Resources

- Ask HR link to the ticketing system is also located in Office 365, HR Transactions Internet Page.
- Demo and work groups Teams Ask HR Live Demonstration each Thursday at 11:30am to 12pm in September <u>Click here to join the meeting</u> employees can log on to have questions answered and view demo.
- Job Aides
 - Examples of different HR Tickets
 - o <u>Ticket Aging Expectations</u>
 - o How to submit a ticket in Ask HR
 - How to view a submitted ticket
 - o How to reopen a ticket after closed
 - How to add additional comments or escalate tickets