

## MY EMPLOYEE WINDOW

### QUICK REFERENCE GUIDE – HR MANAGER

Welcome to [www.myemployeewindow.com](http://www.myemployeewindow.com). The purpose of this document is to provide a quick reference guide for the HR MANAGER functions within the website.

#### ICONS



View icon: Click this icon to view the record or item.



Edit icon: Click this icon to make changes to data.



Delete icon: Click this icon to delete data from the database.

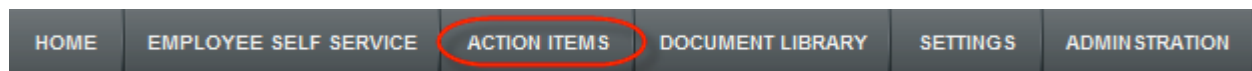
#### ACTION ITEMS

To access the HR MANAGER functionality within the [www.myemployeewindow.com](http://www.myemployeewindow.com) website you will first need to log into the site. Only users who have been designated a HR MANAGER will see the ACTION ITEMS tab. If you cannot see the ACTION ITEMS tab, please contact your HR department.

Once logged in to [www.myemployeewindow.com](http://www.myemployeewindow.com) if there are pending items for your approval you will see displayed on your home screen:

 [There are 11 pending Action Items](#)


Click on this notice to open the Action Item screen. You can also click on the ACTION ITEMS tab to approve or deny employee changes.




The ACTION ITEMS does give you the ability to search for items.

# Action Items

 [Search](#)

Start Date  

End Date  

Employee

Action Taken

Action Type

Item Name


[Clear Search](#)

You can also find pending and reviewed items by looking at the chart below the search box. NOTE: You have the ability to sort by each column by clicking on the column header.

<a href="#">Transaction Date</a>	<a href="#">Employee ID</a>	<a href="#">Name</a>	<a href="#">Action Type</a>	<a href="#">Item Name</a>	<a href="#">Action Taken</a>	<a href="#">Action</a>
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If an item has been previously reviewed it will have a check in the Action Taken box. Once you have located the item you would like to review, click the EDIT icon to the right of the row.

To review and approve an item you will need to click once again on an EDIT icon.


<a href="#">Transaction Date</a>	<a href="#">Employee ID</a>	<a href="#">Name</a>	<a href="#">Action Type</a>	<a href="#">Item Name</a>	<a href="#">Action Taken</a>	<a href="#">Action</a>
6/21/2010 8:49:50 AM	995463	Kelly Grace	Update	Personal Information	<input type="checkbox"/>	

Next you will check either Approve or Disapprove, make any necessary notes and then press the 'Save Approvals' button.

## Approvals

Field Name	Old Value	New Value	Is Approved <input type="checkbox"/>	Is Denied <input type="checkbox"/>	Notes	Action By	Action Date
Middle Name		Stewart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		

Once you have saved your decision you will see the 'Action Taken' box is now checked.

<a href="#">Transaction Date</a>	<a href="#">Employee ID</a>	<a href="#">Name</a>	<a href="#">Action Type</a>	<a href="#">Item Name</a>	<a href="#">Action Taken</a>	<a href="#">Action</a>
6/21/2010 8:49:50 AM	995463	Kelly Stewart Grace	Update	Personal Information	<input checked="" type="checkbox"/>	

HR Users also have rights to manage the documents stored in the Document Library. Select Document Library, click 'Upload Documents', browse to find file, enter description, and click upload.





 [Upload Documents](#)

Space Used: 0.25 MB out of 50 MB

Upload File

Description

You may also delete documents stored in the Library. Select Document Library, locate file in table, press red x in the left hand column.

Delete	Edit	File Name	Description	Uploaded Date	View
		 My Employee Window- Quick Reference Guide - Employee - 1.docx	Employee Quick Start Guide	6/3/2010	

## LOGOUT

To protect your privacy you will always need to logout when you have completed your use of MY EMPLOYEE WINDOW. You will find the [Logout](#) button in the top right hand corner of your screen.