



**HR PORTAL USER GUIDE:  
HOW TO USE THE  
“WHO ARE MY HR CONTACTS?” &  
“UPDATE YOUR INFORMATION” PORTLETS**



**Table of Contents**

Where to Find the Portlets? .....	2
Who Are My HR Contacts? .....	3
How to Use the “Who Are My HR Contacts” Portlet .....	4
Update Your Information.....	6
How to Update Your Assignment .....	7
Help, I Can’t Update My Assignment!.....	8
How to Update Your Contact Information.....	9



## HR PORTAL USER GUIDE: HOW TO USE THE “WHO ARE MY HR CONTACTS?” & “UPDATE YOUR INFORMATION” PORTLETS



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&reviewType=2&GadgetID=2124](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&reviewType=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&reviewType=2&GadgetID=2123](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&reviewType=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:  Sub-org:

## NIH Office of Human Resources

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

<p><b><u>Strategic Programs Division (SPD)</u></b></p> <p><b>Darla Hayes, Acting Division Director</b></p> <ul style="list-style-type: none"> <li>• Core Systems Branch, Isaiah Barnwell</li> <li>• Acting Customer Care Branch, Erin Hooley</li> <li>• Staffing, Classification, and Workflow Branch, Susan Howard</li> </ul>	<p><b><u>Client Services Division (CSD)</u></b></p> <p><b>Kevin P. Murphy, Acting Division Director</b> <b>Ann Nucci, Deputy Director</b></p> <ul style="list-style-type: none"> <li>• Special Programs Branch, Marvin Lee</li> <li>• Operations (Staffing) Teams (11)</li> </ul>	<p><b><u>Workforce Relations Division (WRD)</u></b></p> <p><b>Helene Noble, Division Director</b></p> <ul style="list-style-type: none"> <li>• Employee Relations / Labor Relations Branch, Charles Palmer</li> <li>• Benefits &amp; Payroll Liaison Branch, Tricia Strittmatter</li> </ul>
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If you cannot find your HR contact, please e-mail [HR Systems Support](#).

**HOW TO USE THE “WHO ARE MY HR CONTACTS” PORTLET:**

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



Who Are My HR Contacts?

Find My HR Contact:  
IC:  Sub-org:

**NIH Office of Human Resources**

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

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

If you cannot find your HR contact, please e-mail [HR Systems Support](#).

**Workforce Relations Division (WRD)**

Advises and consults with client organization managers on employee and labor relations matters, including collective bargaining and employee conduct, performance and disciplinary actions. Manages Federal employee benefits and entitlement programs for the client organizations. Provides employees, their families and beneficiaries, as appropriate, counseling and assistance in accessing and understanding benefits and entitlement programs. Provides employee services, such as managing official personnel records and new employee entrance-on-duty programs.

Branch:

**HR Staff in WRD**

Name	Division	Branch	HR Area	Contact Type	Phone	E-mail	Bldg
<a href="#">Amaize, Victoria</a>	WRD	BPLB	Benefits	HR Assistant	301-496-4556	<a href="mailto:amaizev@mail.nih.gov">amaizev@mail.nih.gov</a>	31/B3
<a href="#">Council, Tonya</a>	WRD	BPLB	Payroll	Payroll Assistant	301-496-4556	<a href="mailto:councilt@mail.nih.gov">councilt@mail.nih.gov</a>	31/B3
<a href="#">Findlater, Valorie</a>	WRD	BPLB	Benefits	HR Specialist	301-496-4556	<a href="mailto:vf43k@nih.gov">vf43k@nih.gov</a>	31/B3
<a href="#">Fisher, Donna</a>	WRD	BPLB	Benefits	HR Specialist	919-541-3510	<a href="mailto:fisher@niehs.nih.gov">fisher@niehs.nih.gov</a>	NH/2

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- 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
<a href="#">Atkins, Harold</a>	CSD	B	Operations	HR Specialist	301-402-2825	<a href="mailto:atkinsh@mail.nih.gov">atkinsh@mail.nih.gov</a>
<a href="#">Brown, Laura</a>	CSD	B	Operations	HR Assistant	301-496-1443	<a href="mailto:lb185q@nih.gov">lb185q@nih.gov</a>
<a href="#">German, Becky</a>	CSD	B	Operations	HR Specialist	301-402-1289	<a href="mailto:germanb@mail.nih.gov">germanb@mail.nih.gov</a>
<a href="#">Jones, Myisha</a>	CSD	B	Operations	HR Specialist	301-496-5622	<a href="mailto:jonesmv@od.nih.gov">jonesmv@od.nih.gov</a>
<a href="#">Morrisette, Brenda</a>	WRD	BPLB	Benefits	HR Specialist	301-496-4556	<a href="mailto:morrisseb@od.nih.gov">morrisseb@od.nih.gov</a>
<a href="#">Beklik, Jill</a>	WRD	ER/LR	Employee Relations/Labor Relations	HR Specialist	301-402-7980	<a href="mailto:beklik1@od.nih.gov">beklik1@od.nih.gov</a>
<a href="#">Franklin, Theresa</a>	OHR	OD	Office of the Director	Administrative Officer (AO)	301-496-9222	<a href="mailto:franklit@od.nih.gov">franklit@od.nih.gov</a>
<a href="#">Mathsen, Sharon</a>	OHR	OD	Office of the Director	Administrative Officer (AO)	301-496-2424	<a href="mailto:mathsens@od1tm1.od.nih.gov">mathsens@od1tm1.od.nih.gov</a>
<a href="#">Plante, Aimee</a>	OHR	OD	General	Program Assistant	301-496-3592	<a href="mailto:plantea@mail.nih.gov">plantea@mail.nih.gov</a>
<a href="#">Verge, Terne</a>	SPD	SCWB	HR Systems	HR Specialist	301-594-1461	<a href="mailto:verget@mail.nih.gov">verget@mail.nih.gov</a>



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**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.

**Update Your Information**

**Important: You must click the "Save Changes" button to save any changes you make to this gadget.**

Phone:  \*

Building:  \*

Room:  \*

MSC:  \*

FAX:  \*

E-mail:  \*

[\\* Update this information in NED](#)

First Name:

Last Name:

HR Division:

HR Branch:

HR Area of Expertise:

**Assignment 1**

IC:

Sub-org:

Contact Type:

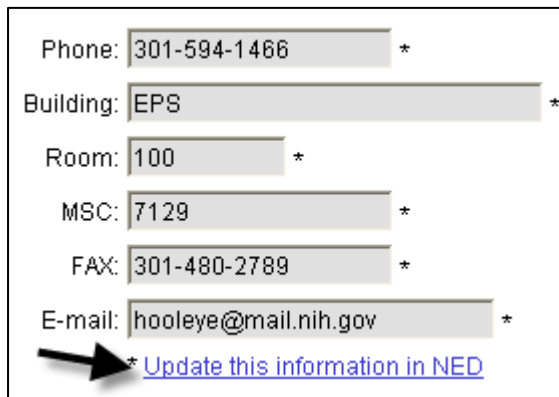
Are you a backup?:  No  Yes

[Remove this assignment](#)

[Add new assignment](#)

### 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



Phone: 301-594-1466 \*

Building: EPS \*

Room: 100 \*

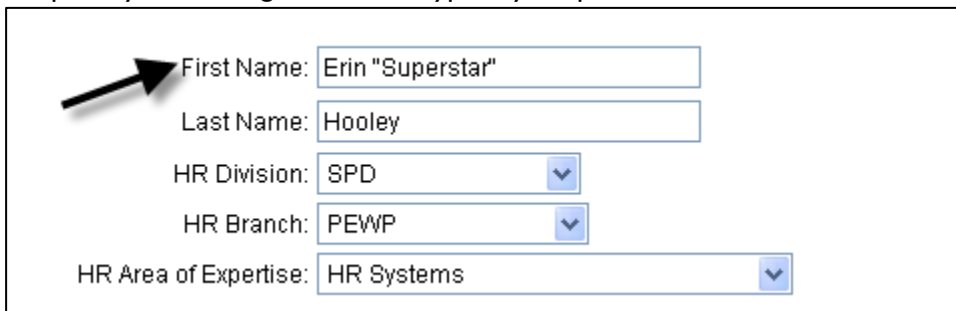
MSC: 7129 \*

FAX: 301-480-2789 \*

E-mail: hooleye@mail.nih.gov \*

[\\* Update this information in NED](#)

2. To update your name go ahead and type in your preferred name



First Name: Erin "Superstar"

Last Name: Hooley

HR Division: SPD

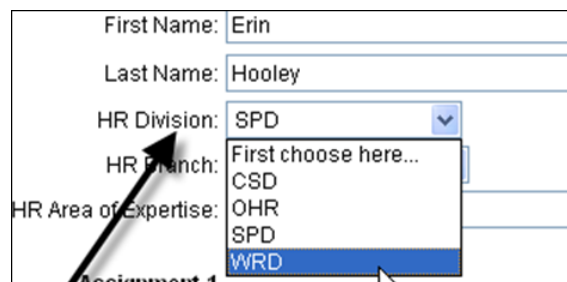
HR Branch: PEWP

HR Area of Expertise: HR Systems

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

Save Changes

4. To update your HR branch or HR area of expertise merely select the correct information with the drop-down boxes



First Name: Erin

Last Name: Hooley

HR Division: SPD

HR Branch: First choose here...  
CSD  
OHR  
SPD  
WRD

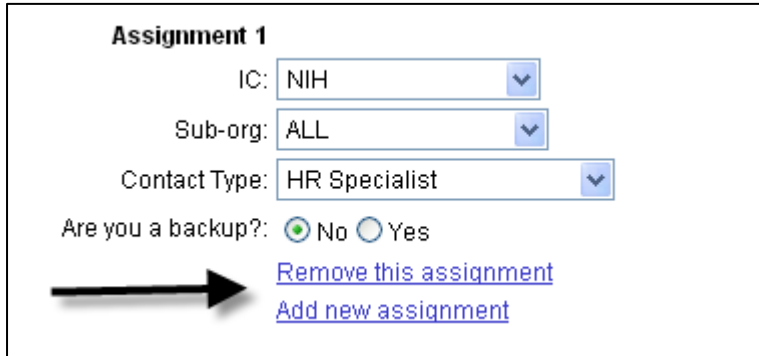
HR Area of Expertise:

Assignment 1

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

Save Changes

6. To remove an assignment click on the **Remove this assignment** link



**Assignment 1**

IC: NIH

Sub-org: ALL

Contact Type: HR Specialist

Are you a backup?:  No  Yes

[Remove this assignment](#)

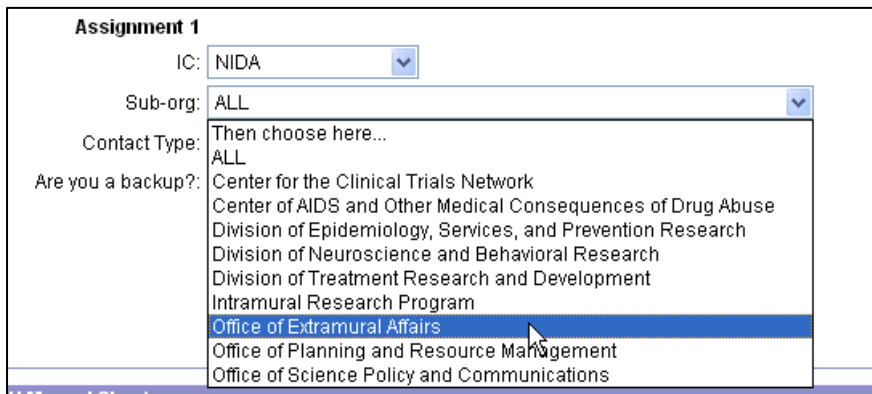
[Add new assignment](#)

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

Save Changes

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

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



**Assignment 1**

IC: NIDA

Sub-org: ALL

Contact Type: Then choose here...  
ALL  
Center for the Clinical Trials Network  
Center of AIDS and Other Medical Consequences of Drug Abuse  
Division of Epidemiology, Services, and Prevention Research  
Division of Neuroscience and Behavioral Research  
Division of Treatment Research and Development  
Intramural Research Program  
**Office of Extramural Affairs**  
Office of Planning and Resource Management  
Office of Science Policy and Communications

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

Save Changes

### 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 'Hooley' 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:  
Phone - 301-451-1436  
E-mail - [hssystemssupport@od.nih.gov](mailto:hssystemssupport@od.nih.gov)

WiTS Logon: <http://wits.od.nih.gov/>





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**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](mailto: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](mailto:change@nih.gov). Neither subject or body are needed in the message. Follow the directions included with the form that is returned to you.