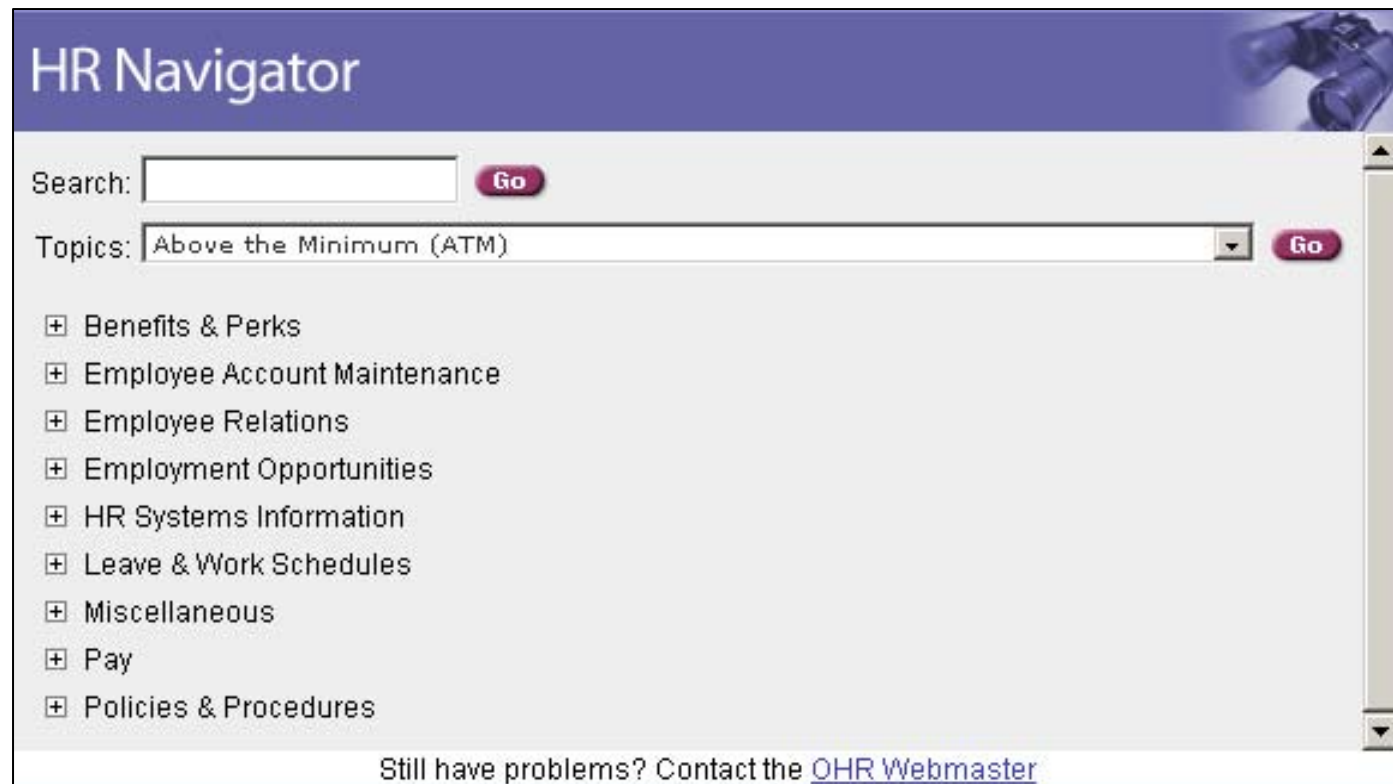


HR NAVIGATOR

The HR Navigator is available as a portlet on the NIH Portal and can be found on the Human Resources page. It is designed to empower all NIH employees to look up a Human Resources topic and be directed to helpful resources (both people and policies). There are three ways to browse HR topics – search, drop-down list of topics, and also HR topics organized by major topic heading:

- Benefits & Perks
- Employee Account Maintenance
- Employee Relations
- Employment Opportunities
- HR Systems Information
- Leave & Work Schedules
- Miscellaneous
- Pay
- Policies & Procedure



The screenshot shows the HR Navigator interface. At the top, it says "HR Navigator". Below that, there is a search bar with a "Go" button. Underneath the search bar is a "Topics:" dropdown menu with "Above the Minimum (ATM)" selected and a "Go" button. Below the dropdown menu is a list of topics, each with a plus sign in a square icon:

- + Benefits & Perks
- + Employee Account Maintenance
- + Employee Relations
- + Employment Opportunities
- + HR Systems Information
- + Leave & Work Schedules
- + Miscellaneous
- + Pay
- + Policies & Procedures

At the bottom of the interface, it says "Still have problems? Contact the [OHR Webmaster](#)".

Please take a few minutes to familiarize yourself with the HR Navigator so you can find the answers to your Human Resources questions quickly and easily.

To add the HR Navigator portlet to your portal page, simply click this link and select the appropriate portal page under the drop down menu - http://my.nih.gov/portal/server.pt?open=space&name=PreviewGadget&psname=GadgetSelection&psid=20&cached=true&in_hi_userid=1558733&control=PreviewGadget&page=InviteGadgetJS&PreviewType=2&GadgetID=3065