National Aeronautics and Space Administration

NASA

System SUMMARIES

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Human Resources Portal
https://hr.nasa.gov

The Human Resources Portal is your gateway to your personal Human Resources (HR) information, HR information about your organization, HR policies and programs, and direct access to a wealth of HR services and tools (such as comprehensive dashboards and reports).

Once you log onto your desktop, you have single sign on to the portal through the Human Resources Portal Web address at *https://hr.nasa.gov*. The Human Resources Portal uses Simplified Login authentication, so there is no need to log in or log out. Remember to follow good security practices and always use **Ctrl-Alt-Del** to lock your workstation before you walk away. This should be done at all times to protect sensitive information on your computer.

The Human Resources Portal provides many benefits for the supervisor, manager and employee, including seamless access to a wealth of Human Capital systems. Many of these systems provide a single sign on capability. For those that are not yet single sign-on enabled, this tool provides a simple, convenient, and secure way to store and manage your passwords. To access the Password Manager tool, click the **Manage Passwords** link located at the bottom of the **Systems Launcher** portlet. Enter all of your Human Capital systems' usernames and passwords into the Password Manager tool. When you are ready to access your Human Capital systems, just log into the Human Resources Portal, click on the name of the system in **Systems Launcher** portlet, and your credentials are automatically transferred to the system for you. When your passwords expire, you must go back in the Password Manager tool to update them.

Web-based Time and Attendance Distribution System (WebTADS)
https://webtads.nasa.gov

WebTADS is NASA's time and attendance system. Your work time, annual leave, sick time, and other forms of time or leave are tracked each pay period in this system. Through this system you can:

- Complete your timecard (and if you are a Supervisor, approve your subordinates' timecards);
- Plan and request approval for annual leave;
- Initiate a telework agreement; and
- Track leave balances.

Once you log onto your desktop, you have single sign on to WebTADS at https://webtads.nasa.gov. You may also access WebTADS by accessing the Human Resources Portal and then clicking the WebTADS link within the Systems Launcher portlet.

System for Administration, Training, and Educational Resources for NASA (SATERN)

https://satern.nasa.gov

SATERN is NASA's Learning Management System (LMS). Through this system, you can gain access to thousands of training courses, manage your learning plan, including an Individual Development Plan (IDP), and submit your request for external training. All Federal and Agency mandatory training is also completed within SATERN.

SkillSoft's Books24x7 provides reference materials that offer full access to the unabridged content of thousands of business and technology titles in a searchable, collaborative environment. A link to Books24x7 is located on the SATERN Welcome page.

Once you log onto your desktop, you have single sign on access to SATERN at https://satern.nasa.gov. You may also access SATERN by accessing the Human Resources Portal and then clicking the SATERN link within the Systems Launcher portlet. SATERN is available when you are off site using your Agency Unique Identification (AUID) and password.

FedTraveler
https://www.fedtraveler.com

FedTraveler is a comprehensive, end-to-end service that allows you to plan, book, track, approve, and request reimbursement for travel services. All travel authorizations and vouchers, including local vouchers, are initiated and approved through this system.

You may access FedTraveler at https://www.fedtraveler.com or through the Human Resources Portal at https://hr.nasa.gov. Use of this system currently requires a unique user ID and password (login credentials). To receive your login credentials, you must submit a request through the NASA Account Management System (NAMS) Identity and Access Management Tools (IdMAX) at https://idmax.nasa.gov/idm/user/login.jsp. Once in IdMAX, select IEM3100 eTravel.

Note: Once you receive your login credentials, you may enter those credentials in the Password Manager in the Human Resources Portal.
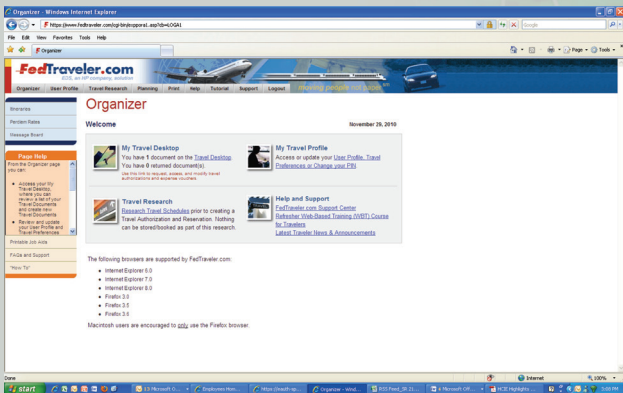
Electronic Official Personnel Folder (eOPF)
https://hr.nasa.gov – and click the eOPF link

Your eOPF stores all of your personnel actions and certain other documents that are pertinent to your Federal career and Federal benefits. You will receive an e-mail any time a new personnel action is added to your eOPF.

You may access eOPF through the Human Resources Portal at https://hr.nasa.gov. This tool currently requires a unique user ID and password. The eOPF ID and password are sent by e-mail approximately two weeks after your start date. However, single sign on access will be coming in the future.

Note: Once you receive your login credentials, you may enter those credentials in the Password Manager in the Human Resources Portal.

Employee Express
www.employeeexpress.com

Employee Express provides you with the ability to change discretionary personnel and payroll information such as home address, Federal and state tax withholdings, direct deposit, financial allotments, Combined Federal Campaign (CFC) contributions, and more. You may also view and print your Leave and Earnings statements, form W-2, and Benefits Statement.

You may access Employee Express at www.employeeexpress.com or through the Human Resources Portal at https://hr.nasa.gov. This tool currently requires a unique user ID and password. The ID and password are sent by conventional mail approximately two weeks after your start date. However, single sign on access will be coming in the future.

Note: Once you receive your login credentials, you may enter those credentials in the Password Manager in the Human Resources Portal.

Competency Management System (CMS)
https://cmstool.nasa.gov

The Competency Management System (CMS) is used to collect and track individual employee and position competencies, or knowledge. In this system, you can enter and update competencies that you have or have gained through your work. Maintaining individual competency data within CMS allows the Agency to collect, manage, and report on the workforce competencies as they relate to people, positions, and projects. Maintaining individual and position competencies enables the Agency to understand gaps between competencies needed to perform current and future work and competencies available in the workforce. As such, it is critical that employee and position competencies are kept current.

Once you log onto your desktop, you have single sign on to CMS using the CMS Web address (https://cmstool.nasa.gov). You may also access CMS within the Human Resources Portal at https://hr.nasa.gov, then clicking the CMS link.

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