

Occupational Health Record-Keeping System (OHRS) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Notify database administrator for OHRS of the establishment of the new station numbers. They will need to create the new entries in the OHRS institution table. This should be accomplished prior to the PAID download.			This will be coordinator by Product Support.
2. Employees will be updated via PAID download. OHRS populates their employee database via a PAID download. Thus, shortly after PAID updates the duty station for employees of the new station, ORHS will be updated.			Date will vary depending on what pay period the transfer occurs.
3. Assign Employee Health coordinator for the new station number. ORHS database manager will need to update station assignment for coordinator			
4. Verify the broker context option for electronic signatures is assigned to appropriate personnel. This maybe in the common menu.			[XOBE ESIG USER]