

# HR / Payroll Connection – Manager Self Service Learning & Support

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**CATHOLIC HEALTH INITIATIVES®**

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## Manager Zone

[Show / Hide Instructions](#)

Tools and resources are available to help you become a better manager. Make changes to information for your direct reports, view reports and analytics—all in one place.  
**Note:** Contract worker information may not display in the direct reports list or the information may not be complete.

### Direct Reports

**Employees** [Search for Employee](#) | [Proxy Assignments](#)

View Employees for: CALLENDER, ALEXIS [Excel](#) [Show/Hide Columns](#)

Manager Path:: → CALLENDER, ALEXIS

Name	Phone	Salary	Position	Department
[REDACTED]	[REDACTED]	(Annual)	(HR A)	RESOURCES
[REDACTED]	[REDACTED]	(Annual)	(HR A)	RESOURCES
[REDACTED]	[REDACTED]	(Hourly)	(HR S)	00 (HUMAN RESOURCES SUPPORT CENTER)
[REDACTED]	[REDACTED]	(Hourly)	(HR S)	00 (HUMAN RESOURCES SUPPORT CENTER)
[REDACTED]	[REDACTED]	(Hourly)	(HR S)	00 (HUMAN RESOURCES SUPPORT CENTER)

**Links to the Learning & Support Tools are available throughout Manager Zone.**

**Manager Tools**

- Job Requisitions
- Assign New Position to Existing Employee
- Position Maintenance
- Reports and Analytics

**Learning and Support <sup>New</sup>**

Use these job aids and simulations to learn about specific transactions. Related transactions appear in **underlined groups**, which expand and contract when clicked.

Choosing the Correct Transaction

- Position Maintenance**
- New Hire
- Transfer

Create a Requisition

Position and Compensation Change

Termination/End Assignment

Assign New Position to Existing Employee

Designate a New Primary Position

Running Reports

**Live Help**

We're available to answer your questions between 8:00 a.m. and 8:00 p.m. Eastern Time, Monday through Friday. Click on the image to chat with a representative.

**Live Help / Web Chat links are also available throughout the transactions pages.**

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# HR / Payroll Connection – Manager Self Service Learning & Support

**Job Aides and/or Simulations available on every transaction page** for the following transactions:

- Create a Position
- Copy and Create a Position
- Edit Existing Position
- Reactivate a Position
- Inactivate a Position
- Assign New Position to Existing Employee
- Designate a New Primary Position
- Change L&C and Other Information
  
- Term/ End Assignment
- Transfer In / Transfer Out
- Create a Requisition
- Prepare for New Hire
- Confirm New Hire Data
- Position and Compensation Change
- Reports & Analytics
- Proxy Assignment

The screenshot displays a web interface for 'Manager Tools'. At the top, there is a 'Print' button. Below it, the 'Manager Tools' section lists: Job Requisitions, Assign New Position to Existing Employee, Position Maintenance, and Reports and Analytics. The 'Learning and Support' section explains that job aids and simulations are available for specific transactions, with related transactions appearing in underlined groups. A 'Choosing the Correct Transaction' section lists several transactions with icons for job aids and simulations: Create a Position, Copy and Create a Position, Edit Existing Position, Reactivate a Position, and Inactivate a Position. Below this, there are sections for 'New Hire' and 'Transfer'. At the bottom, a list of transactions is shown with corresponding icons: Create a Requisition, Position and Compensation Change, Termination/End Assignment, Assign New Position to Existing Employee, Designate a New Primary Position, and Running Reports.