LE Records

LE Records Manual

VERSION 1.1. LAST UPDATED MAY 23, 2024

LE RECORDS INTRO

LE Records was developed to implement a central repository for personnel records for Local Employed Staff working at embassies and consulates in the field. There is a current mandate by GTM and Records Management to maintain hard copy files for all LE Staff globally. This mandate is still the current guidelines for maintaining records worldwide. As technology has advanced, many missions that could, developed their own online record keeping systems for LE Staff records. The Department introduced the eOPF for USDH employees which provided USDH employees to view and access their own records, giving them the opportunity to ensure their records are accurate and complete. Meanwhile, LE Staff have not had the same opportunity.

ADG created working groups with stakeholders from GTM, Records Management, OPS and HR SMEs to review the current policies for LE Staff record management with the goal of removing the need to maintain hard copy records and providing LE Staff with a similar product to eOPF. Records Management has stated there is no longer a need to send LE Staff Personnel Records to NARA for long-term storage. They are supportive of adapting the current policy to allow for electronic maintenance and disposition. The initial phase of the deployment would allow for Missions to upload existing historical records by either transferring current electronically maintained documents or scanning existing paper files.

There are many benefits to implementing LE Records. To start, all Missions will have access to the same platform, creating standards for maintaining records. The Department will have the ability to review and audit Missions record keeping, ensuring all LE Staff records maintain the same level of integrity. ADG works with ISSO to enforce compliance with Department security guidelines. In the event of an emergency, there is no need to worry because the LE Staff records will be safe and managed from the U.S. Lastly, LE Records will provide parity for LE Staff with their USDH counterparts with access to their own records.

Table of Contents

Deployment Description & Communication Plan

ADG would like to pilot several missions to work with the HROs/Management team and get feedback so we can make adjustments as needed before deploying on a larger scale. During the pre-deployment phase, we will work closely with each mission to get a thorough understanding of their needs and review the system requirements. ADG will also analyze all the required data feeds to ensure the information flows as it should and test existing connections, including e-Records API in development.

ADG will provide support to each Mission throughout the deployment process utilizing MS Teams as the primary means of communication. The Application Lead assigned to LE Records will coordinate all kickoff calls where ADG demos the application to Post HR/Management and reviews the system requirements. After the kickoff call, ADG will create a private Mission LE Records Teams channel. ADG will post announcements which list each step of the deployment process. ADG will schedule live training via Teams, WebEX, or Google Meet for the Post Administrators of LE Records. During this training, ADG will review each step of the deployment process during a demo. This training will be recorded and uploaded to the Teams channel. Mission HR/Management are welcome to ask questions during the training. ADG will provide deployment manuals for each mission to use as a guide to walk through the setup process after the Post Administrator training. Once each mission has completed the deployment training, they will then be responsible for completing the setup. Mission HR/Management can reach out through the Teams channel by posting questions and scheduling calls with the ADG support team. Once the deployment process is complete, ADG will provide end user training to the LE staff at Post. ADG will provide job aids and maintain Knowledge Articles on the ADG Support website, where ADG maintains all reference materials for our applications.

LE Records Kickoff Call

ADG will reach out to Post HR to coordinate an LE Records Kickoff Call. During this call we will provide a demo of the application and highlight the process of working through the deployment. We will review each step with you and answer questions regarding the process.

Pre-Deployment Tasks

Before implementing LE Records there are tasks which Post HR must complete. Please review the tasks below before taking action or making changes to your current personnel records.

Review LE Staff Handbook

Post HR should first review their LE Staff Handbook to determine if there are any records which must be maintained in paper format. All records which must be maintained in paper format per local labor law, can still be scanned and uploaded to LE Records, however, the original documents must still be maintained. If you are unsure if your Mission has any documents which must be maintained in the original format, please contact GTM/OE by opening a ticket with OE Helps. They can assist Posts by reviewing your LE Staff Handbook and reviewing the requirements. ADG will not be able to advise on this task.

Non-GoMBC Pre-Deployment Tasks

If your Mission has not yet implemented GoMBC or OAS, you will need to conduct an OPS data quality check before your data feed can be activated. OPS will provide the employee information to GoMBC. GoMBC will act as the data source for LE Records. Your mission does not need to implement GoMBC to use LE Records, however, you will need to manage GoMBC as Administrators to manage the employee profiles in LE Records and ensure the data is accurate.

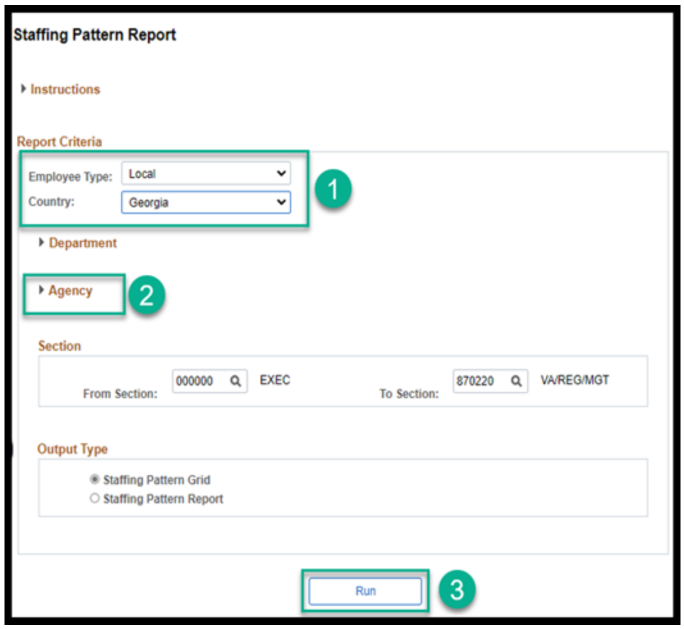
Non-GoMBC/OAS Posts OPS Data Quality Check

To migrate all LE staff data successfully from OPS to GoMBC make sure the Locally Employed (LE) staff information is accurate in Oversee Personnel System (OPS). Prior to requesting the OPS data feed to GoMBC, Mission HR must conduct an OPS data quality check. When submitting tickets to OPS, do not submit more than 10 Employee ID request changes per ticket.

From the **OPS Homepage**, click **Reports**.

From the list on the left side of the menu, select the following two reports: **LE Grade Discrepancy Report and Staffing Pattern Report**.

- **LE Grade Discrepancy Report** - To review the list of employees whose Personal and Position grades do not match.
- **Combined Staffing Pattern Report** - To ensure LE employees' information is accurate.
    - To run the report, indicate **Employee Type** - **Local**, choose your **Country** and uncheck Departments/Agencies not participating if any, then click **RUN**.



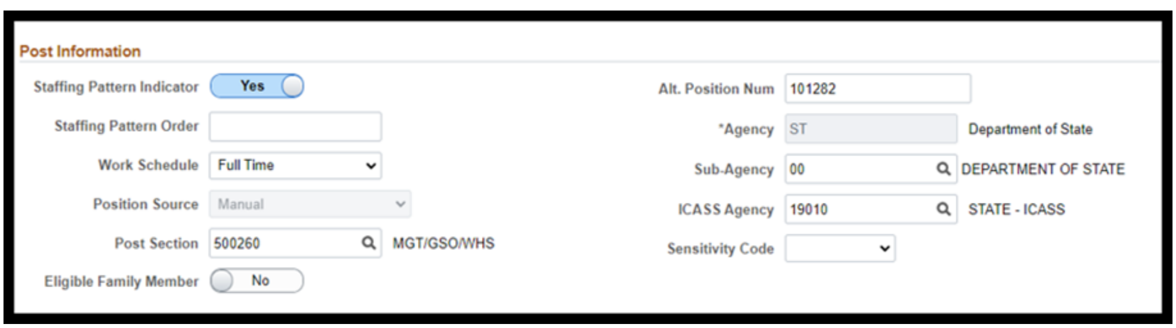
For example: LE employee records will not be migrated to GoMBC if the Post Section info is missing in the employee's Position Record. In this case LE Position should be modified: (OPS Handouts can be found on the new OPS Resources site Home Page).

Modify an LE Position in OPS:

From the **OPS Homepage**, click either **A. Position Management** or **B. LE Staff.**

From the list on the left side of the menu, select **Manage Position.** You will need to indicate a **Position Number** and click the **Search** button.

Select **Position** and click **Add Row Button** on the top right of the screen. Indicate the **Effective Date** of change and **UPD** - Update in the **Reason Description** field. To add **Section Information**, go to **Post Info**, tap and select the appropriate **Post Section Code**.



In the Final Review and Submit tab, click Submit and add a value into the Comment field.

In cases when the financial center should be informed about the position updates, and you need a JF-62A Form generated (e.g., Fund Cite change etc.) you should submit a personnel action for an employee as well.

Personnel action for an employee: From the OPS Homepage click **LE Staff.**

Then from the left menu select **Manage Job** and enter the **Empl ID** and click **Search**. Select **Employee** and click **Create Job Action** on the top right of the screen.

Action = Data Change, **Reason** = Change in Data Element, for remarks select **XXXXX** and then enter **comment**. Once done you can send it through the approval chain.

Important: Please be sure the effective date for the personnel action is **after** the effective date of the position update.

You will receive an email notification once the action is fully approved.

Compare the OPS ID with the CGFS ID

Then you will need to generate a report from **SHIFTS** with the **Employee Name** and **CGFS Payroll ID**. Every **OPS Employee ID** and **CGFS Employee ID** must match. Any **OPS Employee ID** which does not match the **CGFS Payroll ID** must be changed. You will need to submit a ticket to **GTMHelpdesk@state.gov** (or OPS-support@usaid.gov for USAID staff) to have the OPS Employee ID updated to match the CGFS Payroll ID, send no more than ten (10) employee ID requests per ticket. Make sure to post in your Mission Teams Channel once this is completed.

Request the OPS Data Transfer to GoMBC

Once the OPS Data Quality Check is completed, you can submit a ticket to the OPS Helpdesk to initiate the OPS data feed. Post in your GoMBC Mission Teams Channel to let ADG know you are ready for this step and ADG will provide you with the template to use for your request. This process usually takes about one to two weeks to complete. Once the data transfer has started, OPS will send a response to the request from Post HR to indicate the data transfer is live. Post HR will need to then post a message in your GoMBC Mission Teams Channel to let us know you are ready for the next steps.

Complete LE Staff Email Template

You will need to update the Email and Login fields for the LE Staff profiles. Post HR will need to make a management decision on how to do this. There are two options, Option One will utilize ADG to provide a template for Post HR to complete to allow ADG to update the profiles in the database. Option Two will require Post HR to manually update each profile directly in GoMBC. Only official government emails are permitted in GoMBC. For all non-desk employees without an official government email, Post HR can either request a fan account to be created by working with their Post ISC.

All Missions Pre-Deployment Tasks

All Missions, regardless of GoMBC or OAS implementation, will need to complete the tasks below.

Provide a list of HR Staff Admins

You will need to put a message in your GoMBC Mission Teams channel with the name and email for each HR staff member who will be the admins for GoMBC. Be sure to include the names of your HRO(s) or MGT Officer if there is not an HRO in your Mission. When you request these roles to be assigned, your HRO or MGT Officer should be copied and approve the assigned roles. If your Mission is not able to use Teams, please open a ticket with ADG-Support@state.gov. These roles will be assigned strictly to manage the LE Staff profiles in GoMBC, in no way will this indicate your Mission will be implementing GoMBC based on the role assignment.

These are the roles which need to be assigned:

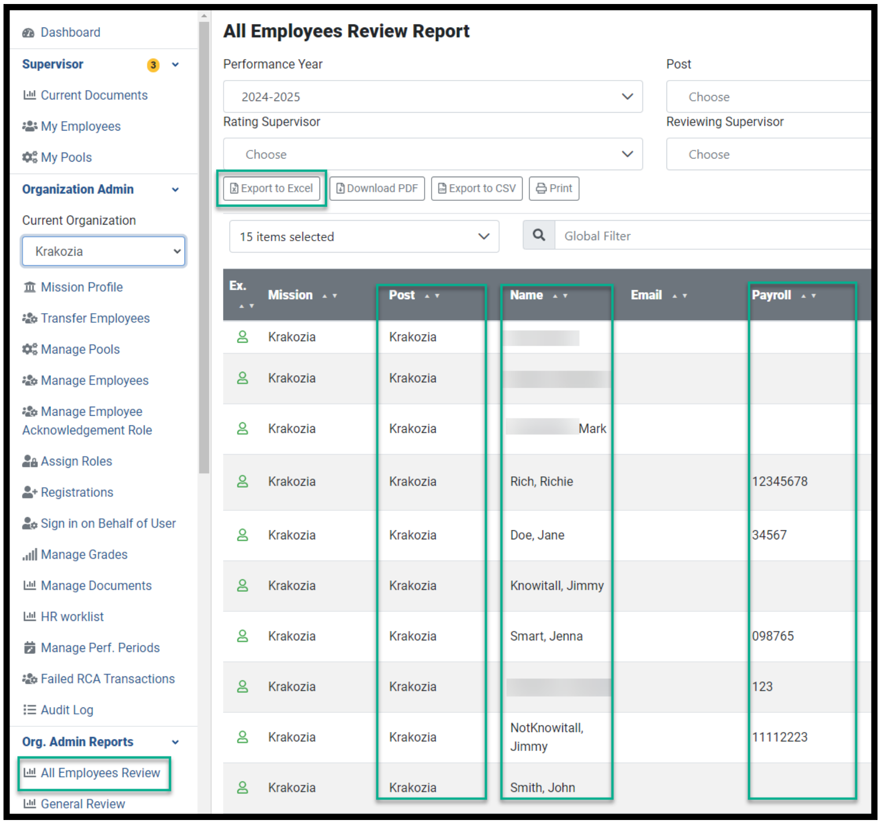
- **Mission Administrator:** Usually this is for the HRO and/or MGT Officer (USDH Only-cannot be an EFM) and/or USAID EXO.
- **Mission Manager:** This role can be assigned to the LE Staff and EFMs to manage the daily HR tasks within GoMBC. HROs/MGT Officers/USAID EXO do not need this role if they have the HR Admin role assigned.

Verify the LE Staff Data in GoMBC

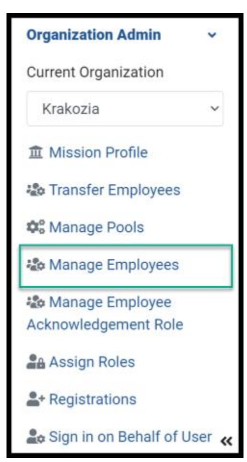
Post HR will need to review the LE Staff data imported from OPS. You can do this by using the **All Employees Review Report** in combination with scrolling through **Manage Employees**.

From the **Org. Admin Reports**, click on **All Employees Review**. A Report will appear where you can view all the employees in the Mission. At this time, you will only need to focus on the Post, Employee Name and Payroll ID.

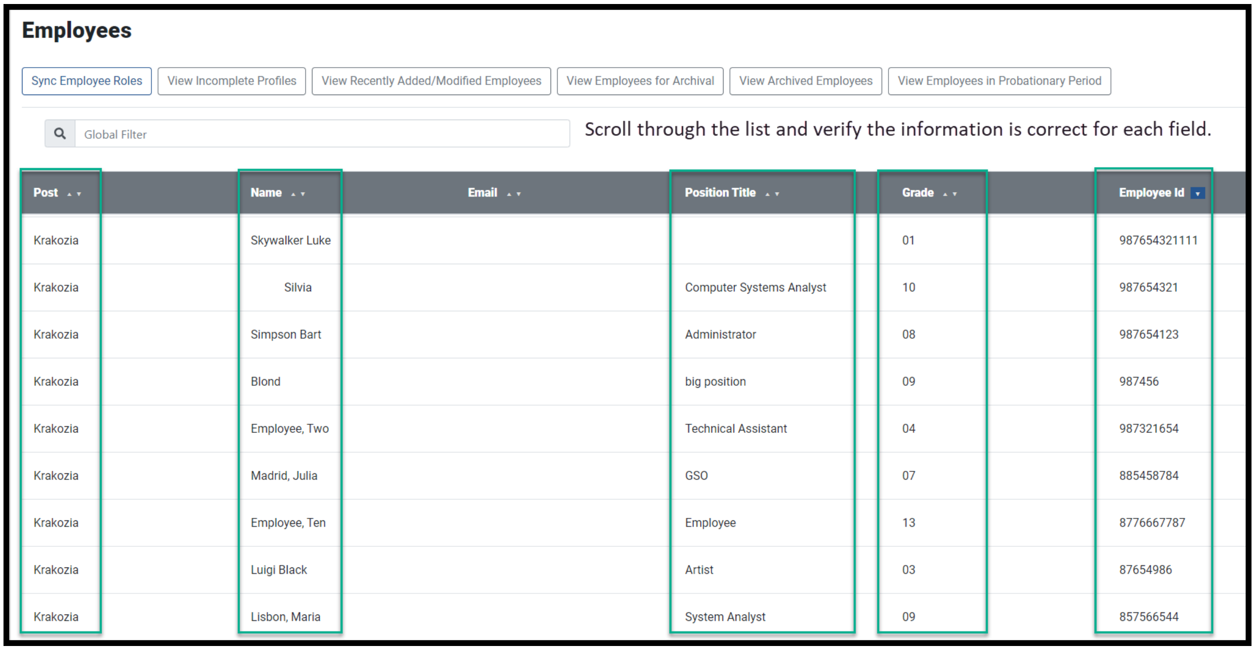
Then click on **Generate Report** to populate. You can also download this report by clicking **Export to Excel** or **Download PDF**. Compare the Payroll ID to your SHIFTS Report.



You should also scroll through the employee profiles from Manage Employees. From the **Organization Admin Area**, click on **Manage Employees**.



A list of all the employees in your Mission will populate on the screen. You will need to scroll through and verify the **Post**, **Name**, **Position Title**, **Grade** and **Employee ID** are correct.



Post	Name	Email	Position Title	Grade	Employee Id
Krakozia	Skywalker Luke			01	987654321111
Krakozia	Silvia		Computer Systems Analyst	10	987654321
Krakozia	Simpson Bart		Administrator	08	987654123
Krakozia	Blond		big position	09	987456
Krakozia	Employee, Two		Technical Assistant	04	987321654
Krakozia	Madrid, Julia		GSO	07	885458784
Krakozia	Employee, Ten		Employee	13	8776667787
Krakozia	Luigi Black		Artist	03	87654986
Krakozia	Lisbon, Maria		System Analyst	09	857566544

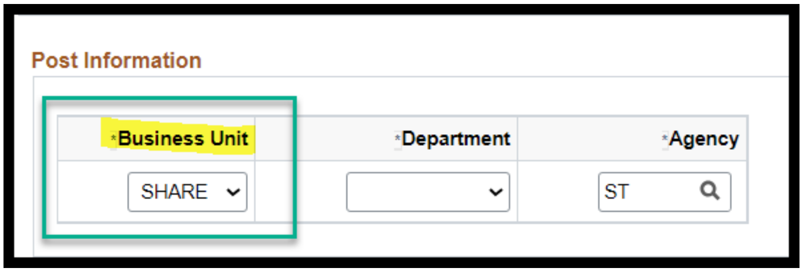
Correcting Errors

You will need to correct any errors you notice when you are reviewing the employee data in GoMBC.

Take note to look for the following issues:

- **Duplicate profiles for employees.** This happens when the employee ID is updated, and the old employee ID profile is not archived. First, verify if you can archive the profile. If there is a File Box icon in the Action Column, you can go ahead and archive this employee profile. If there is no archive icon, then you will need to inform ADG.
- **Incorrect Employee ID.** Make sure the Employee ID in GoMBC matches the CGFS Payroll ID. If this was missed during the first data quality check, you will need to correct this action in OPS. Please see Correcting Errors for guidance.
- **Promotion/Rehire not updated.** Verify all promotions and rehires are completely updated in the employee profile, this includes the Agency, Sub Agency, Section, Office, Job Title and Grade.
- **Missing Employees:** Sometimes employees do not appear in GoMBC, usually this is due to an error in the OPS transaction. Contact ADG for guidance to correct the Post Section ID or the Business Unit, or if there is another issue.

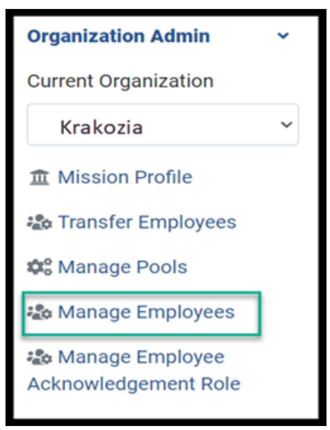
- Look at the Post Section and make sure it is correct. If it is blank or has an incorrect Post Section number, then the employee profile will not be generated.
- Make sure SHARE is not selected for the Business Unit, if it is you will need to correct this in OPS. All LE Staff are required to have a Department ID entered.



ARCHIVE DEPARTED EMPLOYEES

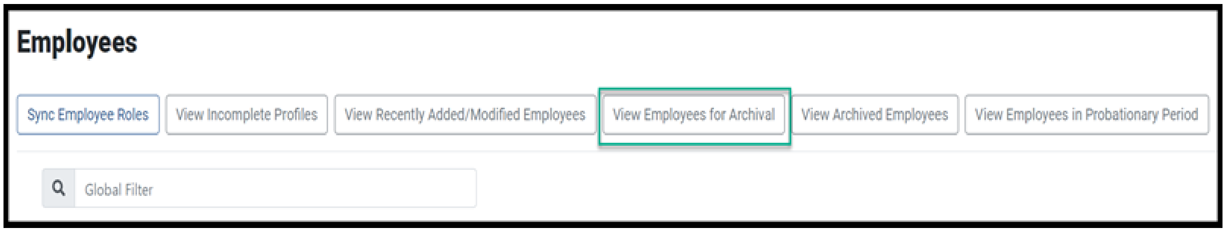
When you first view the employee lists, you may notice some employees which are no longer employed. These profiles will need to be archived in GoMBC, so they no longer appear in the **Manage Employees** list.

Click on **Manage Employees** under **Organization Admin** on the left menu.



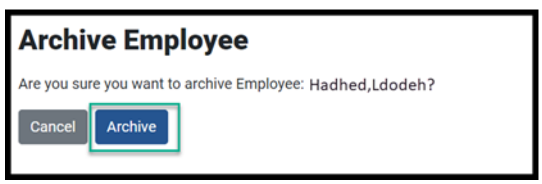
The **Employees** list will appear, click on **View Employees for Archival** button to generate a list of LE staff which are ready to be archived.

Please note, GoMBC will place employees in the **View Employees for Archival** list only after their termination action has been processed in OPS, it is not possible to manually make a profile ready for archival.



Choose the employee you would like to archive from the **Employees from Archival** list by clicking on the **File Box** icon in the action's column.

To complete the archive for the selected user, click the **Archive** button.



Repeat for each employee on the **Ready to Archive** list and check on a regular basis.

UNDERSTANDING THE FILE STRUCTURE IN LE RECORDS

LE Records has a predefined folder structure based on the employee's hard copy OPF. This folder structure was identified working with HR professionals at post to create a standard storage system for all personnel files. (At this time any medical files part of the personnel file is not allowed to be uploaded into LE Records.)

- **Personal Information**: temporary files, some examples include marriage certificates, birth certificates, copies of passports or national identification cards.
- **OPF**: Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by Human Resources offices. Some examples include Resignation letter, Reason for separation (such as a RIF), documentation of

retirement option elections and coverage, documentation of indebtedness, documentation of payment or repayment to or refund from CGFS, record of employee leave prepared upon transfer or separation and designation of beneficiaries.

- **OPF/JF-62**: Is a subfolder of the OPF to group all JF-62 personnel actions for LE Staff employees and EFM PSA employees document all actions such as hiring, promotions, transfers, and separation. The JF-62 actions are generated in OPS, currently there is not a direct transfer of documents from OPS to LE Records.

The EPF of Employee Performance File is divided into four categories: EPF, employee performance reviews, awards, and training.

- **EPF:** holds the temporary records not included in the permanent EPF/EPR folder such as Performance Improvement Plans (PIPs) and appraisals of unacceptable performance where a notice of proposed demotion or removal is issued by not affected and all related documents.
- **EPF/EPR:** is a subfolder in the EPF to maintain all performance related documents which are permanent records. Employee Performance Reports (EPRs), Annual Work Plans (AWPs), and Mid-Year Discussions (MYDs) are permanent documents; the finalized reports are maintained in this file. EPRs will automatically be transferred from GoMBC to LE Records once the document has been finalized by HR.
- **EPF/Awards:** is a subfolder in the EPF which includes all award nominations and awards, to include nominations which were not awarded.
- **EPF/Training:** is a subfolder in the EPF containing all training records. ADG is currently working with FSI to sync LE Records-EPF/Training with an employee's FSI training records. Training outside of FSI will need to be uploaded by Post HR.

IMPLEMENT A STANDARDIZED NAMING CONVENTION

LE Records has a defined naming convention when storing files based on recommendations from GTM. All files will be automatically associated with the employee's full name and unique employee ID; therefore, it is up to each Post if you want to add this to the beginning of each file. The subject of the file should be in the name, such as an award type and date awarded using the international date format. LE Records does record the date a file is uploaded, however when uploading historical files, the date of upload will not match the date of document, therefore it is recommended to include the date in the file name to easily identify the document.

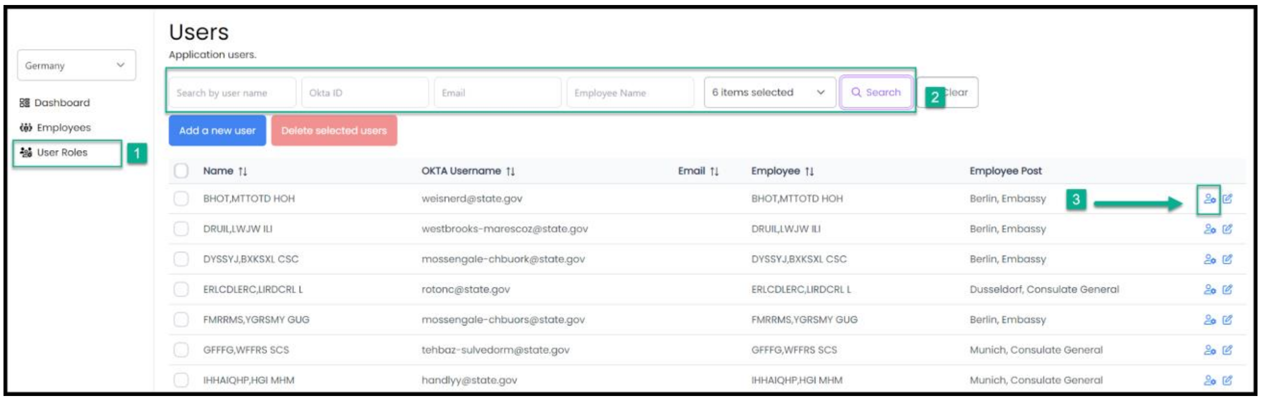
- Personal Information: SmithJM Health Insurance form, SmithJM Passport copy
- OPF: SmithJM JF-62 Salary Increase 2023_02_01
- EPF: SmithJM 2013_05_01 GroupEagle, SmithJM 2023_02_01 AWP, SmithJM PN410 LES Orientation

HR Admin Actions

Assigning Admin Roles

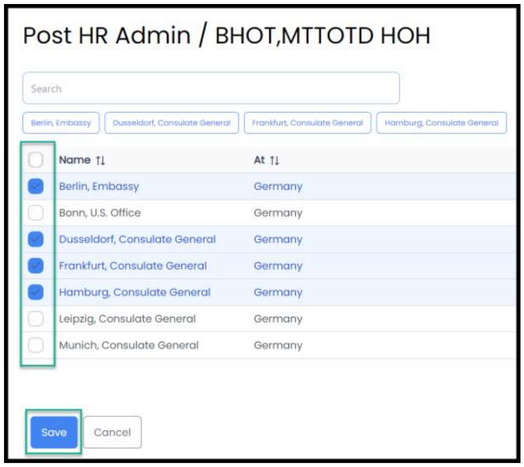
ADG will then assign the roles of HR Admin to LE Staff and the HRO during the deployment process, however the HRO can assign roles to LE Staff using the **Mission HR Admin** role once your Mission has deployed LE Records. Reminder that access should be limited to only those LE Staff with a need to access LE Records based on their position. If your Mission does not have an HRO, then this role can be assigned to the Management Officer.

The HRO/MGT Officer can also assign roles within LE Records. From the left menu, select **User Roles**. You can then use any of the filters at the top of the page to search for any employee who will have the HR Admin role. Click on the **Person** icon in the employee information row to assign the role.

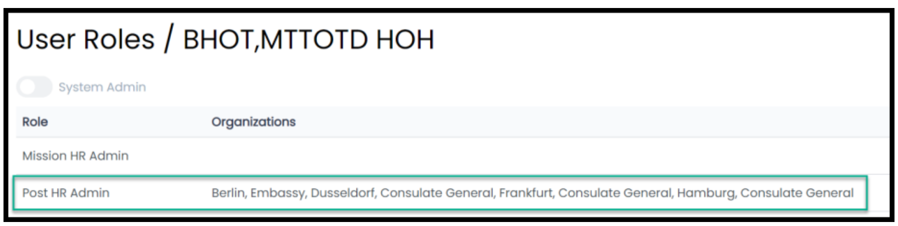


From the **User Roles** view, all the roles assigned to the employee will be visible. To assign the **Post HR Admin** role, click on the **Edit** icon.

If there are multiple Posts within a Mission, all Posts will be available (contact ADG if a Post is missing). It is possible for **Post HR Admin** to have access to more than one Post or to limit their access to a specific Post(s). Click **Save** when finished.

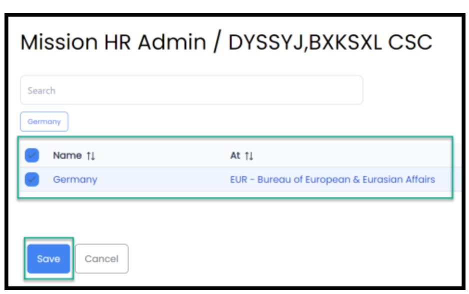


The **Post HR Admin** roles assigned are now visible in the employee's User Roles profile.

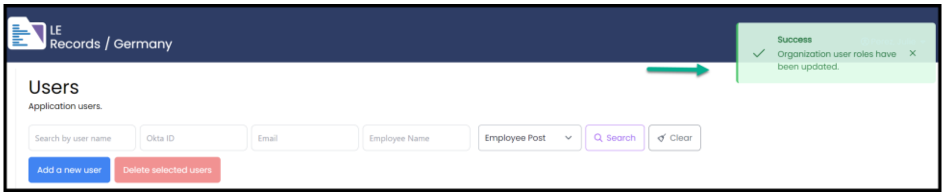


USDH HRO or Management Officer with the Mission HR Admin Role can assign the **Mission HR Admi**n role to the new HRO or Management Officer. The process is exactly the same, except **Mission HR Admin** will be selected by clicking on the **Edit** icon.

From the **Mission HR Admin User Roles** page, select the Mission and then click **Save**.

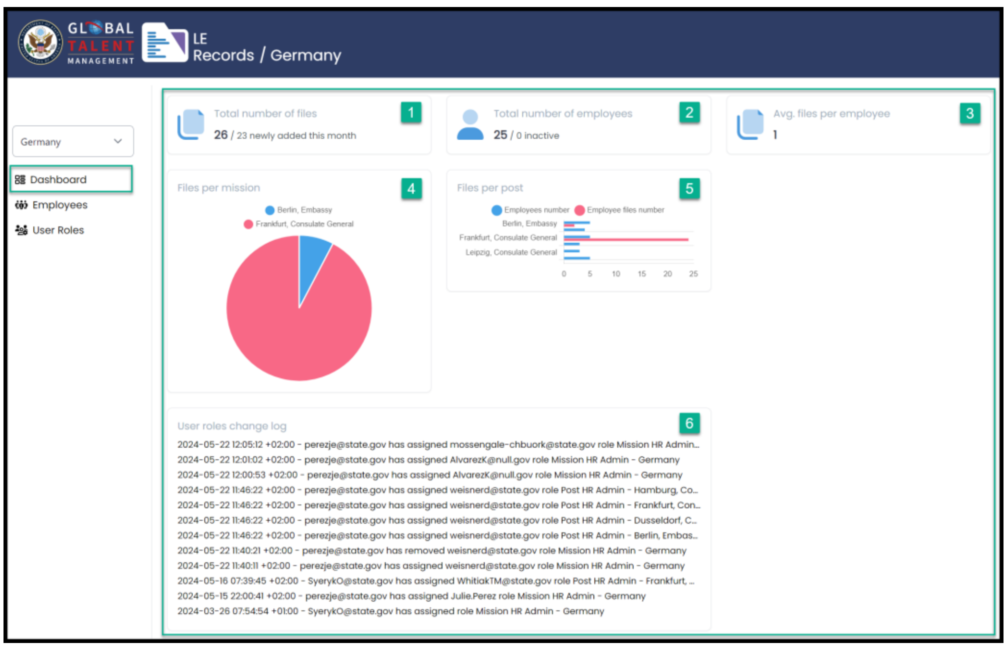


The Mission HR Admin role is now visible in the employee profile. You will also get a green confirmation box in the upper right-hand corner of the screen after each successful assignment.



HR ADMIN DASHBOARD

HR Admins will have the **Dashboard** as their landing page when they log into LE Records. The dashboard can always be accessed using the menu and clicking on **Dashboard**.



1. **Total Number of Files**- gives an overview of the total number of files for your Mission or Post (depending on the roles assigned to the HR Admin) and the number of newly added files.
2. **Total Number of Employees**- is a running count of the number of employee profiles for your Mission or Post (depending on the HR Admin Role assigned to you will determine your view). You will also have a view of the total number of inactive (departed) employees for your Mission or Post.
3. **Average files per employee**.
4. **Files per Mission** will provide a breakdown of the percentage of files assigned to each Post within the Mission.
5. **Files per Post** provides a comparison of the number of files uploaded per Post within the Mission.

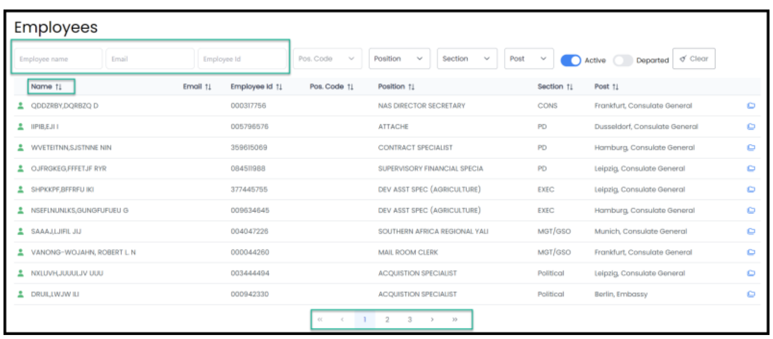
6. **User Roles Change Log** tracks each instance a user role is assigned.

UPLOAD INDIVIDUAL FILES

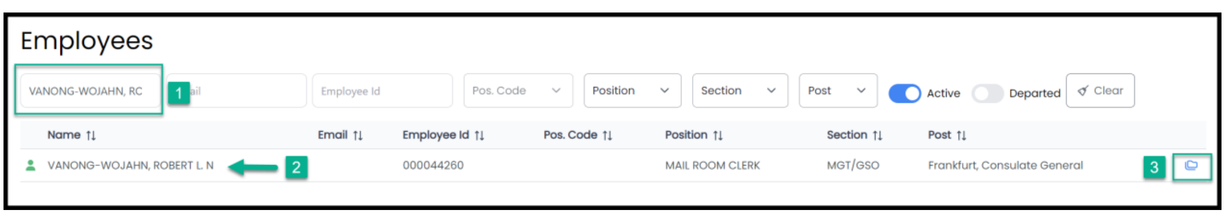
Files must be uploaded to LE Records in PDF format. Once files are scanned into a PDF, they can then be uploaded and added to the respective employee's profile.

From the left-hand menu, click on the **Employees** link.

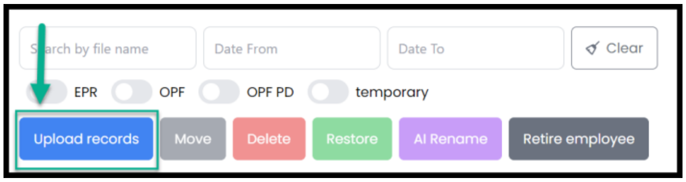
You will then need to either use the filters at the top of the page to search for the employee, click on the arrows in the **Name** column, or use the arrows at the bottom of the page to scroll.



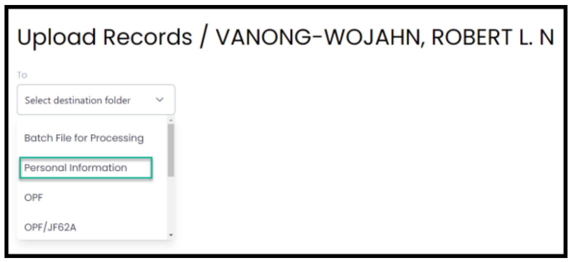
Once you have found your employee, click on the **File** icon in the information row.



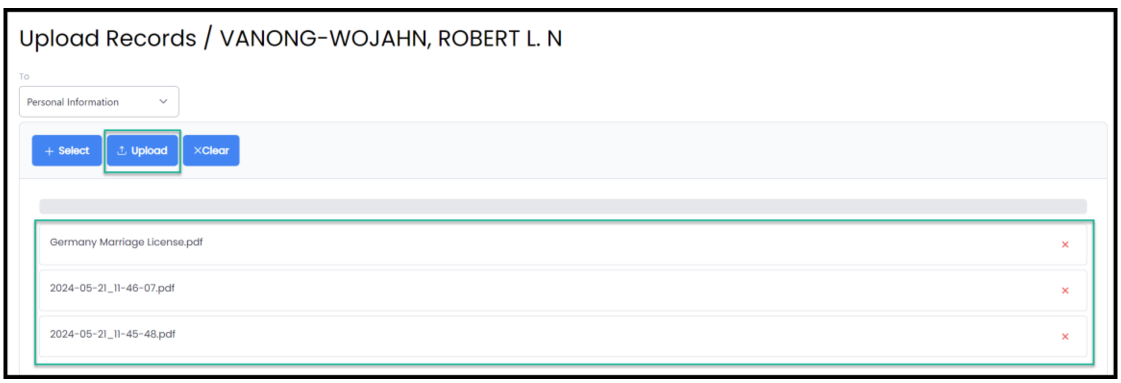
Click on the **Upload Records** button.



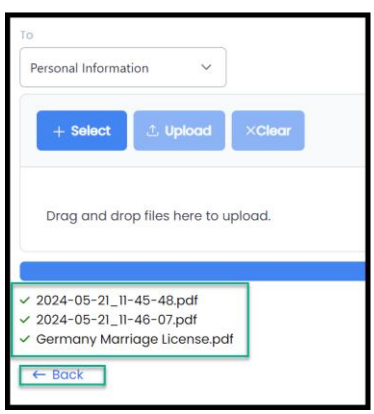
Choose a destination folder using the drop-down menu.



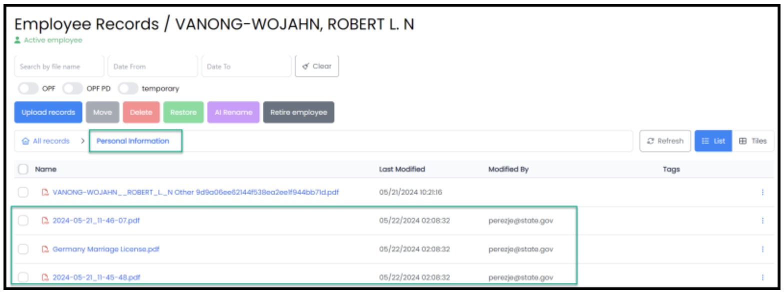
You can either drag and drop files or click, **Select** to search for files. Click **Upload** once all the files are added.



Each file will have a green check mark once it has been successfully uploaded. Click **Back** to return to the destination folder.



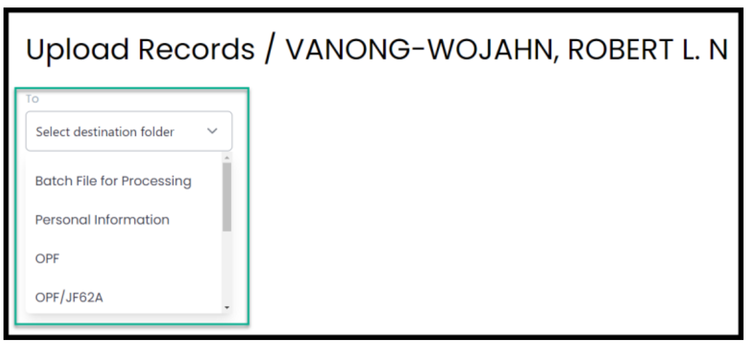
All the files will now be visible in the destination folder you selected.



Batch File Upload

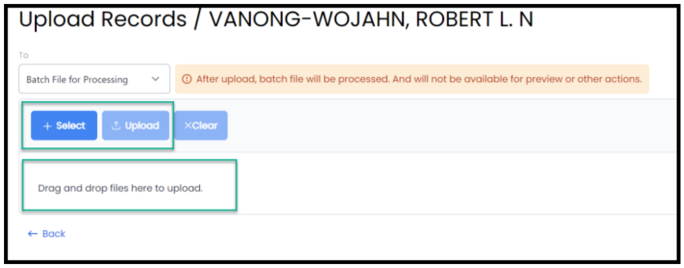
You will need to select a destination folder by scrolling through the drop-down menu or you can select **Batch File for Processing**.

If you only have one file which is already identified and you know where to store this file, then use one of the following folder options: **Personal Information**, **OPF**, **OPF/JF-62A**, **EPF**, **EPF/EPR**, **EPF/Awards**, or **EPF/Training**. You can refer to Understanding Folder Structure.

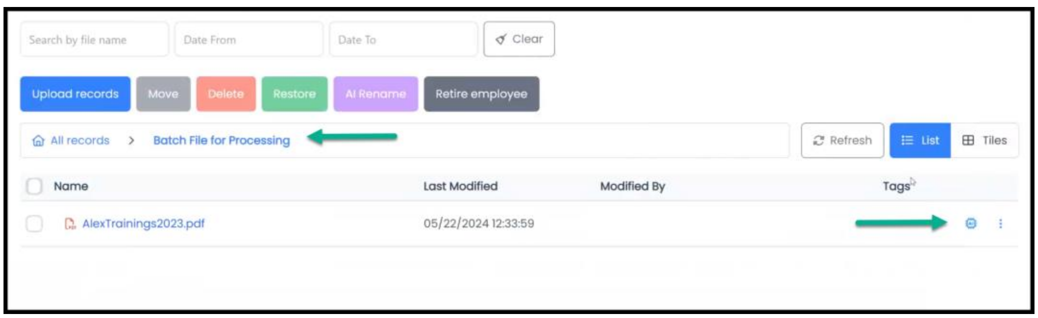


When going through the deployment process and uploading files, you can scan batch files from the employee's paper file and then import using the **Batch File Processing** function. This will allow Post HR Admins to upload files and then Artificial Intelligence (AI) built into LE Records will read the documents, then split the file into documents based on the document type and assign a name based on the predefined naming structure. You can use this function for multi-page documents, just make sure all the pages are included in the batch file when it is uploaded. Documents which are not known to the AI will be automatically placed in the Personal Information folder. ADG recommends HR Admins to review the files saved in the Personal Information and rename files, accordingly, please keep this to a max of 30 MB.

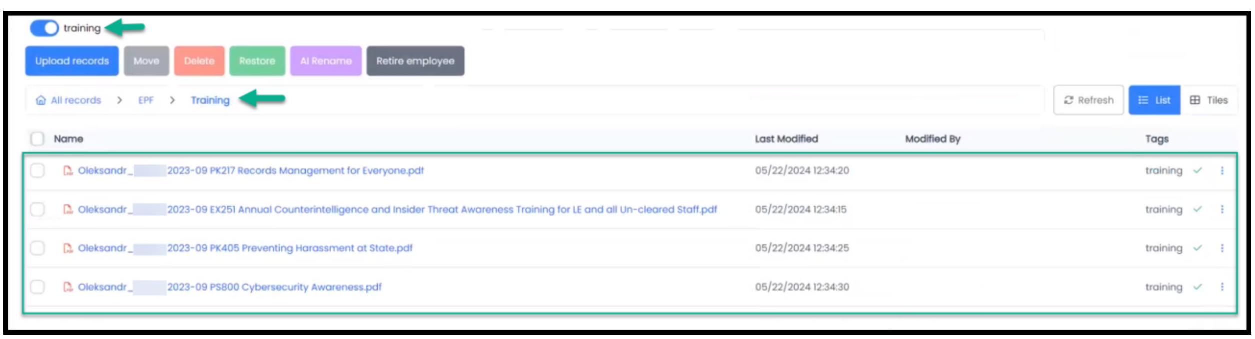
Files can either be uploaded from a drive or you can drag and drop them into the box.



The batch file selected should only be for the employee indicated. Click **Upload** when you are finished. Then click on the destination folder for the batch file you just uploaded. You will see the name of the batch file and you will notice a blue icon to the right of the file name. This icon indicates the AI is working to split the file into documents and assign a name based on the names which are predefined within the AI. (All of the AI naming is managed by the System Admin, not HR Admins)



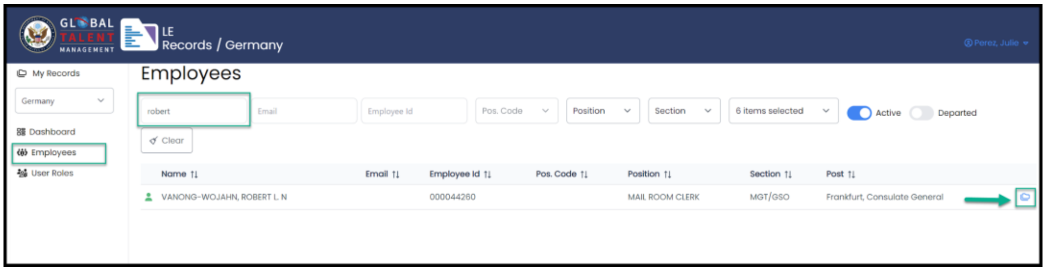
Once the AI is finished, the new files will appear in the destination folder with their names already assigned.



All files which are unknown to the AI will be stored in the **Personal Information** folder. AI will also identify files with low “certainty” and assign a tag with the known file type, however the file will still be assigned to the **Personal Information** folder. HR Admins should always check the **Personal Information** folder after uploading batch files and manually rename and move files as needed into the correct folders.

Viewing Employee Records

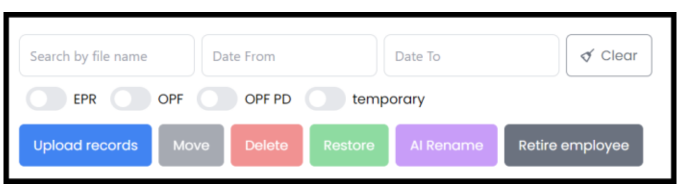
From the menu, click on **Employees**. You can use one of the search functions at the top of the page to filter your search. Then click on the **Folder** icon in the employee information row.



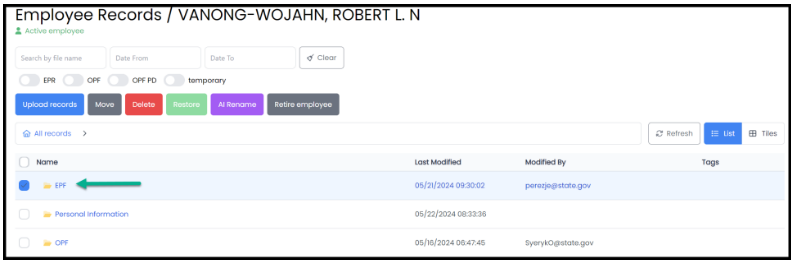
Each time an employee record is accessed, HR Admins will be required to enter a **Reason** which will be recorded in the audit logs.

Choose one reason from the drop-down menu and then click **Preview** to view the file.

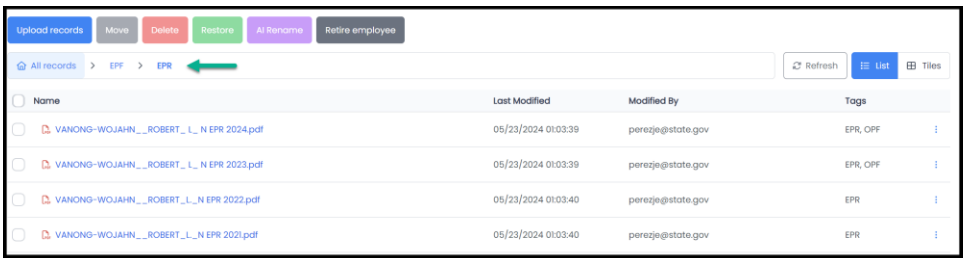
Once the employee profile is open, you can take the following actions: **Move** to another folder, permanently **Delete**, **Restore** a deleted file, use **AI Rename** to have the AI read the file and assign a name based on predefined names or **Retire Employee**.



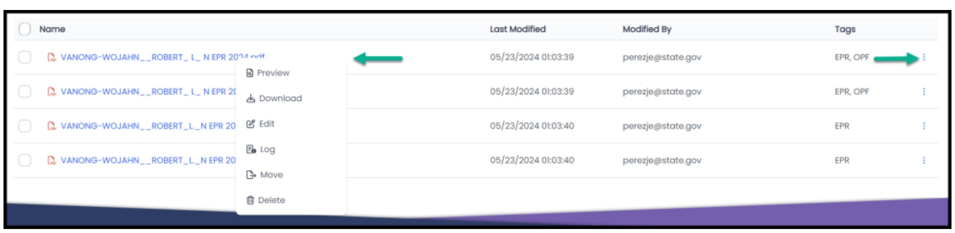
The employee record will display the three primary folders: **EPF**, **Personal Information** and **OPF**, select one by clicking on the folder.

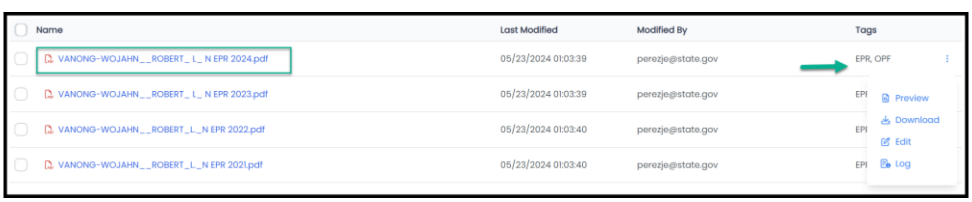


To view the files in a folder, just click on the folder to open the list. In this example, **EPF/EPR** was selected.



There are several options you can take for a file, right click on the file name to view your options to **Preview**, **Download**, **Edit**, View the Audit **Log**, **Move** to another folder or **Delete**. You can take the same actions using the action buttons by clicking on the three dots.



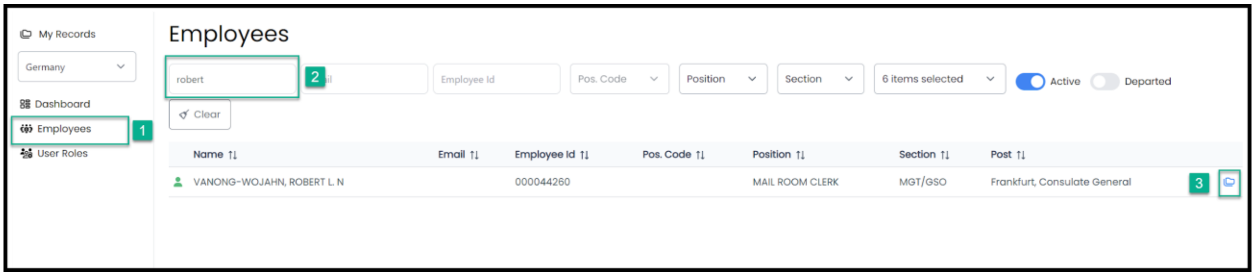


Select **Preview** to open the document or **Download** to save a copy.

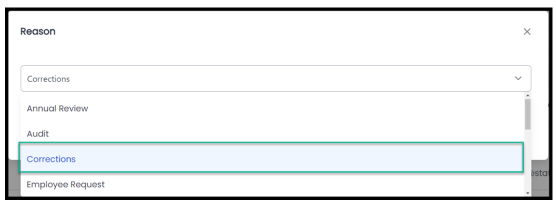
Delete and Restore Files

Only HR Admins will have the ability to delete records.

From the menu, click on **Employees**. You can use any of the filters at the top of the page to find a particular employee. Click on the Folder icon in the employee information row to open the employee profile and view their current documents.

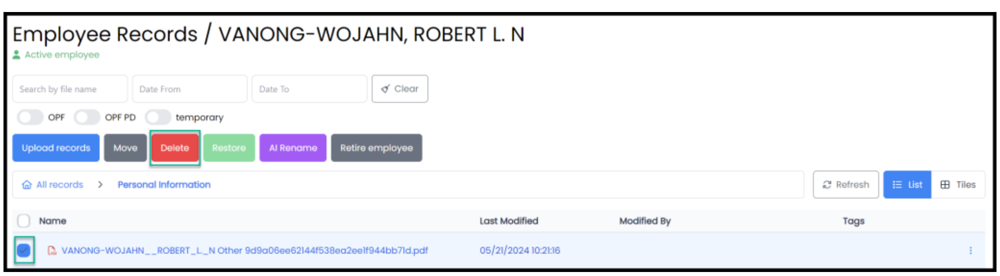


Select the folder you would like to open, then use the drop-down menu to select the Reason you are accessing this file.

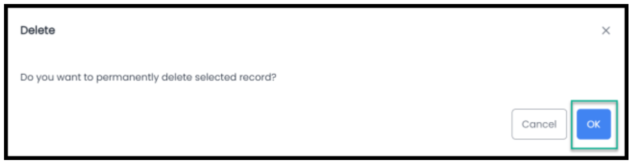


Click **Preview** after you select the Reason.

All the folders will appear, select the folder you would like to access. A list of files will appear, select the documents you want to delete by checking the box next to the document **Name**. Click **Delete** after you have selected the document(s).



A confirmation box will appear, click **OK** if you are certain you would like to permanently delete the record.



You will see a green confirmation box in the upper right-hand corner of the screen once the document has been deleted.

Restore Deleted Files

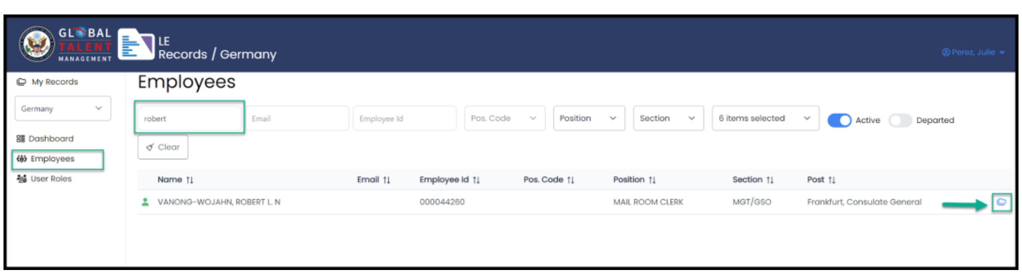
Deleted files will appear greyed out. To make the file active again, click on the box next to the file name then click **Restore**, the file image will no longer be greyed out.

EDITING FILES

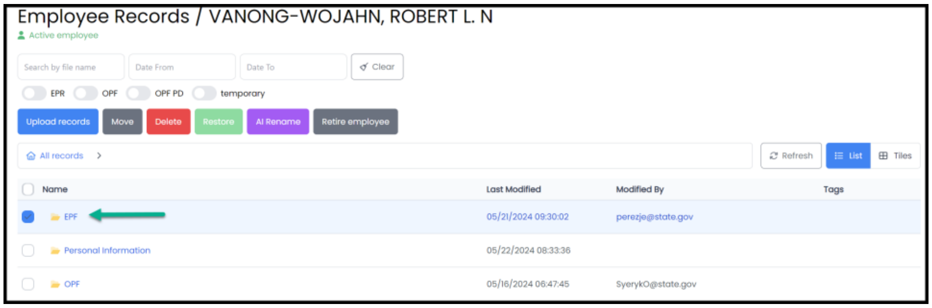
HR Admins can edit employee files by renaming documents, adding tags, or moving documents to a new folder.

Rename Files

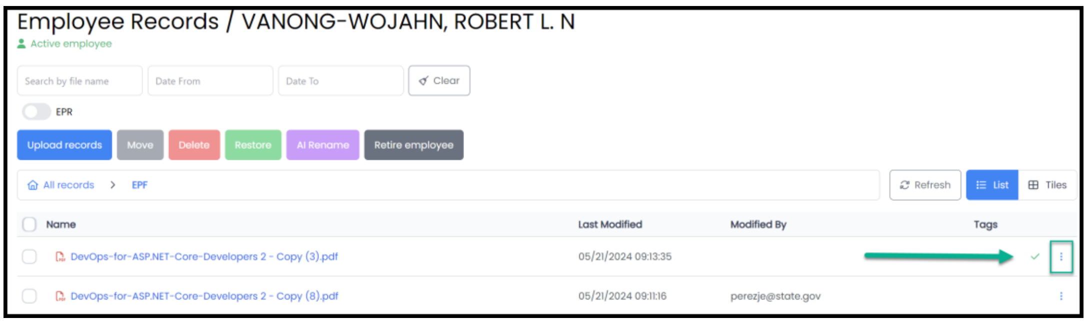
From the menu, click on **Employees**. You can use one of the search functions at the top of the page to filter your search. Then click on the **Folder** icon in the employee information row.



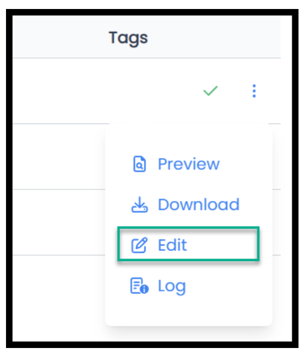
The employee record will display the three primary folders: EPF, Personal Information and OPF, select one by clicking on the folder.



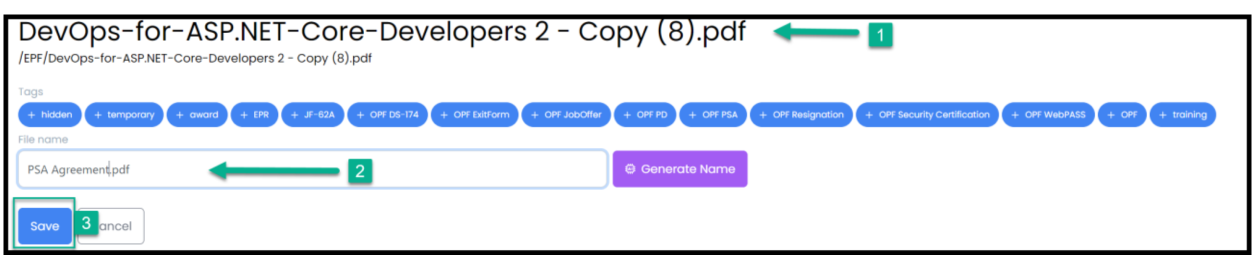
To **Rename** the file, click the three dots to the right in the employee information row.



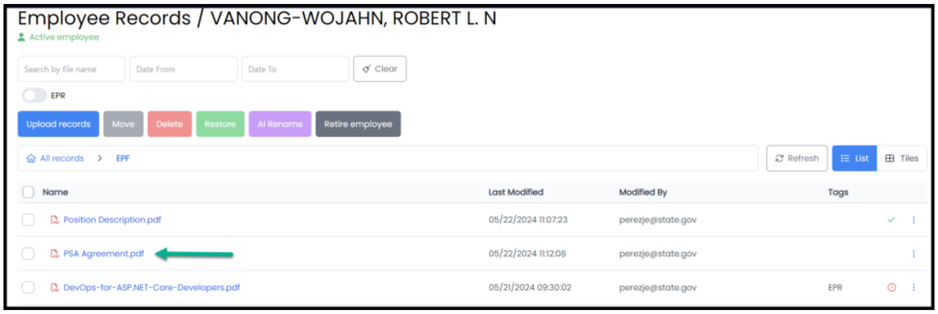
From the drop-down menu, select **Edit**.



The current document name will appear above a text box. You can select tags at this time if you want to change or add tags to the document. Type the new document name into the textbox and click **Save**.



Now you can see the new document name in the folder.

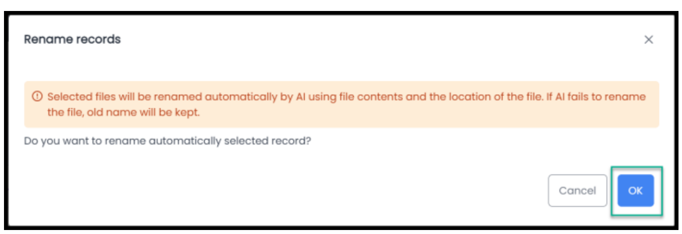


AI Rename

If you upload a file which is named incorrectly, you can try to use the AI Rename function. The AI can rename your document if the document is one of the predefined file types known to the AI.

Select the file you wish to rename by clicking the box next to the file name, then click **AI Rename**.

You will see a pop-up window confirming you want the AI to rename your selected file, click **OK**. A green confirmation box will also appear in the upper right-hand corner.

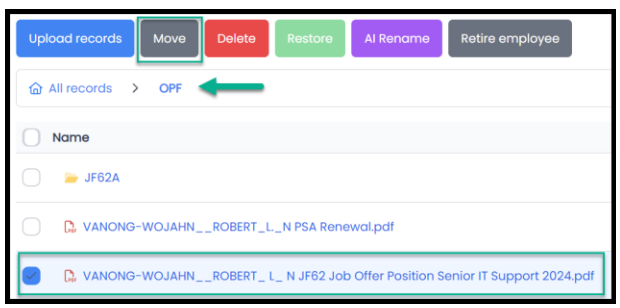


The file name will appear in a text box, click **Generate Name** and then click **Save** once the file has been renamed.

You can now view the renamed file in the destination folder.

Move Files to Another Folder

Select the file you want to move by clicking the box next to the file **Name**. Then click **Move**.



Use the drop-down menu to select the new folder location for the file. Click **Move** when finished.

The files will now appear in the new folder.

Create Okta Accounts

Just before you are ready to start using LE Records, ADG will create Okta accounts for all your LE Staff users who do not have a state.gov email. We need to have about one week's notice, so we have sufficient time to create all the accounts. Once the accounts are created, ADG will notify your users and provide instructions to activate their Okta account and link their Okta account to their LE Records account. This is best done after Post HR has already informed your users about LE Records so they will know to expect an email with instructions. The link is only valid for seven days before it expires. Users with an existing Okta account will have LE Records added to their account and no further action will be required.

Provide End User Training

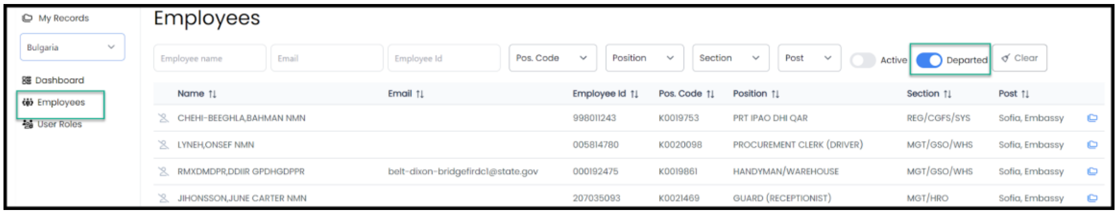
Schedule end user training with ADG. We will provide training for all LE Staff which includes a demo on how to access their information, submit requests to HR for inaccurate or missing information, download files and access via Okta. This training should last around 30 minutes. Click here to access ADG will also provide [Knowledge Articles] for HR staff and end users.

Archiving Records

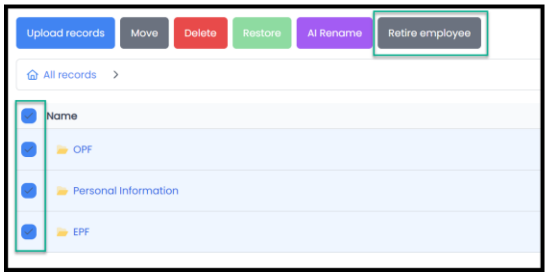
Human Resources is responsible for maintaining the disposition of hard-copy and electronic files according to the Office of Records Management. Temporary records have a disposition schedule to be destroyed by shredding or burning, while permanent records are sent to the Department for storage. When an LE Staff member is no longer employed by the Mission, the paper file should be sent back to the A/GIS/IPS/RA-RSC for archiving. Electronic files will be archived.

LE Records will identify employee profiles which are ready to be archived based on the OPS data feed. You can view the employees who departed their employment in one list.

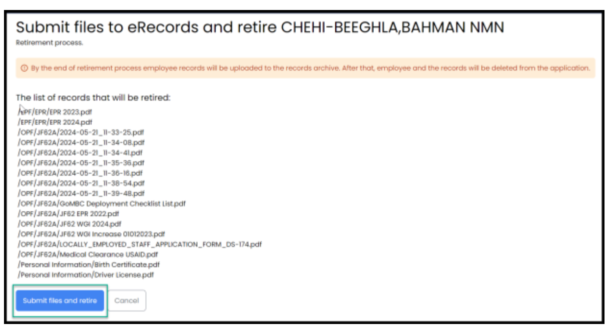
From the left menu, click **Employees**. Next click on the toggle button next to Active to remove the current employees. Then click on the toggle button next to **Departed**, this will generate a list of all employees which have departed their position. (We need to clarify if the Post is required to keep these records for one year from the effective date of the termination action)



Click on the box next to each folder you want to archive then click **Retire Employee**.



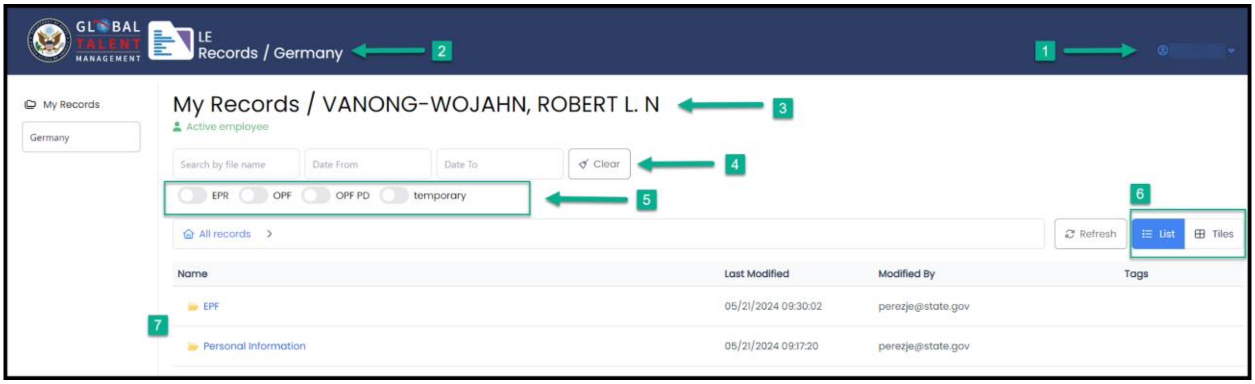
Next a list of all employee files will be displayed, review the list for accuracy and then click **Submit Files and Retire**. Once you submit the records will be uploaded to e-Records for disposition. To access the files after they have been submitted to e-Records, you will need to contact them for guidance.



NOTE: At this time the Archive function has not yet been enabled for production. ADG will enable this feature once we move past the pilot phase.

Employee User View

All LE Staff employees with an official government email will be able to access LE Records. Once they have been authenticated by Okta, their profile will be visible when they login.



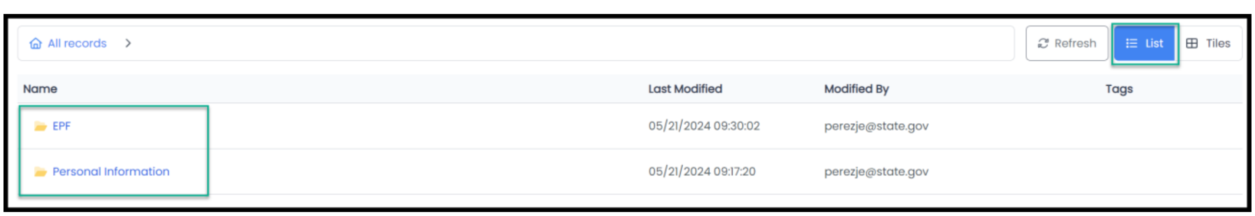
1. User's Name will appear in the upper right-hand corner.
2. Mission Name where the user's profile is located.
3. My Records/User's Name will indicate the current view (in this case the user only has one role assigned and therefore will only have access to My Records view).
4. Search criteria available for searching specific documents.
5. Users can select one or more folder types to narrow or expand their view of folders which appear below. (Note- only folders will appear if they have documents available).
6. There are two formats to select when viewing folders and documents, either select List or Tiles. Tiles will display icons or thumbnails.
7. Folders available for the user to access which include documents.

Employee User Actions

Changing Views

There are two views the user can choose from, either List or Tiles. You can click on either option to change the view.

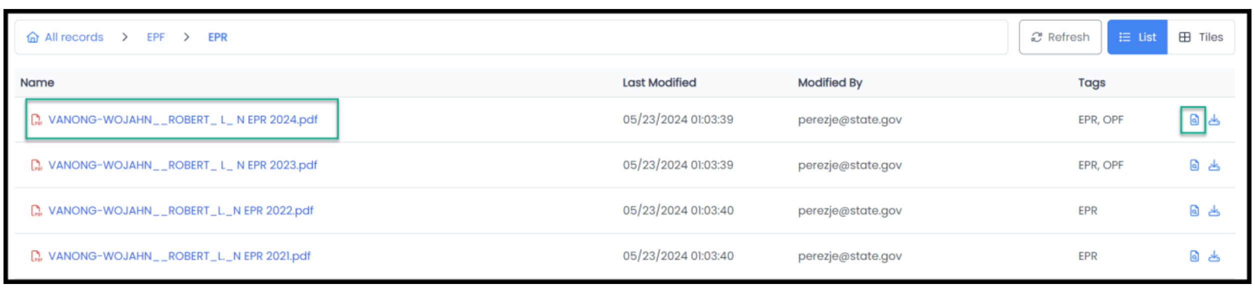
List View will order the folders and documents by name only, when the folder is opened, the documents will also appear in a list format.

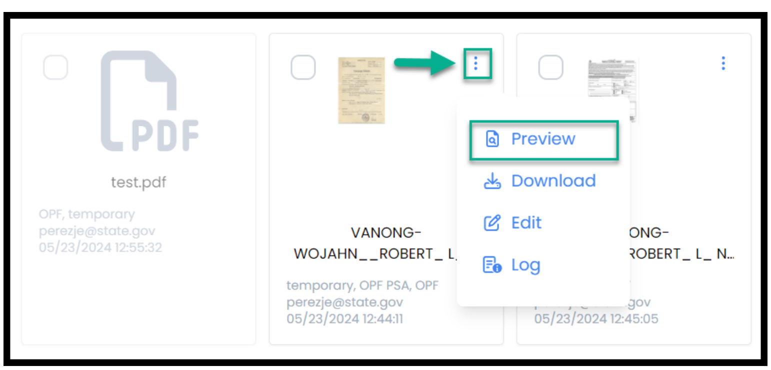


Tile View will display an icon or thumbnail of the folder, once the folder is opened, the files will appear in the same format.

Preview Documents

Users can **Preview** documents by either clicking on the document name or clicking on the document icon in **List View** or Clicking on the three dots in **Tile View**.

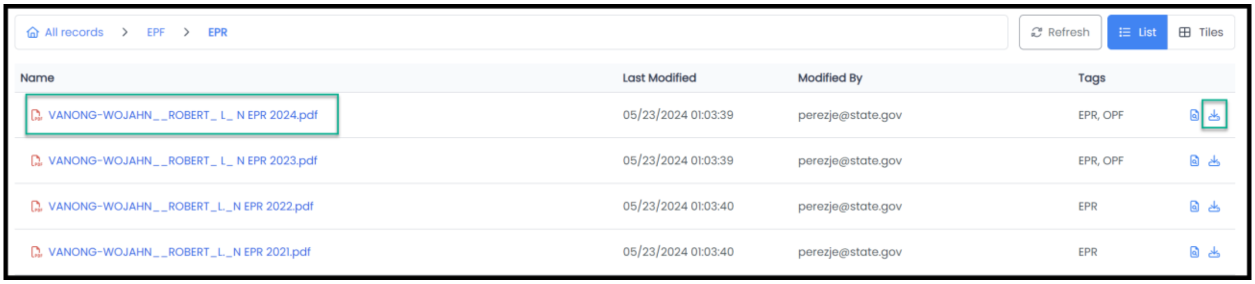




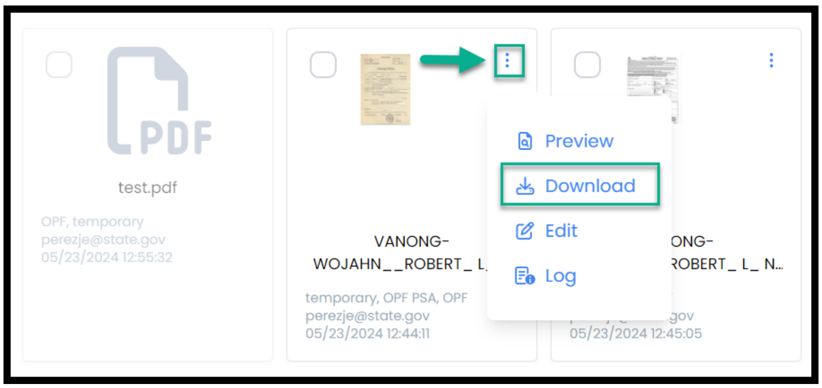
Download Documents

Users can always download their documents from **My Records**.

To download documents from **List View**, either click on the **Download** icon or click on the document title.



From **Tile View**, click on the three dots on the document you want to download, then click on **Download**.



Version	Author	Date	Rationale	*Approved By*
1.0	Julie Perez	08-May-24	First Draft	*Alex Syeryk*