ASAP Local Partner HRH Webinar FAQ
09.15.2021

Key Links
OGAC HRH guidance and materials
OGAC DATIM Training & Tutorials
DATIM Registration
DATIM Helpdesk

Questions about the USAID Expenditure Reporting content? Please email: oh.ea@usaid.gov.

Questions about the USAID Global IP ER & HRH Inventory Training Content? Please email: hrh-reporting-helpdesk@usaid.gov.

Please direct OU and mechanism specific questions to A/CORS, activity managers and HRH Mission POCs

General HRH Inventory Questions

When does the new HRH reporting requirement begin? And what time period does it cover?

- *HRH inventory reporting will begin in FY21 Quarter 4. The HRH inventory should report information on staff for FY21, which is October 1st, 2020 - September 30th, 2021. The inventory will follow the reporting deadlines for Q4, which opens on October 1st, 2021.This will be an* ***annual*** *reporting requirement replacing HRH CURR.*

How much time should we expect it will take to complete the HRH inventory template?

- *The amount of time to complete the HRH inventory templates will vary depending on the number and types of staff you support. We recommend that you start early on this requirement and upload to DATIM early and often to identify and resolve any errors before final upload.*

How do you capture individuals that are hired through an outsourcing service/company?

- *Report all individuals that receive compensation for work supported. In this instance these individuals may be reported as contract staff.*

Template and Data Entry Questions

Will the HRH inventory be available in French?

- *At this time the HRH inventory is only available in English.*

Can we paste data in the template?

- *Yes, the template allows for copy and paste. You can also click and drag to copy cells within the template.*

Who should complete the template to ensure confidentiality?

- *We recommend that someone familiar with human resources work with those responsible for Expenditure Reporting to complete the template.*
- *We recommend that subrecipients submit their "Staff List" tab to the prime. The prime partner then combines the subrecipient data with their staffing data on the "Staff List" tab, completes the "Cover Sheet" tab and uploads one template per mechanism into DATIM.*
- *Implementing partners should consider assigning staff appropriately to support HRH inventory reporting, such as staff who have access to HR data required.*

Are templates circulated prior to October 1st able to be used for DATIM submission?

- *Yes, DATIM will accept all versions of the template. You may choose to transfer your data to the new template or not, it will not affect the upload.*

Once an error-free template has been submitted through the DATIM Approval App (green check mark app), what sort of follow-up for feedback can be expected from USAID?

- *A/CORs will review the template, predominantly looking for more qualitative errors in the template. Examples of such feedback you may receive can be: questions on level of staffing and expenditure reported corresponding to program scope/activities including any outliers to ensure there are no errors captured.If any issues or questions are found, the A/COR will flag that to your attention and there will be a designated data cleaning period time for corrections in December that corresponds to Q4 data cleaning timelines.*

How should projects that end on September 30,2021 report?

- *These mechanisms should report as aligned to reporting requirements for other PEPFAR data streams and follow similar protocol to ensure that all final reports regarding results, expenditures, and HRH investments during the final year of project implementation are submitted to USAID before the project closes. If no one is available at the IP organization to upload/submit the template to DATIM, the HRH template should be sent to the A/COR who will upload/submit the HRH inventory template completed by the IP during the time of Q4 reporting. Questions should be directed to A/CORs.*

Staff Location Questions

How should international headquarters staff be reported?

- *For all templates (except for Regional templates) the DATIM hierarchy section (blue section) should be left blank. Please complete all other required fields*
- *For regional templates, please enter the SNU1/Country and leave the rest of the DATIM hierarchy section (blue section) blank. Please complete all other required fields.*

What about managers/M&E at HQ but support multiple facilities under program

- *The M&E officer should be listed as Employment Title: M&E Officer, DATIM hierarchy: report to the PSNU level, Roving Staff: Yes, Program Area: Site level*

FTE Questions

Does FTE have to be calculated for each and every staff member every month?

- *An average FTE across total months worked can be estimated.*
- *There is an FTE calculator which will be posted at this link designed to be used for all individuals.*
- *Read through each scenario and choose the one which best represents individuals/staff to be reported.*

DATIM Questions

Do we need to have a separate DATIM account for HRH and ER, or we can use one DATIM account for both?

- *Yes, the HRH Datim access needs to be requested even if you have an existing DATIM account with access to MER and/or ER.*
- *Go to: register.datim.org*
- *IPs do have the option to write to the helpdesk with all the existing IP usernames they have for each OU and ask that HRH data entry access be granted for all of those usernames. This way they can use the same usernames they use for ER for HRH.*

Is there a way that we can see the DATIM validation checks before uploading into DATIM?

- *The HRH Inventory handbook contains lists of the validation checks associated with each field.*

How long does it take for an HRH DATIM account to be activated?

- *This is dependent on how many requests are received at the time you are requesting*
- *Keep in mind that all partners, mission staff, A/CORs etc. are requesting accounts*
- *If it has been longer than two weeks, please complete a Zendesk ticket here*