How to Add Information to Ask HR Requests

Purpose: To enable CDFW employees to add additional information to their Human Resource Transactions requests in the Ask HR portal.

> **Attachments** – Document or file attachments can be added to your request at any time. You may be requested by HRB to complete a document an upload the completed document to your request. For steps on how to upload a document to a request in process, see the Attachments section below.

> **Comments** – You can communicate with HRB by adding comments to your request at any time. If you have additional information you want to add to your request or just need to ask additional questions regarding your request, you can add a comment with the additional information. For steps on how to add comments to a request in process, see the Comments section below.

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

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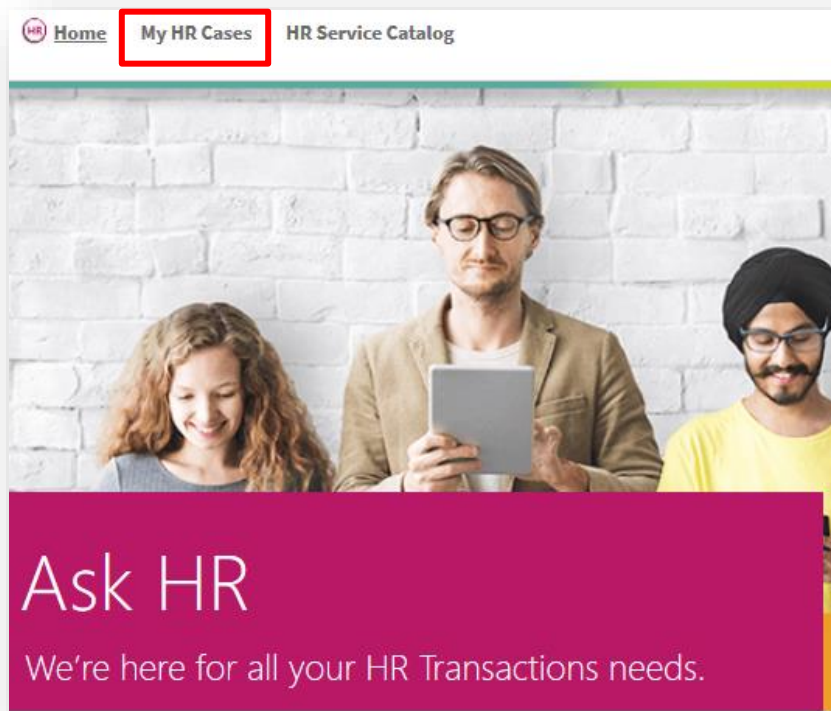
    a. Click **Please CLICK HERE to enter >>**

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

2. View Submitted Requests

a. Click **My HR Cases**

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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)

3. **Attachments** – Upload additional attachments to your request

a. Follow the steps to "View Submitted Requests" (Step 2 above)
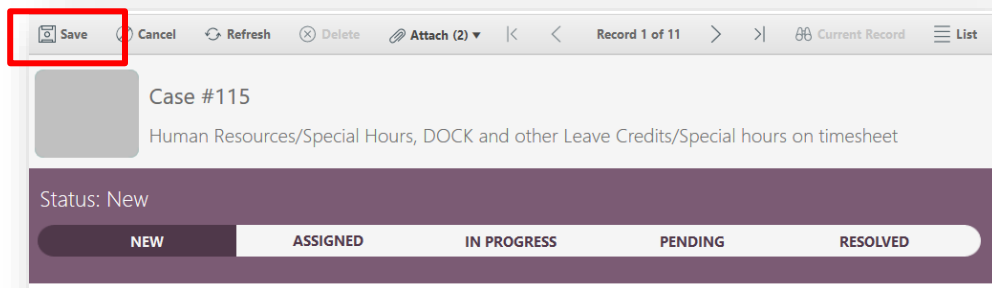
b. Click **Edit**

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c. Upload Attachment

    i. Click **Attach** and follow the prompts to upload a document, file, and/or picture
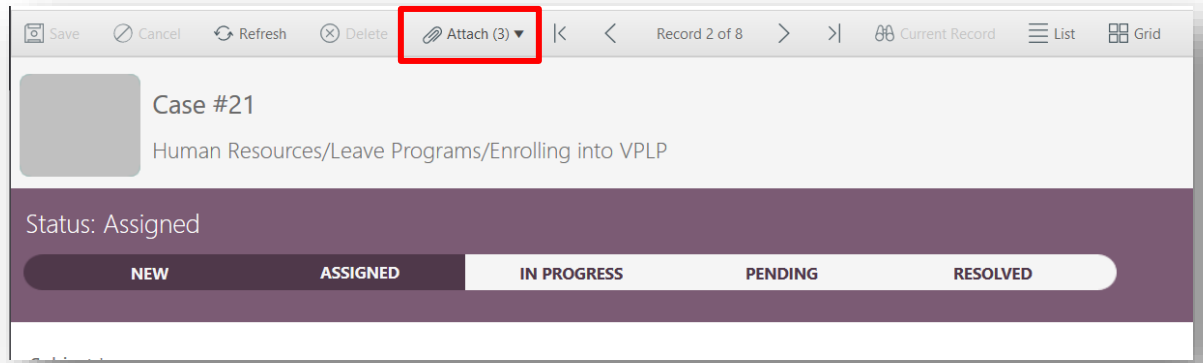
d. Click **Save** when finished adding information to your record

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4. **Comments** – Add an additional comment to your request

    a. Click **Add Comment**

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

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