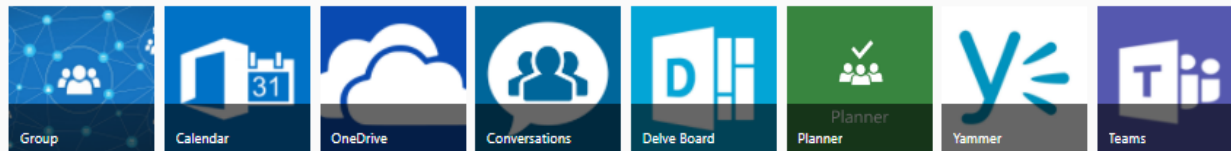


- Service Request List
- Employee Record Management
- Non-confidential Employee List
- Confidential Employee List
- Employee Documents
- Staff Documents
- Manager Employee Change Requests
- Employee Info Change Requests
- Benefit Plans
- Employee Benefits List
- Certifications
- Knowledgebase
- HR Reports
- HR Dashboard
- Document Center



HR Staff Portal

### Office 365 Group Links



- Group
- Calendar
- OneDrive
- Conversations
- Delve Board
- Planner
- Yammer
- Teams

### New Service Requests

Edit	ID	Title	Status	Created	Due Date	Priority	Assigned To	Requester	Request Type
	2	Need to add a new baby	1.Unassigned	3/23/2018 10:04 AM		(2) Normal		Darrell Trimble	
	1	Test	1.Unassigned	3/21/2018 1:28 PM		(2) Normal	Cooper Gilliland	Install Admin	

[Add new item](#)

### Overdue Service Requests

Edit	ID	Title	Status	Created	Due Date	Priority	Assigned To	Requester	Request Type
There are no items to show in this view of the "Service Request" list. To add a new item, click "New".									

### HR Staff Announcements

HR Staff Training Day 2/8/2017 3:37 PM  
 Tomorrow   
 by SPMP Global Admin

All day training event tomorrow for HR Staff to attend refresher courses.

### HR Staff Calendar

2/8/2017 8:00 AM [Training](#)

### How To Guides

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

<p><b>Service Request List</b> tile to create new and manage existing requests. See <b>New</b> and <b>Overdue Service Requests</b> in the sections below.</p>	<p><b>Employee Record Management</b> to update employee data. Use the included guidelines to understand how to use the <b>Employee List</b> and <b>Confidential Employee List</b> lists.</p>	<p><b>Employee Documents</b> tile to manage the confidential employee documents. Use <b>Staff Documents</b> to manage the department collaboration documents.</p>	<p><b>Manager and Employee Change Requests</b> tile to review requests for employee data changes.</p>
<p><b>Benefit Plans</b> tile to view and enter the current benefits offered at this company. <b>Employee Benefits List</b> tile to view/manage the benefits employees have enrolled in.</p>	<p><b>Certifications</b> to manage certifications employees must complete. <b>Reports</b> to report on submitted HR service requests and <b>HR Dashboard</b> to launch Power BI.</p>	<p><b>Knowledgebase</b> and <b>Document Center</b> tiles to view/manage the HR knowledge base articles and the library of HR Documents.</p>	<p>Refer to <b>Announcements</b>, <b>Staff Calendar</b> and <b>How To Guides</b> for messages, events and links to resources.</p>