and Section 3 Capability New to DIWS 2. Additional document types requirements and details that are not related to the requirements named in Section 2.3 Document Types and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

## 2.4 User Interfaces

This section focuses describes the user interface in the DIWS HR application. The business uses these screens for scanning, storing, indexing and retrieving.

In addressing the user interface needs for HR, **the Contractor shall:**

1. Work with the business areas to identify and capture user interface requirements.
2. Review the existing user interfaces to capture all existing user interface requirements.
3. Advise the MVA on recommended changes to the user interfaces.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the user interfaces.
5. Create a uniform, cross-platform user interface for all supported device types, a list of which can be found in Appendix 5 Toolbox, Section 6.5 Devices.

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6. Implement all existing user interface requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.
7. Provide a consistent look-and-feel across all DIWS 2 user interfaces.

### 2.4.1 HR Batch Scanning

**Figure 3 HR Batch Scanning** illustrates the user interface for Human Resources document scanning and forwarding the batch for indexing. The business process used with this screen is described in Section 2.1.1 **Scanning HR Documents**.

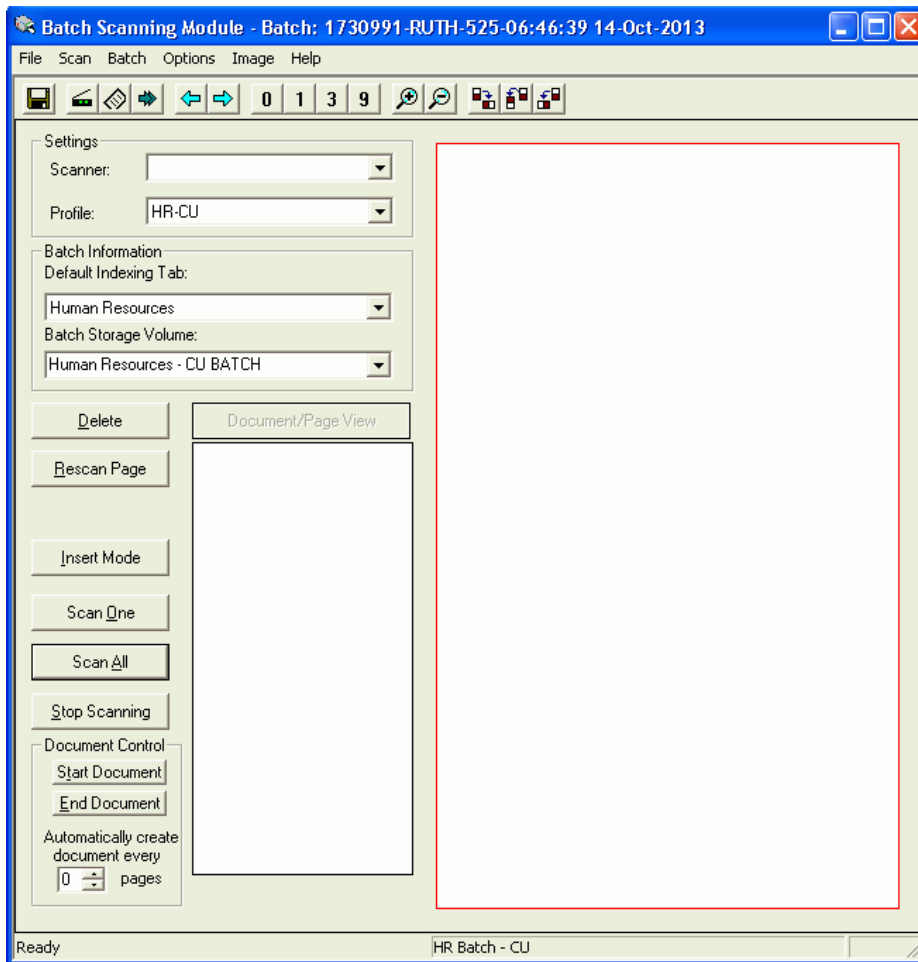


Figure 3 HR Batch Scanning

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## 2.4.2 HR Batch Indexing

**Figure 4 HR Batch Process** illustrates the user interface for indexing batch of Human Resource documents. **Figure 5 HR Batch Index** illustrates the user interface for indexing the employee documents (HR Batch –ESU). This screen is similar to the screens used for indexing other document types.

The business process used with these screens is described in Section 2.1.2 **Indexing HR Documents**.

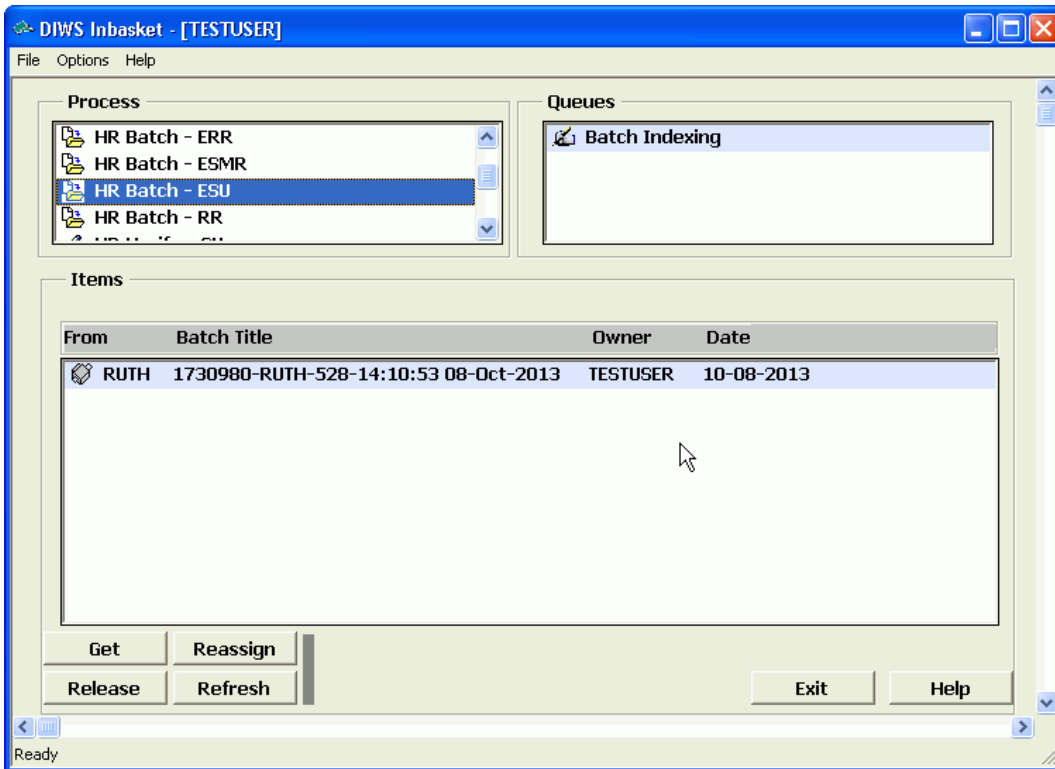


Figure 4 HR Batch Process

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Figure 5 HR Batch Index

## 2.4.3 HR Retrieving

**Figure 6 HR Retrieval** process describes the document retrieval for Human Resources division. The business process used with this screen is described in Section 2.1.3 **Retrieving HR Documents.**

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DIWS - Retrieve by Index

File Options Help

Human Resources

CASE INFORMATION

Case Type [dropdown]  
Document Type [dropdown]  
Receipt Date [date field] Document Date [date field]

EMPLOYEE INFORMATION

Employee ID [text field] SSN [text field]  
First Name [text field] Middle Name [text field]  
Last Name [text field] DOB [text field]  
Gender [dropdown]

POSITION INFORMATION

PIN [text field] Class Code [dropdown]  
Classification Title [dropdown] Vacancy Date [date field]

EMPLOYEE RELATIONS INFORMATION

Grievance # [text field] OAH Appeal # [text field]  
Appeal # [text field] Disiplinary Appeal # [text field]  
Charges Appeal # [text field]

Figure 6 HR Retrieval

**Figure 7 HR Retrieval Hit List** describes the list of hit lists after the search criteria is entered in the multiple fields of the retrieval screen.

Hitlist: Human Resources (34 hits)

Document Date	Case Type	Document Type	Employee ID	PIN	Eng
10-08-2013	EMPLOYEE SERVICES MEDICAL RESTRICTED	Advanced Sick Leave	654321	...	...
Advanced Sick Leave: 10-08-2013 (1 pg)					
09-26-2013	EMPLOYEE SERVICES MEDICAL RESTRICTED	Advanced Sick Leave	654321	...	...
03-13-2013	EMPLOYEE SERVICES MEDICAL RESTRICTED	Workman's Compensation	654321	...	...
03-03-2013	EMPLOYEE SERVICES MEDICAL RESTRICTED	Workman's Compensation	654321	...	...
01-23-2013	EMPLOYEE SERVICES MEDICAL RESTRICTED	Backfile	654321	...	...
12-12-2012	EMPLOYEE SERVICES MEDICAL RESTRICTED	Retirement	654321	...	...
12-12-2012	EMPLOYEE SERVICES MEDICAL RESTRICTED	Random Drug/Alcohol Testing	654321	...	...
02-12-2012	EMPLOYEE SERVICES MEDICAL RESTRICTED	State Employee Organ Donation Leave	654321	...	...
02-02-2012	EMPLOYEE SERVICES MEDICAL RESTRICTED	Workabilities	654321	...	...

Figure 7 HR Retrieval Hit List

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NOTE: The screens are provided to understand existing capabilities. They are not expected to be the design for the future system. The user interface is expected to evolve during the requirements verification activities and design activities. Additional user interfaces may be added as a result of the requirements verification activities and design activities.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the user interfaces named in Section 2.2 Human Resources Detailed Requirements, Section 2.4 User Interfaces and Section 3 Capability New to DIWS 2. Additional user interface requirements and details that are not related to the requirements named in Section 2.2 Human Resources Detailed Requirements, Section 2.4 User Interfaces and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

### 2.5 Reports

The DIWS collects data that various individuals for HR-related purposes. **Table 10 HR Reports** identifies the various reports used by the HR division and provides a brief description of the report.

These reports are currently written in Visual Basic 6.0 and utilize Crystal Reports 8.5.

In addressing the reporting needs for HR, **the Contractor shall:**

1. Provide the reports identified in **Table 10 HR Reports**
2. Work with the business areas to identify and capture all reporting requirements.
3. Review the existing reports and reporting requirements to ensure all reporting requirements are captured.
4. Advise the MVA on recommended reports and reporting requirements.
5. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the reports.
6. Make changes to the reports identified in **Table 10 HR Reports** that may be identified during the requirements gathering and design activities.
7. Provide up to three additional reports that may be identified during the requirements gathering and design activities.

Table 10 HR Reports

Report	Description
<b>HR Workflow Performance</b>	Tracks the flow of work that is in the queues.
<b>HR Operator Activity Report</b>	Keeps the statistics of everyone using DWIS and his/her progress.

## 2.5.1 HR Workflow Performance Report

### Workflow Performance Report

Business Licensing

Print Date: 06-01-2016 08:24:50

Queue	# in Queue	Oldest in Queue
Index (Batches)	42	11-09-2009
Rescan (Batches)	205	08-16-2013
Verify (Documents)	229	11-04-2009
Re-Index (Documents)	30	06-21-2012
Verify-Rescan (Documents)	2	02-21-2008
<b>Total: 508</b>		

Figure 8 Sample HR Workflow Performance Report

## 2.5.2 HR Operator Activity Report

### Operator Report

Business Licensing

05-31-2016 to 05-31-2016

Print Date: 06-01-2016 08:23:38

Operator	Scanned	Pages	Indexed	Verified	Failed
FPARKER	0	0	0	1	0
NCOOK	0	0	1	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

Figure 9 Sample HR Operator Activity Report

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NOTE: Additional reports and information may be added as a result of the requirements verification activities and design activities.

The Contractor's scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the reports named in Section 2.5 Reports and Section 3 Capability New to DIWS 2. Additional report requirements and details that are not related to the requirements named in Section 2.5 Reports and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

### 2.6 External Interfaces

Paper documents, email and fax are the external interfaces that are used to send documents to the Human Resources division of the MVA. The paper documents are scanned into DIWS, indexed and verified.

Once the electronic HR documents are verified, query the HRIS Mainframe system for the human resources data and use this information as part of the HR record stored in DIWS 2.

In the future the documents that are received electronically are expected to be captured by DIWS without printing and scanning.

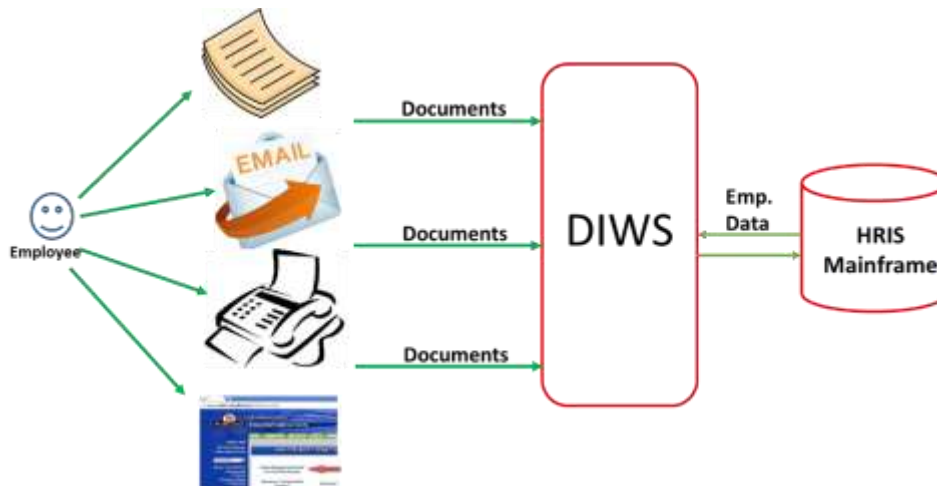


Figure 10 HR External Interfaces

In addressing the external interfaces for HR, DIWS 2 shall:

1. Provide the ability to scan paper HR documents and supporting documents.



## Functional Requirements: Human Resources

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2. Provide the ability to index all captured HR documents and supporting documents.
3. Provide the ability to verify all captured HR documents and supporting documents.
4. Provide the ability to verify HR data against the HRIS and retrieve additional data from the HRIS database.
  - a. The Contractor shall work with the HRIS business owners and developers to identify a mechanism for extracting the necessary content from the HRIS system. Note that the extraction may require the use of terminal emulation, if an acceptable HRIS API is not available.
    - In the legacy DIWS, HR data verification is performed through “integration at the glass”. In other words, the user brings up an HRIS screen in an emulator and copies the value to the field on the current HR screen. This manual process is tedious and subject to user error.
  - b. Review the existing external interfaces to capture all existing requirements.
  - c. Advise the MVA on recommended changes to the external interfaces.
  - d. Capture all recommend changes along with the reasons for implementing or not implementing the recommended changes to the external interfaces.
5. Implement all existing external interface requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

NOTE: The current interfaces and information exchanged across the interfaces may change during the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the external interfaces named in Section 2.6 External Interfaces, Section 3 Capability New to DIWS 2, or Appendix 5 Toolbox. Additional requirements and details that are not related to the interfaces named in Section 2.6 External Interfaces, Section 3 Capability New to DIWS 2, or Appendix 5 Toolbox may be incorporated via change order or Work Order in the future.

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## 2.7 Current Data Model and Content Volumes

The current data model for HR provides the definition and format relationship between the data used in the current HR application. A detailed view is also explained in the form of an ERD diagram referenced in **Figure 11 HR ERD**.

Structured data and Journal tables are used here for auditing the daily transactions of HR data. The journal table also provides the historical data. All the structured data (e.g. database data) and unstructured data (e.g. content, images) shall be migrated to the new DIWS 2 system as part of the migration process.

Information is also provided about the unstructured (e.g., image) information stored in DIWS in Section **2.7.3 Human Resources Unstructured Data**. Section **2.7.4 Migration** discusses the requirements for migrating data from the current HR application.

The data model information is provided to assist in understanding the current capabilities that are expected to be provided when DIWS 2 is implemented. It is not intended to be prescriptive.

NOTE: The current data model may change during the requirements verification activities and design activities. Additional data model elements may be added as a result of the requirements verification activities and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement for the data, data model, document types and content named in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2. Additional requirements and details that are not related to data, data model, document types and content named in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

### 2.7.1 Human Resources ERD

**Figure 11 HR ERD** describes the application, journal and HighVIEW tables used by the Human Resources application.



### 2.7.1.1 Structured Data

Human Resource structured data is the Human Resource application data that is stored in database tables. Currently, Oracle 12C is the database used for DIWS.

In addressing the structured data for HR, DIWS 2 shall:

1. Work with the business areas to identify and capture all structured data requirements.
2. Review the existing structured data and structured data requirements to capture all existing structured data requirements.
3. Advise the MVA on recommended changes and clarifications to the structured data.
4. Capture all recommended changes along with the reasons for implementing or not implementing the recommended changes to the structured data.
5. Implement all existing structured data requirements unless said existing requirements are explicitly identified in the requirements documentation as being changed or removed.

### 2.7.1.2 MVA\_PERSONS

Table 11. MVA\_PERSONS

<b>MVA_PERSONS</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RGDR_ID	Reference Gender Identification Number	NUMBER		Reference Gender Identification Number	NOT NULL
FN	First Name	VARCHAR2	50	First Name	NOT NULL
MN	Middle Name	VARCHAR2	50	Middle Name	
LN	Last Name	VARCHAR2	50	Last Name	NOT NULL
DOB	Date of Birth	DATE		Date of Birth	
SOUNDEX	Soundex	VARCHAR2	13	Soundex	

<b>MVA_PERSONS</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
SSN	Social Security Number	VARCHAR2	11	Social Security Number	
PRIM_PHONE	Primary Phone	VARCHAR2	20	Primary Phone	
PRIM_EMAIL	Primary E-mail	VARCHAR2	100	Primary E-mail	
PRIM_ADDR1	Primary Address 1	VARCHAR2	50	Primary Address 1	
PRIM_ADDR2	Primary Address 2	VARCHAR2	50	Primary Address 2	
PRIM_CITY	Primary City	VARCHAR2	50	Primary City	
PRIM_ZIP_CD	Primary Zip Code	CHAR	5	Primary Zip Code	
PRIM_DRVRS_LIC	Primary Driver's License	VARCHAR2	20	Primary Driver's License	
PRIM_DRVRS_LIC_ST_CD	Primary Driver's License State Code	CHAR	2	Primary Driver's License State Code	

### 2.7.1.3 REF\_DOCTYPE\_GRP

*Table 12. REF\_DOCTYPE\_GRP*

<b>REF_DOCTYPE_GRP</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Identification Number	NOT NULL
NAME	Name	VARCHAR2	100	Name	NOT NULL
DESCR	Description	VARCHAR2	100	Description	NOT NULL
SORT_ORD	Sort Order	NUMBER		Sort Order	

### 2.7.1.4 REF\_GENDER

*Table 13. REF\_GENDER*

<b>REF_GENDER</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values

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ID	Identification Number	NUMBER		Identification Number	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	50	Description	NOT NULL
SORT_ORD	Sort Order	NUMBER		Sort Order	

### 2.7.1.5 MVA\_ZIP\_LKUP

Table 14.MVA\_ZIP\_LKUP

MVA_ZIP_LKUP					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
CODE	Code	CHAR	5	Code	NOT NULL
ST_CODE	State Code	CHAR	2	State Code	NOT NULL

### 2.7.1.6 MVA\_STATE\_TYPE

Table 15.MVA\_STATE\_TYPE

MVA_STATE_TYPE					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	VARCHAR2	50	Identification Number	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	255	Description	

### 2.7.1.7 MVA\_STATES\_LKUP

Table 16.MVA\_STATES\_LKUP

MVA_STATES_LKUP					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
CODE	Code	CHAR	2	State code	NOT NULL
DESCRIPTION	Description	VARCHAR2	80	Description of the state code	NOT NULL

<b>Functional Requirements: Human Resources</b>		
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Table 17.MVA\_STATES\_LKUP

MVA_STATES_LKUP					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
CODE	Code	CHAR	2	Code	NOT NULL
DESCRIPTION	Description	VARCHAR2	80	Description	
STTYP_ID	State Type Identification Number	VARCHAR2	50	State Type Identification Number	NOT NULL

### 2.7.1.8 HVLAYERS

Table 18.HVLAYERS\_SUB

HVLAYERS_SUB					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
HVLAYERS_LAYER	HighView Layers Layer	NUMBER	9	HighView Layers Layer	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	50	Description	NOT NULL

### 2.7.1.9 HVLAYSUB\_PROCDEFS

Table 19.HVLAYSUB\_PROCDEFS

HVLAYSUB_PROCDEFS					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL

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### HVLAYSUB\_PROCDEFS

Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
PROC_PROC_DEF_ID	Process Definition Identification number	NUMBER	9	Process Definition Identification number	NOT NULL
HVLAYSUB_ID	HighView Layer Sub-layer Identification Number	NUMBER		HighView Layer Sub-layer Identification Number	NOT NULL

### 2.7.1.10 HR\_EMP

Table 20. HR\_EMP

### HR\_EMP

Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
REMPSTAT_ID	Reference Employee Status Identification Number	NUMBER		Reference Status Identification Number	NOT NULL
REMPRECSTAT_ID	Reference Employee Record Status Identification Number	NUMBER		Reference Employee Record Status Identification Number	NOT NULL
PRSN_ID	Person Identification Number	NUMBER		Person Identification Number	NOT NULL
REMPCL_ID	Reference Employee Code Identification Number	NUMBER		Reference Employee Code Identification Number	NOT NULL
EIN	Employee Identification Number	NUMBER		Employee Identification Number	
PIN	PIN	VARCHAR2	7	PIN	

### 2.7.1.11 REF\_EMP\_STATUS



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Table 21.REF\_EMP\_STATUS

<b>REF_EMP_STATUS</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Identification Number	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	255	Description	NOT NULL
SORT_ORD	Sort Order	NUMBER		Sort Order	

### 2.7.1.12 REF\_EMPREC\_STATUS

Table 22.REF\_EMPREC\_STATUS

<b>REF_EMPREC_STATUS</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Identification Number	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	50	Description	NOT NULL
SORT_ORD	Sort Order	NUMBER		Sort Order	

### 2.7.1.13 REF\_EMP\_CLASS

Table 23.REF\_EMP\_CLASS

<b>REF_EMP_CLASS</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Identification Number	NOT NULL
CODE	Code	CHAR	4	Code	NOT NULL
TITLE	Title	VARCHAR2	100	Title	NOT NULL

### 2.7.1.14 HR\_REPORT1

Table 24.HR\_REPORT1

HR_REPORT1					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
DOCID	Document Identification	NUMBER	9	MVA Document Identification number	
INDEX_DATE	Index Date	DATE		Date document was indexed	
INDEX_USERID	Index User ID	VARCHAR2	20	Indexer's user ID	
PAGES	Pages	NUMBER	9	Number of pages in the document	
REINDEX_DATE	Re-Index Date	DATE		Date document was reindexed	
REINDEX_USERID	Re-Index User ID	VARCHAR2	20	Reindexer's user ID	
RESCAN_DATE	Rescan Date	DATE		Date document was rescanned	
RESCAN_PAGES	Rescan Pages	NUMBER	9	Number of pages rescanned	
RESCAN_USERID	Rescan User ID	VARCHAR2	20	Rescan operator's user ID	
SCAN_DATE	Scan Date	DATE		Date document was scanned	
SCAN_USERID	Scan User ID	VARCHAR2	20	Scanner's user ID	
SECID	Section Identification	NUMBER	9	MVA Section Identification number	
VERIFY_DATE	Verify Date	DATE		Date document was verified	
VERIFY_STATUS	Verify Status	CHAR	1	Indicator identifying whether the document ever failed Verify.	
VERIFY_USERID	Verify User ID	VARCHAR2	20	Verifier's user ID	

### 2.7.1.15 HVUSER12

Table 25.HVUSER12

HVUSER12					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
CASE_NUM	Case Number	VARCHAR2	21	Case Number	
DOCID	Document Identification Number	NUMBER		Document Identification Number	
PRSN_ID	Person Identification Number	NUMBER		Person Identification Number	
REMPCL_ID	Reference Employee Code Identification Number	NUMBER		Reference Employee Code Identification Number	

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<b>HVUSER12</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
CASE_TYPE	Case Type	NUMBER		Case Type	
DOCUMENT_TYPE	Document Type	NUMBER		Document Type	
DOCUMENT_DATE	Document Date	DATE		Document Date	
PIN	PIN	VARCHAR2	7	PIN	
VACANCY_DATE	Vacancy Date	DATE		Vacancy Date	
GRIEVANCE_NUM	Grievance Number	VARCHAR2	13	Grievance Number	
RECEIPT_DATE	Receipt Date	DATE		Receipt Date	
APPEAL_NUM	Appeal Number	VARCHAR2	10	Appeal Number	
DISCIPLINARY_APPEAL_NUM	Disciplinary Appeal Number	VARCHAR2	12	Disciplinary Appeal Number	
CHARGES_APPEAL_NUM	Charges Appeal Number	VARCHAR2	14	Charges Appeal Number	
OAH_APPEAL_NUM	OAH Appeal Number	VARCHAR2	21	OAH Appeal Number	

### 2.7.1.16 MVA\_DOC\_TYPES

*Table 26 MVA\_DOC\_TYPES*

<b>MVA_DOC_TYPES</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
DIVISION_ID	Division Identification	NUMBER	2	Code identifying a specific MVA division	NOT NULL
DOC_NAME	Document Name	VARCHAR2	100	Name of a document	NOT NULL
DOC_NBR	Document Number	VARCHAR2	10	Number of a document	
STATUS	Status	CHAR	1	Active status of the document type	
TICKLER_REQ_DAY	Tickler Request Day	NUMBER	3	Number of days before reminder is issued	
TYPE_ID	Type Identification	NUMBER	3	Code used to identify a type of document	NOT NULL

### 2.7.1.17 MVA\_DOCTYPE\_GROUPS

Table 27 MVA\_DOCTYPE\_GROUPS

<b>MVA_DOCTYPE_GROUPS</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RDOCTGRP_ID	Reference Document Group Identification Number	NUMBER		Reference Document Group Identification Number	NOT NULL
MVADOCTYP_TYPE_ID	MVA Document Type Identification Number	NUMBER	3	MVA Document Type Identification Number	NOT NULL

### 2.7.1.18 REF\_DOCTYPG\_USRSECGRP

Table 28 MVA\_DOCTYPGRP\_USRSECGRP

<b>MVA_DOCTYPGRP_USRSECGRP</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RDOCTGRP_ID	Reference Document Group Identification Number	NUMBER		Reference Document Group Identification Number	NOT NULL
RUSRSECGRP_ID	Reference User Security Group Identification Number	NUMBER		Reference User Security Group Identification Number	NOT NULL

### 2.7.1.19 REF\_USER\_SEC\_GROUPS

<b>Functional Requirements: Human Resources</b>		
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Table 29 REF\_USER\_SEC\_GROUPS

REF_USER_SEC_GROUPS					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Identification Number	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	50	Description	NOT NULL
SORT_ORD	Sort Order	NUMBER		Sort Order	

### 2.7.1.20 MVA\_USER\_SEC\_GROUPS

Table 30 MVA\_USER\_SEC\_GROUPS

MVA_USER_SEC_GROUPS					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RUSRSECGRP_ID	Reference User Security Group Identification Number	NUMBER		Reference User Security Group Identification Number	NOT NULL
DIWSWBUSR_USER_ID	DIWS Web User User Identification Number	NUMBER	9	DIWS Web User User Identification Number	

### 2.7.1.21 DIWS\_WEB\_USERS

Table 31 MVA\_USER\_SEC\_GROUPS

MVA_USER_SEC_GROUPS					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE

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### MVA\_USER\_SEC\_GROUPS

Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RUSRSECGRP_ID	Reference User Security Group Identification Number	NUMBER		Reference User Security Group Identification Number	NOT NULL
DIWSWBUSR_USER_ID	DIWS Web User User Identification Number	NUMBER	9	DIWS Web User User Identification Number	
HVUSERINFO_USRID	HighView User Information User Identification Number	NUMBER	9	HighView User Information User Identification Number	

## 2.7.1.22 HVUSERINFO

Table 32 HVUSERINFO

### HVUSERINFO

Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
USRID	User Identification	NUMBER	9	User identification code	NOT NULL
USR	User	VARCHAR2	12	User name	NOT NULL
PASSWORD	Password	VARCHAR2	16	User's password	
FULLNAME	Full Name	VARCHAR2	45	User's full name	NOT NULL
SECURITY	Security	VARCHAR2	128	User's security permissions	NOT NULL
USER_PREFS	User Preferences	VARCHAR2	10	N/A	
TEL_NUM	Telephone Number	VARCHAR2	20	User's telephone number	
FAX_NUM	Fax Number	VARCHAR2	20	User's fax number	
EMAIL_ADDRESS	Email Address	VARCHAR2	50	User's email address	
LASTFOLDERACC	N/A	VARCHAR2	4000	N/A	
USERPREFSDATA	N/A	LONGRAW		N/A	
LOGINEXPDATE	N/A	DATE		N/A	
STATUS	N/A	VARCHAR2	1	N/A	
CODEWORD	N/A	VARCHAR2	255	N/A	
EMAIL_ADDY	N/A	VARCHAR2	255	N/A	
PRE_EXPIRED	Pre-Expired	NUMBER	1	Indicates whether the user's password is pre-expired.	

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<b>HVUSERINFO</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
DISABLED	Disabled	CHAR	1	Indicates whether the user's account is disabled.	
LAST_LOGIN	Last Login	DATE		Date the user last logged into the system.	

### 2.7.1.23 HVLAYERS\_SUB

Table 33 HVLAYERS\_SUB

<b>HVLAYERS_SUB</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
HVLAYERS_LAYER	HighView Layers Layer	NUMBER	9	HighView Layers Layer	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	50	Description	NOT NULL

### 2.7.1.24 HVVOLUME\_SUB

Table 34.HVVOLUME\_SUB

<b>HVVOLUME_SUB</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE

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<b>HVVOLUME_SUB</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
HVVOL_VOLID	HighView Volume Identification Number	NUMBER	9	HighView Volume Identification Number	NOT NULL
HVLAYSUB_ID	HighView Layer Sub Identification	NUMBER		HighView Layer Sub Identification	NOT NULL

### 2.7.1.25 HVLAYSUB\_PROCDEFS

Table 35 HVLAYSUB\_PROCDEFS

<b>HVLAYSUB_PROCDEFS</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
PROC_PROC_DEF_ID	Process Definition Identification number	NUMBER	9	Process Definition Identification number	NOT NULL
HVLAYSUB_ID	HighView Layer Sub-layer Identification Number	NUMBER		HighView Layer Sub-layer Identification Number	NOT NULL

### 2.7.1.26 HVVOLUME

Table 36 HVVOLUME

<b>HVVOLUME</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
VOLID	Volume Identification	NUMBER	9	Volume identification code	NOT NULL
VOLGROUP	Volume Group	NUMBER	9	Volume group membership	
VOLSTATUS	Volume Status	VARCHAR2	1	Volume status	NOT NULL
VOLTYPE	Volume Type	NUMBER	9	Volume type	NOT NULL



<b>HVVOLUME</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
VOLINFO	Volume Info	VARCHAR2	128	Volume information containing the server and share details	NOT NULL
VOLDESC	Volume Description	VARCHAR2	128	Volume description	NOT NULL
VOLMAXENTRY	Volume Max Entry	NUMBER	9	Volume's maximum number of entries	NOT NULL
VOLMAXSIZE	Volume Max Size	NUMBER	9	Volume's maximum size	NOT NULL
VOLCURSIZE	Volume Current Size	NUMBER		Volume's current size	NOT NULL
VOLNUMENTRIES	Volume Number Entries	NUMBER	9	Volume's number of current entries	NOT NULL

### 2.7.1.27 HVVOLUME\_SUB

*Table 37. HVVOLUME\_SUB*

<b>HVVOLUME_SUB</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
HVVOL_VOLID	HighView Volume Identification Number	NUMBER	9	HighView Volume Identification Number	NOT NULL
HVLAYSUB_ID	HighView Layer Sub Identification	NUMBER		HighView Layer Sub Identification	NOT NULL

### 2.7.2 Structured Data Journal Entries

Journal tables are used for auditing the daily transactions performed by HR. The journal tables are images of the operational tables with the constraints removed and three fields added (an identification, insert date and insert user). This journal tables provide a historical record.

The journal tables have a suffix of \_JN and are populated using triggers on the operational tables. The journal tables are populated using before triggers (e.g., before update or before delete) on the operational tables when a modification occurs.

### 2.7.2.1 MVA\_PERSONS\_JN

Table 38 MVA\_PERSONS\_JN is the journal table for the table described in MVA\_PERSONS.

Table 38 MVA\_PERSONS\_JN

<b>MVA_PERSONS_JN</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RGDR_ID	Reference Gender Identification Number	NUMBER		Reference Gender Identification Number	NOT NULL
FN	First Name	VARCHAR2	50	First Name	NOT NULL
MN	Middle Name	VARCHAR2	50	Middle Name	
LN	Last Name	VARCHAR2	50	Last Name	NOT NULL
DOB	Date of Birth	DATE		Date of Birth	
SOUNDEX	Soundex	VARCHAR2	13	Soundex	
SSN	Social Security Number	VARCHAR2	11	Social Security Number	
PRIM_PHONE	Primary Phone	VARCHAR2	20	Primary Phone	
PRIM_EMAIL	Primary E-mail	VARCHAR2	100	Primary E-mail	
PRIM_ADDR1	Primary Address 1	VARCHAR2	50	Primary Address 1	
PRIM_ADDR2	Primary Address 2	VARCHAR2	50	Primary Address 2	
PRIM_CITY	Primary City	VARCHAR2	50	Primary City	
PRIM_ZIP_CD	Primary Zip Code	CHAR	5	Primary Zip Code	
PRIM_DRVRS_LIC	Primary Driver's License	VARCHAR2	20	Primary Driver's License	
PRIM_DRVRS_LIC_ST_CD	Primary Driver's License State Code	CHAR	2	Primary Driver's License State Code	
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.2 HVLAYERS\_SUB\_JN

Table 39 HVLAYERS\_SUB\_JN is the journal table for the table described in HVLAYERS\_SUB.

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Table 39 HVLAYERS\_SUB\_JN

HVLAYERS_SUB_JN					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
HVLAYERS_LAYER	HighView Layers Layer	NUMBER	9	HighView Layers Layer	NOT NULL
NAME	Name	VARCHAR2	50	Name	NOT NULL
DESCR	Description	VARCHAR2	50	Description	NOT NULL
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.3 HVLAYSUB\_PROCDEFS\_JN

Table 40 HVLAYSUB\_PROCDEFS\_JN is the journal table for the table described in HVLAYSUB\_PROCDEFS.

Table 40 HVLAYSUB\_PROCDEFS\_JN

HVLAYSUB_PROCDEFS_JN					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
PROC_PROC_DEF_ID	Process Definition Identification number	NUMBER	9	Process Definition Identification number	NOT NULL
HVLAYSUB_ID	HighView Layer Sub-layer Identification Number	NUMBER		HighView Layer Sub-layer Identification Number	NOT NULL
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.4 HR\_EMP\_JN

Table 41 HR\_EMP\_JN is the journal table for the table described in HR\_EMP.

*Table 41 HR\_EMP\_JN*

HR_EMP_JN					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
REMPSTAT_ID	Reference Employee Status Identification Number	NUMBER		Reference Status Identification Number	NOT NULL
REMPRECSTAT_ID	Reference Employee Record Status Identification Number	NUMBER		Reference Employee Record Status Identification Number	NOT NULL
PRSN_ID	Person Identification Number	NUMBER		Person Identification Number	NOT NULL
REMPCL_ID	Reference Employee Code Identification Number	NUMBER		Reference Employee Code Identification Number	NOT NULL
EIN	Employee Identification Number	NUMBER		Employee Identification Number	
PIN	PIN	VARCHAR2	7	PIN	
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.5 HVUSER12\_JN

Table 42 HVUSER12\_JN is the journal table for the table described in HVUSER12.

*Table 42 HVUSER12\_JN*

HVUSER12_JN					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
CASE_NUM	Case Number	VARCHAR2	21	Case Number	
DOCID	Document Identification Number	NUMBER		Document Identification Number	

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### HVUSER12\_JN

Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
PRSN_ID	Person Identification Number	NUMBER		Person Identification Number	
REMPCL_ID	Reference Employee Code Identification Number	NUMBER		Reference Employee Code Identification Number	
CASE_TYPE	Case Type	NUMBER		Case Type	
DOCUMENT_TYPE	Document Type	NUMBER		Document Type	
DOCUMENT_DATE	Document Date	DATE		Document Date	
PIN	PIN	VARCHAR2	7	PIN	
VACANCY_DATE	Vacancy Date	DATE		Vacancy Date	
GRIEVANCE_NUM	Grievance Number	VARCHAR2	13	Grievance Number	
RECEIPT_DATE	Receipt Date	DATE		Receipt Date	
APPEAL_NUM	Appeal Number	VARCHAR2	10	Appeal Number	
DISCIPLINARY_APPEAL_NUM	Disciplinary Appeal Number	VARCHAR2	12	Disciplinary Appeal Number	
CHARGES_APPEAL_NUM	Charges Appeal Number	VARCHAR2	14	Charges Appeal Number	
OAH_APPEAL_NUM	OAH Appeal Number	VARCHAR2	21	OAH Appeal Number	
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.6 MVA\_DOCTYPE\_GROUPS\_JN

Table 43 MVA\_DOCTYPE\_GROUPS\_JN is the journal table for the table described in MVA\_DOCTYPE\_GROUPS.

Table 43 MVA\_DOCTYPE\_GROUPS\_JN

### MVA\_DOCTYPE\_GROUPS\_JN

Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL

<b>MVA_DOCTYPE_GROUPS_JN</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RDOCTGRP_ID	Reference Document Group Identification Number	NUMBER		Reference Document Group Identification Number	NOT NULL
MVADOCTYP_TYPE_ID	MVA Document Type Identification Number	NUMBER	3	MVA Document Type Identification Number	NOT NULL
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.7 REF\_DOCTYPG\_USRSECGRP\_JN

Table 44 MVA\_DOCTYPGRP\_USRSECGRP\_JN is the journal table for the table described in REF\_DOCTYPG\_USRSECGRP.

*Table 44 MVA\_DOCTYPGRP\_USRSECGRP\_JN*

<b>MVA_DOCTYPGRP_USRSECGRP_JN</b>					
Column Name	Expanded Name	Format	Size	Field Definition	Possible Values
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RDOCTGRP_ID	Reference Document Group Identification Number	NUMBER		Reference Document Group Identification Number	NOT NULL
RUSRSECGRP_ID	Reference User Security Group Identification Number	NUMBER		Reference User Security Group Identification Number	NOT NULL
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.8 MVA\_USER\_SEC\_GROUPS\_JN

Table 45 MVA\_USER\_SEC\_GROUPS\_JN is the journal table for the table described in MVA\_USER\_SEC\_GROUPS.

Table 45 MVA\_USER\_SEC\_GROUPS\_JN

<b>MVA_USER_SEC_GROUPS_JN</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
RUSRSECGRP_ID	Reference User Security Group Identification Number	NUMBER		Reference User Security Group Identification Number	NOT NULL
DIWSWBUSR_USER_ID	DIWS Web User User Identification Number	NUMBER	9	DIWS Web User User Identification Number	
HVUSERINFO_USRID	HighView User Information User Identification Number	NUMBER	9	HighView User Information User Identification Number	
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

### 2.7.2.9 HVVOLUME\_SUB\_JN

**Table 46 HVVOLUME\_SUB\_JN** is the journal table for the table described in HVVOLUME\_SUB.

Table 46 HVVOLUME\_SUB\_JN

<b>HVVOLUME_SUB_JN</b>					
<b>Column Name</b>	<b>Expanded Name</b>	<b>Format</b>	<b>Size</b>	<b>Field Definition</b>	<b>Possible Values</b>
ID	Identification Number	NUMBER		Primary Key	NOT NULL
INS_DT	Insert Date	DATE		Insert Date	NOT NULL SYSDATE
INS_USR	Insert User	VARCHAR2	30	Insert User	NOT NULL
MOD_DT	Modified Date	DATE		Modified Date	NOT NULL SYSDATE
MOD_USR	Modification User	VARCHAR2	30	Modified User	NOT NULL
HVVOL_VOLID	HighView Volume Identification Number	NUMBER	9	HighView Volume Identification Number	NOT NULL
HVLAYSUB_ID	HighView Layer Sub Identification	NUMBER		HighView Layer Sub Identification	NOT NULL
JN_OPER	Journal Operation	CHAR	3	Journal Operation	NOT NULL
JN_INS_DT	Journal Insert Date	DATE		Journal Insert Date	NOT NULL

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### 2.7.3 Human Resources Unstructured Data

HR unstructured content is predominantly image files that were scanned as single page TIFF format at 300 dots per inch and grayscale. For the foreseeable future TIFF is the format that is expected to be used for HR content that is scanned. However, electronic forms will take on an increasing role over time.

### 2.7.4 Migration

All structured data (e.g., database data) and unstructured data (e.g., content/images) in the DIWS HR application shall be migrated to the DIWS 2 HR application. During the requirements verification and design activities, some data or content may be excluded at the sole discretion of the MVA Project Manager or his/her designee.

In addressing the migration, the DIWS 2 Contractor shall:

1. Perform HR migration requirements verification.
2. Perform HR migration design activities.
3. Perform data cleansing, if needed, at the direction of the designated business owners.
4. Use tools to automate the performance of data verification on 100% of the migrated structured content (data in the database) and unstructured content (documents and images).
5. Migrate audit trail information associated with all migrated content and retain any linkages between them.
6. Ensure all content is accessible and navigable using the DIWS 2:
  - a. user interface
  - b. external systems interface defined in DIWS 2 TO Appendix 10 DIWS External Systems Integration
7. Migrate the HR structured data.
  - Structured data includes, but is not limited to tables, views, columns, rows, data values, synonyms, triggers, indexes, keys, stored procedures, constraints, and other database elements and data necessary to provide and preserve the DIWS functionality in DIWS 2.
8. Migrate the HR unstructured content described in Section 2.7.5 Unstructured Content Volume.



NOTE: The quantity of structured and unstructured content is expected to increase due to normal operations activities. There are known enhancements identified in Section 3 Capability New to DIWS 2 that may also impact the migration.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary migration of the content named in Sections 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2, and subsections. Additional requirements and details that are not related to the migration described in Section 2.7 Current Data Model and Content Volumes and Section 3 Capability New to DIWS 2, and its subsections, may be incorporated via change order or Work Order in the future.

### 2.7.5 Unstructured Content Volume

The quantity of the legacy DIWS content subject to migration is approximated in **Table 47 Approximate content count by business division.**

*Table 47 Approximate content count by business division*

Division	Image Count
Human Resources	556,000

The quantity of the legacy DIWS content type subject to migration is approximated in **Table 48 Approximate number of document types by business division.**

*Table 48 Approximate number of document types by business division*

Division	Number of Content Types
Human Resources	66

The DIWS 2 Contractor shall:

1. Migrate the content quantities identified in **Table 47 Approximate content count by business division.**
2. Migrate the additional HR content, if any, that exists in the legacy DIWS so that all HR content is migrated.
3. Migrate the number of document types identified in **Table 48 Approximate number of document types by business division.**

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4. Migrate the additional HR document types, if any, that are defined in the legacy DIWS so that all HR content is migrated.
5. Migrate audit trail information associated with all migrated content.
6. Ensure all content is accessible and navigable using the DIWS 2:
  - a. user interface
  - b. external systems interface defined in DIWS 2 TO Appendix 10 DIWS External Systems Integration
7. Perform automated verification and validation on 100% of the migrated content to ensure the content was correctly and completely migrated.
  - The validation and verification activities will verify many aspects of the migrated content. For example, a byte count, a checksum, a CRC, and other checks would be expected to be performed on the unstructured content. The associated metadata would be checked for the required number of fields, correct application of rules, correct data values, etc.

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## 2.7.6 Content Types and Document Types

- The definitions for the document types identified in **Table 48 Approximate number of document types by business division** are provided in:
  - a. Table 49 Human Resources (HR) Document Types
  - b. Table 50 Case Type Employee Services Medical Restricted (HR) Document Types
  - c. Table 51 Case Type Employee Relations Restricted (HR) Document Types
  - d. Table 52 Case Type Classification Unrestricted (HR) Document Types
  - e. Table 53 Case Type Recruitment Restricted (HR) Document Types

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Table 49 Human Resources (HR) Document Types

Document Type	EIN	Employee Name	Doc Date	SSN	DOB	Gender	Grievance #	Disciplinary Appeal #	Charge Appeal #	OAH Appeal #	PIN	Class Code	Class Title	Class Option	Vacancy Date
<b>Case Type Employee Services Unrestricted</b>															
Acknowledgement of Executive Service Status	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Acknowledgement of Receipts	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Acknowledgement of Temporary Employment Status	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Contracts	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Employee Emergency & Next of Kin Contact Information	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Employee Identification	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Employment Verification	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Entrance Rate of Pay-Hiring Above Midpoint	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Exit Interview	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Financial Disclosure Statement	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Furlough	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
MDOT Authorization for Release of Information	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
MVA Telework	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Maryland New Hire Registry Reporting Form	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Miscellaneous	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
New Employee Checklist	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
New Hire Entry Form	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Notification of Employee Cut Off	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Offer Letter	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Payroll	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Performance Appraisals	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Personal Inquiry	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ungrieved Action	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA

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Table 50 Case Type Employee Services Medical Restricted (HR) Document Types

Case Type Employee Services Medical Restricted																
Advanced Sick Leave	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Authorization for Work Injury Leave	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Disability Retirement	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Employee Assistance Program (EAP) Supervisory Referral Form	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Extended Sick Leave	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
FMLA	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Health Benefits	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Leave Bank/Employee-to-Employee Donations	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Leave of Absence Without Pay (LAW)	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
MVA Notice of Privacy Practices (HIPAA)	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Medical Miscellaneous	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Preplacement Results	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Random Drug/Alcohol Testing	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Retirement	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
State Employee Organ Donation Leave	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Workabilities	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Workman's Compensation	M	M	M	M	M	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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Table 51 Case Type Employee Relations Restricted (HR) Document Types

Case Type Employee Relations Restricted																
Appeals – MDOT Cases Step 1 Grievance Decisions	M	M	M	O	O	O	M	NA	NA	NA	NA	NA	NA	NA	NA	NA
Appeals – OAH Cases Initial Probation	M	M	M	O	O	O	NA	NA	NA	M	NA	NA	NA	NA	NA	NA
Appeals – OAH Cases Step 2 Decisions	M	M	M	O	O	O	NA	NA	NA	M	NA	NA	NA	NA	NA	NA
Appeals – OAH Cases Unsettled Discipline	M	M	M	O	O	O	NA	NA	NA	M	NA	NA	NA	NA	NA	NA
Grievances	M	M	M	O	O	O	M	NA	NA	NA	NA	NA	NA	NA	NA	NA
Settlement Conference - Charges for Termination	M	M	M	O	O	O	O	NA	M	NA	NA	NA	NA	NA	NA	NA
Settlement Conference – Disqualification from Future Employment	M	M	M	O	O	O	O	NA	M	NA	NA	NA	NA	NA	NA	NA
Settlement Conference – Involuntary Demotion	M	M	M	O	O	O	NA	NA	M	NA	NA	NA	NA	NA	NA	NA
Settlement Conference – Loss of Leave	M	M	M	O	O	O	NA	M	NA	NA	NA	NA	NA	NA	NA	NA
Settlement Conference – Rejection on Promotional Probation	M	M	M	O	O	O	NA	NA	M	NA	NA	NA	NA	NA	NA	NA
Settlement Conference – Suspension	M	M	M	O	O	O	NA	M	NA	NA	NA	NA	NA	NA	NA	NA
Settlement Conference – Suspension Pending Charges for Termination	M	M	M	O	O	O	O	NA	M	NA	NA	NA	NA	NA	NA	NA
Settlement Conference – Written Reprimand	M	M	M	O	O	O	NA	M	NA	NA	NA	NA	NA	NA	NA	NA
Unemployment Insurance Cases – Request for Separation Info	M	M	M	M	O	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unemployment Insurance Cases – U.I. Appeals	M	M	M	M	O	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Table 52 Case Type Classification Unrestricted (HR) Document Types

Case Type Classification Unrestricted																
Acting Capacity	M	M	M	O	O	O	NA	NA	NA	NA	O	O	O	O	NA	NA
Certifications	M	M	NA	O	O	NA	NA	NA	NA	NA	O	NA	NA	NA	NA	NA
Class History	NA	NA	O	NA	NA	NA	NA	NA	NA	NA	NA	M	M	O	NA	NA
Classification Study	O	O	M	O	O	O	NA	NA	NA	NA	M	O	O	O	NA	NA
DTS-1 Employment Application	M	M	NA	O	O	NA	NA	NA	NA	NA	O	NA	NA	NA	NA	NA
DTS-3 Position Description Form	O	O	M	O	O	O <sup>1</sup>	NA	NA	NA	NA	M	O	O	O	NA	NA
Miscellaneous	O	O	M	O	O	O	NA	NA	NA	NA	M	O	O	O	NA	NA
Proficiency Progression	M	M	M	O	O	O	NA	NA	NA	NA	O	O	O	O	NA	NA

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*Table 53 Case Type Recruitment Restricted (HR) Document Types*

<b>Case Type Recruitment Restricted</b>																
Selection Plan	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	M	M	O	M
Selection Summary	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	M	M	O	M
Selection from Previous Interviews	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	M	M	M	O	M

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### 3. **Capability New to DIWS 2**

The following enhancements shall be included in the DIWS 2 HR application. The DIWS 2 HR capabilities shall include:

1. Provide the ability for the user to select whether documents are presented in date order or document type order for document retrieval.
2. Provide the user with the ability to select the column for sorting when looking at a list of documents.
  - For example, this could be implemented similar to the arrow in Excel column headings for ascending and descending sorts.
3. Provide the ability to send scanned documents via e-mail as either an attachment or as a link to the document.
4. Automatically ingest HR documents and supporting documents sent via e-mail to a particular in-box, whether the documents are included in the body of the e-mail or as an attachment.
  - The process should be automatic in that an incoming e-mail inbox is monitored and the e-mail is automatically captured from the inbox and information about the sender, send date/time, and subject are used for indexing the body of the e-mail and/or attachments.
5. Automatically ingest HR documents and supporting documents sent via fax.
  - For example, capture the incoming fax document without requiring the fax document to be printed and scanned.
  - The process should be automatic in that an incoming fax line is monitored and the fax is automatically captured, and information about the sender, send date/time, page count, and subject are used for indexing the fax document.
6. Provide the following exit interview capabilities:
  - a. exit interview surveys
  - b. checklists for exit interviews
  - c. folders and document types for all electronic exit interview documents
  - d. queries and reports on the statistics on the reasons for leaving
  - e. ability to export the exit statistics to Excel spreadsheets



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NOTE: The specific details for enhancements will be determined during requirements definition, requirements verification, and design activities. Additional enhancements may be added as a result of requirements definition, requirements verification, and design activities.

The Contractor’s scope of responsibility under the fixed price Offer shall include all necessary requirements decomposition and refinement of the capabilities named in Section 3 Capability New to DIWS 2. Additional requirements and details that are not related to the enhancements named in Section 3 Capability New to DIWS 2 may be incorporated via change order or Work Order in the future.

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## 4. Response to Human Resources Requirements

The table below identifies the topics which the Offeror shall address in its Technical Proposal. Each topic in the response shall be identified with a heading corresponding to the table below. Responses should not be placed in the table.

Offeror shall refer to the referenced section of the Task Order to fully understand the State’s requirements and expectations when preparing the response. The Offeror shall address the topics/questions identified in the table but is expected to elaborate or add additional information as appropriate to fully understand the Offeror’s solution and approach.

The Offeror should provide a detailed description of the proposed solution but does not need to address every item or sentence in a particular section. The Offeror’s response shall be construed to be inclusive of all requirements referenced by the table and shall bind the Offeror to all such requirements unless the Offeror specifically addresses partial or non-compliance in its response. Offerors shall describe requirements that cannot be met or that can only partially be met as part of the final question of the response table.

The Offeror shall adhere to any page limit for the topic.

In some topics below, the State has requested a sample of work from a previous project or a draft version of an artifact for this project (e.g. include a draft Project Plan for this project). These items are identified below and shall be included in [TAB O] and not inserted into the narrative. Such items are not included in page limits. If requested items are not available, briefly describe.

<b>Response Requirements</b>			
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<b>Appdx Ref</b>	<b>Topic Title</b>	<b>Response Requirements</b>	<b>Page Limit</b>
2.1	Current Process	Describe your approach to meeting the requirements in this section.	
2.1.1	Scanning HR Documents	Describe your approach to meeting the requirements in this section.	
2.1.2	Indexing HR Documents	Describe your approach to meeting the requirements in this section.	
2.1.3	Retrieving HR Documents	Describe your approach to meeting the requirements in this section.	

<b>Response Requirements</b>			
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<b>Appdx Ref</b>	<b>Topic Title</b>	<b>Response Requirements</b>	<b>Page Limit</b>
2.1.4	Business Process diagram	Describe your approach to meeting the requirements in this section.	
2.3	Document Types	Describe your approach to meeting the requirements in this section.	
2.4	User Interfaces	Describe your approach to meeting the requirements in this section.	
2.4.1	HR Batch	Describe your approach to meeting the requirements in this section.	
2.4.2	HR Batch Indexing	Describe your approach to meeting the requirements in this section.	
2.4.3	HR Retrieving	Describe your approach to meeting the requirements in this section.	
2.6	External Interfaces	Describe your approach to meeting the requirements in this section.	
2.7	Current Data Model and Content Volumes	Describe your approach to meeting the requirements in this section.	
2.7.1	Human Resources ERD	Describe your approach to meeting the requirements in this section.	
2.7.1.1	Structured Data	Describe your approach to meeting the requirements in this section.	

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## Response Requirements

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Appdx Ref	Topic Title	Response Requirements	Page Limit
2.7.4, and 2.7.5	Migration, and Unstructured Content Volume	<p>The responses in this section are expected to leverage functionality described in Appendix 5, Section 6.7 Migration and Appendix 9 Legacy Content Migration. However, it is not necessary to repeat responses provided in Appendix 5, Section 6.7 Migration and Appendix 9 Legacy Content Migration, but a reference to the appropriate section is encouraged.</p> <ul style="list-style-type: none"><li>a. Provide the process you are proposing for migrating the legacy content to DIWS 2. Specifically identify key areas such as data cleansing, data mapping, and data validation.</li><li>b. Identify the tools you propose to use for performing all aspects of the migration, why these tools were selected, what area they help automate, and how they help.</li><li>c. Explain how you will handle the structured content that must be migrated.</li><li>d. Explain how you will handle the unstructured content that must be migrated.</li><li>e. Explain how you will migrate the audit trail associated with the legacy content.</li><li>f. If you are proposing utilizing multiple copies of databases or repositories to allow 24-hour, around the clock migration, how do you envision synchronizing the copies with the master?</li><li>g. Explain how you will balance the need for a recent copy of legacy content with the need to minimize impact on the legacy system(s) (e.g., taking three weekend snapshots of the legacy content; one snapshot at the beginning, one snapshot one month prior, and one snapshot on the weekend of the final migration to production.)</li><li>h. Identify your approach for performing the migration cutover to the test environment and to the production environment.</li></ul>	

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## Response Requirements

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Appdx Ref	Topic Title	Response Requirements	Page Limit
2.7.1.1 , 2.7.4, and 2.7.5 (cont.)	Structured Data, Migration, and Unstructured Content Volume	<p>i. Identify the tools and approach you will use to perform verification and validation that 100% of the migrated content is successfully migrated. In your response include a definition of “successfully migrated” and enumerate the elements that will verified and validated on 100% of the migrated content.</p> <p>j. Provide a proposed schedule for performing the migration, including milestones and dependencies. Include:</p> <ol style="list-style-type: none"><li>1. Begin and end dates for migrating all collections of content at a division level.</li><li>2. Include dependencies on when a migration environment must be available.</li><li>3. Include dependencies on MVA staff resources (e.g., to provide subject matter expertise required for data cleansing and document type mapping).</li><li>4. Include tasks for content/document type and attribute mapping.</li><li>5. Include tasks for data/content cleansing.</li><li>6. Include expected content snapshots taken from legacy systems.</li><li>7. Include the migration into the test environment after achieving 100% error free migration scripts.</li><li>8. Include the migration into the production environment after achieving an error free migration into the test environment.</li><li>9. Include tasks for making snapshots of migrated data/content available to external systems for use in development and testing.</li><li>10. Include verification and validation activities for confirming successful migration.</li></ol>	

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Response Requirements			
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Appdx Ref	Topic Title	Response Requirements	Page Limit
2.7.1.1 , 2.7.4, and 2.7.5 (cont.)	Structured Data, Migration, and Unstructured Content Volume	<ul style="list-style-type: none"> <li>k. Identify the MVA staff resources you require to provide information necessary for migration (e.g., data cleansing and mapping) and an estimate on the hours required.</li> <li>l. Identify the hardware you require to perform the migrations.</li> <li>m. Estimate the number of days, nights and weekends required to perform the migrations.</li> <li>n. Identify any risks your perceive migrating this content and your recommendations for mitigating these risks.</li> </ul>	
3	Capability New to DIWS 2	Describe your approach to meeting the requirements in this section.	
	Requirements not Met	The State assumes that the Contractor will meet all requirements described in Appendix 7 of the Task Order. Identify any areas that cannot be met and why these areas cannot be met.	