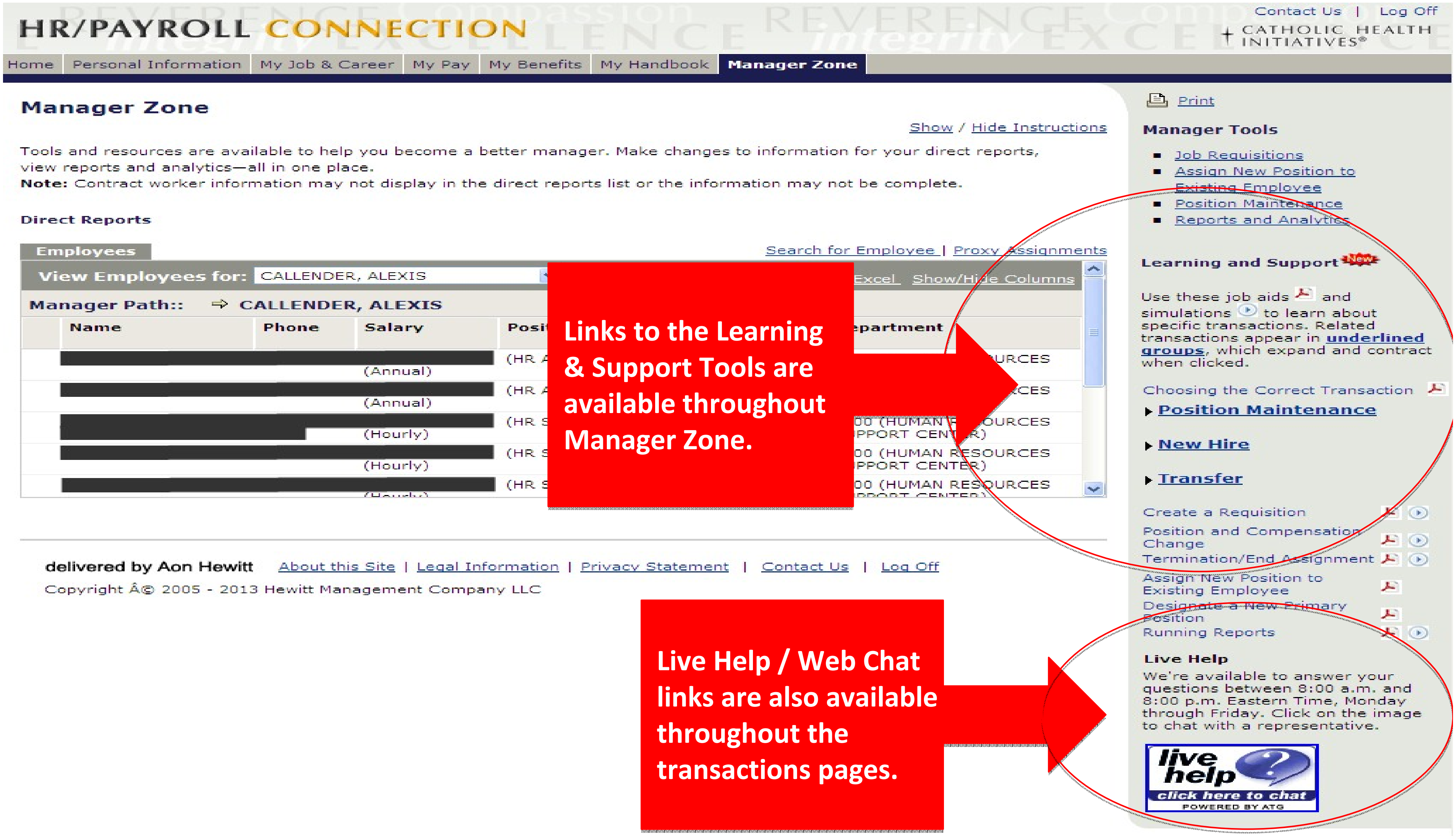
HR / Payroll Connection – Manager Self Service Learning & Support



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

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

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