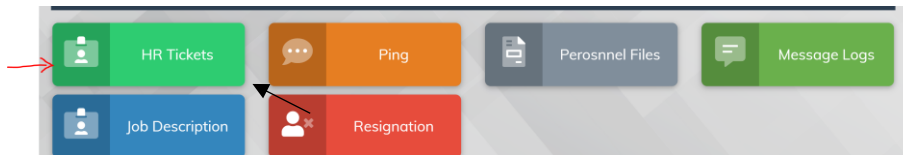


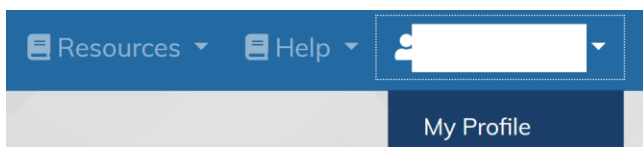
HRS – HR Tickets (Employee Guide)

1) Where Employee can view the HR Tickets Button?

Employees can view the HR Tickets button in their Dashboard when they Login into HROBS Application.



Note: Supervisors can view their Dashboard by clicking the 'My Profile'.



2) How to submit the request to HR?

Employees on clicking the HR Tickets button will take to the below window where they can fill-in the details and upload supporting documents and submit the request to HR.

A screenshot of the HR Tickets submission form. The form includes a 'Category' dropdown menu with 'Select' as the current option, a 'Title' text input field, and a large 'Description' text area. Below the description area, there is an 'Upload Supporting Document' section with a 'Choose File' button and a 'No file chosen' status. To the right, there is a 'Notify' section with a checkbox labeled 'Supervisor'. At the bottom, there is a green '+ Submit' button, a dark grey '< Back' button, and a blue 'HR Tickets' button.

3) Where Employees can see the responses from the HR?

Employees will be informed via email when HR responds to the request. The email will have the link which will re-direct Employees to the submitted request page with responses.

Note:

Employees can also view the responses for the submitted requests by clicking the **HR Tickets** button. This List will also have all the previous requests Employees created to contact HR.

HR Tickets

Category: Select

Title: [Text Input]

Description: [Text Area]

Upload Supporting Document: Choose File | No file chosen

Notify: Supervisor -

+ Submit

< Back

≡ HR Tickets