EHCM-How to Add Tiles to Your Homepage

Ex: Add Supervisor Request USF Tile to the Homepage

Go to: Compass, Navigator, Workforce Administrator, Job Information,

Supervisor Request USF

Steps to Adding Tiles to the Homepage

1. Navigate to the desired location
2. Click the three dots icon in the top-right corner of the screen
3. Click Add to Homepage
4. Click My Homepage
5. Click OK
6. Tile Added to Homepage

More Information

Visit the EHCM Homepage to:

http://hr.nih.gov/hr-systems/ehcm

- Login and access
- Obtain Reports
- View and download User Guides
- Submit a Helpdesk ticket
<table>
<thead>
<tr>
<th>Group</th>
<th>Category</th>
<th>Function</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| ALL                   | Query Viewer        | Query Viewer                          | 1. Select Reporting Tools  
2. Select Query  
3. Select Query Viewer |
| Human Resources       | Workforce Administration | Enter a New Hire in EHCM             | 1. Select Workforce Administration  
2. Select Personal Information  
3. Select Biographical  
4. Select Search by National ID |
|                        |                     | HR Reviewer                           | 1. Select Workforce Administration  
2. Select Job Information  
3. Select HR Reviewer |
| Workforce Development | Modify a Person Profile | Modify a Person Profile              | 1. Select Workforce Administration  
2. Select Personal Information  
3. Select Biographical  
4. Select Modify a Person |
| Workforce Development | Process and Employee Separation | Process and Employee Separation      | 1. Select Workforce Administration  
2. Select Job Information  
3. Select HR Processing USF (or HR Reviewer) |
| Workforce Development | Process Awards      | Process Awards                        | 1. Select Workforce Administration  
2. Select Job Information  
3. Select HR Processing USF (or HR Reviewer) |
| Workforce Development | Rehire a Previous OPDIV Employee | Rehire a Previous OPDIV Employee     | 1. Select Workforce Administration  
2. Select Job Information  
3. Select Add Employee Instance USF |
| Workforce Development | Start of Modify TSP Contributions for Employee | Start of Modify TSP Contributions for Employee | 1. Select Benefits  
2. Select Enroll in Benefits  
3. Select Savings Plan |
| Workforce Development | Add Education       | Add Education                         | 1. Select Workforce Development  
2. Select Profile Management  
3. Select Profiles  
4. Select Person Profiles |
| Workforce Development | Add Licenses        | Add Licenses                          |                                                                                  |
| Workforce Development | Add Telework        | Add Telework                          |                                                                                  |
| ICSs (Non-HR)         | Supervisor Request USF | Supervisor Request USF                | 1. Select Workforce Administration  
2. Select Job Information  
3. Select Supervisor Request, 1st, 2nd, or Approver Role |
|                       | 1st Request Authorizer USF | 1st Request Authorizer USF            |                                                                                  |
|                       | 2nd Request Authorizer USF | 2nd Request Authorizer USF            |                                                                                  |
|                       | Approve Request USF  | Approve Request USF                   |                                                                                  |
|                       | Search Job Openings  | Search Job Openings                   | 1. Select Recruiting  
2. Select Search Job Opening |
|                       | Create Job Opening   | Create Job Opening                    | 1. Select Recruiting  
2. Select Create Job Opening |