

HR Business Systems – HR Reporting

IRIS Self Service Reporting - Terms of Use

Access to and use of the Inquiry, Reporting and Information System (IRIS) is subject to the following terms and conditions:

Access to (IRIS) is granted on the manager's approval and under the assumption that the user has a legitimate "need-to-know". This means that the (IRIS) user requires HR Protected 'B' Information in order to perform his/her regular duties and functions. All personal information to which a user shall have access through the (IRIS) is classified as Protected 'B', and administered as such in accordance with the Values and Ethics Code of Conduct for the Public Sector, and shall at all times be treated as such by the user. In particular, and without restricting the generality of the foregoing, the user:

- Shall not disclose the personal information to anyone outside of the department or without the proper authority.
- Shall not use the personal information for any purposes other than those for which he/she was granted access under this agreement.

User activity in IRIS is subject to Audit, tracking frequency as well as the data accessed. Accounts which have not been used or have remained inactive for over 12 months will be deleted from the system without prior notice by the HR Reporting Team.

User Responsibility:

Users are responsible for protecting the level of confidentiality of the data which most often rated Protected 'B'. Any of the following would be considered as improper use of the HR system:

- Using system and data resources for other than direct support of authorized projects;
- Copying and releasing any program, system or data file to an unauthorized third party;
- Using government systems and/or services for personal gain.

Manager Responsibility:

The Manager approving the request and Terms of Use is responsible for advising HR-Reporting in the event that the above-mentioned employee changes positions or DeptID, or leaves the department. Managers will also be asked to review, annually, the list of (IRIS) users for their own DeptID, which will be provided to them by the HR Reporting Unit. While (IRIS) users are accountable for their proper use of the system, the above implies that managers will be held accountable for the strict monitoring and maintenance of user accounts under their authority.

HRS Branch Authority:

The Human Resources Services Branch reserves the right to deny or revoke access, without notice, to any user who fails to comply with the above or for any other reason deemed appropriate. Violation of the above can lead to loss of employment, disciplinary action and/or legal procedures.

Self Service Report folder:

Please check off which folder you are requesting.

Human Resources Services Branch

- | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Apprentissage et développement - College Service Canada / Learning and Development - Service Canada College |
| <input type="checkbox"/> | Centre de services en RH (CSRH) / Human Resource Service Centre (HRSC) |
| <input type="checkbox"/> | Coordonnatrices/Coordonnateurs SGDG de la DGSRH / HRSB BMS Coordinators |
| <input type="checkbox"/> | Dotation/Staffing |
| <input type="checkbox"/> | Dotation/Staffing Restricted |
| <input type="checkbox"/> | Équité en Emploi / Employment Equity |
| <input type="checkbox"/> | Gestion des postes/Position Management |
| <input type="checkbox"/> | GICA/MICA |
| <input type="checkbox"/> | Langues officielles/Official Languages |
| <input type="checkbox"/> | Obligation d'adaptation / Duty to Accommodate |
| <input type="checkbox"/> | Planification des ressources humaines/Human Resources Planning |
| <input type="checkbox"/> | Programme reconnaissance (CdE) / Recognition Program (CoE) |
| <input type="checkbox"/> | Relations de travail/Labour Relations |
| <input type="checkbox"/> | Rémunération et avantages sociaux/Compensation and Benefits |
| <input type="checkbox"/> | SABA/SABA |
| <input type="checkbox"/> | Santé et sécurité/Health & Safety |
| <input type="checkbox"/> | Systèmes d'affaires RH / HR Business Systems |

All Other IRIS Folders

- | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Affaires publiques et relations avec les intervenants / Public Affairs and Stakeholder Relations |
| <input type="checkbox"/> | Agent principal des finances / Chief Financial Officer |
| <input type="checkbox"/> | Apprentissage / Learning |
| <input type="checkbox"/> | Atlantique / Atlantic |
| <input type="checkbox"/> | Chef de l'exploitation Service Canada / Chief Operating Officer Service Canada |
| <input type="checkbox"/> | Comptabilité et états financiers ministériels / Departmental Accounting and Financial Statements |
| <input type="checkbox"/> | Compétences et emploi / Skills and Employment |
| <input type="checkbox"/> | Conformité, Opérations et développement du programme / Compliance, Operations and Program Development |
| <input type="checkbox"/> | EDSC Bureau du sous-ministre / ESDC Deputy Minister's Office |
| <input type="checkbox"/> | Finance / Finance |
| <input type="checkbox"/> | Horizons de politiques Canada / Policy Horizons Canada |
| <input type="checkbox"/> | IBAD/DAOI |
| <input type="checkbox"/> | Innovation de l'information et de la technologie / Innovation, Information and Technology |
| <input type="checkbox"/> | Ontario / Ontario |
| <input type="checkbox"/> | Opérations de programmes / Program Operations |
| <input type="checkbox"/> | Ouest canadien et territoires / Western Canada and Territories |
| <input type="checkbox"/> | Planification, intégration et modernisation des services de la direction générale / Branch Planning Integration and Service Modernization |
| <input type="checkbox"/> | Politique stratégique et recherche / Strategic Policy and Research |
| <input type="checkbox"/> | Politique, Règlement des différends et Affaires internationales / Policy, Dispute Resolution, and International Affairs |

- Programme du travail / Labour Program
- Québec / Quebec
- Service aux citoyens / Citizen Service
- Services d'intégrité / Integrity Services
- Services de traitement et de paiement / Processing and Payment Services (BDS Service Canada Dept ID 100749)
- Services de vérification internes / Internal Audit Services
- Services juridiques / Legal Services
- Secrétariat ministériel / Corporate Secretariat
- Sécurité du revenu et développement social / Income Security and Social Development
- Sécurité ministérielle / Corporate Security

Acknowledgements:

User Type: Contingent Worker Employee

Access Duration: Start: _____ End: _____

I declare that the information provided in my Access Request Form is true and complete, and that I have read through, and agree to abide by, the above **“Terms of Use”**.

Print Name: _____ Position Title: _____

User Signature: _____ Date: _____

I declare that I have agreed to the above Access Request, and that I understand my responsibilities as Supervisor, as stated in the above **“Terms of Use”**.

Print Name: _____ Position Title: _____

Manager’s Signature: _____ Date: _____