

How to View Ask HR Requests

Purpose: To enable CDFW employees to view and track the progress of their Human Resource Transactions requests in the <u>Ask HR portal</u>.

Follow the steps below to view the status of your Ask HR Request

- 1. Log into the Human Resources Ask HR Portal
 - a. Click **Please CLICK HERE to enter >>**





b. Enter your **AD Login Credentials** and click **Log In**



- 2. View Submitted Requests
 - a. Click My HR Cases





b. Click the HR Case ID link you would like to open



Note: You are able to switch this view to either a List view or a Grid (see blue box above)

- c. The system will navigate you to the record details that will show:
 - (1) Request Status
 - (2) HRB contact the request is assigned to
 - (3) any HRB communications for your specific request (*click on Journal item to see details*)





- 3. Upload additional attachments to your request
 - a. Follow the steps to "View Submitted Requests" (Step 2 above)
 - b. Click Edit

🖉 Edit [Save 🖉 Cance	el 🚱 Refresh 🛞 Dele	te 🖉 Attach (3) ▼ 🛛 <	< Record 2 of 8 >	> A Current Record	E List	🔠 Grid
Case #21 Human Res	sources/Leave Program	ms/Enrolling into VPLP				Records 1 - 2 of 2 K < 1 of
Status: Assigned	ASSIGNED	IN PROGRESS	PENDING	RESOLVED		Drag a column header and drop it here to grou column Type
Subject:* How do I enroll?			Add Commer	<u>nt</u>		 Journal - Note Journal - Customer
Description:*	VPLP. Is that possible?	If so, how do I enroll?	Your HR C Nicole Gu E-Mail: Ni Team: HR	ase is owned by: I stafson cole.Gustafson@wildlife Case Management	.ca.gov	

- c. Upload Attachment
 - i. Click **Attach** and follow the prompts to upload a document, file, and/or picture

Save	⊘ Cancel	∽ Refresh	🛞 Delete 🥖	Ø Attach (3) ▼ <	< Record	2 of 8 > >	H Current Record	List 🔠 Grid
	Case	e #21						
	Hum	an Resourc	es/Leave Prog	rams/Enrolling	into VPLP			
Status:	Assianed							
	NEW		ASSIGNED	IN PRO	GRESS	PENDING	RESOLV	/ED



d. Click Save when finished adding information to your record



- 4. Add an additional comment to your request
 - a. Click Add Comment

Subject:* How do I enroll?	Add Comment
Description:*	
I would like to enroll into VPLP. Is that possible? If so, how do I enroll?	Your HR Case is owned by: Nicole Gustafson E-Mail: Nicole.Gustafson@wildlife.ca.gov Team: HR Case Management

b. Enter comment details and click **OK**

Please see my attached signed document	
Cancel	ĸ