



EmpowHr InstructionGuide For New & Returning Employees

Last Updated: May 28, 2009

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Overview

The purpose of this instruction booklet is to guide new and returning employees of the necessary steps they have to perform once obtaining his/her new EmpowHr password and employee Identification. Also this booklet can be used for guidance in re-setting lost or forgotten EmpowHr passwords.

EmpowHR ACCESS- <https://icams.usda.gov>

(For obtaining: SF 50B & updating personnel and business addresses and phone numbers)

Approximately 4 weeks after your start date with USDA/NRCS, you will receive, by email, your employee ID and password for EmpowHr. If you do not receive your EmpowHr password within that time period contact Pamela Smith at (254) 742-9927 or by email at Pamela.Smith@tx.usda.gov. Once you have received your EmpowHr password, log on to <https://icams.usda.gov> and follow the step by step instructions in this booklet.

***EmpowHR* - Human Capital Management System**

EmpowHR is a Human Capital Management System that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda. *EmpowHR* is an integrated suite of commercial and Government applications that supports all critical HR components in a single enterprise system. It provides comprehensive employee information enabling agencies to: (1) make critical decisions concerning workforce utilization, (2) forecast workforce turnover and placement, and (3) project future resource budget allocations on a fiscal year basis, for optimum achievement of agency mission goals.

The goal of *EmpowHR* is to offer a streamlined, integrated set of business processes within an NFC-hosted technology suite, which can be leveraged by you to automate common administrative tasks associated with HR management and reduce internal operational costs using industry best practices.

EmpowHR offers you an advantageous environment where efficient and effective solutions can be quickly leveraged across the Federal enterprise. Its table-driven environment affords rapid implementation of changing HR rules and practices. It also features a robust COTS-based front-end system utilizing Oracle/PeopleSoft's pure Internet/Web-based architecture requiring no code running on client PCs. *EmpowHR* provides a mechanism for investing in cross-agency information technology solutions in a controlled manner, eliminating many of the diverse agency cultures and fear of reorganization issues de-centralized change can present, and limiting the overall Federal investment in technology. It ultimately facilitates easily sharing information between and among HR, payroll, financial management, and related functions.

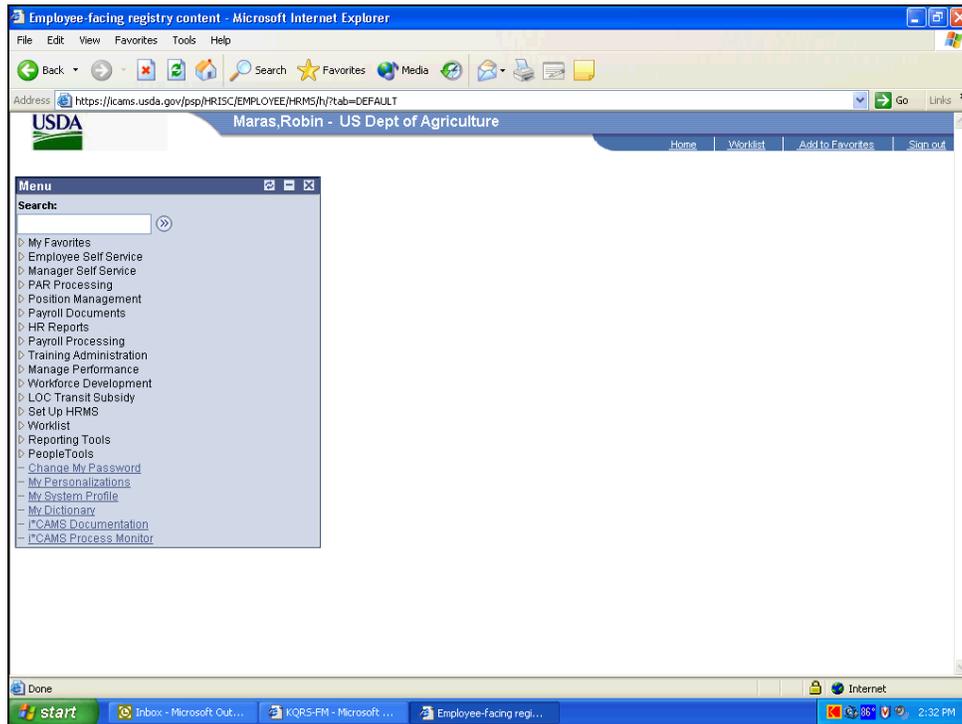
EmpowHR's components include:

- Recruitment
- Position Classification
- HR Processing
- Strategic Workforce Reporting
- Training and Employee Development
- Employee and Labor Relations
- Employee Benefits Administration
- Succession Planning
- Employee Performance and Accountability
- Organizational Management

Setting the Forgot Your Password Procedure

This procedure is for the purpose of requesting another password through EmpowHr, should you forget your password.

Set the "**forgot your password help**" so that you will be able to request another password through EMPOWHR, should you forget your password.



<i>Step</i>	<i>Action</i>
1.	Click the My System Profile link. My System Profile

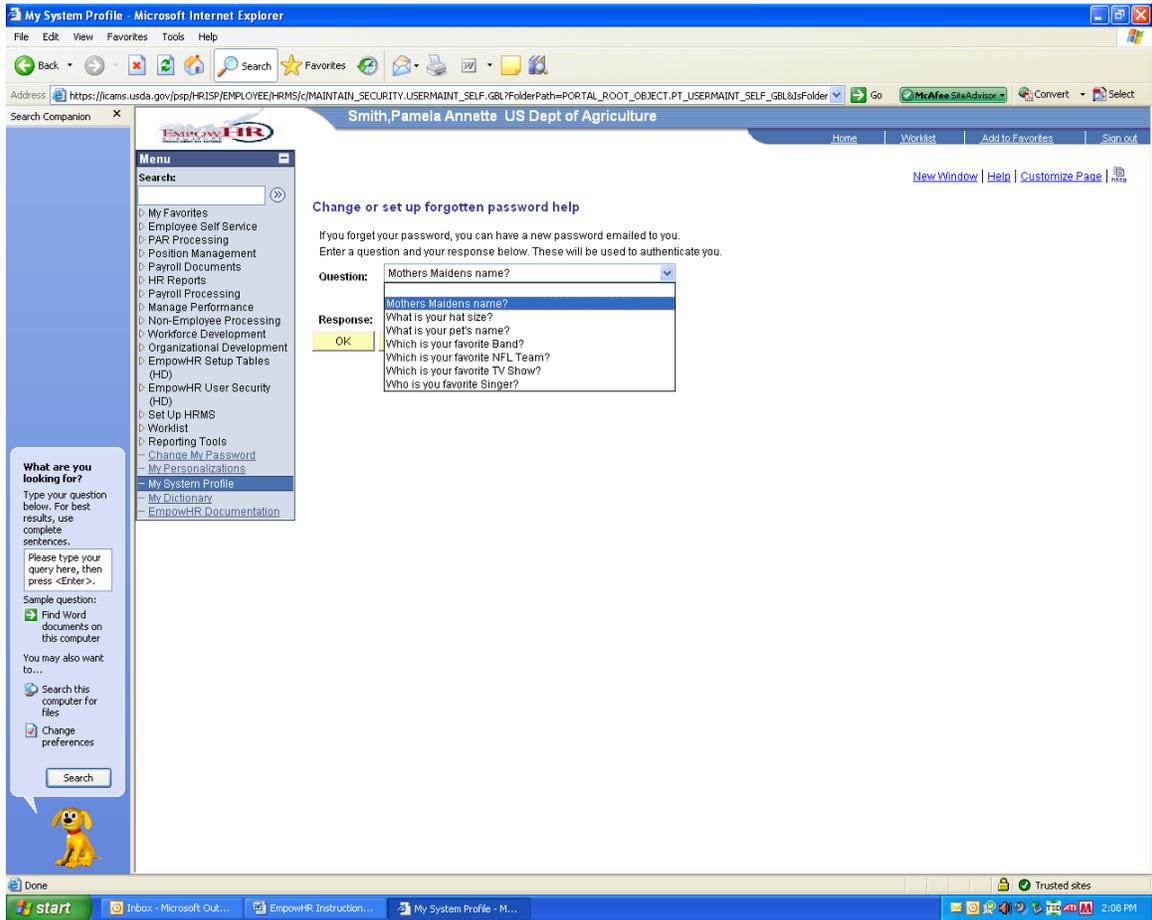
The screenshot shows a web browser window displaying the 'My System Profile' page for 'Smith, Pamela Annette' at the 'US Dept of Agriculture'. The page is divided into several sections:

- General Profile Information:** Shows the user's name 'Smith, Pamela Annette' and a 'Password' section with a 'Change password' link and a 'Change or set up forgotten password help' link.
- Personalizations:** Includes settings for preferred language (English), currency code (USD), and default mobile page.
- Alternate User:** A section for selecting an alternate user if temporarily unavailable, with fields for 'Alternate User ID', 'From Date', and 'To Date'.
- Workflow Attributes:** A section with checkboxes for 'Email User' and 'Worklist User', where 'Worklist User' is checked.
- Miscellaneous User Links:** A section titled 'Email' containing a table of email accounts.

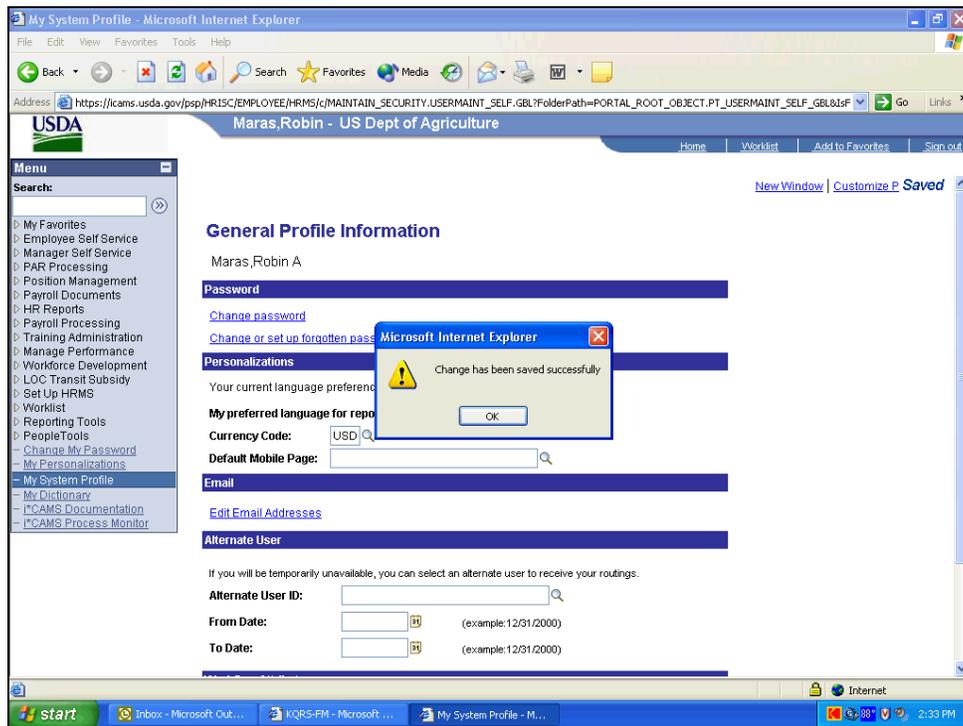
Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	pamela.smith@usda.gov
<input type="checkbox"/>	Home	pamela_0317@msn.com

At the bottom of the page, there is a 'Save' button and a 'Trusted sites' indicator.

Step	Action
2.	Click the Change or set up forgotten password help link. Change or set up forgotten password help



Step	Action
3.	Choose a question and enter in Question field.
4.	Enter your response in the Response field.
5.	Click the Ok button. 

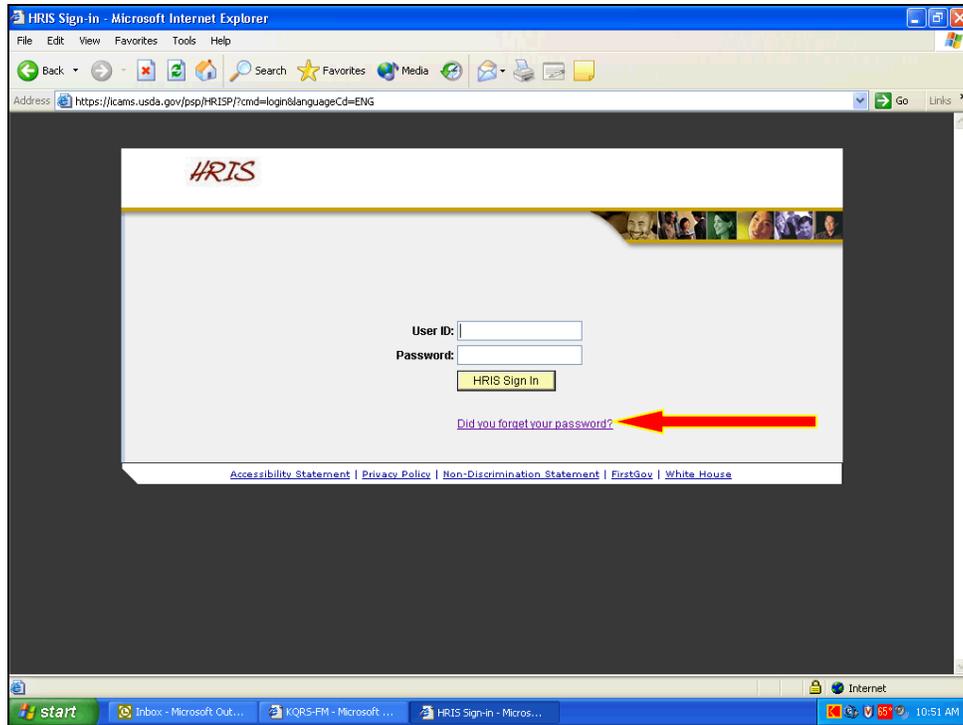


<i>Step</i>	<i>Action</i>
6.	Click the OK button. 
7.	Congratulations! You have set the "forgot your password help". You can now use the "forgot your password help" to request another password should you forget yours. NOTE: If you need to edit your e-mail address, Click the Edit E-mail Addresses link. Be sure to enter the email address issued to you through USDA/NRCS. End of Procedure.

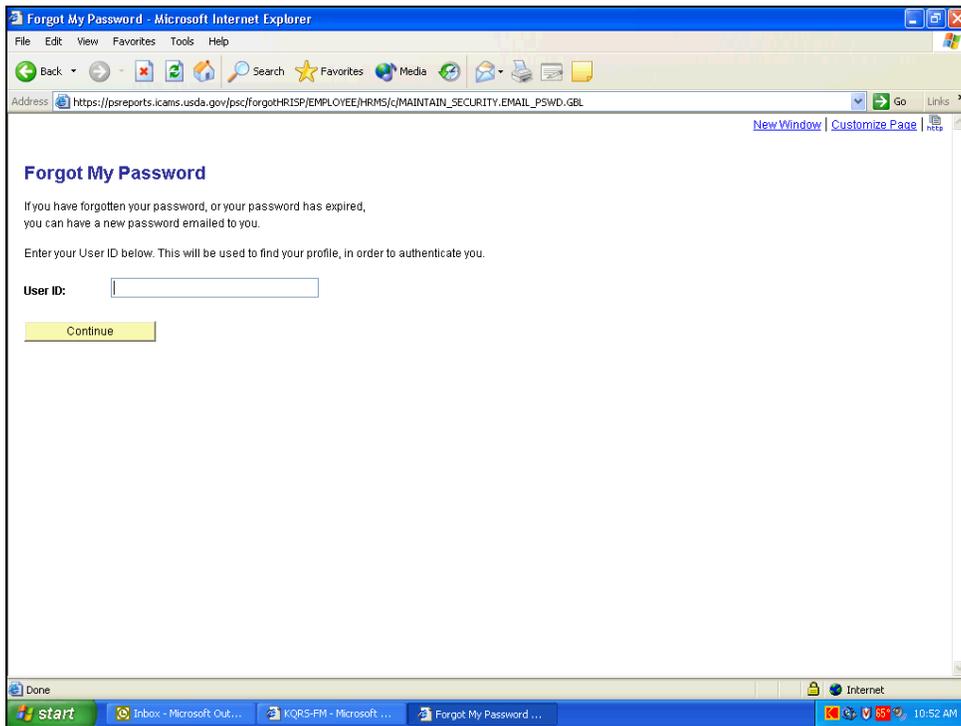
Forgot your Password?

Procedure

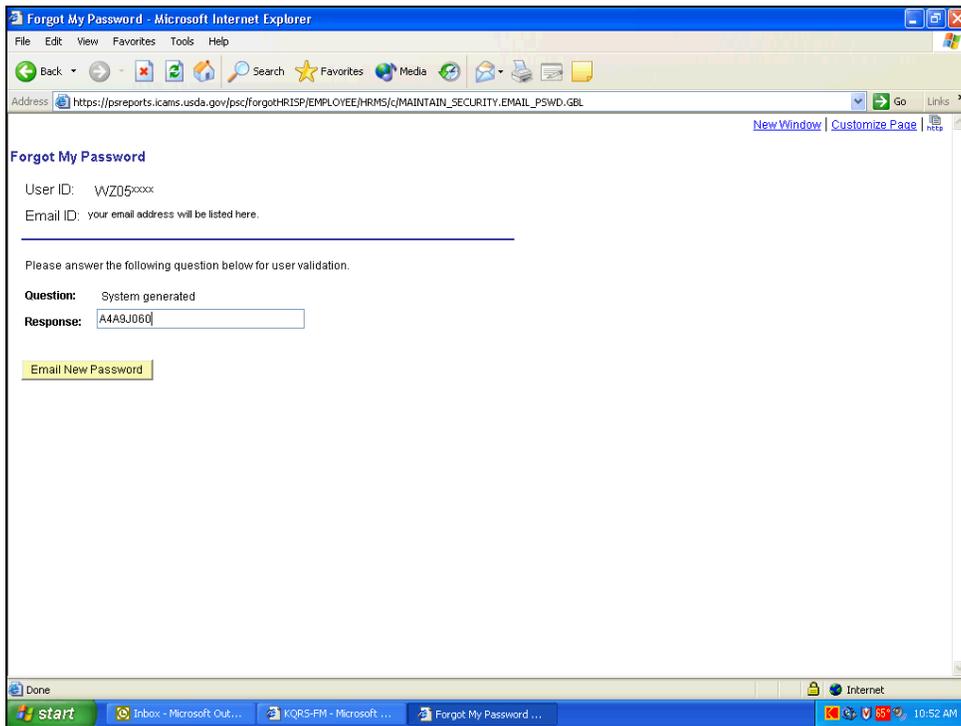
This lesson will allow you to request a new EMPOWHR password using the "**Did you forget your password?**" feature.



<i>Step</i>	<i>Action</i>
1.	Enter your User ID, i.e., WZ05xxxx . NOTE: Be sure to use CAPITAL LETTERS only when entering your initials.
2.	Click the " Did you forget your password? " link. Did you forget your password?



<i>Step</i>	<i>Action</i>
3.	Enter your User ID into the required field, i.e., WZ05xxxx . NOTE: Be sure to use CAPITAL LETTERS only when entering your initials.
4.	Click the Continue button. 



<i>Step</i>	<i>Action</i>
5.	Enter the Response to your Question. Your new password will be e-mailed to the address listed above. Click the Email New Password button.
6.	Congratulations! Your request for a new password is being sent. *Remember use this option only when you forget your password. End of Procedure.

EMPOWHR password controls are as follows: **(It is suggested that employees set their EmpowHr password to match their eAuthentication password just for consistency sake)**

- Password Criteria
 - *Must be a minimum of 12 characters*
 - *1 Special character limited to: ! @ # \$ % ^ & * () - _ = + \ | [] { } ; : / ? . > <*
 - *1 Westernized Arabic numeral (0-9)*
 - *Cannot match current or 23 prior passwords*
 - *Maximum number of unsuccessful log in attempts is 5*

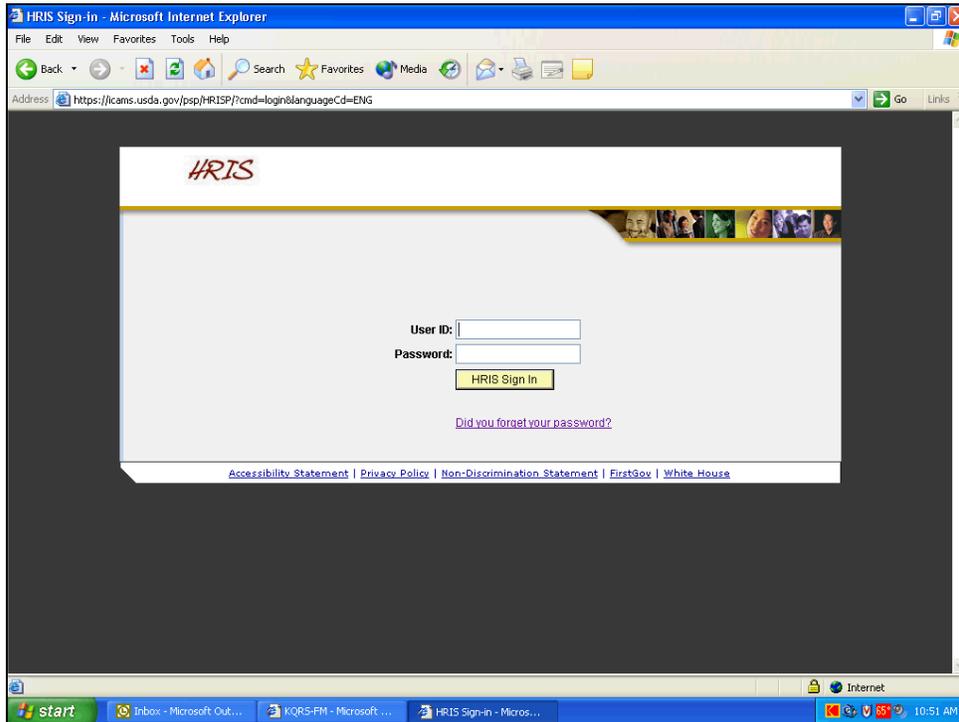
The following is provided to offer assistance in resolving password related issues:

1. At first login attempt if user receives message “Invalid ID/password” they should NOT attempt to login more than six (6) times this will lock their account. The same message will appear even after the account has been locked. Contact Servicing HR Staff for assistance.
2. If EMPOWHR displays message “password has expired” users should follow screen instructions and change their password.
3. If the user still cannot log in their account is most likely locked. The employee should contact their Servicing HR staff to reset the password which will unlock the account.

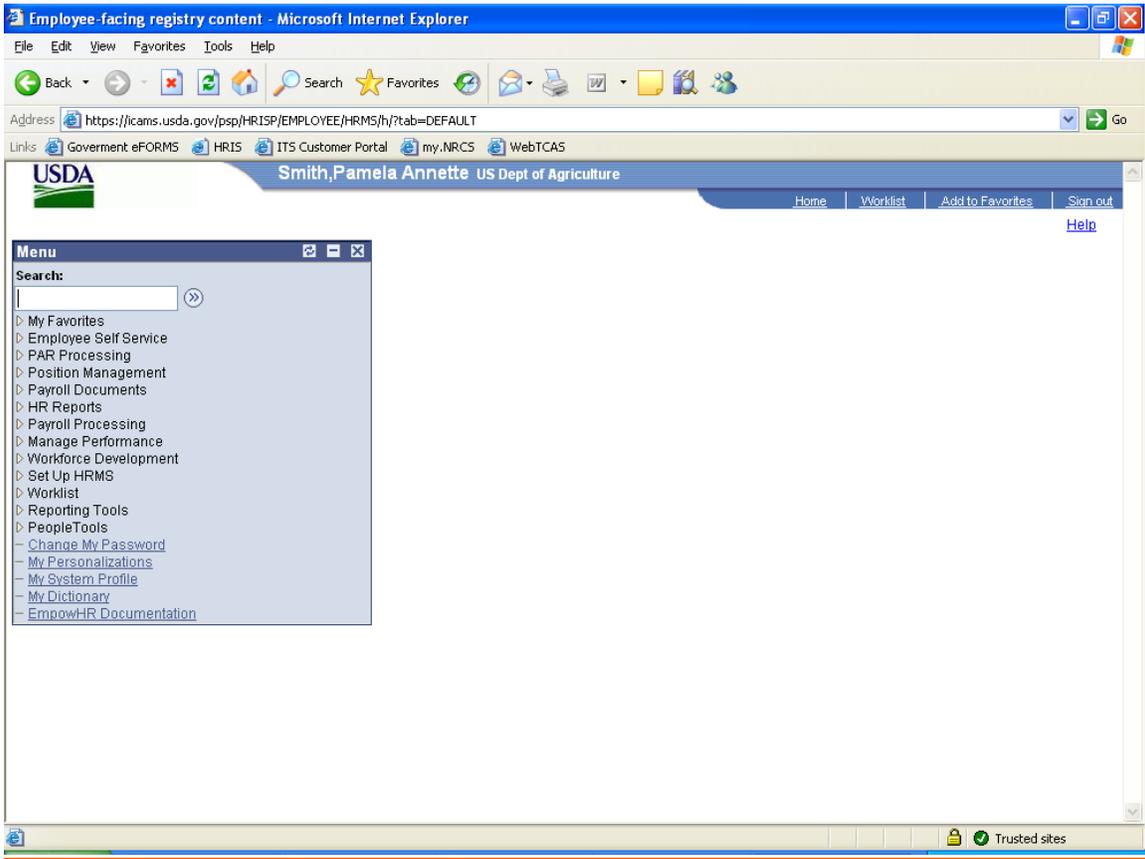
Printing your SF 50B Request for Personnel Action?

Procedure

This lesson will allow you to print your most recent Personnel action for your records.



<i>Step</i>	<i>Action</i>
1.	Log on to empowHr (https://icams.usda.gov)
2.	Enter your User ID, i.e., WZ05xxxx and EmpowHr Password.



<i>Step</i>	<i>Action</i>
3.	Click Employee Self Service.

The screenshot displays the EmpowHR Employee Self Service interface. The browser window is titled 'Base Navigation Page - Microsoft Internet Explorer'. The address bar shows the URL: https://icams.usda.gov/psp/HRISP/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=POR. The page header identifies the user as 'Smith, Pamela Annette US Dept of Agriculture'. The main content area is titled 'Employee Self Service' and includes a description: 'Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.' The interface is divided into two columns: 'Tasks' and 'View'. The 'Tasks' column lists various actions such as Career Plan, Education, Exit Interview, Job Classification Request, Personal Actions, Skills Information, EMP/HR Education, Payroll Documents, Awards, Contact Information, and Performance. The 'View' column lists actions such as Employee Self Service View, Training Summary, Award Tracking, Job Information, Personal Information, Personal Actions, Personal Award Actions, and Position Description. A search box is located in the top left, and a 'What are you looking for?' section is on the left side of the page.

Step	Action
4.	Click Personnel Actions Under the View column.

Personnel Actions - Microsoft Internet Explorer

Address: https://icams.usda.gov/psp/HRISP/EMPLOYEE/HRMS/c/Z_ROLE_EMPLOYEE.Z_PER_ACTNS.USF?PORTALPARAM_PTCNAV=Z_PER_ACTNS_USF&EOPP_SCNode=HRMS&EOPP_SC

Smith, Pamela Annette US Dept of Agriculture

Completed Personnel Actions

Agency	Year	Pay Period	Effective Date	Action	Reason	NOA	
NRCS	2007	01	01/07/2007	NFC	NFC	From NFC	894 GEN ADJ Get Det
NRCS	2006	16	08/06/2006	NFC	NFC	From NFC	893 REG WRI Get Det
NRCS	2006	01	01/08/2006	NFC	NFC	From NFC	894 Pay Adj Get Det
NRCS	2005	16	08/07/2005	HIR	NPS	Permanent Position	101 Career-Cond Appt Get Det

Step	Action
5.	Click "Get Details" on the first yellow tab to the Right of your screen.

The system may process for several minutes (You will see the word **PROCESSING** blinking in the upper right hand corner of the screen).

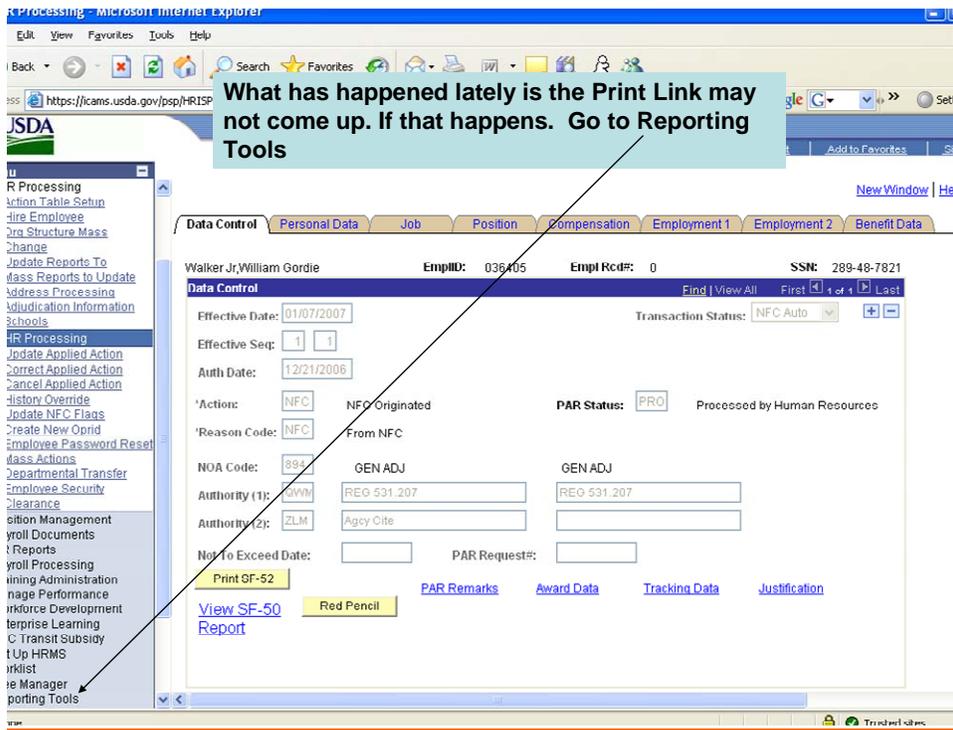
Personnel Actions
Smith, Pamela Annette

Completed Personnel Actions

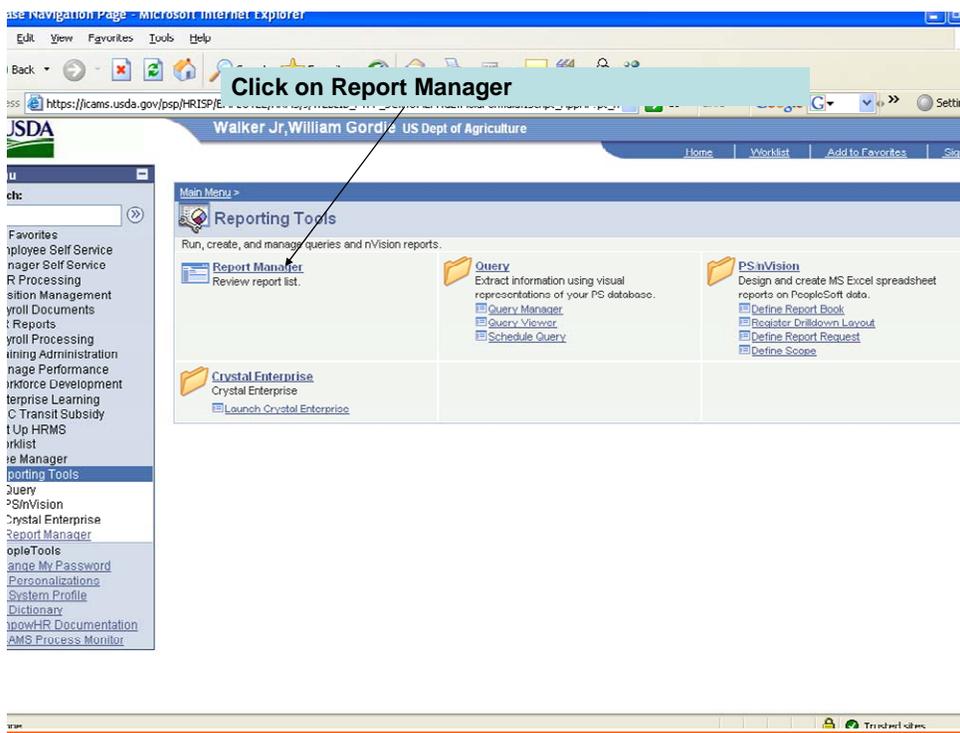
Agency	Year	Pay Period	Effective Date	Action	Reason	NOA
				IFC	From NFC	894 GEN ADJ
NRCS	2008	16	08/03/2008	NFC	From NFC	893 REG WRI
NRCS	2008	10	05/15/2008	NFC	From NFC	880 CHO IN TENURE GROUP
NRCS	2008	01	01/08/2008	NFC	From NFC	894 GEN ADJ
NRCS	2007	16	08/05/2007	NFC	From NFC	893 REG WRI
NRCS	2007	01	01/07/2007	NFC	From NFC	894 GEN ADJ
NRCS	2006	16	08/06/2006	NFC	From NFC	893 REG WRI
NRCS	2006	01	01/08/2006	NFC	From NFC	894 Pay Adj
NRCS	2005	16	08/07/2005	HIR	NPS Permanent Position	101 Career-Cond Appt

Step	Action
6.	Click the “View Details” tab on the right side of your screen beside the yellow tab
7.	After the system processes for a couple of minutes, your SF 50 B should pop up on your screen for printing.

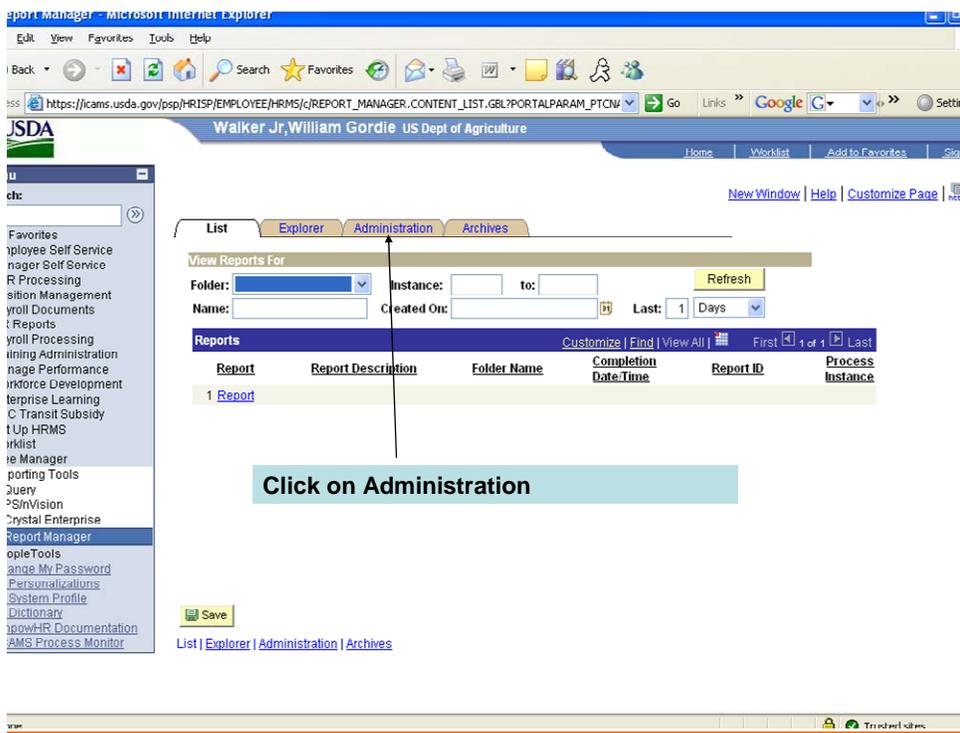
Note: If the “View details” tab does not show on your screen follow the instructions on the next page.



Step	Action
8.	Click the “Reporting Tools” link.



Step	Action
9.	Click the Report Manager link.



Step	Action
10.	Click the Administration tab.

This is the page where your report will come. You may have to click the Refresh button until you see the Details link. The status will go from processing, to posting to posted with the Details link. Click on Detail.

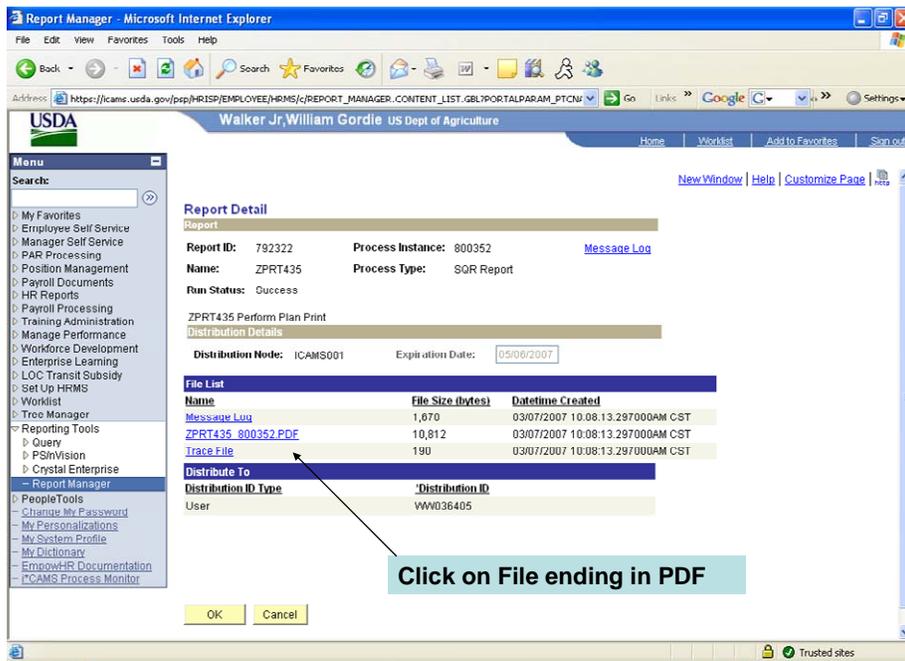
View Reports For

User ID: WWW036405 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	728037	735878	Request for Personnel Action	02/15/2007 7:32:19AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727424	735257	Refresh Pivot Employee Pos	02/14/2007 3:08:47PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727423	735256	Refresh Pivot Employee Pos	02/14/2007 3:08:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727422	735255	Refresh Pivot Employee Pos	02/14/2007 3:08:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727421	735254	Refresh Pivot Employee Pos	02/14/2007 3:08:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727420	735253	Refresh Pivot Employee Pos	02/14/2007 3:08:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727419	735252	Refresh Pivot Employee Pos	02/14/2007 3:08:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727418	735251	Refresh Pivot Employee Pos	02/14/2007 3:08:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727417	735250	Refresh Pivot Employee Pos	02/14/2007 3:08:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	727416	735249	Refresh Pivot Employee Pos	02/14/2007 3:08:45PM	Acrobat (*.pdf)	Posted	Details

Step	Action
11.	Click the very first Details link under the Details column.
12.	If the Details link does not appear click the yellow Refresh tab until the Details tab appears.

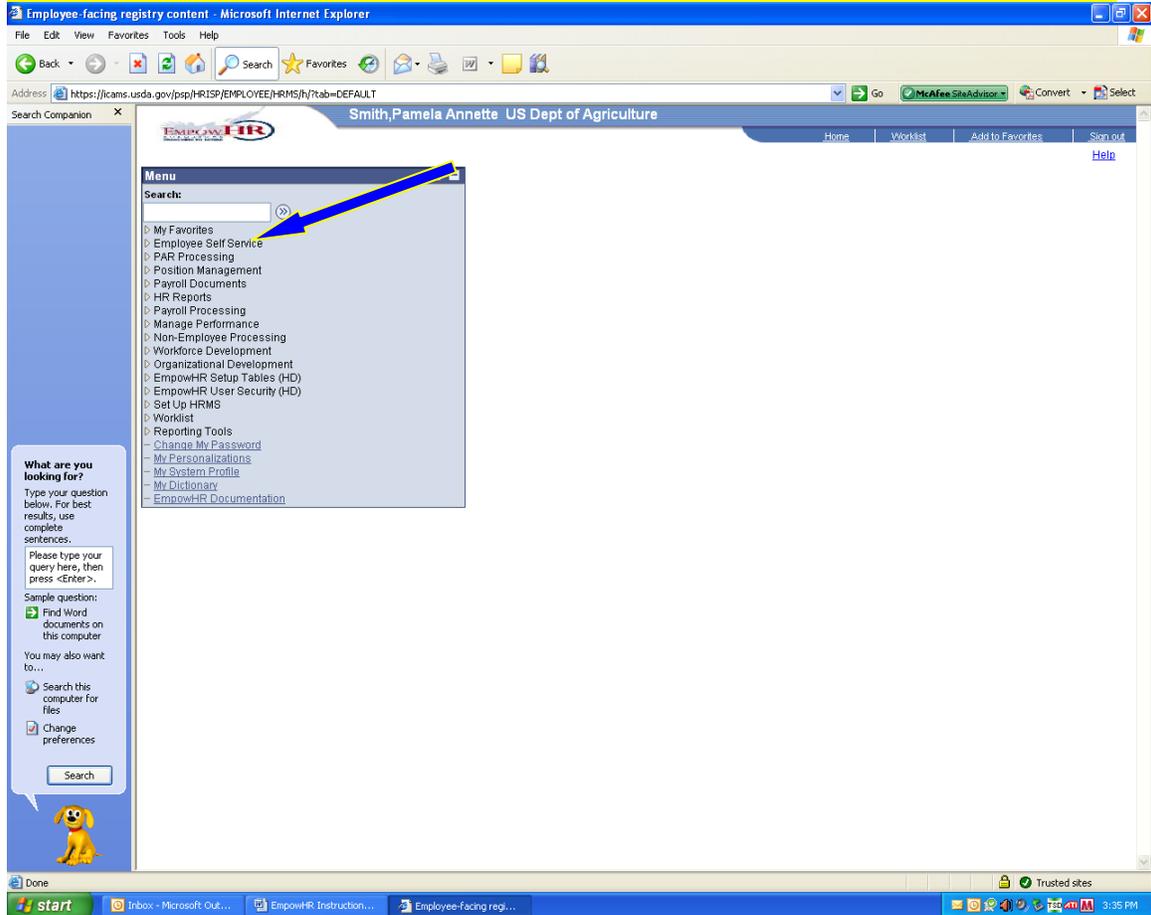


Step	Action
13.	Click the File ending in PDF . Your SF 50B Request for Personnel Action will display on your screen for printing. If it does not, contact your Human Resources office at (254) 742-9927.

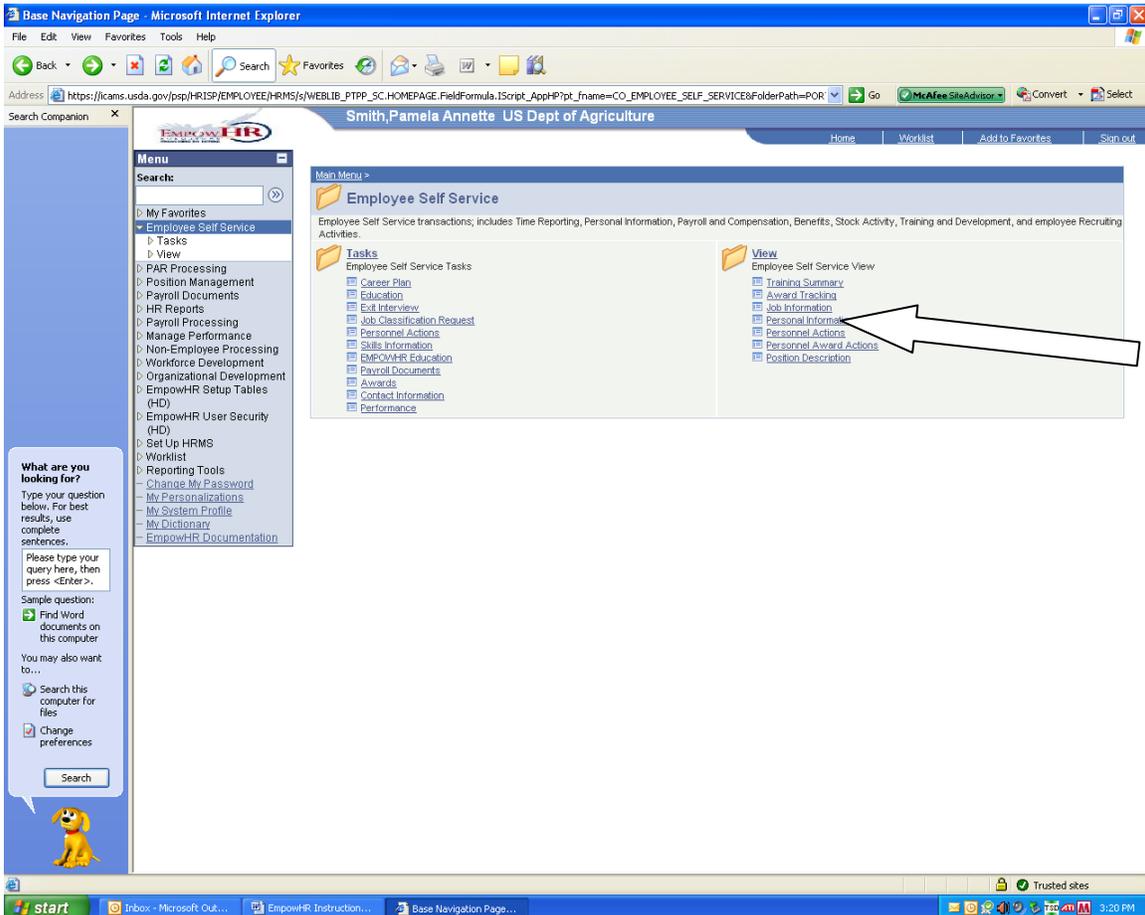
Updating your personal information Procedure

The employee is responsible for updating EmpowHr each time he/she has a change in their personal information.

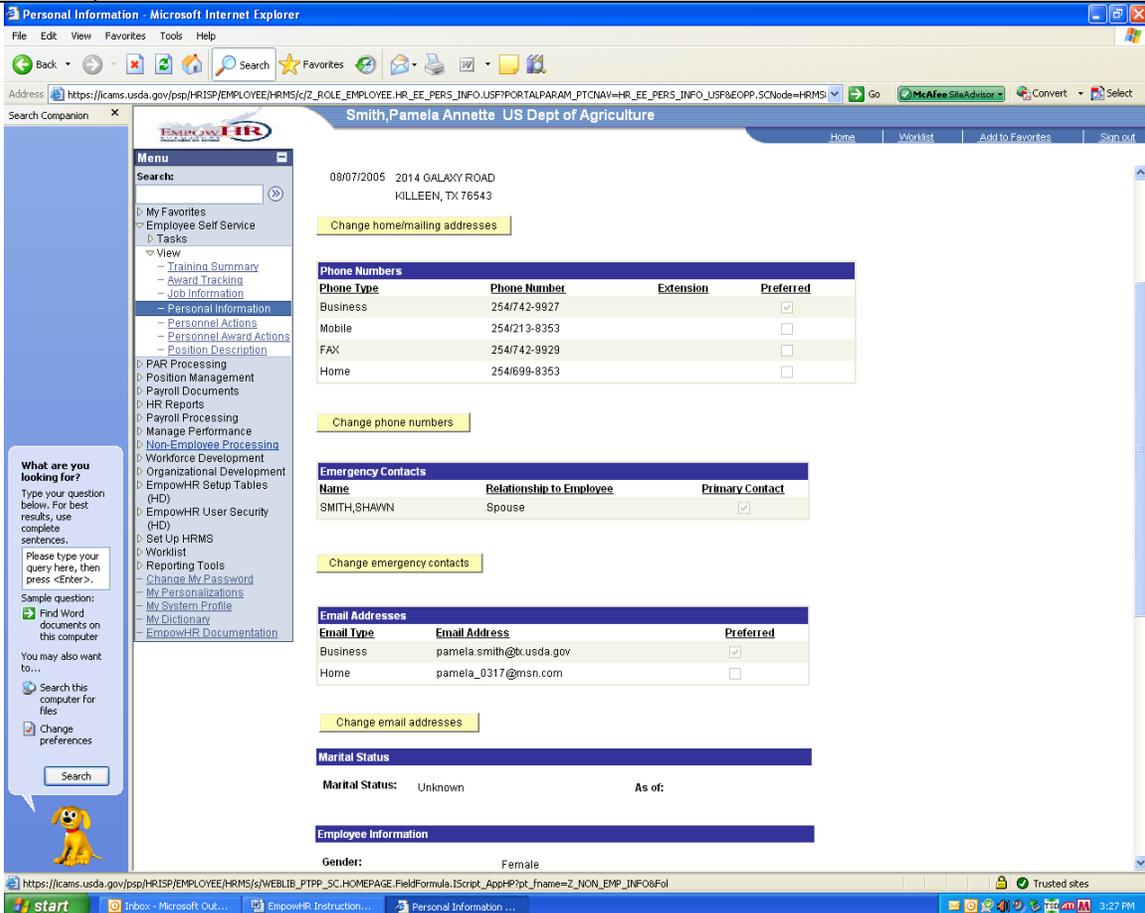
NOTE: FOR INSTRUCTIONS TO UPDATE YOUR BUSINESS EMAIL SEE PAGE 22



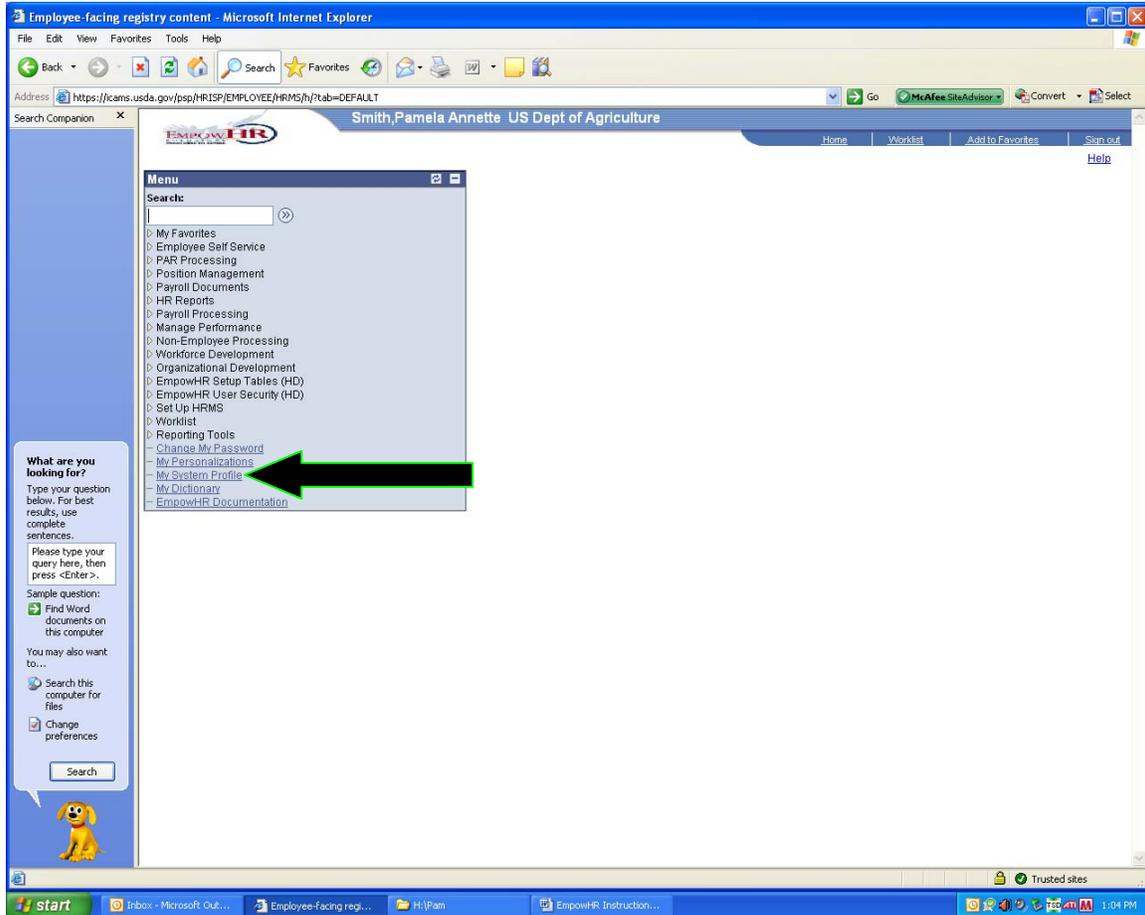
Step	Action
1.	Log on to EmpowHr using your EmpowHr user ID and password.
2.	Click Employee Self Service



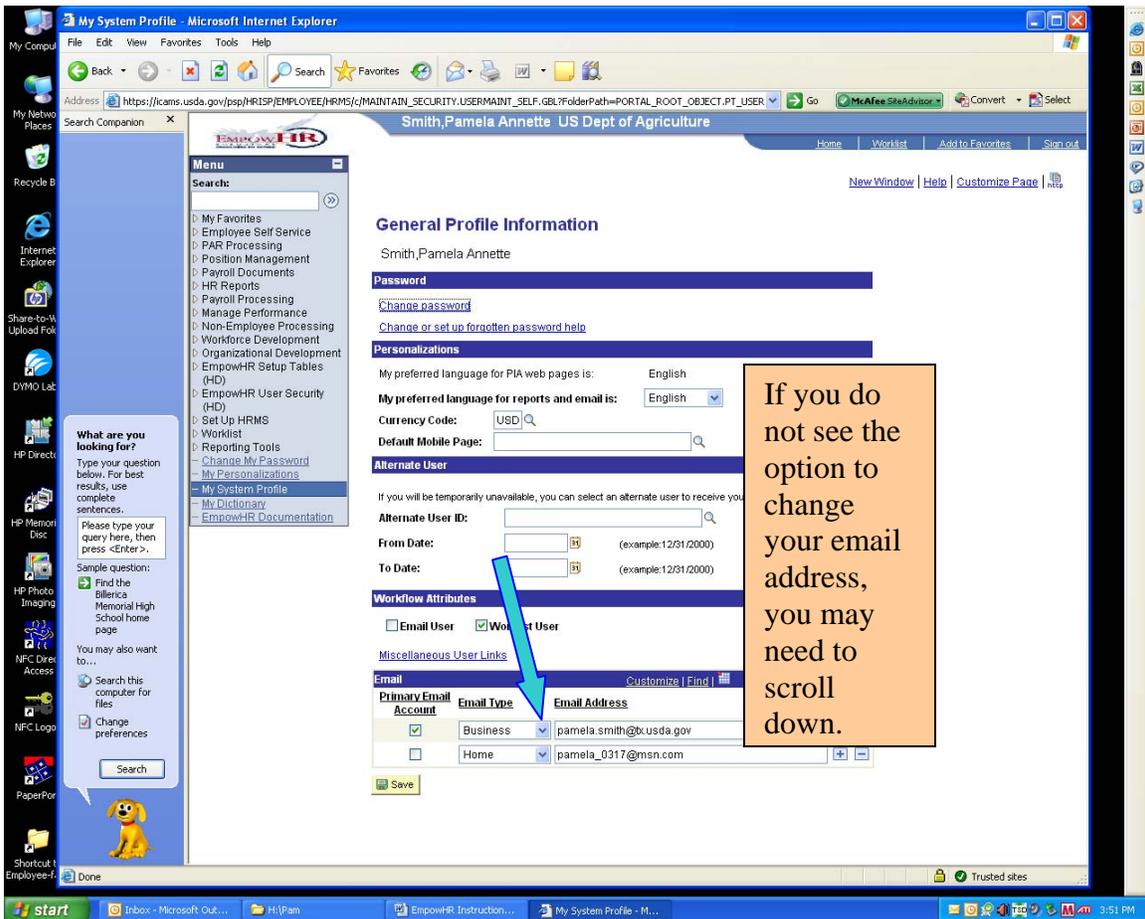
3. On the right side of the screen under the [View](#) tab click the [Personnel Information](#) tab click on the appropriate title ([Home and Mailing Address](#), [Phone Numbers](#), [Email Addresses](#), [Emergency Contacts](#)) and update your information.



Updating your Business Email Address



<i>Step</i>	<i>Action</i>
1.	After logging into EmpowHr, click My System Profile On the left side of the page under the menu bar.



Step	Action
2.	Click the drop down arrow and select Business under email type.
3.	Update your business email address.
4.	Click SAVE.

My System Profile - Microsoft Internet Explorer

Address: https://icams.usda.gov/psp/HRISP/EMPLOYEE/HRMS/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL?FolderPath=PORTAL_ROOT_OBJECT.PT_USERMAINT_SELF_GBL&IsFold

Search Companion x

Smith, Pamela Annette US Dept of Agriculture

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Save

Menu

Search:

- My Favorites
- Employee Self Service
- FAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Payroll Processing
- Manage Performance
- Non-Employee Processing
- Workforce Development
- Organizational Development
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Worklist
- Reporting Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Documentation

What are you looking for?

Type your question below. For best results, use complete sentences.

Please type your query here, then press <Enter>.

Sample question:
Find Word documents on this computer

You may also want to...

- Search this computer for files
- Change preferences

Search

General Profile Information

Smith, Pamela Annette

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: USD

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you may want to specify alternate user ID's and routing.

Alternate User ID:

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Workflow Attributes

Email User Worklist User

Miscellaneous User Links

Email Customize | Find | First | 1 of 2 | Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	pamela.smith@x.usda.gov
<input type="checkbox"/>	Home	pamela_0317@msn.com

Save

Microsoft Internet Explorer

Change has been saved successfully

OK

Once you've clicked save you will get a message. Change has been saved successfully.

JavaScript: submitAction_win(document.win, PSUSRPRFL_WRK_OPERPSWDCONF);

start | Inboxes - Microsoft Out... | My System Profile - M... | H:\Pam | EmpowHR Instruction... | 1:06 PM

New employees who have been issued a User/Employee ID and password for EmpowHR, will receive a Registration Invitation email inviting them to register for eAuthentication access.

If you do not receive your registration email within 2 weeks of receiving your empowHr user ID and password, contact Pamela Smith at (254) 742-9927 or by email at Pamela.Smith@tx.usda.gov.

Returning employees (students, VLTP, etc.) from a non-pay status (LWOP) should go to www.eauth.egov.usda.gov click “Update Your Account” log on using your Employee ID and Password. Verify the information and click the “Submit” button.

If the returning employee doesn’t remember his/her password, they can contact the eAuthentication help desk at 1(800) 457-3642 or by email at eAuthHelpDesk@ftc.usda.gov Answer the following questions as they pertain to your situation....

- a) User ID:
- b) First name, middle initial, last name:
- c) City and State of residence:
- d) Date of Birth:
- e) Mother’s Maiden Name:
- f) 4-digit PIN chose for this account (if known):
- g) What application you are trying to access (please include the address of the application)
- h) Is the problem during initial login or afterwards?
- i) Is there an error message on the screen? What is the exact text of the error?

NOTE: User ID for EmpowHR and eAuthentication will always be your initials and six computer generated digits. The passwords for each of the two programs may be different.

DO NOT USE YOUR WINDOWS LOG ON FOR EITHER OF THESE PROGRAMS.