

# DOCS HRM

## REFERENCE GUIDE

### EMPLOYEES & MANAGERS

## GENERAL

### LOG-IN

Enter NETID and PASSWORD

### HR FORMS REPOSITORY

MORE > HR FORMS REPOSITORY > FORMS  
ORGANIZED BY FORM TYPE > DOWNLOAD

### ANNOUNCEMENTS

MORE > ANNOUNCEMENTS > NEWS

### ORGANIZATIONAL CHART

MORE > ORG CHART > VIEW

## HELPDESK (FOR MANAGERS)

### SUBMIT TICKET

HELP DESK > SUBMIT REQUEST >  
FILL IN FORM > SUBMIT

### MY REQUESTS

HELP DESK > MY REQUESTS > REVIEW  
OPEN TICKETS

## LEAVE

### APPLYING

LEAVE > APPLY > SELECT LEAVE TYPE >  
SELECT DATES > APPLY

### MY LEAVE LIST

LEAVE > MY LEAVE > SELECT DATES >  
SELECT STATUS > SEARCH

### APPROVING

LEAVE > LEAVE LIST > FILL IN LEAVE LIST  
> SEARCH > ACTIONS > SELECT ACTION >  
SAVE

### CALENDAR VIEW

LEAVE > LEAVE CALENDAR > SELECT  
YEAR, MONTH OR WEEK VIEW

### ASSIGNING

LEAVE > ASSIGN LEAVE > SELECT  
EMPLOYEE > SELECT LEAVE TYPE >  
SELECT DATES > ASSIGN

## PAYROLL

### SUBMIT TIMESHEETS

TIME > TIMESHEETS> MY TIMESHEETS > EDIT  
TIMESHEETS > ENTER > PROJECT NAME  
(DEFAULT, IF NONE) > SELECT SUPPORT  
LEVEL (DEFAULT, IF NONE) > ENTER HOURS >  
SAVE OR SUBMIT

### APPROVE TIMESHEETS

TIME > TIMESHEETS > EMPLOYEE TIMESHEETS >  
ENTER EMPLOYEE NAME > SEARCH > SELECT  
DATES > REVIEW TIMESHEET > IF EDITS ARE  
REQUIRED, CLICK ON EDIT BUTTON AND MAKE  
CHANGES > IF DATES AND TIME ARE CORRECT  
HIT APPROVE

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## REFERENCE GUIDE

### EMPLOYEES & MANAGERS

## MY INFO

### APPAREL SIZE

MY INFO > PERSONAL DETAILS > SCROLL TO APPAREL DETAILS > EDIT > SELECT SIZE > SAVE

### PHOTO

MY INFO > CLICK ON SILHOUETTE PHOTO > CHOOSE FILE > OPEN > UPLOAD

### JOB DESCRIPTION

MY INFO > JOB > SCROLL DOWN TO JOB DESCRIPTION > CHOOSE FILE > CLICK AND DOWNLOAD

### RESUMES, LICENSES, SKILLS

MY INFO > MORE (TOP RIGHT) > QUALIFICATIONS > CURRICULUM/VITAE/RESUME > EDIT > CHOOSE FILE > OPEN > SAVE

### PERFORMANCE REVIEWS

MY INFO > JOB > SCROLL DOWN TO PAY FOR PERFORMANCE REVIEWS > CHOOSE FILE > CLICK AND DOWNLOAD

### SALARY/ASSIGNMENTS

MY INFO > TOP RIGHT SELECT MORE > SCROLL DOWN TO SALARY/ASSIGNMENTS > TOP RIGHT CLICK ARROW TO EXPAND VIEW > SCROLL FOR ADDITIONAL INFORMATION

## PROFESSIONAL DEVELOPMENT REQUESTS

### SUBMIT REQUESTS

PDR > SUBMIT PDR > FILL IN PDR/TRAINING REQUEST INFO SECTION > CLICK ADD ESTIMATED EXPENSES > SELECT EXPENSE TYPE > FILL IN DESCRIPTION > ENTER AMOUNT > SAVE (REPEAT, IF NECESSARY) > CLICK TAKE ACTION > SAVE OR SUBMIT

### APPROVAL REQUESTS

PDR > EMPLOYEE PDR > PDR LIST > SELECT PDR ID > TAKE ACTION > APPROVE OR REJECT OR REQUEST MORE INFO

## TRAINING

### TRAINING (AVAILABLE)

TRAINING > REGISTER FOR AVAILABLE TRAINING SESSIONS > SELECT TRAINING BY TITLE > CLICK ADD

### SEND TO DOCS HR

SEND COPIES OF COMPLETED RU TRAINING CERTIFICATES (TITLE IX, WORKPLACE HARASSMENT) AND RU DEFENSIVE DRIVING CERTIFICATE TO DOCS HR.