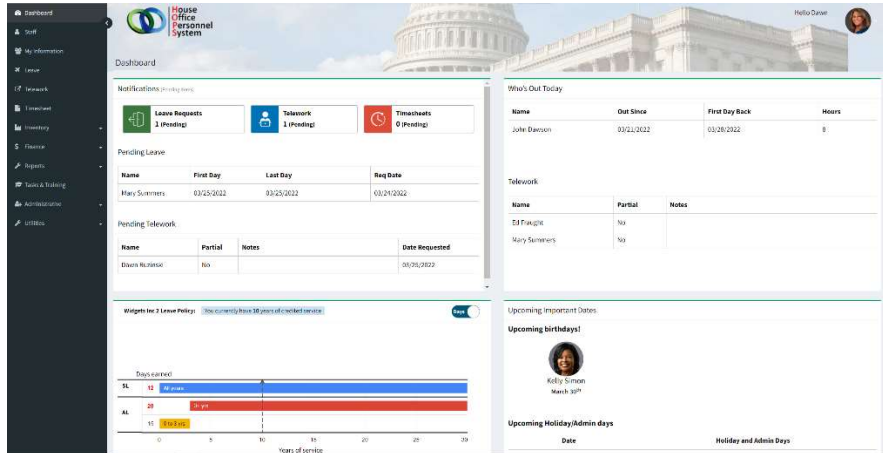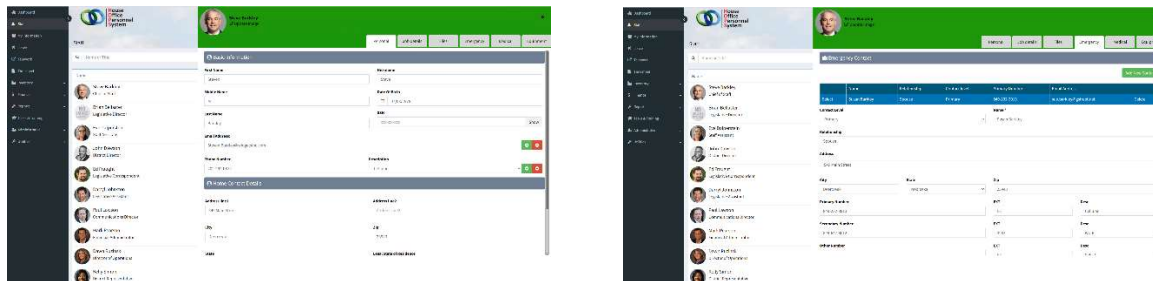# House Office Personnel System (HOPS) v8.0

The House Office Personnel System (HOPS) is a fully customized personnel management system designed specifically for the House of Representatives.

A **dashboard** that is personalized for each user that is signed into the application.

Personal Information. HOPS allows for management of staff individual personal information, including emergency contacts.

Equipment assignment history and management. Designated staff can manage the office equipment inventory and assignments to staff.

Leave tracking and management. HOPS provides staff the ability to view their leave histories and submit requests for leave electronically.

Timesheet tracking. HOPS allows required staff to submit their timesheets electronically for approval.

Self-service management of their own information. HOPS provides ability for staff to manage designated information within their own personnel files.

Tasks and training. HOPS allows office administrators to track completion of required training and tasks.

Payroll history tracking. HOPS allows designated users to track payroll histories, print their PAF's and attach the signed and/or date stamped PAF to the record.

Office budget management. HOPS allows designated users to manage office budgets, forecast future budget changes, and reconcile the budget to verify accuracy.