



Human Capital Management: Manage Employee Information

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OSBC DATABASE PRIVACY AND PROTECTION OF PERSONAL INFORMATION

Please refer to APQC's [privacy statement](#) for disclosures relating to the collection and use of your personal information.

Instructions

Research project structure

APQC OSBC research projects are designed to collect a wide variety of information about your entire organization, with a specific emphasis on the particular business entity for which the research is being collected.

Each survey is divided into a number of sections, separated by a block of introductory text. The first section contains questions about your organization as a whole. The second section contains general questions about your particular business entity. Each of the subsequent sections of the research project presents questions about specific processes and activities in your business entity. Each of these process-specific sections corresponds to APQC's [Process Classification Framework](#).

Before each section containing process-specific questions, you are presented with a list of components of the PCF. This list identifies which components of the PCF are addressed by this particular section of the research project. The numbers in the list correspond to the PCF's unique numbering scheme. Questions within the section will address specific activities for the stated component of the PCF.

Navigation, saving results, and submitting a survey

The survey is presented in pages. Each page has at least one question on it. Each question on each page should be answered. A survey may also have a question that must be answered in order to proceed. Required questions are identified by the word "Required" in red letters.

Use the buttons at the bottom of each page to navigate throughout the survey. To avoid data loss, do not use the browser "Back" and "Forward" buttons to navigate through the survey. As you navigate through the survey using the "Back" and "Forward" buttons, your data are saved to APQC's secure servers.

The progress indicator at the bottom of each page displays a bar graph and a percentage that indicate your progress in navigating through the survey. The progress indicator does not account for completed questions, only for your relative position in the survey.

To exit the survey before you have completed all questions, click the "Save" button at the bottom of the survey page, then close your browser. The system will present you a link to your particular instance of the survey. Use that link to return to the survey at any time.

Once you have completed the survey, click the "Submit" button on the last survey page. By submitting your survey results, you will notify APQC that your data are ready for validation. You will not be able to create, review, update or delete your answers after you have submitted the survey, so ensure that you have accurately documented your answers before you submit.

Cookies, one browser

The APQC OSBC survey tool uses a "cookie" to associate you to a particular survey instance. Your cookie is unique to the computer you used to start the survey and is the only key that you have to access your data. Should you lose your cookie, you will be unable to complete the survey and will need special assistance from APQC. Do not delete your APQC cookies until after you have submitted your survey data.

Because this cookie is unique to the computer you used to start the survey, other users will be unable to contribute results and data to the survey unless they have physical access to the browser you used to start the survey.

Visit the [Browser Setup](#) page for more information about configuring your browser to use cookies.

JavaScript

The APQC survey application uses JavaScript for enhanced validation and usability features. In order to complete these surveys, you must use a browser that supports JavaScript, and you must have JavaScript enabled. Visit the [Browser Setup](#) page for more information.

Printing

To print a copy of the entire survey, you should use the "Preview" version of the survey. This view consolidates all of the questions associated with the particular survey onto a single printable browser page. No answers or personal data are contained on the "Preview" version of the survey.

As you navigate through the survey, you may print each page to record your answers. There is no facility to review all of your answers on one page.

Definitions

Each survey has a set of definitions associated with it that are unique to the process grouping covered by the survey. Throughout the survey, questions may have links to survey definitions.

Accurate results depend on a common understanding of the terminology used across survey respondents, so take special care to review the definitions in the glossary thoroughly. Common terms may be defined differently than you expect. When in doubt, contact APQC for guidance.

Reasonable numbers

The survey asks for a number of detailed pieces of information. If you do not have the exact information that a question asks for, please provide a reasonable approximation. If you cannot provide a reasonable approximation, please leave the answer blank. If you are not sure, contact APQC for guidance.

Reporting period

All questions in the survey, unless expressed otherwise, request data from the last complete fiscal year of your organization's or business entity's operations. Please be sure to provide the end-date of the fiscal year for which you are providing data. If you have any questions about the reporting period, please contact the OSBC help desk. (Contact information is provided below.)

Question numbers may skip

Occasional changes to the survey may result in the addition or removal of questions. Due to this activity, the question numbers in the survey may occasionally skip one or more numbers. Furthermore, some surveys will hide questions depending upon answers to previous questions. If you have any questions about the order of questions in the survey, please contact the OSBC help desk.

Contacting APQC with questions

For any questions regarding the survey mechanics, the survey content, or general survey inquiries, please contact the OSBC help desk via telephone at +1.800.776.9676 (toll free, U.S. only) or +1.713.681.4020, or via e-mail at osbc@apqc.org.

Survey Scope

This survey is designed to be modular in nature. The following processes and activities associated with the process group "Manage employee information" are addressed by this survey:

- **6.6** Manage employee information
 - **6.6.1** Manage reporting processes
 - **6.6.2** Manage employee inquiry process
 - **6.6.3** Manage and maintain employee data
 - **6.6.4** Manage human resource information systems (HRIS)
 - **6.6.5** Develop and manage employee metrics
 - **6.6.6** Develop and manage time and attendance
 - **6.6.7** Manage employee communication

Reminder: Please answer all questions consistently from the perspective of the business entity respondent and from the same time period (the 12-month period for which your business entity will be providing data in this survey).

207.0010 Of your business entity's total number of HR [FTEs](#), what was the number of full-time equivalents (*FTEs*) employed to perform the "manage employee information" process group for your business entity? (*Fill in for each column; use decimals if needed.*)

Staff Category	Number of FTEs
a. Senior management/executives	
b. Middle management/specialists	
c. Operational workers/office staff	
d. Total FTEs employed to perform the process <i>manage employee information</i> (sum of a through c)	

207.0020 Of your business entity's total number of FTEs for the "manage employee information" process group, what percentage are employed to perform each of the following processes? (Must total 100%.)

a. Manage reporting processes	%
b. Manage employee inquiry process	%
c. Manage and maintain employee data	%
d. Manage human resource information systems (HRIS)	%
e. Develop and manage employee metrics	%
f. Develop and manage time and attendance	%
g. Manage employee communication	%
h. Total	%

207.0030 Of the total annual cost of your business entity's HR function, what costs are associated with "manage employee information"?

Cost Category	Cost
a. Internal costs	
b. Outsourced costs	
c. Total cost (sum of a through b)	

207.0040 For the "manage employee information" process group, what was the approximate percent allocation of total annual internal costs (question 207.0020a) across the following cost categories? (Must total 100%)

Provide percentages as whole numbers between 0 and 100.

Cost Categories	Percentage
a. Annual personnel costs	%
b. Annual systems costs	%
c. Annual overhead costs	%
d. Annual other costs	%
e. Total internal cost (Must equal 100%)	%

207.0050 For the process group "manage employee information," which of the following best describes your business entity's role? (Select only one.)

- Self supporting; performs most aspects of process
- Relies on other business units for the process
- Relies on shared services center for the process
- Serves as a shared services center for the process
- Outsourced to third party

207.0060 What is the percentage split of how "manage employee information" services are delivered to the business by the following? (Must total 100%.)

Services Delivered	Percentage
a. Shared services center /centralized processing unit	%
b. Third-party provider (outsourced)	%
c. Business-based HR roles	%
d. Corporate HR	%
e. Line managers	%
f. Total (Must equal 100%)	%

207.0070 Which, if any, self-service models have been implemented by your business entity for the process group "manage employee information"? (Select all that apply.)

- [Employee Self-Service \(ESS\)](#)
- [Manager Self-Service \(MSS\)](#)
- No self-service model implemented

207.0080 How much annual labor was required to maintain and support your HRIS, and at what cost?

Employee Category	i. Number (headcount)	ii. Total annual labor cost
a. Full or part-time employees		
b. Temporary or contract staff		

207.0090 Which of the following systems does your business entity use to support the process group "manage employee information"? (Select all that apply.)

- Meta4/Cyborg
- HR Access
- SAP

- Rebus/Peterborough
- Lawson
- Oracle *(includes Peoplesoft, J.D. Edwards and other Oracle products)*
- CHRIS
- Micropay/Ingenuity
- Internally developed
- Spreadsheets *(Excel or equivalent)*
- Outsourced to external vendor
- Other

If you selected "Other," please specify.

Activity	1 - Strongly disagree	2	3	4	5 - Strongly agree	6 - Don't know
207.0100 Internal and external structured and unstructured data is integrated into an enterprise analytic warehouse in a timely manner. (Select only one.)						
207.0110 A robust enterprise-wide strategy is championed by a data czar, and defines priorities for data acquisition, availability and analytics. (Select only one)						
207.0120 A comprehensive federated metadata system ensures all data is consistently defined across the enterprise. (Select only one)						

207.0130 What administrative tasks does your [ESS](#) provide? *(Select all that apply.)*

- Enroll in benefit programs
- Update dependent information
- Input attendance/vacation time
- Enroll in training classes
- View payroll data
- Update demographics
- Other

If you selected "Other," please specify.

207.0140 What is the average time in days it takes your HR function to fulfill an ad hoc information request (everything that is not reported on a regular basis)?

Average Time in days

207.0150 How do managers at your business entity receive HR information about their people? *(Select all that apply.)*

- From HR
- From a center of excellence
- On their desktops (MSS)
- From a shared service organization
- Other
- HR information is not available to managers

If you selected "Other," please specify.

207.0160 On which of the following categories does HR regularly report to the business? *(Select all that apply.)*

- Headcount
- Diversity
- Employee satisfaction
- Cost of the HR function
- Turnover

Retention
Cost of human capital
Productivity
Absenteeism
Fair pay
Training
Other
No regular reports to the business

If you selected "Other," please specify.

207.0170 To what extent does your business entity foster the development of informal networks and relationships to improve responsiveness, increase innovation, and minimize the loss of organizational know-how? (Select only one.)

Our entity has little or no activities to foster the development of informal networks and relationships.
Our entity has some events and activities to foster the development of informal networks and relationships.
Our entity provides support for, and actively leverages, informal networks and relationships.

207.0180 To what extent are employees at your business entity able to locate and access relevant experts and expertise? (Select only one.)

There are no tools/processes available to help employees locate and access relevant experts and expertise.
There are some localized tools/processes for helping employees locate and access relevant experts and expertise.
The ability to help employees locate and access relevant experts and expertise is a market differentiator for us.

207.0190 To what extent do individuals at your business entity effectively collaborate and share knowledge with others inside and outside the organization (e.g., with suppliers and customers)? (Select only one.)

We do not effectively collaborate and share knowledge with others inside or outside our organization.
Some collaboration and knowledge sharing exist across a few parts of the organization, but these efforts are very limited outside.
Good collaboration and knowledge sharing exist across some parts of the organization, but these efforts are limited outside.
Effective collaboration and knowledge sharing exist across many parts of the organization and are progressing outside.
Our organization differentiates itself though the ability to collaborate and share knowledge across the organization and outside.

207.0200 What was the overall hardware cost for your HRIS?

Hardware cost

207.0210 What was the overall software cost for your HRIS?

Software cost

207.0220 What was the overall upgrade and maintenance cost for your HRIS?

Overall upgrade and maintenance cost

207.0230 What was the overall consultancy/third-party cost for your HRIS?

Overall consultancy/third-party cost

207.0240 Is your payroll system automatically updated to reflect changes in the employee information systems?

Yes
No

207.0250 Which channels are used to communicate major business themes and issues to the organization? *(Select all that apply.)*

- Training
- Newsletters
- Staff meetings
- Policy and procedure manuals
- Company intranet
- E-mail
- Fliers
- New employee orientation training
- Individual letters to employees
- Other

If you selected "Other," please specify.

207.0260 How many [routine inquiries](#) do you receive each month for the process group "manage employee information"?

Number of routine inquiries

207.0270 How many [non-routine inquiries](#) do you receive each month for the process group "manage employee information"?

Number of non-routine inquiries

207.0280 What is the percentage split of how "redeploy and retire employees" inquiries are received for the following communication channels? (Must total 100%.)

a. Digital	%
b. Non-digital	%
c. Total	%

207.0290 What is the average response time *(in hours)* for a routine inquiry regarding the managing employee information process group? *(This time should represent the time taken from the point at which the inquiry is received to the point at which the inquiry is responded to (beyond auto-responder, an actual answer) and not the actual time spent by an individual working on the inquiry.)*

Average response time

207.0300 What is the average response time *(in hours)* for a non-routine inquiry regarding the managing employee information process group? *(This time should represent the time taken from the point at which the inquiry is received to the point at which the inquiry is responded to (beyond auto-responder, an actual answer) and not the actual time spent by an individual working on the inquiry.)*

Average response time

207.0310 Thinking about your entire "manage employee information" operation, what do you see as the key operational practices or management techniques that contribute to your organization's success, if any? *(Please list the top three.)*

207.0320 What additional "manage employee information" measures would you like to see included in future reports? For a list of current measures, click [here](#).

207.0330 Please indicate whether your organization would like to discuss the benchmarking results to learn more about reasons for possible performance gaps.

Yes

No

You have reached the end of the survey. You can use the **previous** button to review your answers for accuracy and reasonableness. After pressing the **submit** button, you will no longer be able to directly edit your data in this survey form.

In order to obtain a printed version of your completed survey, you will need to print each page before submitting your responses. After you select **submit**, you will be unable to print your completed survey.

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