



# SP Marketplace HR Portal Employee MyHR At-A-Glance

The screenshot displays the MyHR Employee Portal interface. At the top, there are five navigation tiles: 'New HR Service Request', 'Update My HR Information', 'Email My Confidential', 'Knowledgebase', and 'Document Center'. To the right is the 'MyHR Employee Portal' logo. Below the tiles is a tabbed interface with 'My Service Requests' selected. The table below shows a list of service requests:

ID	Title	Priority	Status
3	Does the vision plan pay for dependents? <span>NEW</span>	(2) Normal	1.Unassigned
4	Do we get the day after July 4th off? <span>NEW</span>	(2) Normal	1.Unassigned
5	I lost my security badge <span>NEW</span>	(2) Normal	1.Unassigned

Click <b>New HR Service Request</b> tile to send a request to HR and view these requests and their status in the <b>My Service Requests</b> tab below	Click <b>Update My HR Information</b> tile to send updates to your employee information to HR and view these requested changes in the <b>My HR Info Updates</b> tab	Click <b>Email My Confidential</b> tile to request an email with the HR employee data currently in the database	Click <b>Benefit Plans</b> tile to view the current benefits offered at this company and see your benefits choices in the <b>My Benefits</b> tab below
Click <b>Knowledgebase</b> tile to access helpful HR related tips and how-to information	Click <b>Document Center</b> tile to access important HR Documents	Refer to <b>My Certifications, My Benefits, and My HR Documents</b> tabs to keep track of your files and benefit choices, and to submit your HR documents	Refer to <b>Announcements and How To Guides</b> for messages from HR and links to video, document, and web resources