



January 19, 2024

RECEIVED

JAN 23 2024

Mr. Ivan Butts  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of information, the Postal Service plans to launch a new Human Resources website, *MyHR* on January 23. In support of the *Delivering for America* plan, the Postal Service continues to invest in new tools and technology that meet the needs of our current and future employees resulting in a more stable and empowered workforce.

The *MyHR* website will serve as a singular site, hosting all Human Resource (HR) information and tools, accessible to all employees through a direct link on Blue and LiteBlue. The *MyHR* website provides improved employee self-service capabilities, enhanced search features, and a more intuitive user experience.

If accessing from Blue, the employee will automatically be directed to the *MyHR* website once the employee clicks on the *MyHR* link. If accessing from LiteBlue, the employee will continue to navigate to [www.liteblue.usps.gov](http://www.liteblue.usps.gov), verify it is the official website, log-in using their employee identification number (EIN) and password, and then validate with multifactor authentication. Once the employee has successfully logged into LiteBlue, the employee can click on the *MyHR* link on the LiteBlue homepage. Employees do not need to setup a new account or profile or reset their LiteBlue username, password, or multifactor authentication to access the *MyHR* website.

All previous HR-related information and tools housed on Blue and/or LiteBlue will be migrated to the new *MyHR* website. Employees will continue to access Blue and LiteBlue for other information not related to Human Resources. Enclosed is a PowerPoint and Stand-Up Talk relevant to the launch of *MyHR*. Please contact Lindsey A. Butler at extension 7194 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson", written over the word "Sincerely,".

Bruce A. Nicholson  
Director  
Labor Relations Policies and Programs

Enclosures

# **Mandatory Stand-Up Talk**

**Jan. xx, 2023**

## **New MyHR website is now live**

To meet the needs of our employees, the Postal Service recently launched MyHR, a website that centralizes human resources-related information and tools on LiteBlue.

You can use the MyHR search bar to find how to update your benefits, view your paystub and prepare for retirement, among other uses.

The new website also allows you to:

- Access HR information from your computer or mobile device;
- Quickly find the HR applications and resources you use every day;
- Streamline searches for HR forms and policies;
- Personalize your MyHR homepage with the information most important to you; and
- Easily find contact information for questions on benefits, leave and uniform allowance.

To access MyHR, go to LiteBlue at [www.LiteBlue.usps.gov](http://www.LiteBlue.usps.gov) (w-w-w "dot" l-i-t-e-b-l-u-e "dot" u-s-p-s "dot" g-o-v), verify it is the official website, log in with your employee identification number and password, and then validate with multifactor authentication.

Once you have successfully logged into LiteBlue, select the MyHR link, and take advantage of these new features.

Thank you for listening.

###

# MyHR Website

Jenny Utterback  
VP, Organization Development

Patti Mason  
Director HR Business Solutions

Jeff Kyer  
Director, Change Management



# Introducing MyHR

MyHR is a new, modernized website equipping employees with easily accessible, centralized, and simplified human resources (HR) information and tools.

## Benefits of MyHR

---



Simplifies HR information previously available on Blue and LiteBlue for a seamless user experience



Equips all USPS employees and retirees with easily accessible, personalized HR information



Improves the employee experience through consistent messaging and communications organization-wide



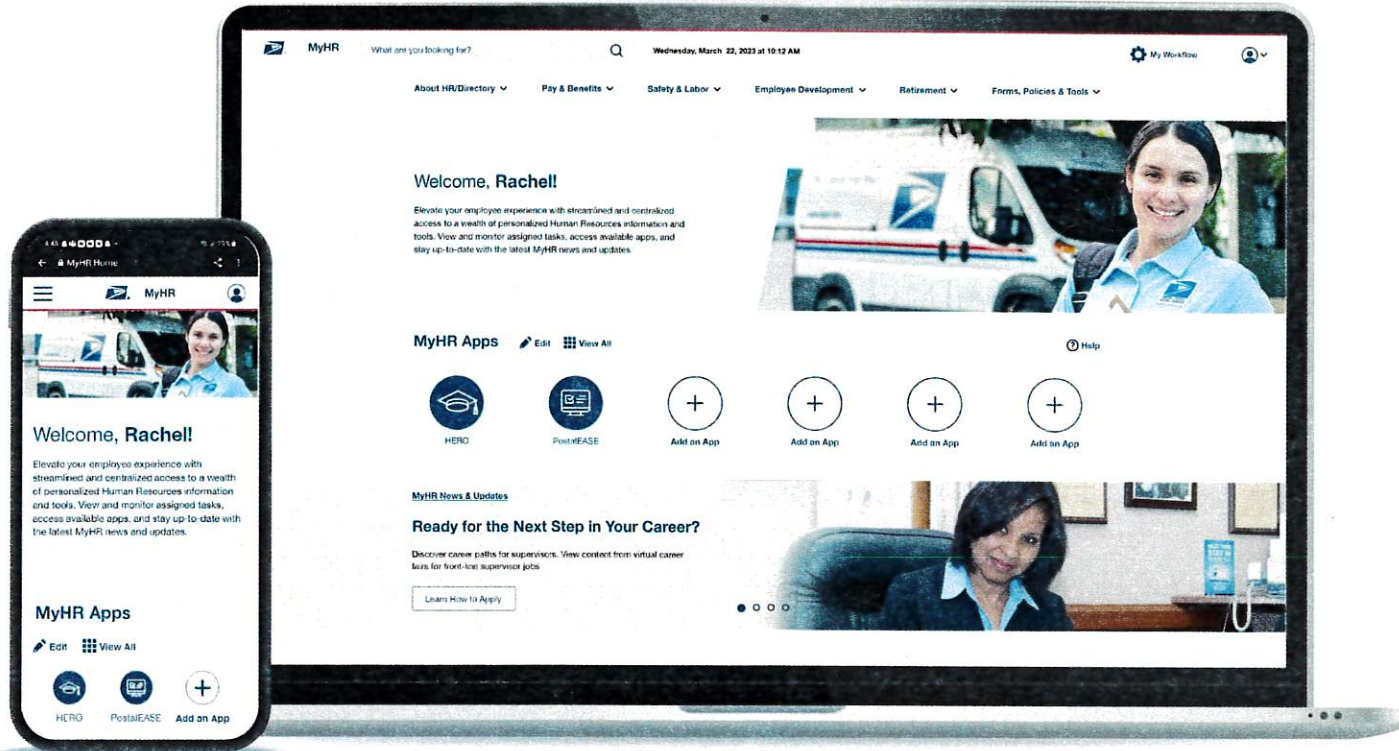
Modernizes website look and feel, enhances content searchability, and enables mobile access

## What's Changing?

The new website will be available organization-wide, with new processes and tools for human resources.

- ✓ **Centralized Human Resources Website**  
All USPS employees will have access to HR-related information in a new, user-friendly website. Cornerstone OnDemand (CSOD) will be redesigned with an updated look and feel consistent with MyHR.
- ✓ **Streamlined Customer Support & Feedback Tool**  
A streamlined customer support option will efficiently address technical and non-technical questions. A modernized feedback tool will help HR improve content and website features.
- ✓ **Removal of HR content from Blue and LiteBlue**  
HR content, tools, and applications will be removed from Blue and LiteBlue and migrated to MyHR ensuring HR content, Topics, and tools are easy to find, understand, and use. District HR pages will also be removed.
- ✓ **Removal of District HR Pages**  
HR content on District pages will be removed to ensure a singular voice and tone for all HR content and Messaging.
- ✓ **Dedicated MyHR Team**  
A dedicated team will support content and technical changes ensuring HR-related information and tools are updated in a timely manner via a standard intake and update process.

# New MyHR Website



# Modified Cornerstone (CSOD) Pages

The screenshot displays the HERO user interface. At the top, the United States Postal Service logo and 'HERO' branding are visible, along with a search bar and user profile icons. A navigation menu includes Home, My Learning, Performance, Career Development, and Reports. The main content area features a personalized welcome message for Rachel, a 'My Profile' link, and a 'your Actions' summary card showing 3 assigned trainings, 2 tasks, and 2 conversations. Below this are four key action areas: 'your Learning' (Grow, Learn, Develop), 'your Development' (Own Your Career!), 'track your Performance' (Stay Productive), and 'visit HERO Support' (Find Support). A 'Quick Links' section at the bottom provides a dropdown menu for easy access to common content.

# Accessing My HR via LiteBlue

The screenshot shows the LiteBlue website interface. At the top, there is a navigation bar with the LiteBlue logo and tabs for Home, Apps, Inside USPS, and MyHR. A 'Sign off' link is visible in the top right corner. Below the navigation bar is a large banner with the text 'READY FOR THE NEXT STEP IN YOUR CAREER?' and a 'LINK' button. The banner features a list of career-related items: 'DISCOVER CAREER PATHS FOR SUPERVISORS', 'REGISTER FOR A VIRTUAL SUPERVISOR JOB FAIR', and 'LEARN MORE ABOUT THE ROLE'. To the right of this list is an image of two USPS employees. Below the banner is a 'Featured Topics' section with a 'MyHR' link highlighted in a red box. Other links in this section include 'Retiree', 'Informed Delivery', and 'LEADing Together'. Below the featured topics are two sections: 'Employee Apps' and 'USPS Publications'. The 'Employee Apps' section lists: 'IM Barcode Generator', 'My Communications', 'Self-Service PIN Reset' (with a 'New' tag), 'Self-Service Profile' (with a 'New' tag), and 'Virtual Timecard'. Below this list is the text 'Access these from any page using the Apps tab above.' The 'USPS Publications' section includes: 'Latest issue The Eagle archive', 'Delivering for America postcard archive', and 'Area and Regional Update newsletters Update archive'. A footer at the bottom of the page contains the text 'Sensitive Commercial Information - Do Not Disclose / Attorney-Client Privileged / Attorney Work Product', the number '6', and the United States Postal Service logo.

Once employees sign-in to LiteBlue they will select the MyHR link to access the website



# Accessing an HR Application – Search Feature

The screenshot displays the MyHR application interface. At the top, there is a dark navigation bar with the MyHR logo and a search icon. Below this, the main header area includes the MyHR logo on the left, a search bar containing the text "Job bid management" (highlighted with a red box), and the date and time "Monday, January 8, 2024 at 9:03 AM".

On the left side, there is a "SUGGESTIONS" section with the following items:

- Job Bid Management  
Page: Job Bid Management
- Posting Job Bid Management Vacancies  
Page: Posting Job Bid Management Vacancies
- HRSSC Lunch and Learn - Session 3 - Job Bid Management
- Employee or Posting BID History
- Job Posting  
Page: Job Posting

A "Show More" link is located below the suggestions list.

On the right side, there is a navigation menu with the following items:

- Employee Development
- Forms, Policies, & Tools
- Hiring & Employment
- Pay & Benefit

Below the navigation menu, there is a large image of postal workers in a warehouse setting. To the left of the image, there is a blue exclamation mark icon and text that reads: "streamlined and centralized access to a information and tools. Access available MyHR news and updates."

# Accessing an HR Application – Drop Down

About Human Resources ▾ EEO Programs ▾ Employee Development ▾ Forms, Policies, & Tools ▾ **Hiring & Employment ▲** Pay & Benefits ▾ Retirement ▾ Safety & Labor ▾

## Hiring & Employment

### Hiring & Employment

- Personnel Administration
- Search Jobs
- Separation
- Complement Management
- Employee Position Changes
- Onboarding

### Hiring

- Eligibility & Sustainability
- Examinations
- Job Posting
- Job Bid Management**
- Recruitment
- Selection & Interviewing

Welcome, MyHR.Jeff!

Elevate your employee experience with streamlined and centralized access to a wealth of personalized Human Resources information and tools. Access various HR apps, and stay up-to-date with the latest MyHR news and updates.

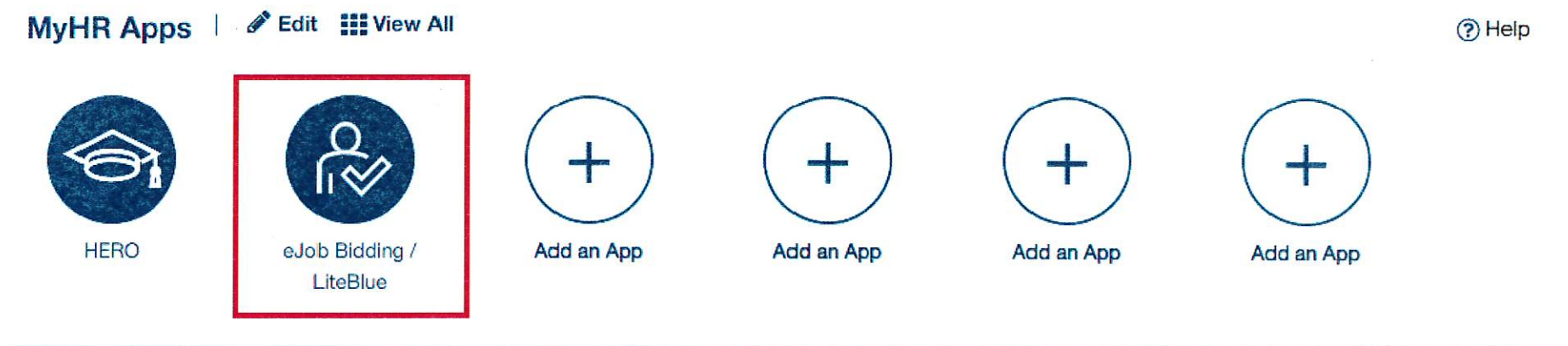


MyHR Apps | Edit View All

Help

## Accessing an HR Application – MyHR Apps

Frequently used applications can be added to their home screen for easy access by clicking add an app and selecting the desired application.



# Upcoming Activities

## MyHR Website Launches



January 23, 2024

Organization-wide communications will be distributed, including LINK Article, Stand-Up Talk, Postcards, Informed Facility, and more.