



Entering EHRI Data in eLMS Guidance

July 1, 2008.

This revision is issued to correct the way Total Duty Hours are entered into an Item for EHRI transmission. Please focus your attention on the 2nd table row on Page 4 - Training Duty Hours (ICD #17). All else in this document remains unchanged.

EHRI Data Transmission Overview

OPM requires federal agencies to record and submit Enterprise Human Resources Integration (EHRI) data for all completed training by each Federal Government employee¹. “All training” includes internal training (provided by DOT) and external training (provided by an external organization such as the University of Maryland for which an SF-182 may be required) paid for by the Government. Monthly, EHRI data is submitted to OPM from the DOT eLMS; “compliance” requires that all EHRI data be included for each entry of completed learning in eLMS.

The following provides guidance related to data entry requirements to eLMS Admins to ensure that the DOT is compliant with EHRI mandates.

Type of training that requires the capturing of EHRI data

EHRI data is required for ALL completed training paid for by the Government – both internal training (provided by DOT) and external training (provided by an external organization for which an SF-182 may be used).

Establishing EHRI data

Most required EHRI data is established in the Item record that becomes an integral part of a completion entry in individuals’ eLMS Learning Histories. The following is a summary of the required input into the Item record and two input requirements when recording completed training:

- In the Item Summary tab:
 - > Item Title
- In the Item Delivery Data tab:
 - > Length (used to designate Training Duty Hours)
- In the Item > Custom Fields tab:
 - > Column 6 Training Source Type
 - > Column 8 Training Purpose
 - > Column 11 Training Sub Type
 - > Column 17 (Training) Accreditation Indicator
 - > Column 19 Training Credit (Hours)
 - > Column 20 Credit Designation Type
 - > Column 21 Training Delivery Type
 - > Column 22 Training Tuition/Fees
 - > Column 23 Continued Service Agreement Required Indicator
 - > Column 32 Continued Service Agreement Expiration Date
 - > Column 33 Training Credit Type Code
 - > Column 1222 Training Materials Cost
- When recording completion of training for employees, two data points are required. Both are found either in Step 3 of the Learning Event Recorder or in the Edit Details step of the Record Learning Quick Link. The two data points are:
 - > Training Completion Date

¹ For more information about Enterprise Human Resources Integration (EHRI) data, consult Guide to Human Resources Reporting at <http://www.opm.gov/feddata/ghrr/index.asp>, Chapter 4.



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Notes:

- All fields listed above are required – no data is optional.
- Please consult your Learning & Development representative for other eLMS data requirements specific to your OA.

EHRI data is also derived from eLMS through the FPPS feed; these fields do **not** require eLMS Administrator input:

- Employee's Social Security Number
- Employee's Birth Date
- Employee's EHRI Employee ID (not applicable for DOT)
- Employee's Agency Subelement Code

Gathering and recording EHRI data in eLMS

eLMS Administrators **must establish an Item record for all internal and external training events**; without an Item record, DOT cannot capture EHRI data.

CAUTION: Recording completed training for an External Event without an Item does NOT generate the required EHRI data – OPM considers such a completion entry non-compliant. For this reason, when using the Record Learning Event tool or Record Learning Quick Link, eLMS Admins should select Item or Scheduled Offering in the first step – do not select External Event. When a Scheduled Offering (SO) exists, please record completed training for the SO rather than the Item.

Once the EHRI data is setup in the Item, the data is “inherited” by the eLMS learning history entry when completed training is recorded by eLMS Admin using either the Record Learning Event tool or Record Learning Quick Link.

Note:

Batch upload is an option for recording a large number of training completions. OA eLMS Admins can contact the eLMS Program Manager to get a specific, pre-established Microsoft Excel spreadsheet. The OA populates the spreadsheet with completion data and submits it to the eLMS Program Office that schedules a batch upload of the completion data into eLMS.

If the batch upload method is used:

- 1) Timing to complete the upload will be dependent on the workload at the time of the request; immediate turn around may not be possible.
- 2) Each OA will be asked to verify that the upload accurately recorded the events.

Transmission of OA EHRI data

OA EHRI data is compiled into DOT-wide EHRI data at General Physics (GP), the contractor that hosts the eLMS application. Using tested and secure transmission methods, the DOT-wide EHRI data is transmitted to OPM monthly or more often if required.

Future Plans for EHRI Transmission

DOT and GP are working with OPM to comply with evolving EHRI requirements. Several changes and/or additions are being planned that will impact EHRI data entry into eLMS. Please watch for revisions to this Guidance that will keep you current on all changes to your data entry requirements.

eLMS Resources

- [eLMS Rules of Behavior](#)
- [eLMS Quick Access Guide](#)
- [eLMS Job Aids for Users, Supervisors & Admins](#)
- [Tips to Reduce Technical Problems](#)
- [Section 508 Access to Online Courses Instructions](#)
- [eLearning Resources Website](#)



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How to Create an Item Job Aid

If creating an Item in eLMS is new to you, you can find jobs aids on how to create and instructor-led (ILT) or a blended course in the Job Aids link accessible from in the eLMS Welcome Page eLMS, Resources section.



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Required EHRI Data Input

The following provides detailed requirements for inputting EHRI data:

EHRI Data Name	Description	DOT eLMS Input Field	Input Options/Format Standards
Training Title (ICD #6)	Official title or name of the course or program completed by the employee.	Item > Summary tab > Title	Type alpha/numeric not to exceed 100 characters/spaces. While Title is not a required field in eLMS, it is a required field for EHRI.
Training Duty Hours (ICD #17)	Number of employee duty hours the employee used to complete the training unit. Note: DOT assumes that all training is completed during Duty Hours.	Item > Delivery Data tab > Length	Type the course seat time in hours using the numeric format, 10.01. Note: If previously Segments were established in the Item, the Length field is automatically populated with the segment Duration or if there are multiple segments, with the combined total of the durations. In this case, the Segment duration(s) must be changed to the correct hour length.
Training Source Type Code (ICD #21)	Source of the Training which has been completed by the employee. 01 Government Internal 02 Government External 03 Non-government 04 Government State/Local 05 Foreign Governments and Organizations	Item > Custom Fields tab > Column Number 6 Training Source Type (OPM)	From drop-down list select one: 01=Government Internal 02=Government External 03=Non-government 04=Government State/Local 05=Foreign Governments and Organizations



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EHRI Data Name	Description	DOT eLMS Input Field	Input Options/Format Standards
Training Purpose Type Code (ICD #20)	<p>Code representing the purpose of the training.</p> <p>01 Program/Mission Change Training to provide the knowledge, skills, and abilities needed as a result of change in agency mission, policies, or procedures.</p> <p>02 New Work Assignment Training to acquire the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided a placement officer who has been newly assigned position classification duties).</p> <p>03 Improve Present Performance Training to provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job.</p> <p>04 Future Staffing Needs Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).</p> <p>05 Develop Unavailable Skills Training to acquire the knowledge, skills, and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or IT professionals).</p> <p>06 Retention Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).</p>	Item > Custom Fields tab > Column Number 8 Default Training Purpose (OPM)	From drop-down list select one: 01=Program/Mission Change 02=New Work Assignment 03=Improve Present Performance 04=Future Staffing Needs 05=Develop Unavailable Skills 06=Retention



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EHRI Data Name	Description	DOT eLMS Input Field	Input Options/Format Standards
Training Sub Type Code (ICD #8)	Code for the sub-type of training which has been completed by the employee. These are organized under each of the Training Types (immediately above) and can be thought of as an EHRI Subject Area. See Appendix A to this SOP for detailed descriptions of each input option. The selection of Type and Sub Type should be consistent with the OPM organization/hierarchy.	Item > Custom Fields tab > Column Number 11 Training Sub Type Code (OPM)	<p><i>Type: 01 Training Program Area</i></p> <ul style="list-style-type: none"> 01=Legal 02=Medical and Health 03=Scientific 04=Engineering and Architecture 05=Human Resources 06=Budget/finance Business administration 07=Planning and Analysis 08=Information Technology 09=Project Management 10=Acquisition 11=Logistic Specialty 12=Security 13=Clerical (Non-supervisory clerical/administrative) 14=Trade and Craft 15=Foreign Affairs 16=Leadership/Manager/Communications Courses <p><i>Type: 02 Developmental Training</i></p> <ul style="list-style-type: none"> 20=Presupervisory Program 21=Supervisory Program 22=Management Program 23=Leadership Development Program 24=SES Candidate Development 25=Executive Development 26=Mentoring Program 27=Coaching Program <p><i>Type: 03 Basic Training</i></p> <ul style="list-style-type: none"> 30=Employee Orientation 31=Adult Basic Education 32=Federally Mandated Training 33=Work-life 34=Soft Skills 35=Agency Specific 36=Basic Computer



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EHRI Data Name	Description	DOT eLMS Input Field	Input Options/Format Standards
Training Accreditation Indicator (ICD #13)	Indicates if the training course offers accreditation.	Item > Custom Fields tab > Column Number 17 Accreditation Indicator (OPM)	From drop-down list select one: Y=Yes N=No NA=Non Applicable
Training Credit (ICD #14)	Amount of academic credit hours or continued education units earned by the employee for the completed training. (Usually determined by an accrediting institution or the university or company that provided the training.)	Item > Custom Fields tab > Column Number 19 Training Credit (Hours) (OPM)	Type numeric in format, 1000,001.01. A numeric entry is required; 0 is a valid entry.
Training Credit Designation Type Code (ICD #15)	Code for the type of academic credit hours or continued education units earned.	Item > Custom Fields tab > Column Number 20 Credit Designation Type (OPM)	From drop-down list select one: 01=Undergraduate credit 02=Graduate credit 03=Continuing education unit 04=Post Graduate Credit 05=Other/NA



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EHRI Data Name	Description	DOT eLMS Input Field	Input Options/Format Standards
Training Delivery Type Code (ICD #19)	Source of the training which has been completed by the employee. 01 Traditional Classroom (no technology) Individual or multiple person-led, face-to-face training. 02 On the Job Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs. 03 Technology based Methods mainly using technology which may include tutorials embedded in software, CD ROM products, Web -based courses, and interactive media. 04 Conference/workshop An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance. 05 Blended Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements. 06 Correspondence Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, regulation, and manual.	Item > Custom Fields tab > Column Number 21 Training Delivery Type (OPM)	From drop-down list select one: 01=Traditional Classroom (No Technology) 02=On The Job 03=Technology Based 04=Conference/Workshop 05=Blended 06=Correspondence
Training Tuition and Fees Cost (ICD #25)	The cost of the training tuition and fees for training completed by the employee that was paid for by the Federal Government	Item > Custom Fields tab > Column Number 22 Training Tuition&Fees (OPM)	Type numeric in format, 1000,001.01. A dollar value must be entered; estimates are acceptable and 0 is a valid entry.



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EHRI Data Name	Description	DOT eLMS Input Field	Input Options/Format Standards
Continued Service Agreement Required Indicator (ICD #12)	Indication that an employee is obligated to remain in service as a stipulation for taking the training course. (Note: General rule is that the training is 81 days or longer that a continued service agreement is required.	Item > Custom Fields tab > Column Number 23 Continued Service Agreement Required Indicator	From drop down list select one: Y=Yes (CSA is required) N=No (No CSA is required) NA=Non Applicable
Continued Service Agreement Expiration Date (ICD #11)	The date to which an employee is obligated to remain in service as a stipulation for taking the training course.	Item > Custom Fields tab > Column Number 32 Continued Service Agreement	Type date in format mm/dd/yyyy.
Training Credit Type Code (ICD #16)	Code representing the type of credit hours the employee received for the completed training.	Item > Custom Fields tab > Column Number 33 Training Credit Type (OPM)	From drop-down list select one: 01=Semester Hours 02=Quarter Hours 03=Continuing Education Unit 04=N/A
Training Materials Cost (ICD #22)	Cost to the Government for the training materials used during the training unit completed by the employee. This includes all direct costs associated with purchasing the training materials used by the employee that is in addition to the tuition cost. It can include but is not limited to costs of supplies, cost of equipment. And cost of software used by the student during the training event.	Item > Custom Fields tab > Column Number 1222 Training Materials Cost (OPM)	Type numeric in format, 1000,001.01. A dollar value must be entered; estimates are acceptable and 0 is a valid entry.



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EHRI Data Name	Description	DOT eLMS Input Field	Input Options/Format Standards
Training End Date (ICD #10)	End date for the training completed by the employee.	1) Learning Event Recorder > Step 3 > Completion Date or 2) Record Learning Quick Link > Edit Details step > Completion Date Note: When recording completion of SO using either tool, completion date defaults from SO record.	When eLMS Admin has received the necessary proof of completed training, use the eLMS calendar icon and select the date of the final training session. CAUTION: The Completion Date in eLMS defaults to the current day's date – pay close attention to enter a date if the final session was not concluded "today". Note: In the first step of recording completed learning the Admin must select if they want to record an Item, Scheduled Offering (SO), or External Event. If a SO exists, record the completed learning for the SO; if completion of an Item is recorded, the start and end dates transmitted to OPM will be the same date. DO NOT RECORD COMPLETION OF AN EXTERNAL EVENT; this completion record transmits no EHRI data to OPM – such a record is considered non-compliant by OPM.



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Temporarily, the following EHRI training financial data is identified as \$0 by the GP transmission script; eLMS Admin input is not required at the time this guidance is issued:

EHRI Field Name	Description	Script Rules
Training Per Diem Cost (ICD #23)	Cost of the per diem (meal, lodging, misc. expenses) for training completed by the employee that was paid for by the Federal Government.	Currently DOT is transmitting a null value which is acceptable input. A method to capture this data for DOT is still being discussed.
Training Travel Cost (ICD #24)	Cost for the travel, excluding per diem, for training completed by the employee that was paid for by the Federal Government.	Currently DOT is transmitting a null value which is acceptable input. . A method to capture this data for DOT is still being discussed.
Training Non-Government Contribution Cost (ICD #26)	Cost contributed by the employee or other non-government organizations for the training completed by the employee.	Currently DOT is transmitting a null value which is acceptable input. . A method to capture this data for DOT is still being discussed.



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Appendix A: Training Sub-Type Code Descriptions

For EHRI a training sub-type can be thought of as a subject area. You will note that OPM has established the organization of Sub Types under each Type; your selection of Type and Sub Type should agree with this chart.

The valid sub-types that appear in the Custom Field Column 11 drop-down list are:

Code	Description
Training Type	
01 Training Program Area: Functional or specialized training programs.	
01 - Legal	Education or training in the concepts, principles, theories, or techniques of law.
02 - Medical and Health	Education or training in the concepts, principles, theories, or techniques of medicine.
03 - Scientific	Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.
04 - Engineering and Architecture	Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.
05 - Human Resources	Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.
06 - Budget/finance Business administration	Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.
07 - Planning and Analysis	Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.
08 - Information Technology	Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary system
09 - Project Management	Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.
10 - Acquisition	Education or training in the concepts, principles, theories or techniques related to the 1102 occupation.
11 - Logistic Specialty	Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.
12 - Security	Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.
Clerical (Non-supervisory clerical/administrative)	Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.
14 - Trade and Craft	Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.
15 - Foreign Affairs	Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.
16 - Leadership/Manager/Communications Courses	Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) coursework.



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Code	Description
Training Type 02 Developmental Training Area: Formal developmental / training programs.	
20 - Presupervisory Program	Development/training program for non-supervisors
21 – Supervisory Program	Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.
22 – Management Program	Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)
23 – Leadership Development Program	Formal developmental program that provide leadership training and development opportunities.
24 – SES Candidate Development	OPM-approved program to prepare potential SES members
25 – Executive Development	Continuing development for leaders above the GS-15 level
26 – Mentoring Program	Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.
27 – Coaching Program	Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives
Training Type 03 Basic Training Area: Fundamental and/or required training programs.	
30 – Employee Orientation	Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.
32 – Federally Mandated Training	Mandatory training for all employee Government wide. This includes training required by law and/or regulation; such as ethics, information system awareness, safety or health.
31 – Adult Basic Education	Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.
33 – Work-life	Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc). 34 – Soft Skills Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).
35 – Agency Specific	Agency specific required training that is not addressed above. This training type does include IT training on agency proprietary system.
36 – Basic Computer	Basic training to promote computer skills in the desktop applications, such as word processing, PowerPoint, basic spreadsheet, and database management applications.