Data Acquisition Flow Chart

What is the Data Acquisition Flowchart?
CalHR’s Data Acquisition Flowchart provides a visual workflow for obtaining Management Information Retrieval System (MIRS) workforce data.

When should an organization use the Data Acquisition Flowchart?
The Data Acquisition Flowchart should be used when an organization wants to start the process of gathering workforce demographic data utilizing the MIRS data system.

Who should use the Data Acquisition Flowchart?
The workforce planning steering committee, team workgroups or individual(s) involved in workforce planning for an organization, should utilize the Data Acquisition Flowchart.

How does an organization use the Data Acquisition Flowchart?
The organization should follow the Data Acquisition Flowchart to determine appropriate steps to acquiring the required fields of MIRS data.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oval</td>
<td>Start or end point</td>
</tr>
<tr>
<td>Diamond</td>
<td>Decision point</td>
</tr>
<tr>
<td>Rectangle</td>
<td>Action to take</td>
</tr>
<tr>
<td>Arrow</td>
<td>Relationships between representative shapes</td>
</tr>
</tbody>
</table>
For Assistance
Contact CalHR’s Statewide Workforce Planning Unit at wfp@calhr.ca.gov or (916) 322-0742.
Start

Do you have MIRS access?
Yes → Pull Required Fields* of data → Format to Excel → Follow Workforce Data Workbook instructions
No →

Do you know someone who has MIRS access?
Yes →

Does your HR Champion know who has MIRS access?
Yes → Request Required Fields* of data from MIRS programmer
No → Contact SCO for your organization's MIRS programmer

Did SCO identify a MIRS programmer for your organization?
Yes →

Directly request Required Fields* of data from SCO
No →

*Required Fields

- Last Name
- First Name
- Last 4 SSN
- Date of Birth
- Gender
- Ethnicity
- Class Type
- Class Code
- Class Title
- Serial
- Employee Status
- Appointment Tenure
- Time Base
- CBID
- Safety Code
- County Code
- Alternate Range
- Hire Date
- State Service Months