Ask HR Example Requests

Within the [Human Resources Ask HR Portal](), the HR Service Catalog was created to help employees identify the different types of categories their questions or communications may fall into. Categorizing these requests will help HRB Transactions to streamline the management of all employee questions and communications that are submitted.

Listed below are examples of the different types of requests you can submit through the Human Resources Ask HR Portal:

1. Request verification of employment
2. Submission of New Hire Packet
3. Reporting approved ATO
4. Submission of Employee Action Request (EAR) STD Form 686
5. Questions on documenting special hours (disability, FMLA, etc.) on a Timesheet

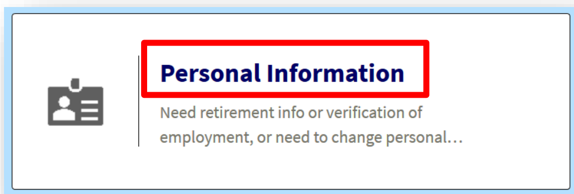
IMPORTANT: Listed below are examples that cannot be submitted through the Human Resources Ask HR Portal at this time:

- Any questions regarding COVID-19 (policy questions, prevention, support, time-off procedures):
  - COVID-19 Information: Coronavirus (COVID-19) Information and Resources for Employees
- Submission or non-payment questions regarding work, family, and other leave programs:
  - Employee Wellness Information: Employee Wellness Services
- Any questions regarding labor relations or collective bargaining:
  - Labor Relations Information: Labor Relations Information
- Any questions regarding classification documents, duty statements, organizational structures, position allocation, out of class assignments, and range determinations:
  - Classification and Pay Information: Classification and Pay Information

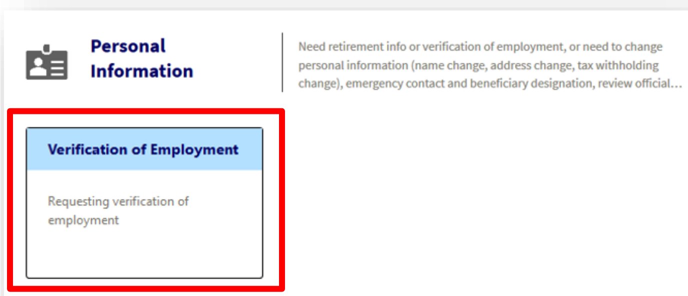
1. Request verification of employment

a) Click **Browse HR Service Catalog** at the top of the page

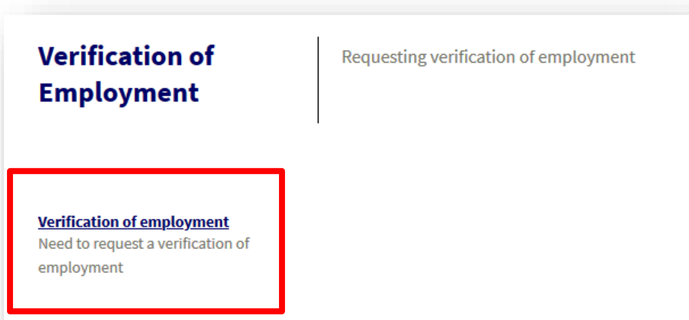
b) Click **Personal Information**



c) Click **Verification of Employment**



d) Click **Verification of Employment**



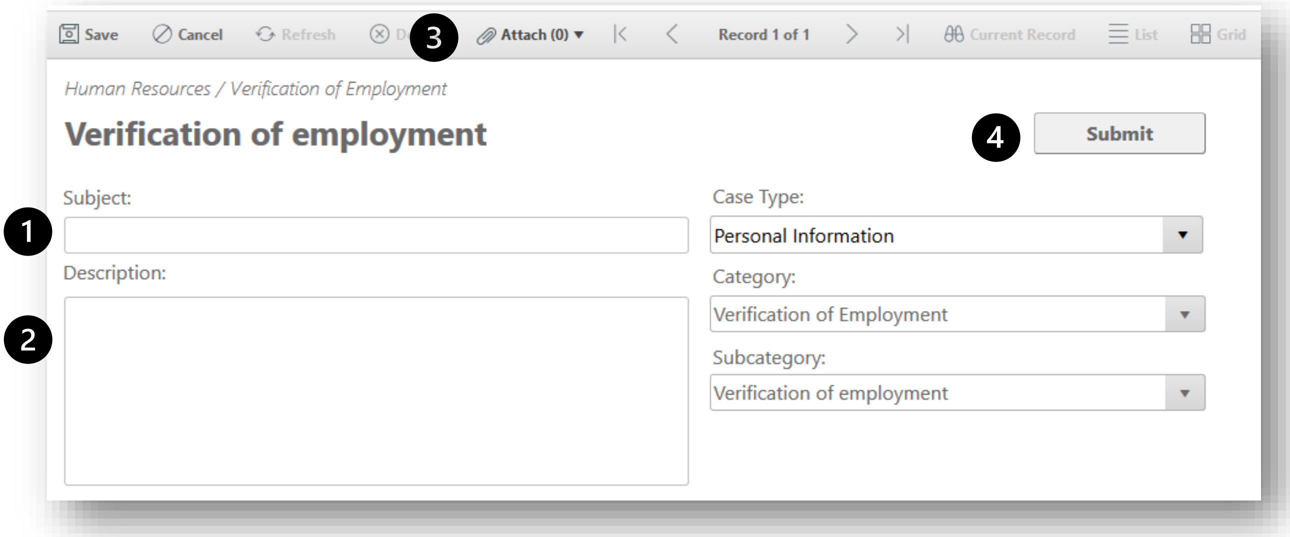
e) Add a

(1) **Subject** line

(2) Detailed information in the **Description** field

(3) *Optional:* Add an **attachment** to your request

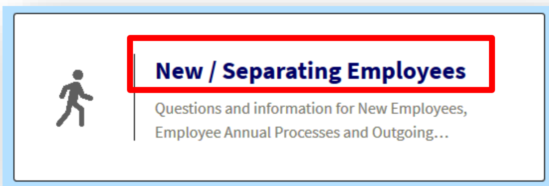
(4) Click **Submit**



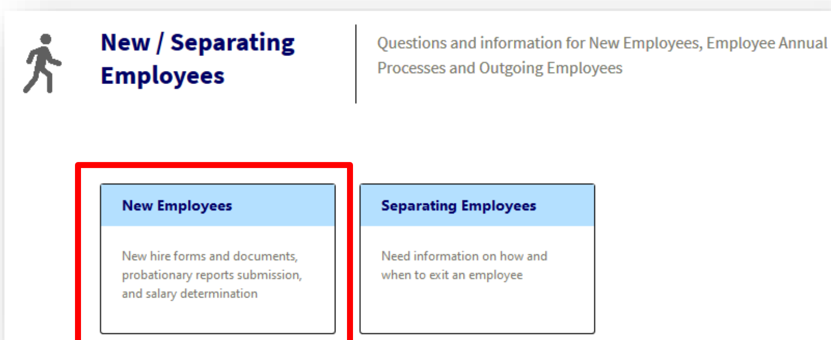
2. Submission of New Hire Packet

a) Click **Browse HR Service Catalog** at the top of the page

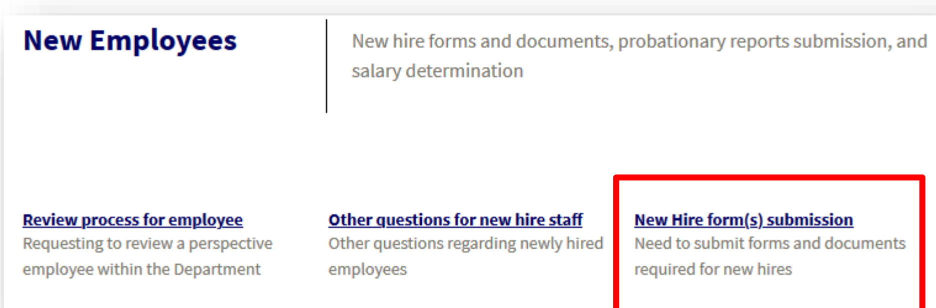
b) Click **New / Separating Employees**



c) Click **New Employees**



d) Click **New Hire form(s) submission**



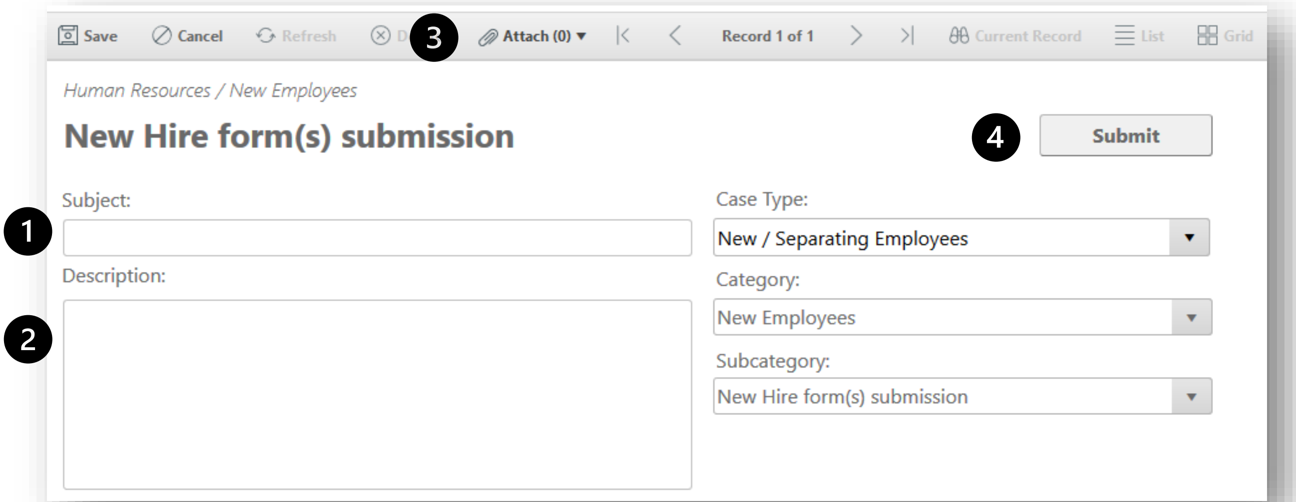
e) Add a

(1) **Subject** line

(2) Detailed information in the **Description** field

(3) **Attach** all completed new hire forms to your request

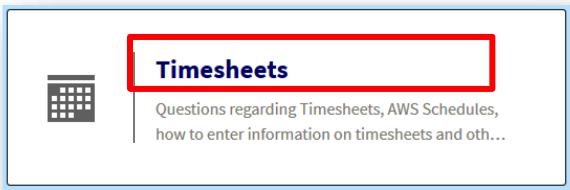
(4) Click **Submit**



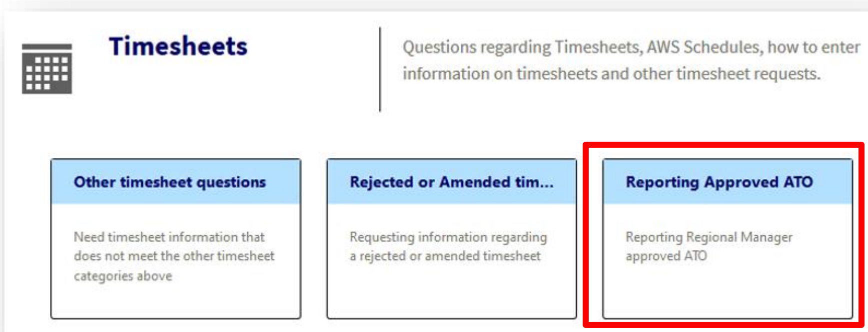
3. Reporting Approved ATO

a) Click **Browse HR Service Catalog** at the top of the page

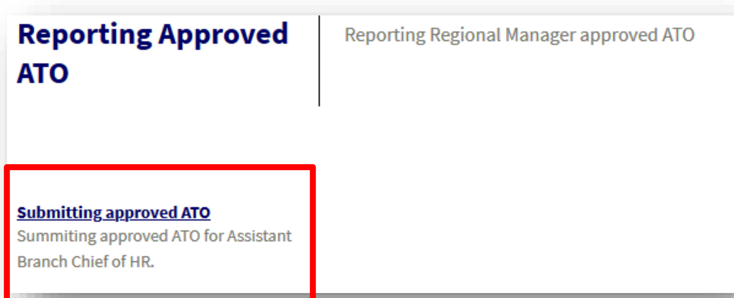
b) Click **Timesheets**



c) Click **Reporting Approved ATO**



d) Click **Submitting Approved ATO**



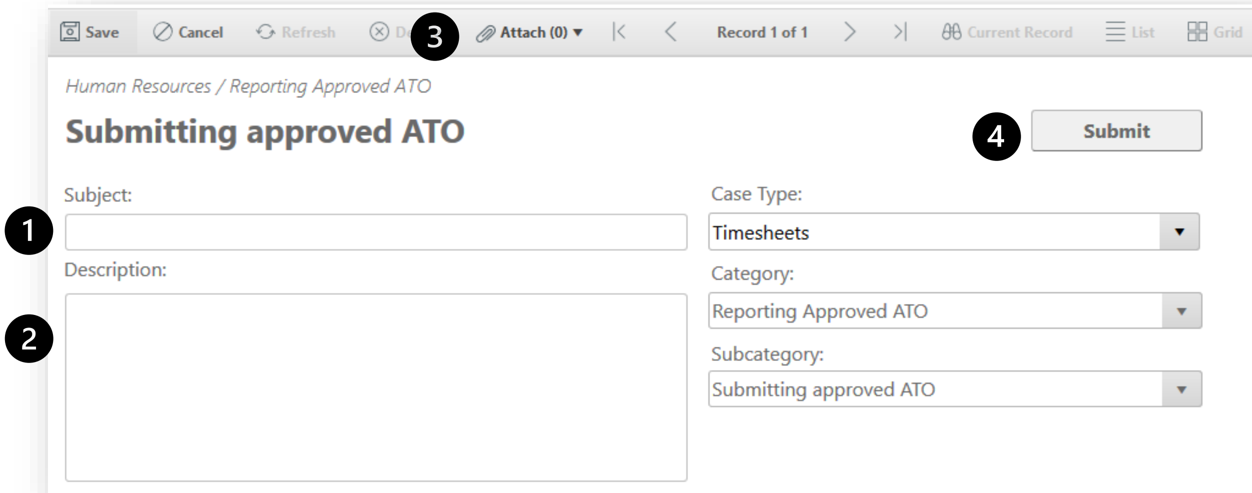
e) Add a

(1) **Subject** line

(2) Detailed information in the **Description** field

(3) **Attach** document or file of Regional Manager's approval of ATO to your request

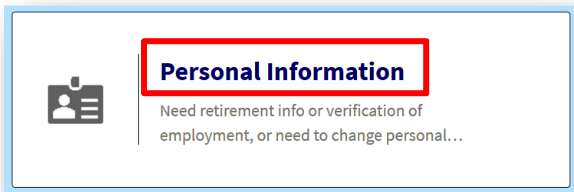
(4) Click **Submit**



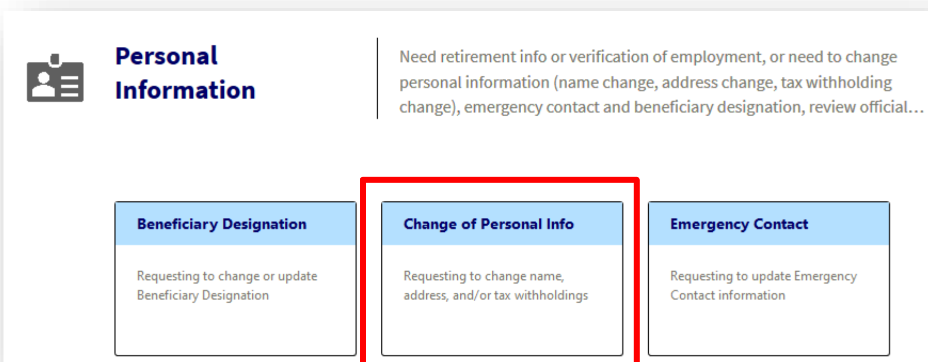
4. Submission of Employee Action Request (EAR) STD Form 686

a) Click **Browse HR Service Catalog** at the top of the page

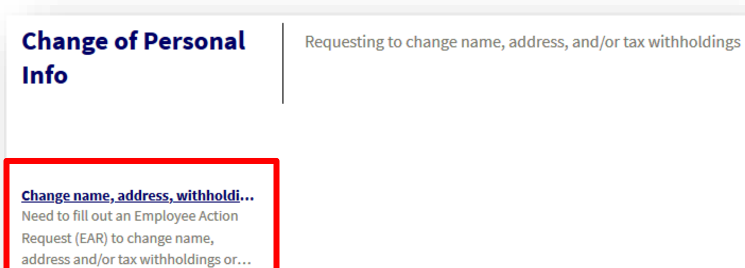
b) Click **Personal Information**



c) Click **Change of Personal Info**



d) Click **Change name, address, withholdings**



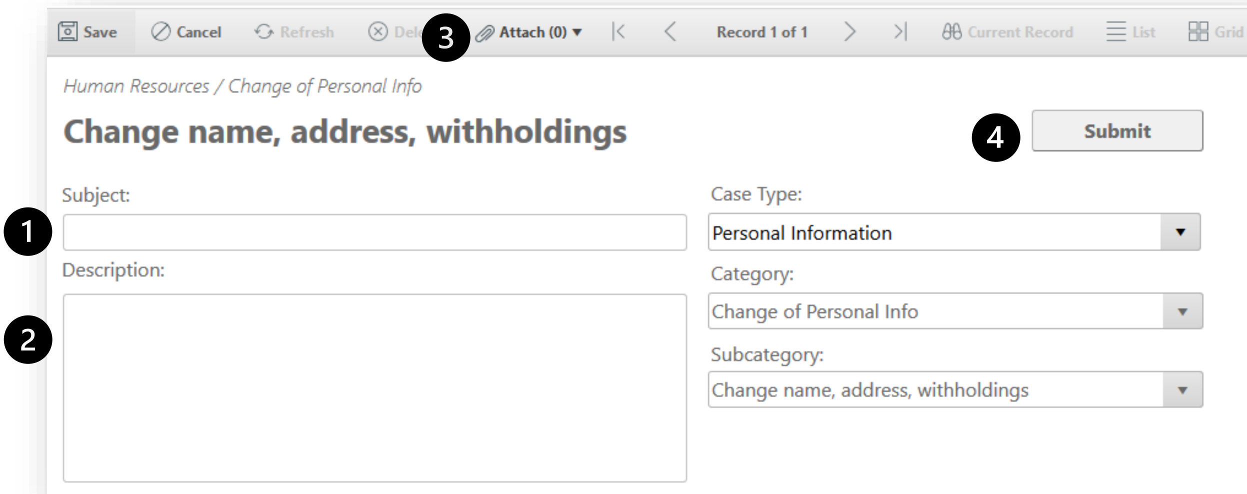
e) Add a

(1) **Subject** line

(2) Detailed information in the **Description** field

(3) **Attach** completed STD 686 form to your request

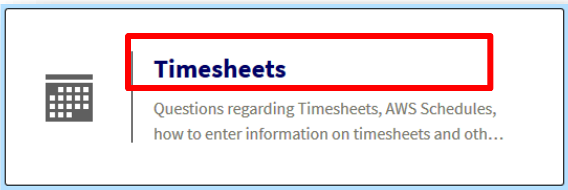
(4) Click **Submit**



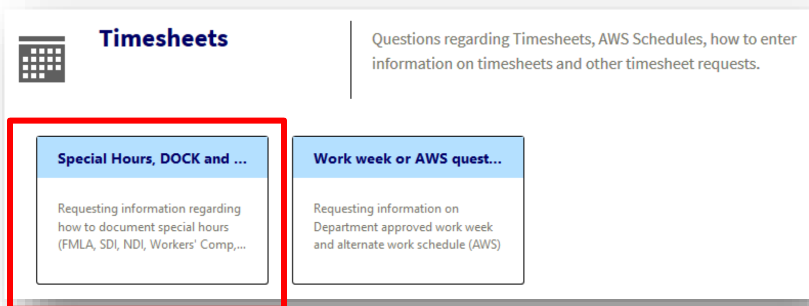
5. Documenting special hours (disability, FMLA, etc.) on a Timesheet

a) Click **Browse HR Service Catalog** at the top of the page

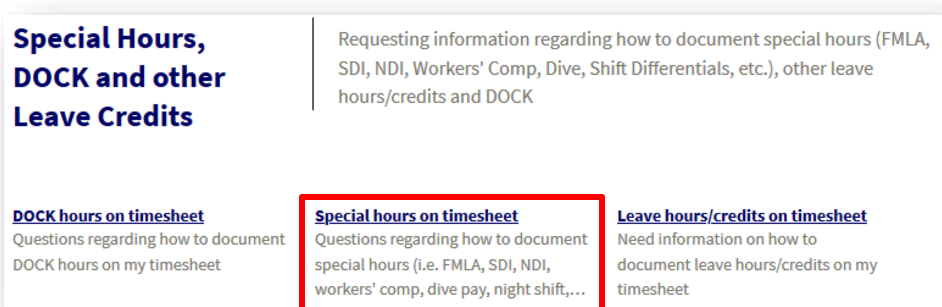
b) Click **Timesheets**



c) Click **Special Hours, DOCK and other Leave Credits**



d) Click **Special hours on timesheet**



e) Add a

(1) **Subject** line

(2) Detailed information in the **Description** field

(3) *Optional:* Add an **attachment** to your request

(4) Click **Submit**