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In order to provide more effective service to our clients, we have created a tool called "Who Are My HR Contacts" to direct NIH employees to the HR Assistants and Specialists who service their IC and sub-organization. Additionally, HCG staff can update their contact information and assignments themselves using the "Update Your Information" portlet. That way, when assignments change for HCG staff, they can self-update that information immediately without having to wait for an intermediary. The instructions below will guide you through finding and using this portlets which are available on the NIH Portal.

WHERE TO FIND THE PORTLETS?

The "Who Are My HR Contacts" portlet can be found HR Community on the NIH Portal. The "Update Your Information" portlet is located on the HR Professionals Community on the HR Community. The "Update Your Information" portlet is only available to HCG staff to update their HR contact information and assignments.

You can also add these portlets to your myPage, if you would like. To add these to your myPage, click on the links below and then follow the online instructions:

To add the "Who Are My HR Contacts" portlet –
http://my.nih.gov/portal/server.pt?open=space&name=PreviewGadget&psname=GadgetSelection&psid=3&cached=true&in_hi_userid=1321966&control=PreviewGadget&page=InviteGadgetJS&PreviewType=2&GadgetID=2124

To add the "Update Your Information" portlet –
http://my.nih.gov/portal/server.pt?open=space&name=PreviewGadget&psname=GadgetSelection&psid=3&cached=true&in_hi_userid=1321966&control=PreviewGadget&page=InviteGadgetJS&PreviewType=2&GadgetID=2123

WHO ARE MY HR CONTACTS?

The "Who Are My HR Contacts?" portlet is designed so that any NIH employee can enter their IC and sub-org and get a list of HR Specialists and Assistants that are assigned to assist their organization with operations, benefits, ER/LR, etc. In addition, NIH employees can click on the Organizational Chart to get an up-to-date staff listing of HCG staff in each HR division.

Who Are My HR Contacts?

Find My HR Contact:

IC: First choose here... ⌄ Sub-org: Then choose here... ⌄

NIH Office of Human Resources

Office of the Director
Chris Major, Director
Phil Lenowitz, Deputy Director

Strategic Programs Division (SPD)	**Client Services Division (CSD)**	**Workforce Relations Division (WRD)**
Darla Hayes, Acting Division Director	**Kevin P. Murphy,** Acting Division Director **Ann Nucci,** Deputy Director	**Helene Noble,** Division Director
• Core Systems Branch, Isaiah Barnwell	• Special Programs Branch, Marvin Lee	• Employee Relations / Labor Relations Branch, Charles Palmer
• Acting Customer Care Branch, Erin Hooley	• Operations (Staffing) Teams (11)	• Benefits & Payroll Liaison Branch, Tricia Strittmatter
• Staffing, Classification, and Workflow Branch, Susan Howard		

If you cannot find your HR contact, please e-mail HR Systems Support.

HOW TO USE THE "WHO ARE MY HR CONTACTS" PORTLET:

1. Select a branch from the organizational chart to see a list of everyone in that branch

2. Or search for your HR Contact by selecting your **IC** and **Sub-Org** to see a list of HR
   Specialists and Assistants that service your IC

HR Contacts for OD, OM - Office of Human Resources

Name	Division	Branch	HR Area	Contact Type	Phone	E-mail
Atkins, Harold	CSD	B	Operations	HR Specialist	301-402-2825	atkinsh@mail.n
Brown, Laura	CSD	B	Operations	HR Assistant	301-496-1443	lb185q@nih.gov
German, Becky	CSD	B	Operations	HR Specialist	301-402-1289	germanb@mail.nih.gov
Jones, Myisha	CSD	B	Operations	HR Specialist	301-496-5622	jonesmy@od.nih.gov
Morrisette, Brenda	WRD	BPLB	Benefits	HR Specialist	301-496-4556	morisseb@od.nih.gov
Beklik, Jill	WRD	ER/LR	Employee Relations/Labor Relations	HR Specialist	301-402-7980	beklikj1@od.nih.gov
Franklin, Theresa	OHR	OD	Office of the Director	Administrative Officer (AO)	301-496-9222	franklit@od.nih.gov
Mathsen, Sharon	OHR	OD	Office of the Director	Administrative Officer (AO)	301-496-2424	mathsens@od1tm1.od.nih.gov
Plante, Aimee	OHR	OD	General	Program Assistant	301-496-3592	plantea@mail.nih.gov
Verge, Terrye	SPD	SCWB	HR Systems	HR Specialist	301-594-1461	verget@mail.nih.gov

UPDATE YOUR INFORMATION

The "Update Your Information" portlet is ONLY for Human Capital Group personnel. This portlet allows each HCG staff member to check their own IC assignments, HR Division & Branch, and Area of Expertise. If you change IC assignments or branch, each HCG employee can update that information him/herself and it will immediately be reflected in the "Who Are My HR Contacts?" portlet. This portlet also provides a link to your record in NED, in case you also need to update your location or contact information.

HR Portal User Guide:
How to Use the
"Who are my HR Contacts?" &
"Update Your Information" Portlets

How to update your assignment using the "Update Your Information" Portlet:

1. To updated your contact information (from NIH Employee Directory (NED) click on the **Update this information in NED** link

2. To update your name go ahead and type in your preferred name
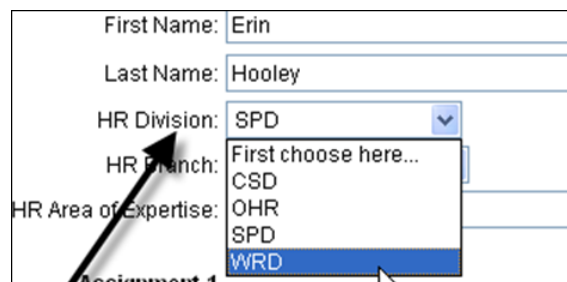
3. Then select the **Save Changes** button

4. To update your HR branch or HR area of expertise merely select the correct information with the drop-down boxes
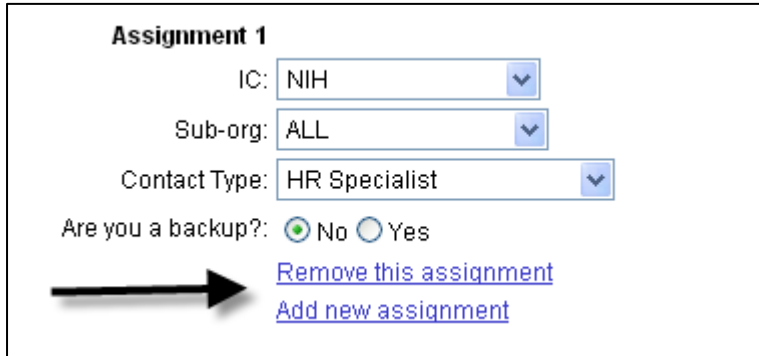
5. Then select the **Save Changes** button
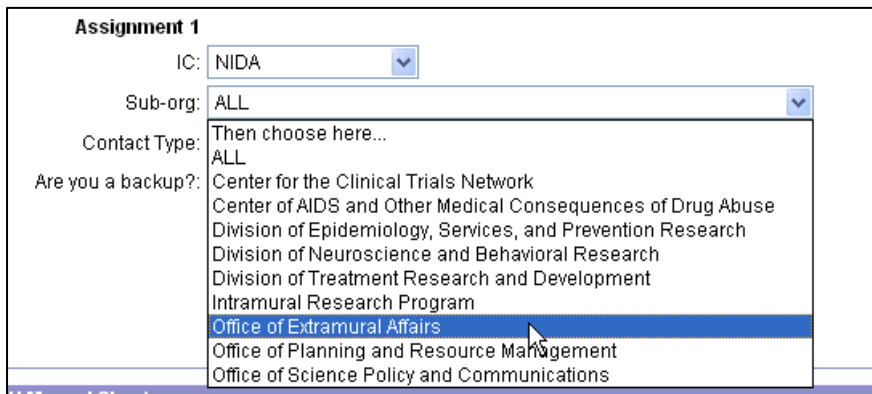
6.   To remove an assignment click on the **Remove this assignment** link

7.   Then select the **Save Changes** button

8.   To add an assignment click on the **Add new assignment** link

9.   Select the IC, Sub-org and Contact Type

10. Then select the **Save Changes** button

Help, I can't update my assignment!

If you can't see the "Update Your Information" portlet or get an error such as, "User Account 'Hooleye' does not appear to have a valid NID ID," (a common error that some HR staff were getting) please contact HR Systems Support through a WiTS ticket, e-mail or phone to resolve the issue.

HR Systems Support: WiTS Logon: http://wits.od.nih.gov/
Phone - 301-451-1436
E-mail - hrsystemssupport@od.nih.gov

HR Portal User Guide:
How to Use the
"Who are my HR Contacts?" &
"Update Your Information" Portlets

How to update your contact information in the NIH Directory Service or "Global"

Users may change their NIH Directory Service (Global) entry either via the web or via email.

To change via the web
1. Send a blank email to getpass@nih.gov to get your password and alias (unique id). *(This step only needs to be done if you do not know your current alias and/or password.)*
2. Next, using a browser capable of making a secure connection (Netscape 3.0 and newer or Microsoft Internet Explorer 3.0 and newer), go to the web site http://directory.nih.gov/
3. Click on "Change", and then enter your alias and password.
4. Click on "Enter" and your current Directory Service entry will be displayed which you may then edit.
5. Finally, click on "Change Item" to update your Directory entry.

To change via email
1. Send a blank email to change@nih.gov. Neither subject or body are needed in the message. Follow the directions included with the form that is returned to you.