



## Introduction

The SP HR Manager’s Workspace is part of the SMB HR application by SP Marketplace where managers can view and manage their employees’ HR information.

### SMB HR: Managers

From the **Managers** menu, select the following options:

#### My Employee Changes

Select **My Employee Changes** menu item to submit new and see the existing changes you have submitted for your employees and their approval statuses

#### My Performance Reviews

Select **My Performance Reviews** menu item to download review forms, submit completed review forms, and view handy instructions from your HR department on conducting reviews

#### My Job Requisitions

Select **My Job Requisitions** menu item to manage your open job requisitions and to create new requisitions

#### My Applicants

Select **My Applicants** menu item to see the applicants and their resumes for your job requisitions

#### My Candidates

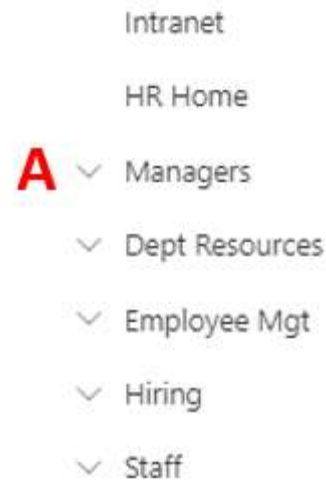
Select **My Candidates** menu item to see all the candidates and their resumes for your job requisitions

#### Time Off Calendar

Select **Time Off Calendar** menu item to see all scheduled time off for your employees/dept

#### My Dept Time Off Requests

Select **My Dept Time Off Requests** menu item to see all requested time off for your employees/dept so that you may approve/reject these requests



**A:** Managers Menu