

**Supporting Statement for the
New Hire Information Collection
(FR 27; OMB No. 7100-0375)**

Summary

The Board of Governors of the Federal Reserve System (Board), under authority delegated by the Office of Management and Budget (OMB), proposes to extend for three years, with revision, the New Hire Information Collection (FR 27; OMB No. 7100-0375).¹ This information collection provides for the electronic collection of certain personnel information from new hires using a secure web-based portal, the New Hire Portal, before the first day of employment of a new hire. As part of the onboarding process for new hires, a Human Resources (HR) professional at the Board identifies the necessary information that must be collected from the new hire, which is dependent upon the type of hire that the person is. The types of hires include Regular Hires, which are hires who are being hired into a non-intern position and not transferring from a federal agency, including a Governor or Board officer; Intern Hires, which are hires being hired into an intern position; and Federal Transfers, which are hires who are transferring from another federal agency.² Once the HR professional has identified the types of information that will be necessary, the new hire is sent an e-mail asking him or her to provide the information described below through the New Hire Portal prior to their official start date.

The Board proposes to revise the FR 27 by changing the collection platform from the New Hire Portal to Workday Onboarding in June 2025, adding two new categories of hires categorized as Officers/Governors and Contingent Workers, restructuring sections into individual tasks, adding new data fields, removing data fields, and relabeling data fields. There will also be a change in the login process, as all respondents,³ excluding Contingent Workers,⁴ will be required to complete identity proofing and set up a secure account through a separate system, Login.gov, before accessing Workday Onboarding. The Designation of Beneficiary Unpaid Compensation of Deceased Employee form and Executive Death and Dismemberment Benefit for Officers and Governors questionnaire, previously not subject to the Paperwork Reduction Act (PRA) because of the timing of their collection, will now be collected prior to a hire's first day of employment and therefore will be newly subject to the PRA. The Board will no longer collect information for use on the Federal Employees' Group Life Insurance (FEGLI) Program Designation of Beneficiary form (OMB No. 3206-0136) through the New Hire Information Collection. The Board will also no longer collect information to populate the state tax form. The Board will begin collecting Form I-9 (Employment Eligibility Verification) electronically through Workday Onboarding, rather than via a PDF.

¹ There is no formal reporting form for this collection of information (the FR 27 designation is for internal purposes only). The FR 27 information collection currently expires on July 31, 2025. If the FR 27 expiration date is not extended by that date, the Board will not be able to take required actions for onboarding new hires.

² Federal Transfers are generally also Regular Hires.

³ Any respondent unable to complete identity proofing through Login.gov will be advised of an alternative login method on an as-needed basis.

⁴ Contingent Workers will not log in prior to their first day. They will have single sign-on enabled in Workday and will not require a Login.gov account.

The estimated total annual burden for the FR 27 is 393 hours and would increase to 1,691 hours. The proposed revisions would result in an increase of 1,298 hours.

Background and Justification

Prior to March 2019, a new hire was asked to fill out a number of personnel forms in hardcopy format and instructed to bring these forms to their first day of employment. These forms were collected during or after their New Employee Orientation (NEO). With the implementation of the New Hire Portal, the Board now collects such information electronically from new hires using the New Hire Portal *before* their official start date. Collecting such information in advance allows for a smoother onboarding process by ensuring that the information needed to process certain benefits, tax withholdings, payroll documentation, computer login access, building access, and other personnel information is received by the time the new hire starts as an employee. In addition, when a new hire electronically provides information on one section of the New Hire Portal, the portal automatically pre-populates any other sections containing duplicative information. Thus, instead of the new hire providing his or her name, home address or other personnel information several different times on various hardcopy forms, such information is automatically populated across all of the relevant sections of the New Hire Portal after this information is initially provided for the first section of the portal (e.g., the Fingerprint Card Information section is automatically populated using the same home address the new hire first provided under the New Employee Data section of the portal).

This information is not available from other sources. All data elements are requested only once and pre-populated on all subsequent forms, as applicable. If this information is not collected from the new hire at the time of offer acceptance, the Board will not be able to initiate and conduct the background investigation or complete the individual's personnel file and benefits enrollment.

Description of Information Collection

The New Hire Information Collection currently involves a new hire electronically providing this personnel information and filling out the applicable sections of the New Hire Portal before their first day of orientation.⁵ The sections of the portal that each new hire is asked to complete electronically depend upon the type of position that the new hire has been offered at the Board. Details about the information collected in each section of the portal, including the purpose for collecting such information, are described below.

Information Collected for All New Hire Types (Regular, Intern, and Federal Transfer)

- *New Employee Data Section*

This section of the New Hire Portal was created to capture relevant data elements for new hires. HR staff collect pertinent new hire information in order to verify data elements

⁵ The New Hire Portal is broken out into different sections and each section corresponds to the hardcopy forms that new employees previously filled out and provided to the Board during or after the first day of NEO.

previously collected during the application/recruiting process, and collect additional information not collected during the hiring process.

Data collected includes, but is not limited to, the following information about the new hire:

Date of Birth	Used for identity verification purposes for the employee's personnel records; used for employee retirement and benefits calculation; used for input into the Visitor Registration system (building security purposes); and used to populate the Fingerprint Card Information section as part of the background investigation.
Social Security Number	Used for identity verification purposes for the employee's personnel records; used for employee retirement and benefits information; used for input into the Visitor Registration system (building security purposes); and to populate the Fingerprint Card Information section as part of the background investigation.
Education Information	Voluntarily provided (not required to complete the hiring process) and will be added to individual's personnel file if it is provided.
Ethnicity	Voluntarily provided (not required to complete the hiring process) and used for equal employment opportunity (EEO) reporting.
Race	Voluntarily provided (not required to complete the hiring process) and used for EEO reporting; also used to populate the Fingerprint Card Information section to conduct a background investigation.
Sex	Required for certain employee health and benefits information; and used for EEO reporting.
Birthplace	Used to verify citizenship and eligibility to work in the US; and used to populate the Fingerprint Card Information section to conduct a background investigation.
Citizenship Status	Used to verify citizenship and eligibility to work in the U.S.
Citizenship Country	Used to verify citizenship and eligibility to work in the U.S.; and used to populate the Fingerprint Card Information section, as part of the background investigation.
Prior Service	Used to determine if credit for prior service is applicable; and used in the Prior Service Section for salary offset purposes.
Marital Status	Used to determine applicability of spousal benefits; and used in the Federal Transfer Dependent Information section.
Current Address and Alternative Mailing Address	Used to populate the Fingerprint Card Information section to conduct a background investigation.
Relatives Employed by the Board	Used to perform non-discrimination test for flexible spending account (FSA) benefits.
Emergency Contacts	Used as a point of contact in case of an emergency involving the employee.

- *Fingerprint Card Information Section*

In order to verify an employee's identity for security and building access purposes, information is requested to populate a Fingerprint Card (such as eye color, hair color, height, and weight). Before or during NEO, a pre-populated Fingerprint Card is provided to each respondent and, at this time, the respondent provides their fingerprints to appropriate staff in the Division of Management for security screening purposes.

Information Collected Only from Regular Hires

- *Prior Service Section*

This section collects information about the new hire's record of prior service with a Federal government agency, in the Federal Reserve System, in the Peace Corps, in AmeriCorps VISTA, or on active-duty military. Only new hires who indicate they have prior service in the New Employee Data section of the portal complete the Prior Service section. Some information (such as social security number and birthdate) is populated from the New Employee Data section. This information is collected to validate prior service at these other federal agencies or organizations and to determine employee benefits eligibility (e.g., to determine if credit for prior service is applicable; and to determine if the new hire is already retired, and therefore, considered a potential rehired annuitant, which may require a salary offset).

Information Collected Only from Regular Hires who are also Federal Transfers

- *Federal Transfer Dependent Information*

For Regular Hires who are transferring from a federal agency (Federal Transfers), this section captures personal information about their dependents, so that health insurance benefits for their dependents continue based on the benefits elections at the prior federal agency. Some information (such as the new hire's social security number and birth date) is populated from the New Employee Data section in order to validate the new hire's identity. Marital status and marriage date are also collected to ensure health insurance benefits are properly continued, as well as the birth date of the Federal Transfer's spouse and/or children. Such information about the Federal Transfer's spouse and children is not required to complete the hiring process at the Board, but it is required to retain health insurance benefits.

The Board understands that respondents use information technology to comply with these provisions, including accessing and completing the New Hire Information Collection via the online New Hire Portal.

Information not Subject to PRA and/or Used to Populate Another Federal Agency's OMB-Approved Forms

In addition to the information detailed above, new hires provide information in the New Hire Portal that is used to populate some information that is already cleared under the PRA by other federal agencies. Specifically, information collected in the New Hire Portal for use on the FEGLI Program Designation of Beneficiary form was previously cleared under the PRA by the

Office of Personnel Management (OMB No. 3206-0136). Therefore, this information was not part of the Board's PRA review or burden estimates for the New Hire Portal information collection. In addition, respondents provide information in the New Hire Portal that is used for the FEGLI Designation of Beneficiary form and for the Designation of Beneficiary Unpaid Compensation of Deceased Employee form, and respondents hired as Board governors or officers also provide information in the New Hire Portal for use on the Executive Death and Dismemberment Benefit for Officers and Governors form. However, these three forms require a wet signature and are not collected until the respondent's first day of employment at the Board. Accordingly, this information is not subject to the PRA because the respondent is a federal employee when the information is collected by the Board.

Information collected to populate the state tax form (if the new hire selects DC, VA, or MD in the New Employee Data section) is a state, rather than a federal, information collection and is thus not subject to the PRA.⁶

Personally Identifiable Information

Personally identifiable information (PII) obtained in this information collection includes applicant name and contact details, and biographic information, such as social security number, birth date, race and ethnicity, and citizenship status.⁷ The information provided is sensitive in nature and is necessary to assist the Board in its personnel actions and decisions, and in the administration of its benefits programs. Information collected as part of this process is stored in the following systems of records: BGFRS-1, FRB–Recruiting and Placement Records (84 FR 18843 (May 2, 2019)); BGFRS-4, General Personnel Records (90 FR 8129 (Jan. 24, 2025)); BGFRS-7, FRB–Payroll and Leave Records (88 FR 62367 (Sept. 11, 2023)); BGFRS-24, FRB–EEO General Files (88 FR 63106 (Sept. 14, 2023)); and BGFRS-34, ESS Staff Identification Card File (83 FR 43872 (Aug. 28, 2018)). This information is also covered by the privacy impact assessments for the Taleo Transitions System⁸ and Workday Government Cloud “WGC.”⁹

Respondent Panel

The FR 27 panel comprises individuals who are new hires to the Board but have not yet become employees.

Frequency and Time Schedule

The FR 27 is event-generated. The information collection process for new hires is expected be completed and submitted by all new hires prior to, or by, their scheduled start date of employment with the Board. This information is collected through the New Hire Portal only once, after an applicant has been offered and has accepted an employment position at the Board.

⁶ The Form W-4 federal tax form (Employee's Withholding Certificate) was previously collected together with the FR 27. It was removed from the collection in January 2020. However, the prior clearance of the FR 27, in 2022, inadvertently omitted this change. Form W-4 is not subject to clearance by the Board under the PRA.

⁷ The listed biographic information will not be collected from Contingent Workers.

⁸ Available at https://www.federalreserve.gov/files/pia_taleo_transitions.pdf.

⁹ Available at https://www.federalreserve.gov/files/pia_workdaygovernmentcloud.pdf.

The information collection process for Contingent Workers is expected to be completed only once by Contingent Workers on or after their contract start date.

Proposed Revisions to the FR 27

The Board proposes to revise the FR 27 by changing the collection platform from the New Hire Portal to Workday Onboarding in June 2025, adding two new categories of hires categorized as Officers/Governors and Contingent Workers, restructuring sections into individual tasks, adding new data fields, removing data fields, and relabeling data fields. There will also be a change in the login process, as all respondents, except Contingent Workers, will be required to complete identity proofing and set up a secure account through a separate system, Login.gov, before accessing Workday Onboarding. The Designation of Beneficiary Unpaid Compensation of Deceased Employee form and Executive Death and Dismemberment Benefit for Officers and Governors questionnaire, previously not subject to PRA, will now be collected prior to a hire's first day of employment. The Board will no longer collect information for use on the FEGLI Program Designation of Beneficiary form through the New Hire Information Collection. The Board will also no longer collect information to populate the state tax form prior to the hire's start date, so it will no longer be subject to PRA. The Board will begin collecting Form I-9 (Employment Eligibility Verification) electronically through Workday Onboarding, rather than via a PDF.

Changes to Information Technology

Respondents, except "Contingent Workers", will be required to create a secure account through Login.gov to access Workday Onboarding rather than logging in to Workday Onboarding directly. To create a Login.gov account, the respondent will be required to provide an email address, phone number, secure password, and one or more authentication methods such as face or fingerprint unlock, security key, or authentication application. To complete the identity proofing step, the respondent will be required to upload front and back photos of their state-issued photo ID and provide their social security number.

Changes to Information Collected for All New Hire Types (Regular, Intern, and Federal Transfer)

- The New Employee Data Section will be restructured into the following tasks: Enter Personal Information, Enter Contact Information, Edit Government IDs, Change Emergency Contacts, and Relatives Employed at the Board questionnaire. These structural changes will result in the following data field changes:
 - Enter Personal Information task
 - New Data Fields:
 - Age
 - Military Status
 - Military Discharge Date
 - Relabeled Data Fields:
 - 'Birth Country' as 'Country of Birth'
 - 'Birth State/Province' as 'Region of Birth'

- ‘Birth City’ as ‘City of Birth’
 - ‘If selected "Other", please specify’ as ‘If Citizenship Status is not Alien Permanent, Citizen, Naturalized Citizen, Permanent Resident, or Temporary Resident, please specify.’
 - ‘Race Self-Identification’ as ‘Race/Ethnicity’
- Removed Data Fields:
 - First Name
 - Middle Name
 - Last Name
 - Suffix (Jr., Sr., II, III)
 - Social Security Number
 - Ethnicity
 - Selection for state tax form to be completed
 - Education Information (up to 3 entries)
 - Institution Name
 - State/Province
 - Country
 - Major
 - Type of Degree
 - Did you graduate?
 - Year Graduated
- Enter Contact Information task
 - New Data Fields:
 - Address
 - Primary
 - Usage
 - Visibility
 - Phone
 - Primary
 - Phone Type
 - Country Phone Code
 - Phone Number
 - Phone Extension
 - Visibility
 - Email
 - Primary
 - Email Address
 - Visibility
 - Relabeled Data Fields:
 - ‘Zip Code’ as ‘Postal Code’
 - ‘County (Not Country)’ as ‘County’
- Edit Government IDs task
 - New Data Fields:
 - Country
 - National ID Type

- Issued Date
 - Expiration Date
 - Verification Date
- Relabeled Data Field:
 - ‘Social Security Number’ as ‘Add/Edit ID’
- Change Emergency Contacts task (for primary and alternate contacts)
 - New Data Fields:
 - Legal Name
 - Prefix
 - Middle Name
 - Last Name
 - Suffix
 - Preferred Language
 - Primary Address
 - Type
 - Open text box for comments
 - Primary Phone and Additional Phone
 - Phone Device
 - Country Phone Code
 - Phone Extension
 - Open text box for comments
 - Primary Email and Additional Email
 - Email Address
 - Type
 - Open text box for comments
 - Primary Instant Messenger
 - Service
 - User Name
 - Type
 - Open text box for comments
 - Primary Web Address
 - URL Address
 - Type
 - Notes
 - Relabeled Data Fields:
 - ‘Full Name (Last, First, MI)’ to ‘First Name’
 - ‘Relationship to Employee’ to ‘Relationship’
 - ‘City/Town’ to ‘City’
 - ‘State/Province’ to ‘State’
 - ‘Zip/Postal Code’ to ‘Postal Code’
 - ‘County (not Country)’ to ‘County’
 - ‘Primary Phone’ and ‘Secondary Phone’ to ‘Phone Number’
 - ‘Primary Phone Type’ and ‘Secondary Phone Type’ to ‘Type’
- Relatives Employed at the Board questionnaire
 - New Data Field:

- Relationship Type
- The Fingerprint Card Information section will be replaced with the Enter Personal Information, Enter Contact Information, and Edit Government IDs tasks listed above, as well as a Fingerprint Information Questionnaire.¹⁰
- The Designation of Beneficiary Unpaid Compensation of Deceased Employee form currently requires a wet signature and was collected after the hire's first day of employment and is thus not subject to the PRA. However, the Board plans to change the timing of the completion of this form, to be completed prior to the hire's first day of employment. This change in timing of the completion of this form will make it subject to the PRA. The Designation of Beneficiary Unpaid Compensation of Deceased Employee questionnaire contains the following fields:
 - Primary Beneficiaries (up to 3)
 - Full Name
 - Relationship
 - Social Security Number
 - Share paid to each beneficiary
 - Primary Total
 - Contingent Beneficiaries (up to 2)
 - Full Name
 - Relationship
 - Social Security Number
 - Share paid to each beneficiary
 - Contingent Total

Changes to Information Collected Only from Regular Hires and Federal Transfers

- The Prior Service section will be replaced with a Prior Service Questionnaire task and a Prior Services Details Questionnaire task. No new data fields will be added as a result of this change; however, it will result in the removal of the Electronic Signature data field for the Prior Service form.
- A Zurich Beneficiary Designation questionnaire task will be added. Zurich administers the Board's Business Travel Accident Insurance program. This form is currently collected on the hire's first day and has therefore not previously been subject to PRA. However, the Board plans to change the timing of the completion of this form, to prior to the hire's first day of employment. This change in timing of the completion of this form will make it subject to the PRA. This questionnaire results in two new data fields: Beneficiary Name and Relationship.

Changes to Information Collected Only from Federal Transfers

¹⁰ This questionnaire will continue to collect the following additional information necessary for the fingerprinting process: eye color, hair color, height, weight, and citizenship information.

- The Federal Transfer Dependent Information section will be replaced with the Add Dependents task, resulting in the following new data fields:
 - Dependent Options
 - Existing Contact
 - Effective Date
 - Reason
 - Use as Beneficiary
 - Dependent Personal Information
 - Legal Name
 - Country
 - Allow Duplicate Name
 - Prefix
 - First Name
 - Middle Name
 - Last Name
 - Suffix
 - Sex
 - Date of Birth
 - Relationship
 - Disability Status
 - Dependent Contact Information
 - Primary Address and Additional Address
 - Use Existing Address
 - Address
 - Country
 - Address Line
 - City
 - State
 - Postal Code
 - County
 - Dependent Primary Phone
 - Use Existing Phone
 - Phone
 - Country Phone Code
 - Phone Number
 - Phone Extension
 - Phone Device
 - Primary Email Address
 - Dependent Identifier Information
 - National IDs
 - Country
 - National ID Type
 - Open text box for comments
- Removed Data Fields:

- Are you currently married?
- Spouse's Name (Last, First, Middle Initial)
- Spouse's Date of Birth
- Marriage Date
- Do you have children?
- Child's Name (Last, First, Middle Initial)
- Child's Date of Birth
- Electronic Signature

Addition of New Respondent Type – Officers/Governors

While officers and governors are currently included in the Regular Hires respondent type, they will now constitute a new, separate respondent type called Officers/Governors. They will be asked to complete all the same information that Regular Hires complete (and Federal Transfers, if applicable). In addition, officers and governors will be asked to complete the Executive Death and Dismemberment Benefit for Officers and Governors questionnaire, which is currently not subject to the PRA as it is collected on the hire's first day. The Board plans to change the timing of the completion of the Executive Death and Dismemberment Benefit for Officers and Governors questionnaire, to prior to the hire's first day of employment. The change in timing of the completion of this form now makes it subject to the PRA. The Executive Death and Dismemberment Benefit for Officers and Governors questionnaire will have the following data fields:

- Method of payment elections
- Full Name (for up to 5 beneficiaries)
- Relationship (for up to 5 beneficiaries)
- Social Security Number (for up to 5 beneficiaries)
- Percentage Share (for up to 5 beneficiaries)
- Attestation to waive participation

Addition of New Respondent Type – Contingent Workers

Contingent workers will now constitute a new respondent type called Contingent Workers. They will be asked to complete two tasks on their contract start date, Enter Contact Information and Change Emergency Contacts.

- Enter Contact Information fields
 - Address
 - Primary
 - Country
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Postal Code
 - County

- Usage
 - Visibility
 - Notes
- Phone
 - Primary
 - Phone Type
 - Country Phone Code
 - Phone Number
 - Phone Extension
 - Visibility
 - Notes
- Email
 - Primary
 - Email Address
 - Visibility
 - Notes
- Change Emergency Contacts fields
 - Primary Emergency Contact
 - Legal Name
 - Country
 - Prefix
 - First Name
 - Middle Name
 - Last Name
 - Suffix
 - Relationship
 - Preferred Language
 - Primary Address
 - Country
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Postal Code
 - County
 - Type
 - Notes
 - Primary Phone
 - Phone Device
 - Country Phone Code
 - Phone Number
 - Phone Extension
 - Type
 - Notes
 - Additional Phone

- Phone Device
 - Country Phone Code
 - Phone Number
 - Phone Extension
 - Type
 - Notes
- Primary Email
 - Address
 - Type
 - Notes
- Additional Email
 - Address
 - Type
 - Notes
- Primary Instant Messenger
 - Service
 - User Name
 - Type
 - Notes
- Primary Web Address
 - URL Address
 - Type
 - Notes
- Alternate Emergency Contact
 - Legal Name
 - Country
 - Prefix
 - First Name
 - Middle Name
 - Last Name
 - Suffix
 - Relationship
 - Preferred Language
 - Primary Address
 - Country
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Postal Code
 - County
 - Type
 - Notes
 - Primary Phone

- Phone Device
- Country Phone Code
- Phone Number
- Phone Extension
- Type
- Notes
- Additional Phone
 - Phone Device
 - Country Phone Code
 - Phone Number
 - Phone Extension
 - Type
 - Notes
- Primary Email
 - Address
 - Type
 - Notes
- Additional Email
 - Address
 - Type
 - Notes
- Primary Instant Messenger
 - Service
 - User Name
 - Type
 - Notes
- Primary Web Address
 - URL Address
 - Type
 - Notes

Changes in Information not Subject to PRA and/or Used to Populate Another Federal Agency's OMB-Approved Forms

All new hires, except Contingent Workers, will also provide new information in Workday Onboarding that is already cleared under the PRA by other federal agencies. Specifically, information collected for Form I-9 (Employment Eligibility Verification) is already cleared under the PRA by Department of Homeland Security, U.S. Citizenship and Immigration Services (OMB No. 1615-0047). Therefore, this information is not part of the Board's PRA review or burden estimates for the New Hire Information Collection.

The Board will no longer collect information for use on the FEGLI Program form (OMB No. 3206-0136) through the New Hire Information Collection. This information was previously identified as data used to populate another federal agency's OMB-approved forms.

The Board will no longer collect information to populate the state tax form. This information was previously identified as data used to populate a state, rather than a federal, information collection and not subject to the PRA.

Public Availability of Data

The FR 27 collects information regarding sex and race/ethnicity, which is used by the Board for EEO reporting. No other data collected by this information collection are published.

Legal Status

The New Hire Information Collection is authorized pursuant to sections 10(3), 10(4), 11(l), and 11(q) of the Federal Reserve Act, which provide the Board broad authority over employment of staff and security of its building.¹¹ In addition, Executive Order 9397 (Nov. 22, 1943) directs Federal agencies to use an individual's social security number to identify individuals in agency records.

Providing information collected as part of the New Hire Information Collection is mandatory to obtain a benefit. If certain information requested as part of the New Hire Information Collection is not provided by the new hire, the hiring process cannot be completed.¹² In addition, the New Hire Information Collection collects information on the new hire's dependents that, although not required to complete the hiring process, is required to obtain certain benefits,¹³ and is therefore considered mandatory to obtain a benefit. However, submission of some of the information collected as part of the New Hire Information Collection is voluntary and is not required to complete the hiring process or obtain other benefits.¹⁴

Information collected as part of the New Hire Information Collection will generally be kept confidential from the public.¹⁵ This information likely falls under exemption 6 of the Freedom of Information Act (FOIA), which protects from public disclosure "personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy."¹⁶ However, the release of information such as the start date of employment would likely not constitute a clearly unwarranted invasion of personal privacy and may be disclosed under the FOIA.

Determinations regarding disclosure to third parties of any confidential portions of the information collection that are considered exempt under the FOIA will be made in accordance with the Privacy Act.¹⁷ Relevant Privacy Act statements are provided when a respondent logs in

¹¹ 12 U.S.C. §§ 243, 244, 248(l), and 248(q).

¹² For example, such information would include the new hire's date of birth, social security number, and citizenship status.

¹³ These benefits include continuing health insurance benefits for the child or spouse of a new hire who is transferring from another federal agency.

¹⁴ This information includes the new hire's race and ethnicity and the identity of and relationship to any relatives who are also employed at the Board.

¹⁵ As stated above, the Board has previously published aggregate data on sex and race/ethnicity in the context of EEO reporting; however such information is kept confidential at the individual level.

¹⁶ 5 U.S.C. § 552(b)(6).

¹⁷ 5 U.S.C. § 552a(b).

to the portal and before the respondent is asked to provide any information. The Board may make disclosures in accordance with the Privacy Act's routine use disclosure provision, which permits the disclosure of a record for a purpose that is compatible with the purpose for which the record was collected.¹⁸

Such routine uses are listed in specific systems of records notices, which apply to this information collection and which can be found in: (1) the System of Records Notice for BGFRS-1, FRB-Recruiting and Placement Records, located at: <https://www.federalreserve.gov/files/BGFRS-1-recruiting-and-placement-records.pdf>; (2) the System of Records Notice for BGFRS-4, FRB-General Personnel Records, located at: <https://www.federalreserve.gov/files/BGFRS-4-general-personnel-records.pdf>; (3) the System of Records Notice for BGFRS-7, FRB—Payroll and Leave Records, located at: <https://www.federalreserve.gov/files/BGFRS-7-payroll-and-leave-records.pdf>; (4) the System of Records Notice for BGFRS-24, FRB—EEO General Files, located at: <https://www.federalreserve.gov/files/BGFRS-24-eEO-general-files.pdf>; and/or (5) the System of Records Notice for BGFRS-34, FRB-ESS Staff Identification Card File, located at: <https://www.federalreserve.gov/files/BGFRS-34-ess-staff-identification-card-file.pdf>.

Consultation Outside the Agency

There has been no consultation outside the Federal Reserve System.

Public Comments

On March 11, 2025, the Board published an initial notice in the *Federal Register* (90 FR 11738) requesting public comment for 60 days on the extension, with revision, of the FR 27. The comment period for this notice expires on May 12, 2025.

Estimate of Respondent Burden

As shown in the table below, the estimated total annual burden for the FR 27 is 393 hours and would increase to 1,691 hours with the proposed revisions. The increase in burden is primarily due to the proposed addition of contingent workers into the Workday Onboarding platform.¹⁹ The number of respondents is based on the approximate number of positions (1,051) the Board fills each year, based on an average of historical data from 2023-2024. The current burden estimate was adjusted down using the standard Board burden calculation methodology, but the proposed revisions will result in an overall burden increase. These reporting requirements represent less than 1 percent of the Board's total paperwork burden.

¹⁸ 5 U.S.C. §§ 552a(a)(7) and (b)(3)).

¹⁹ Although the Board collects new hire information from contingent workers, burden estimates for contingent workers historically have not been incorporated into the FR 27's burden count. The proposal's inclusion of burden estimates for contingent workers increases the FR 27's estimated annual burden calculation but brings the FR 27 into better alignment with the Paperwork Reduction Act.

FR 27	<i>Estimated number of respondents</i>	<i>Estimated annual frequency</i>	<i>Estimated average hours per response</i>	<i>Estimated annual burden hours</i>
Current				
Regular Hire	312	1	0.90	281
Intern Hire	122	1	0.84	102
Federal Transfer	10	1	0.95	<u>10</u>
<i>Current Total</i>				393
Proposed				
Regular Hire	235	1	1.78	418
Intern Hire	131	1	1.71	224
Federal Transfer	39	1	1.95	76
Governor/Officer	9	1	1.86	17
Contingent Worker	637	1	1.5	<u>956</u>
<i>Proposed Total</i>				1,691
<i>Change</i>				1,298

The estimated total annual cost to the public for the FR 27 is \$12,183 and would increase to \$52,421 with the proposed revisions.²⁰

Sensitive Questions

Sensitive information (i.e., height, weight, eye color and hair color) is collected on the Enter Personal Information task, Edit Government IDs task, and Fingerprint Information Questionnaire. This information was previously collected in the Fingerprint Card Information section. Such information is necessary for security purposes. Sections 10(3) and 11(q) of the Federal Reserve Act (12 U.S.C. §§ 243 and 248(q)) give the Board authority over its buildings and the ability to collect information necessary to protect and safeguard the premises, grounds, property, personnel, and operations conducted by or on behalf of the Board or a Reserve Bank, which allows for the collection of this information for building security purposes.

This information collection also gathers sensitive information on an applicant's sex and race/ethnicity²¹ through the Enter Personal Information task. This information was previously collected in the New Employee Data section. The Board uses this information for federal EEO recordkeeping and reporting, as an input to its self-analysis of hiring practices, and preparing statistical reports.

²⁰ The average consumer cost of \$31 is estimated using data from the Bureau of Labor Statistics (BLS), Occupational Employment and Wages, May 2023, published April 3, 2024, <https://www.bls.gov/news.release/ocwage.t01.htm#>.

²¹ Sex, race/ethnicity, and social security numbers are not collected from "Contingent Workers".

If a new hire has a social security number, the solicitation and collection of the new hire's social security number is used in various sections of the system to validate the new hire's credentials for certain benefits and security authorizations. The social security number is also used to ensure the accuracy of data involving the specified new hire. Sections 10(4) and 11 of the Federal Reserve Act (12 U.S.C. §§ 244, 248(q) and 248(l)) give the Board the authority to recruit, examine, and evaluate a new hire's qualifications for employment with the Board, as well as authority for the security of its buildings. In addition, Executive Order 9397 (November 22, 1943) authorizes Federal agencies to use an individual's social security number to identify individuals in agency records.

Estimate of Cost to the Federal Reserve System

The total annual cost to the Federal Reserve for collecting and processing the Onboarding sections is estimated to be \$30,000.