

December 20, 2000

MEMORANDUM TO: Patricia G. Norry
Deputy Executive Director for Management Services
/RA/ Timothy F. Hagan for
FROM: Michael L. Springer, Director
Office of Administration
SUBJECT: IMPLEMENTATION OF STARFIRE

The following information is provided in response to William D. Travers' December 14, 2000, Memorandum on the above subject. The Office of Administration currently has twenty employees participating in STARFIRE parallel testing. Through our experience to date, we have identified the following issues that should be addressed before the entire ADM staff begins participating in the parallel test on January 14, 2000.

- In order to review a breakdown of an employee's time the approving official must review a paper report. To view this information online the approving official would need to access ten separate screens for each employee. Further, the vulnerability exists for time and attendance data to be altered before certification unless the approving official accesses all ten screens for each employee.
- If an employee does not enter their password correctly, they are not given a grace log-on. The employee is logged off the system and must wait to re-enter their password. In some cases employees are finding it can take up to thirty minutes to enter their time weekly. While this is due in part to a lack of familiarity with the system, the addition of a grace log-on and other user friendly features should improve efficiency from the user's perspective.

Please advise me if you require additional information on this subject.

cc: J. Craig, EDO

