Base Navigation Page - Windows Internet Explorer

File Edit View Favorites Tools Help

https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_

Live Search

Base Navigation Page

Page Tools

EmpowHR

WALKER,WILLIAM GORDIE US Dept of Agriculture

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- My Personalizations
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- My Dictionary

Main Menu >

Employee Self Service

Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.

Tasks
Employee Self Service Tasks
- Career Plan
- Education
- Exit Interview
- 8 More...

View
Employee Self Service View
- Training Summary
- Award Tracking
- Job Information
- 4 More...

Review Transactions
Review transactions that you submitted for approval

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
- Benefits Information
- Dependents and Beneficiaries
- Benefits Summary
- 4 More...

Manage Delegation
Delegate authority for self-service transactions, and review and revoke delegation requests

Error on page. Local intranet 100%

Base Navigation Page - Windows Internet Explorer

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Main Menu > Employee Self Service >

Tasks

Employee Self Service Tasks

Career Plan Career Plan	Education Education	Exit Interview Exit Interview
Job Classification Request Job Classification Request	Personnel Actions Employee Requests Personnel Actions	Skills Information Skills Information
EMPOWHR Education Education	Payroll Documents Payroll Documents	Awards Awards
Contact Information Contact Information	Performance Performance	

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Contact Information - Windows Internet Explorer

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WALKER,WILLIAM GORDIE US Dept of Agriculture

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New Window | Help | Customize Page

Contact Information

WALKER,WILLIAM GORDIE

Email Address

Emergency Contacts

Home Address

Phone Numbers

Personal Information Summary

Done | Local intranet | 100%

Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_EMPLOYEE.Z_SS_CONTACT_INFO.USF?PORTALPARA

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WALKER,WILLIAM GORDIE US Dept of Agriculture

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New Window | Help

Emergency Contacts

WILLIAM WALKER

Emergency Contacts

First	Middle Name	Last Name	Name Suffix	Relationship to Employee		
		WALKER		Spouse	Edit	Delete
		WALKER		Parent	Edit	Delete

Primary Contact: WALKER,KA

Change the primary contact

Add an Emergency Contact

Go To: Contact Information Home

Emergency Contact: From this page you can edit existing contacts, delete or Add new contacts. Also we ask you designate which Contact is the Primary Contact.

Done | Local intranet | 100%

start | Office Communic... | Inbox - Microsoft... | Contact Informat... | Microsoft PowerP... | 10:11 AM

Contact Information - Windows Internet Explorer

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WALKER,WILLIAM GORDIE US De

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Help

Emergency Contacts

Emergency Contact Detail

WILLIAM WALKER

Address and Telephone

Contact Name: CONTACT,ADDY E

*First: ADDY

Middle Name: E

*Last Name: CONTACT

Name Suffix:

*Relationship to Employee:

☐ Contact has the same address as the employee

☐ Contact has the same telephone number as the employee

Address

Country: United States

Address: Edit Address

Phone

This example Adds a contact. Required blocks are First and Last name, type of Relationship. Review the Contact has… check boxes and check if either are appropriate. Enter Address and Phone number.

Done | Local intranet | 100%

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Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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Live Search

Contact Information

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WALKER,WILLIAM ulture

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Emergency Contacts

Emergency Conta

WILLIAM WALKER

Address and Telephone

Contact Name: CONTACT,AD

*First ADDY me E

*Last Name CONTACT fix

*Relationship to Employee:

Brother
Child
Daughter
Domestic Partner Adult
Domestic Partner Child
Employee
Estate
ExDomestic Partner
ExSpouse
Father
Foster Child
Grand Parent
Grandfather
Mother
Neighbor
Other
Other Child
Other Relative
Parent
Parent In-law
Recognized Child
Self
Sibling
Sister
Son
Spouse
Stepchild

☐ Contact has the same address as the employee

☐ Contact has the same telephone number as the employee

Address

Country: United States

Address: Edit Address

Phone

Relationship type is required

If you elect to enter a Address for your Contact click Edit Address

Done Local intranet 100%

start Office Communicator Inbox - Microsoft ... Contact Informati... Microsoft PowerPo... 10:29 AM

Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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New Window | Help

Edit Address

Country: United States Change Country

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

OK Cancel

Enter address info if you elect to enter an address.
Click OK

Local intranet 100%

start Office Communicator Inbox - Microsoft ... Contact Informati... Microsoft PowerPo... 10:44 AM

Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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Contact Information

WALKER,WILLIAM GORDIE US Dept of Agriculture

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Country: United States

Address: Edit Address

Phone

Telephone: 301/262-2222

Other Telephone Numbers

Emergency Contacts

*Phone Type	Phone Number

Add a Phone Number

Save

Return to Emergency Contacts

Enter a phone number. Just type 10 digits and system will format it.

Click SAVE

Done | Local intranet | 100%

start | Office Communicator | Inbox - Microsoft ... | Contact Informati... | Microsoft PowerPo... | 10:30 AM

Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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WALKER,WILLIAM GORDIE US Dept of Agriculture

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New Window | Help

Emergency Contacts

WILLIAM WALKER

Emergency Contacts

First	Middle Name	Last Name	Name Suffix	Relationship to Employee		
ADDY	E	CONTACT		Other	Edit	Delete
		WALKER		Spouse	Edit	Delete
		WALKER		Parent	Edit	Delete

Primary Contact: WALKER,KA

Change the primary contact

Add an Emergency Contact

Go To: Contact Information Home

You may designate your Primary Contact

Done | Local intranet | 100%

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Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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WALKER,WILLIAM GORDIE US Dept of Agriculture

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New Window | Help

Emergency Contacts

Change Primary Contact

WILLIAM WALKER

Primary Contact: WALKER,KATHERINE HUNT

CONTACT,ADDY E

WALKER,K

WALKER,M

Save

Return to Emergency Contacts

Select which would be primary and Click SAVE

Done | Local intranet | 100%

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Contact Information - Windows Internet Explorer

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New Window | Help

Emergency Contacts

WILLIAM WALKER

Emergency Contacts

First	Middle Name	Last Name	Name Suffix	Relationship to Employee		
ADDY	E	CONTACT		Other	Edit	Delete
K		WALKER		Spouse	Edit	Delete
M		WALKER		Parent	Edit	Delete

Primary Contact: WALKER,K

Change the primary contact

Add an Emergency Contact

Go To: Contact Information Home

You may Edit the Contact

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Contact Information - Windows Internet Explorer

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New Window | Help

Emergency Contacts

Emergency Contact Detail

WILLIAM WALKER

Address and Telephone

Contact Name: CONTACT,ADDY E

*First: ADDY

Middle Name: E

*Last Name: CONTACT

Name Suffix:

*Relationship to Employee: Other

☐ Contact has the same address as the employee

☐ Contact has the same telephone number as the employee

Address

Country: United States

Address: Edit Address

Update Addresses

Phone

javascript:submitAction_win0(document.win0,'DERIVED_ADDR_UPDATE_ADDRESS$0');

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Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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New Window | Help

Edit Address

Country: United States Change Country

Address 1: 123 SOMEWAY WAY

Address 2:

Address 3:

City: ANNAPOLIS State: MD Maryland Postal: 21014

County:

OK Cancel

Local intranet 100%

start | Office Communic... | Inbox - Microsoft... | Contact Informat... | Microsoft PowerP... | 11:06 AM

Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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WALKER,WILLIAM GORDIE US Dept of Agriculture

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Country: United States

Address: 123 SOMEWAY WAY
ANNAPOLIS, MD 21014

Edit Address

Phone

Telephone: 301/222-6666

Other Telephone Numbers

Emergency Contacts

*Phone Type	Phone Number

Add a Phone Number

Save

Return to Emergency Contacts

Always SAVE any changes

Done | Local intranet | 100%

start | Office Communic... | Inbox - Microsoft... | Contact Informat... | Microsoft PowerP... | 11:06 AM

Contact Information - Windows Internet Explorer

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New Window | Help

Emergency Contacts

WILLIAM WALKER

Emergency Contacts

First	Middle Name	Last Name	Name Suffix	Relationship to Employee		
ADDY	E	CONTACT		Other	Edit	Delete
K		WALKER		Spouse	Edit	Delete
M		WALKER		Parent	Edit	Delete

Primary Contact: WALKER,KATHERINE HUNT

Change the primary contact

Add an Emergency Contact

Go To: Contact Information Home

Return to Contact Information Screen

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Contact Information - Windows Internet Explorer

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Live Search

Contact Information

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New Window | Help | Customize Page

Contact Information

WALKER,WILLIAM GORDIE

Email Address

Emergency Contacts

Home Address

Phone Numbers

Personal Information Summary

From this screen you can add or change other contact information

Done

Local intranet 100%

start Office Communicator Inbox - Microsoft ... Contact Informati... Microsoft PowerPo... 11:10 AM

Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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New Window | Help | Customize Page

Email Addresses

WILLIAM WALKER

Email Addresses

*Email Type	*Email Address	Preferred	
Business	gordie.walker@wdc.usda.gov	☑	Delete
Home	wgkhwaker@	☐	Delete
Other	gordiewalker@	☐	Delete

Add an Email Address

* Required Field

Save

Go To:

Contact Information Home

- You cannot change the Business email from this screen.
- You can edit or delete existing email or add another email.
- Business email may be changed at via the My System Profile menu item.

Done | Local intranet | 100%

start | Office Communicator | Inbox - Microsoft ... | Contact Informati... | Microsoft PowerPo... | 11:13 AM

Contact Information - Windows Internet Explorer

File Edit View Favorites Tools Help

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Contact Information

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Contact Information

WALKER,WILLIAM GORDIE

Email Address

Emergency Contacts

Home Address

Phone Numbers

Personal Information Summary

The Home Address record allows you to change your official Home Address within the NFC Employee Database.

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Contact Information

WALKER,WILLIAM GORDIE US Dept of Agriculture

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Contact Information

WALKER,WILLIAM GORDIE

Email Address

Emergency Contacts

Home Address

Phone Numbers

Personal Information Summary

Phone number allows you to change phone contacts for you the employee.

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Contact Information - Windows Internet Explorer

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Contact Information

WALKER,WILLIAM GORDIE US Dept of Agriculture

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Phone Numbers

WILLIAM WALKER

Enter your phone numbers below.

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	
Business	301/504-4134		☑	Delete
Mobile	410		☐	Delete
FAX	301		☐	Delete
Home	410		☐	Delete

Add a Phone Number

* Required Field

Save

Go To: Contact Information Home

You may edit or delete existing number, or add a new number.

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Contact Information - Windows Internet Explorer

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Contact Information

WALKER,WILLIAM GORDIE US Dept of Agriculture

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Contact Information

WALKER,WILLIAM GORDIE

Email Address

Emergency Contacts

Home Address

Phone Numbers

Personal Information Summary

Main Content

Personal Information Summary provide a summary of each item above as well as some basic information about yourself.

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