



Manager Portal

Submit New Employee Change

My Employees

Email Employee HR Information

Knowledge Base

Document Center

Requested Employee Info Changes | Awaiting My Approval | My Employee Certifications

Edit	Title	Employee	Employee:Employee ID	Sharepoint ID	Created	Date Changed
Approver Status : Pending (1)						
	Manager Change Request for Ann Smith-61617	Ann Smith-61617	61617		5 minutes ago	

Manager Portal

Announcements

[Orientation Lunch](#) 2/8/2017 1:01 PM by SPMP Global Admin

Managers Orientation Lunch and Learn in the cafe tomorrow. Required for all new managers and optional as a refresher for all others.

How To Guides

- [HR Portal Employee MyHR At-A-Glance](#)
- [HR Portal Manager MyHR At-A-Glance](#)

Click Submit New Employee Change tile to send an employee data change request to the entered Approver; see those requests in the Requested Employee Info Change tab below	Use My Employees tile to see your list of employees.	Use Email Employee HR Information tile to request an email of a specific employee's information.	Use Awaiting My Approval tile to review your pending approval items.
Use Knowledge Base tile to view the company HR knowledge base articles.	Use Document Center tile to open the library of HR Documents.	Use the My Employee Certifications tab to keep track of your employee certifications on file.	Refer to Announcements and How To Guides for messages from HR and links to video, document, and web resources.