

## Introduction

The SP HR Manager Portal by SP Marketplace is a self-service portal where managers can view and manage their employees' HR information, as well as access HR resources in the Document Center and Knowledgebase.

### HR Portal: Manager Portal

#### A. Submit New Employee Change

1. Click **Submit New Employee Change** tile to make changes to your employee's position, department, salary, or job status. Enter an Approver who is to approve the change.

#### B. See a List of My Employees

1. Click **My Employees** tile to see a list of your employees

#### C. Send Employee their HR Information

2. Click **Email Employee HR Information** tile to have your employee's HR information emailed to them

#### D. See Employee Changes You've Requested

1. See **Requested Employee Info Changes** view to see the employee change requests that you've submitted for approval

#### E. See the Changes You Need to Approve

1. See **Awaiting My Approval** view to see the employee change requests that require your approval

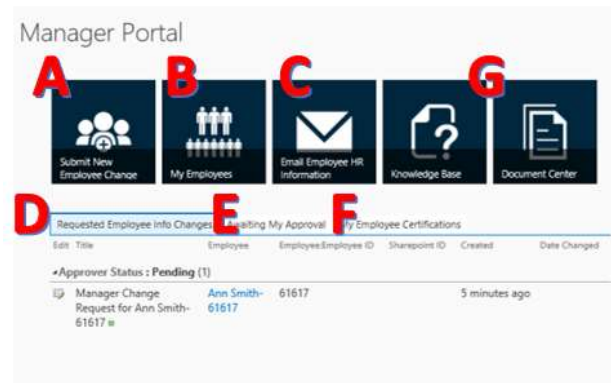
#### F. Check Your Employees' Certifications

1. See **My Employee Certifications** view to see the certifications that your employees have completed and their renewal dates

#### G. Other Resources

1. Click on **Knowledgebase** tile to search for answers to common HR questions
2. Click on **Document Center** tile to access important HR documents

3. Use **HR Applications** menu or tiles to access specific HR applications



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**F:** Your Employees' Certifications

**G:** Other Resources