



**HR Highlights
September 2022**

Keying Deadline for August 2022 EPR Data is Monday, September 12

September will be the final month for keying the agency Employment Position Report (EPR) in PMIS. After R3 is implemented in October, EPR will be keyed in Cardinal. A communication from DHRM will be distributed in the following weeks regarding reporting EPR in Cardinal.

Please make sure that your agency's EPR figures are in PMIS by COB Monday September 12, 2022. DHRM understands that this early deadline may impact an agency's ability to gather the required figures. If this deadline prevents your agency from being able to gather the figures for this month, please key your figures from July as the default data for August. Although not ideal, this workaround will ensure the agency's EPR report is complete.