

JOB AID: ePortal
FOR: All Roles
SUBJECT: ePortal My Profile

CONTENTS

Table of Figures 1
How to View My Position 2
Pay & Leave 3
Performance & Awards 4
Thrift Savings Plan 5
Learning Plan 5
Benefits & Retirement 5
Insurance 5
My Saved Bookmarks 6
My eSuite Roles 7
My Org Chart 8
How to Request Data Correction 9
Conclusion 10

*Note: use CTRL-Home to return to the area of the document.
Most screenshots are of placeholder data, not actual records.*

Table of Figures

Figure 1 - Logged In Users' Menu 2
Figure 2 - My Profile - My Position 3
Figure 3 - My Pay 3
Figure 4 - My Leave 4
Figure 5 - Thrift Savings Plan Site 5
Figure 6 - Insurance 6
Figure 7 - Personnel Action History 6
Figure 8 - My Bookmarks 7
Figure 9 - My Roles Across eSuite Apps 8
Figure 10 - My Org Chart 9
Figure 11 - Support Ticket Button 9

How to View My Position

After logging into the ePortal, click the “My Profile” in the User’s Menu above the Main Menu Bar.



Figure 1 - Logged In Users' Menu

This will open the My Profile dashboard. Since the “My Position” is the default view on the dashboard it comes up.

If you navigate to another view in My Profile, clicking the “Position” menu item will return to this view.

Notice on the right side the Support section. The ePortal views in My Profile will have a support section that will allow creation of a Support Ticket to request correction or clarification of the data shown in in that view. There are some that link out to other systems, such as the Thrift Savings Plan. See the job aid titled “JobAid-ePortal User-Ticket-Requests” for guidance on creating requests.

My Position

Position Information	
HHSID	N/A
Full Name	Jeffrey Davis
HHS Start Date	08-09-2015
Length of Service (Years)	7
Current Duty Station	241450031
Location	SILVER SPRING
Position Title (Position Number)	PHARMACIST (610811)
Grade - Step	14 - 7
Salary	\$165,417.00
Supervisor	
Bureau	CNTR FOR DRUG EVALUATION & RESEARCH
Series	660
Organization Code	DCDDC2

Support

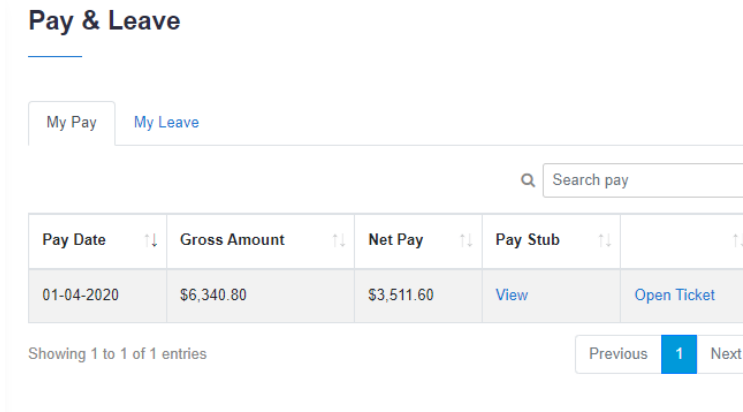
Need a correction made to any of your profile info? Open a Support Ticket.

[Create Support Ticket](#)

Figure 2 - My Profile - My Position

Pay & Leave

Clicking “Pay & Leave” will show this view with the My Pay tab showing.



Pay & Leave

My Pay My Leave

Search pay

Pay Date	Gross Amount	Net Pay	Pay Stub	
01-04-2020	\$6,340.80	\$3,511.60	View	Open Ticket

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 3 - My Pay

Clicking the My Leave tab gives this view:

Pay & Leave

My Pay My Leave

Accrual	Hours Available	
Sick	1239.50	Open Ticket
Annual	348.00	Open Ticket
Use or Lose	108.00	Open Ticket
Restored Leave	0.00	Open Ticket
Time Off Award	27.00	Open Ticket
Credit Hours	0.00	Open Ticket

* Information is from the 01-04-2020 pay period.

Figure 4 - My Leave

Performance & Awards

The Performance & Awards view will show your performance and awards history, with you data and a link to open a support ticket for questions or corrections to that row in information.

Performance & Awards

Rating Cycle	Award Type	Finalized Rating	Finalized By	Finalized Date	
2021	N/A	Not Ratable (NR)	Montgomery, Cheryl	Jun 16, 2022	Open Ticket

Thrift Savings Plan

Navigating to the Thrift Savings Plan by clicking the “TSP” menu item shows a button linked to the external TSP Fund Performance Site. Clicking it opens the TSP site in a new tab or window.

TSP Information



This links out to the site, <https://www.tsp.gov/fund-performance/> which is not an FDA site, and which looks like this:

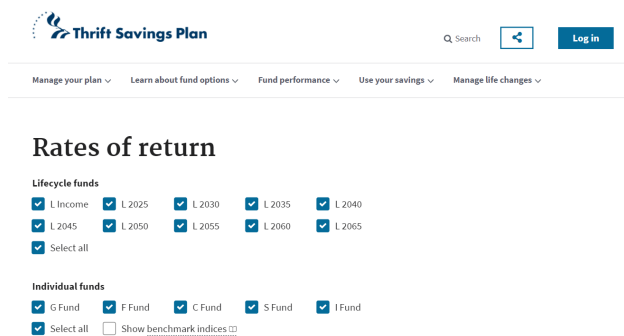


Figure 5 - Thrift Savings Plan Site

Learning Plan

The Learning plan view will show you your learning history, courses taken, and upcoming.

Benefits & Retirement

The Benefits & Retirement view will display your benefits, your retirement status, and a support link to request further information or updates.

Insurance

The insurance view looks like this, but populated with your information:

Insurance

Type	Year	Cost Per Pay Period
Health	2022	\$154.62
Dental	2022	\$0.00
Vision	2022	\$0.00

Figure 6 - Insurance

Personnel History

Viewing your personnel action history will show the following columns populated with your personnel action history (if any).

Personnel Action History

Search action history

Effective Date	NOA Code		
06/13/2004	EXT OF APPT NTE (DATE)	eOPF Login	Open Ticket
06/13/2004	CANCELLATION	eOPF Login	Open Ticket

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 7 - Personnel Action History





My Saved Bookmarks

For details of My Saved Bookmarks please see the job aid entitled “JobAid-ePortal User-Bookmarks”. It allows you to view and manage bookmarks that will be displayed in a slide-out menu when you click the bookmark icon on the main menu.

Bookmarks

Create New

Q Search bookmarks

Name ↑↓	URL ↑↓	Created ↑↓	↑↓	↑↓
Jeffs Test of Toolbars and Other Stuff	https://intranetappsfb.dev.fda.gov/scripts/eport/index.cfm/jeffs-test-of-owned-content	2022-09-01 11:56:19		
Parent Page 8/29 JEFF	https://intranetappsfb.dev.fda.gov/scripts/eport/index.cfm/parent-page-8-29-jeff	2022-09-01 11:58:23		

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 8 - My Bookmarks

My eSuite Roles

This menu item will display a list of the roles you are in across the eSuite of applications, ePortal, ePMAP, etc. Seen below is a typical display with a red button for each role in each application.

Note: The buttons don't do anything, they are display only.

My eSuite Roles



Figure 9 - My Roles Across eSuite Apps

My Org Chart

As seen in the following figure, My Org Chart displays the Leadership / Management chain above you in the left column, and any Direct Reports to you in the right column.

My Org Chart

Leadership / Management	Direct Reports
SIGG, JAMES M <i>Chief Operating Officer</i>	Not Applicable
TSE, TANIA L <i>Dir, Office of Human Capital M</i>	
PANTIEL, LANETTA HOLLOWAY <i>Supervisory Human Resources Sp</i>	

Figure 10 - My Org Chart

How to Request Data Correction

As seen on the “My Profile” page, where the ePortal shows you your data, there will be a Support area containing a button to Create a Support ticket regarding the data shown on that page

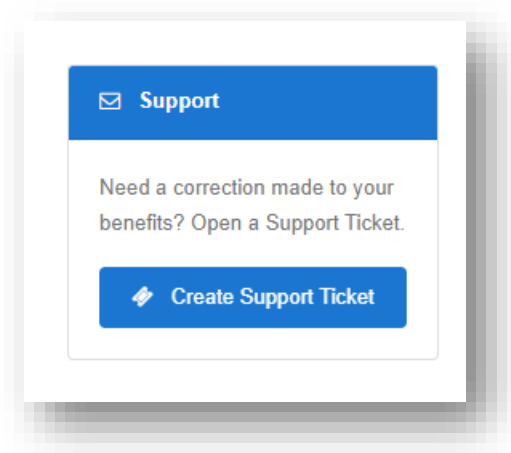


Figure 11 - Support Ticket Button

For data currently held in another system, such as Thrift Savings Plan for instance, you may go to the Support Dashboard (*SUPPORT in the user menu*) and put in a request for that topic or type of data.

See the job aid entitled, “JobAid-ePortal User-Ticket-Requests” for details of filling out a request ticket.

Conclusion

This concludes this document.

For questions or to make comments, please email OO-OHCM-ePORT@fda.hhs.gov