



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

## My HR Portal

New Service Request

New Time Off Request

Employee Record Update

Useful Documents

Knowledgebase

My Time Off Requests

New Hire Portal

### Department News



#### [Our New HR](#)

Welcome to our new SharePoint HR! Take a look around and check out all of the helpful information.

### My Service Requests

Title	Request Category	Priority	Status	Due Date
Raya Belemonte Review March 20...	<a href="#">Performance Reviews</a>	(2) Normal	2. Assigned	3/30/201

### Announcements

- ! [Benefits Enrollment ends Friday!](#)
- ! [Wellness Program to begin next year](#)
- i [Learn more about AFLAC benefits](#)

### Events

+ Add event

- OCT 11** New Manager Training  
Tue, Oct 11, 1:30 PM
- OCT 12** New Employee Orientation  
Wed, Oct 12, 1:00 PM

### Useful Links

- [Share Documents in Office 365](#)
- [Getting Started with Office 365](#)
- [Office 365 End User Video Training](#)

### How To Guides

[HR Portal Dashboard](#)

<p><b>New HR Service Request</b> tile to send a request or question to HR, view these requests and their statuses in the <b>My Service Requests</b> section below</p>	<p><b>New Time Off Request</b> to submit a time off request, <b>and My Time Off Requests</b> to see the approval statuses of your requests</p>	<p><b>Employee Record Update</b> tile to send updates of your employee data/contact information to HR</p>	<p><b>Useful Documents</b> tile to see important documents provided to you by HR, and the <b>How-to-Guides</b> to see training videos and documents on how to use this portal</p>
<p><b>Knowledgebase</b> tile to access helpful HR related tips and how-to information</p>	<p><b>New Hire Portal</b> tile to open the New Hire Portal where one can see available benefits provided to you by your company</p>	<p><b>Useful Links</b> section to see useful resources/websites provided to you by HR</p>	<p>Refer to <b>Dept News</b>, <b>Announcements</b> and <b>Events</b> sections for important information from HR</p>