EMPLOYEE SELF-SERVICE **USER** GUIDE

GETTING STARTED WITH hrHQ

HRHQ - TABLE OF CONTENTS

hrHQ OVERVIEW

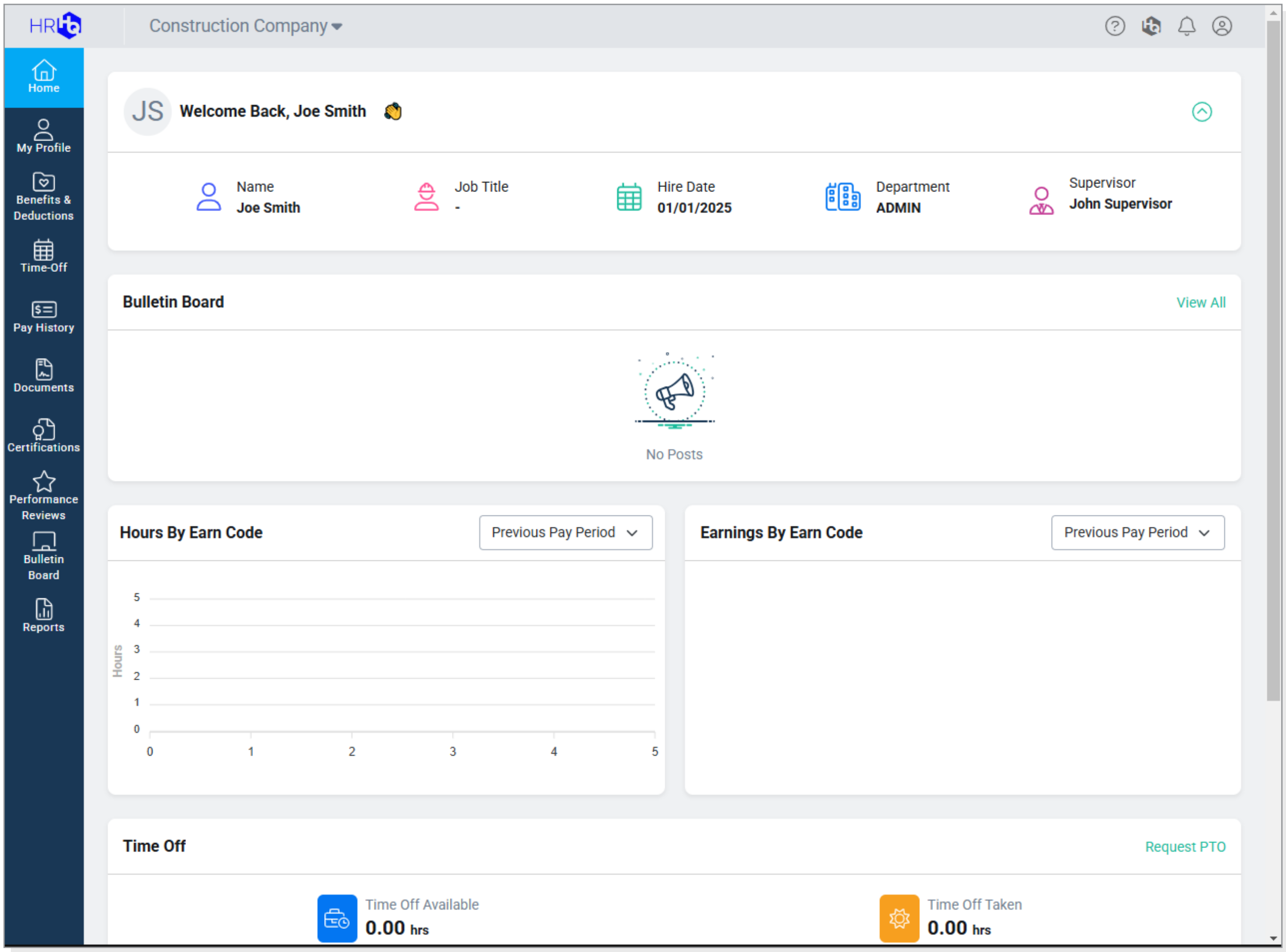
hrHQ is a standalone, web-based human capital management (HCM) application that can integrate with FOUNDATION®. With hrHQ employee self-service options, you can update your employee record, manage your time off, complete performance reviews, access reports, and view your company's latest updates.

Log in by going to hrhqdashboard.myhqsuite.com.

HOME SCREEN

The Home screen is the first screen you see when you log in. From this screen you can view an overview of your employee record and your company's most recent Bulletin Board posts.

The navigation menu on the left side of the screen allows you to navigate to the My Profile, Benefits & Deductions, Time-Off, Pay History, Documents, Certifications, Performance Reviews, Bulletin Board, and Reports screens. From the icon toolbar at the top of the screen, you can access the Help Center, switch products, view alerts, and log out of hrHQ.



Welcome Banner

The welcome banner displays a welcome message and your basic employee record information. You can collapse your employee information by selecting the arrow icon in the upper-right corner of the banner.

Bulletin Board

The Bulletin Board widget previews up to three posts submitted by your company's HR Department. Each post is previewed by its title, a sample of its content, how it was categorized, and the date it was posted. You can click on any post preview to view the full content.

To view all posts, select [View All] in the upper-right corner of the widget. This forwards you to the Bulletin Board screen.

Hours by Earn Code

The Hours by Earn Code widget displays your hours by earn code for the most recent pay period. To view your year-to-date hours, select "Year To Date" from the dropdown menu in the upper-right corner of the widget.

Earnings by Earn Code

The Earnings by Earn Code widget displays your earnings by earn code for the most recent pay period. To view your year-to-date earnings, select "Year To Date" from the dropdown menu in the upper-right corner of the widget.

Time Off

The Time Off widget displays an overview of your current time off status and requests. Your available, taken, and accrued time off hours are listed across the top of the widget. Your most recent time off requests are listed in a grid, and can be sorted by clicking on the column headers.

To submit a new time off request from this screen, select [Request PTO] in the upper-right corner of the widget. This forwards you to the Time-Off screen.

ICON TOOLBAR

The icon toolbar is located at the top of all hrHQ screens. Four icon shortcuts are available in the upper-right corner of the screen.

Help Center

The question mark icon opens the Help Center. The Help Center consists of the hrHQ user guide, quick reference guides, and video tutorials.

HQ Switch Product

If you have other HQSuite apps, you will see the HQ icon. Clicking this icon allows you to toggle CrewHQ, ExecutiveHQ, ProjectHQ, and SafetyHQ.

Notification Center

The bell icon opens the Notification Center. The Notification Center is where you will see any notifications related to your account or company. A red dot appears over this icon if you have any unread notifications.

My Account

The My Account icon opens a dropdown menu with the option to sign out.

Change Password

Clicking on “Change Password” opens the Change Password page. From this page you can change your password.

Auth. Preferences

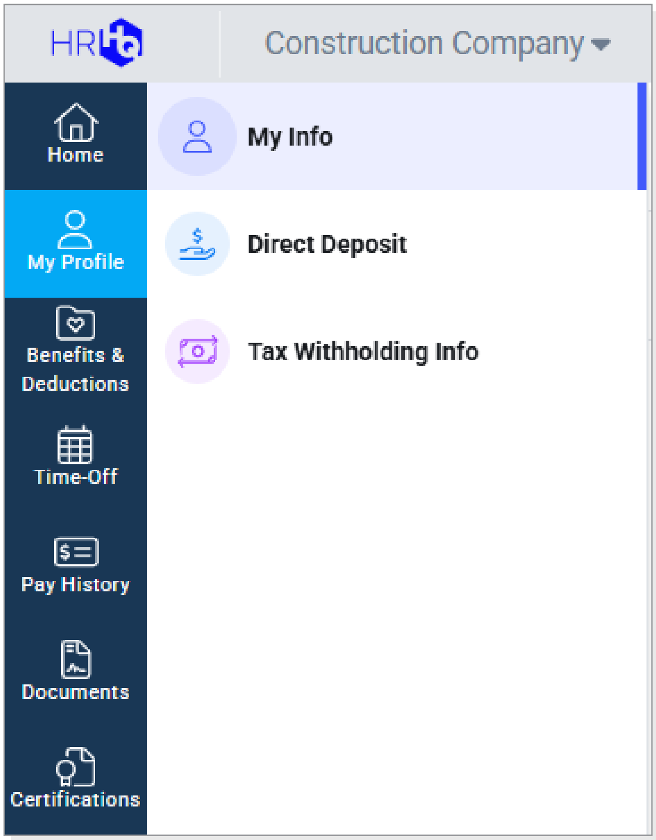
Clicking on “Auth. Preferences” opens the Authentication Preferences page. From this page you can set up or change your form of authentication. Options available are phone, email, and authenticator app.

Sign Out

“Sign Out” signs you out of hrHQ.

SIDE MENUS

Various screens in hrHQ, including My Profile, Time-Off, Pay History, and Performance Reviews, have side menus to navigate the records or change the default screen view.

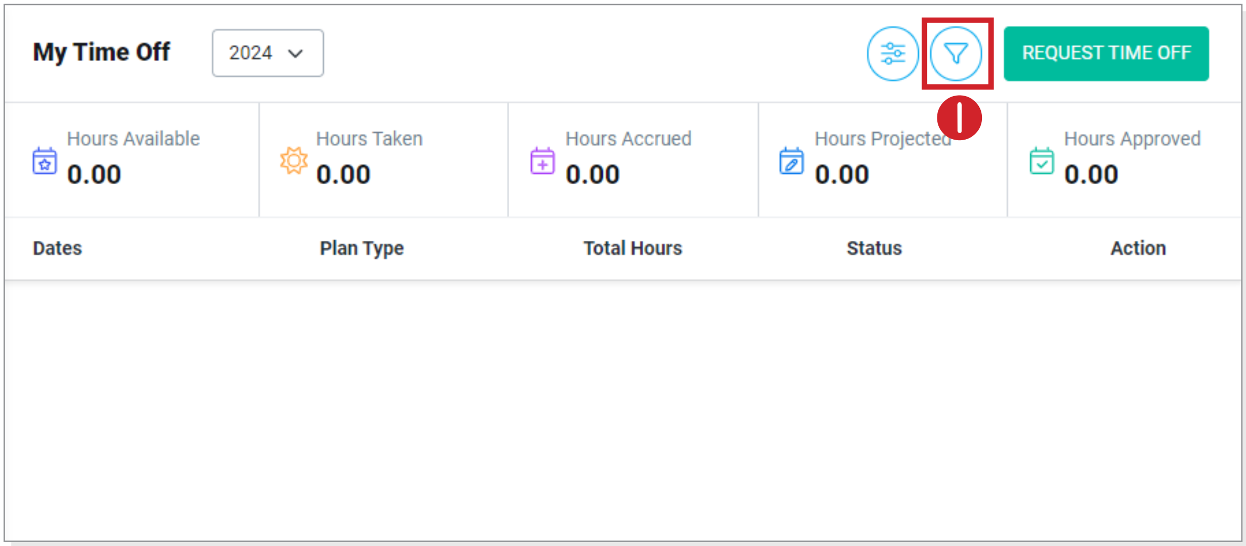


FILTERS

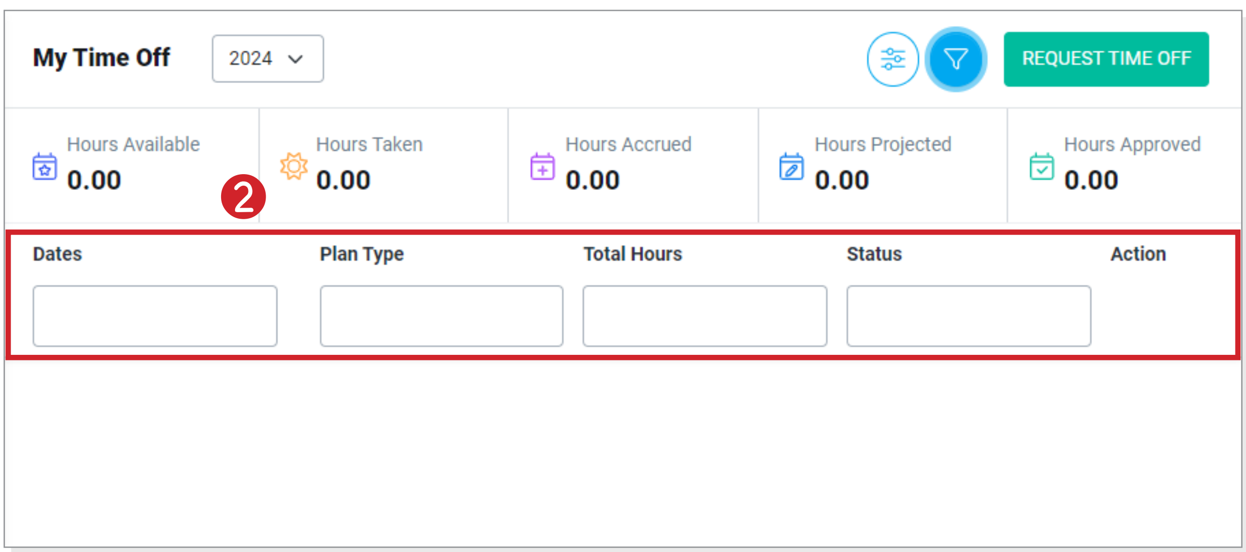
Various screens in hrHQ contain filters to allow you to customize your view. When available, the filter icon appears on the upper-right corner of the screen.

Applying Filters

1. Select the filter icon in the upper-right corner of the screen.



2. Blank fields appear in each column. Enter the information you want to filter by in the appropriate column.

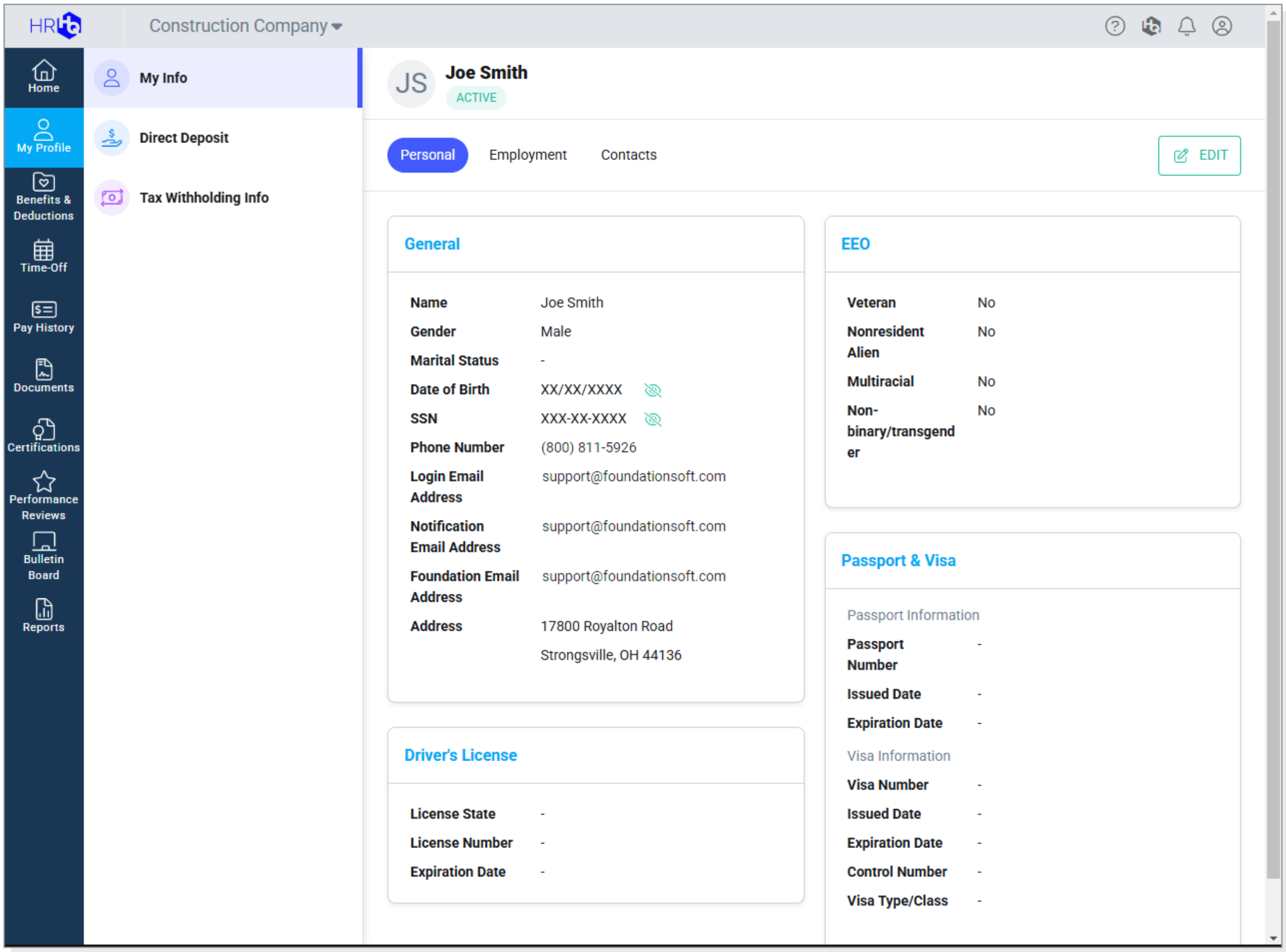


3. The records will filter based on your entries. Clear fields to view all records.

hrHQ MY PROFILE

On the My Profile screen you can view and update your contact information, direct deposit settings, and tax withholding information.

You can use the side menu to navigate to the My Profile settings you want to view or change.

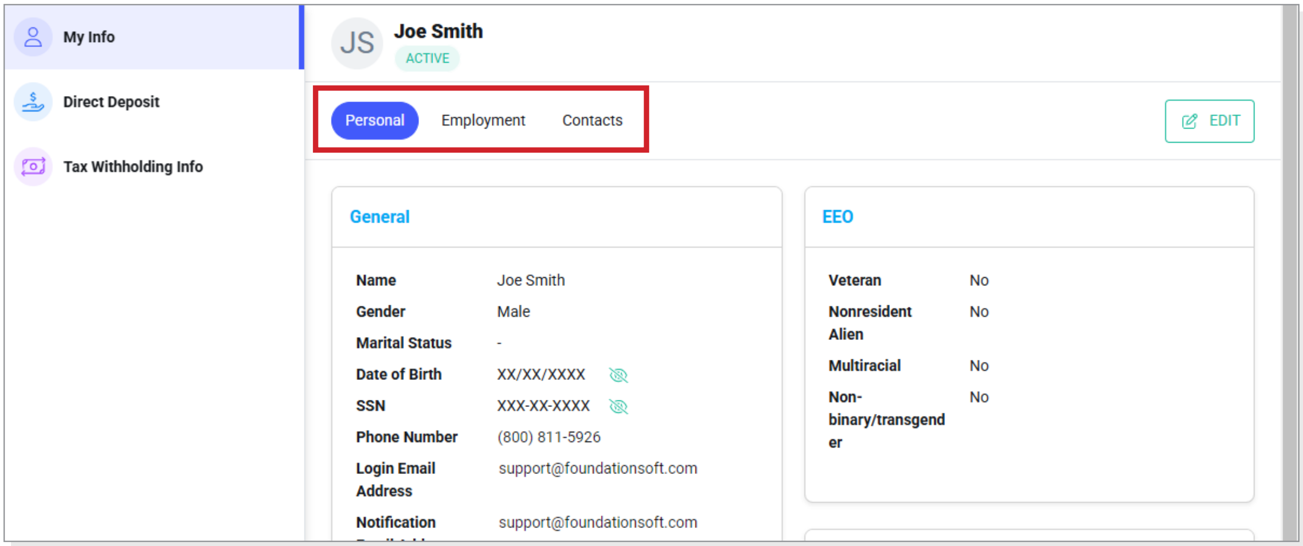


Note: Your updates appear immediately after they are submitted, but are subject to HR approval. If your update is denied by HR, you will be notified via the Notification Center in the icon toolbar.

MY INFO

The My Info screen is the default screen in My Profile. On this screen you can view and edit your personal data, employment history, and emergency contact information.

Select the “Personal,” “Employment,” and “Contacts” tabs at the top of the screen to navigate your records.

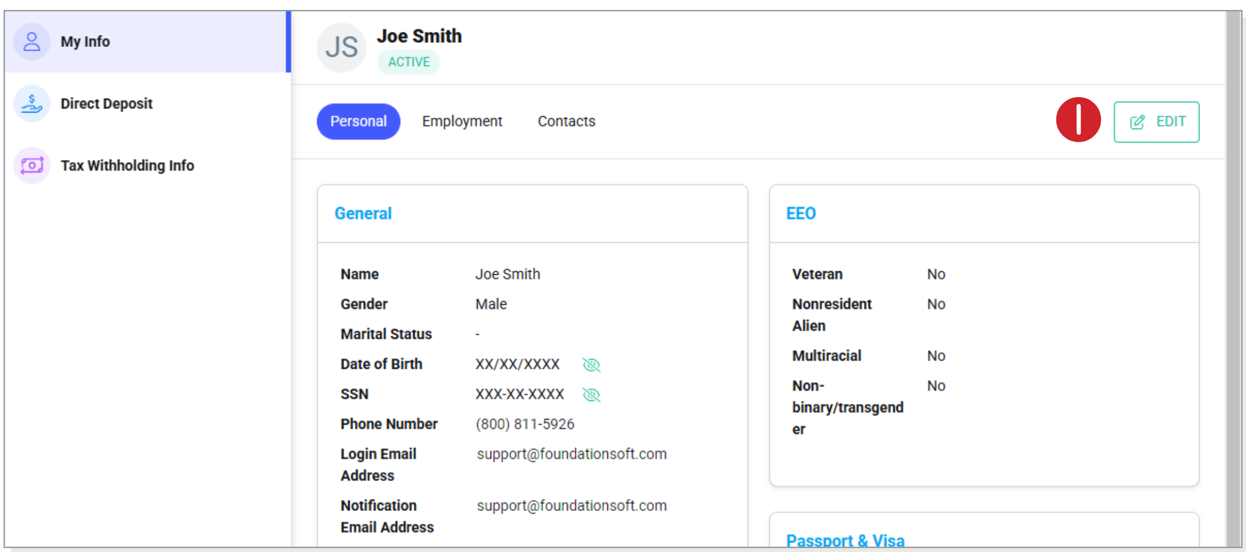


“Personal” Tab

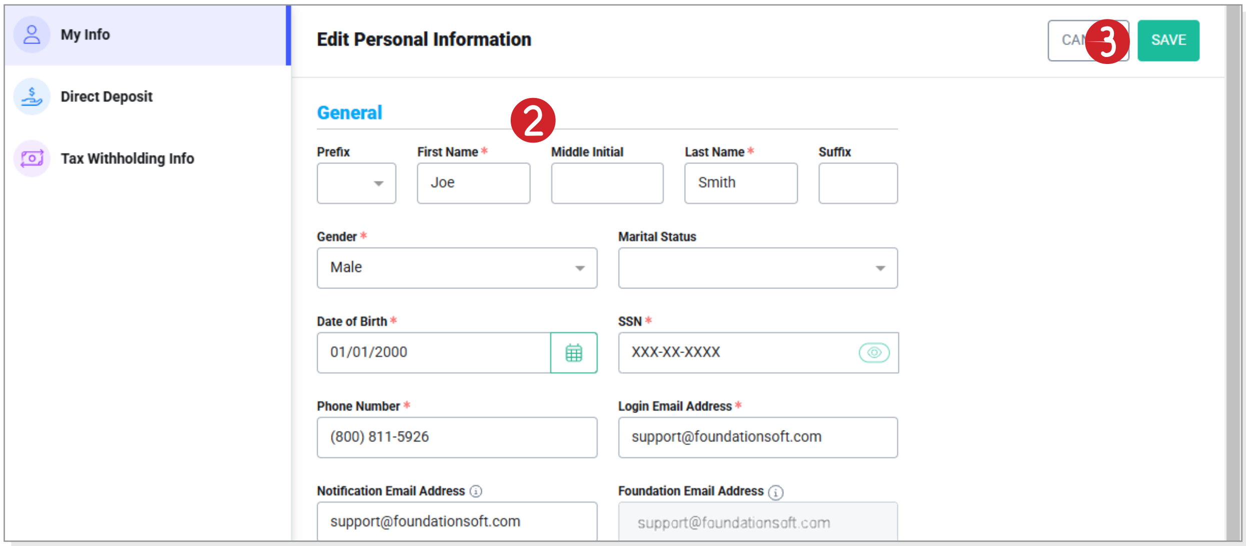
The “Personal” tab displays your general, EEO (Equal Employment Opportunity), driver’s license, passport, and visa information. You can edit the information on this tab.

Editing Your Personal Information

1. Select [EDIT] in the upper-right corner of the screen.



2. Update the appropriate fields.
3. Select [SAVE].



“Employment” Tab

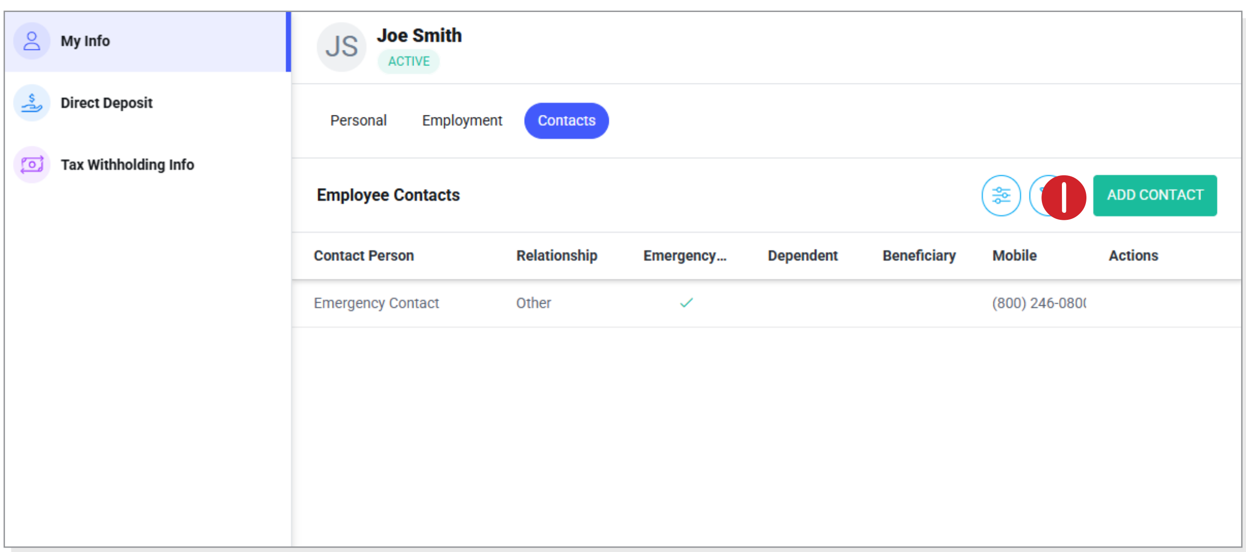
The “Employment” tab displays your employment information. This information is managed by your HR administrator and is read-only.

“Contacts” Tab

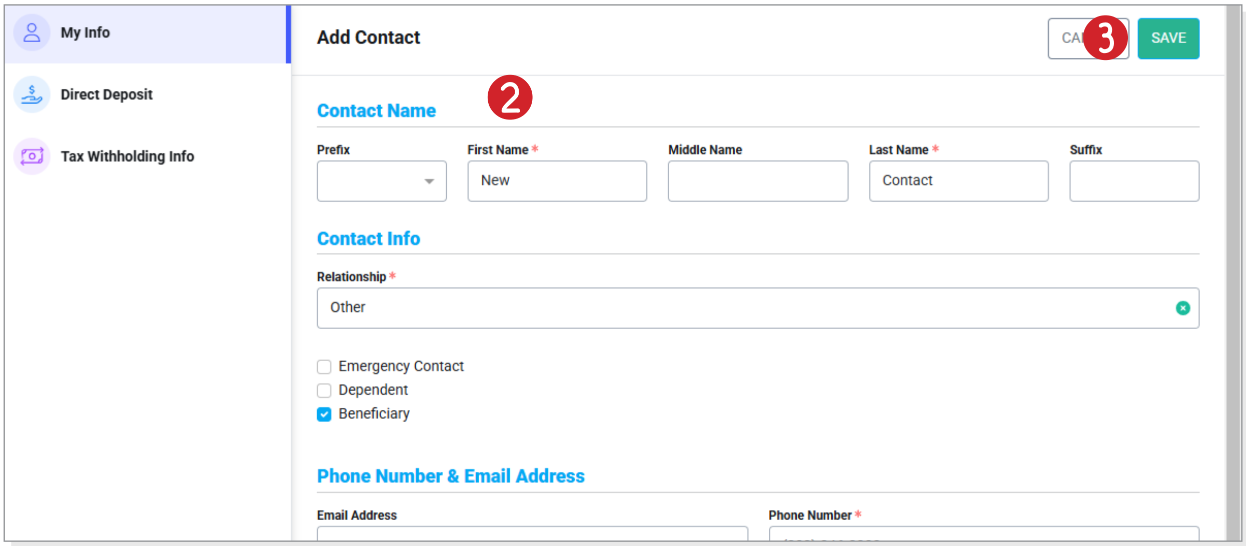
The “Contacts” tab displays your entered contacts. You can add, edit, or delete contacts on this tab.

Adding Contacts

1. Select [ADD CONTACT] in the upper-right corner of the screen.



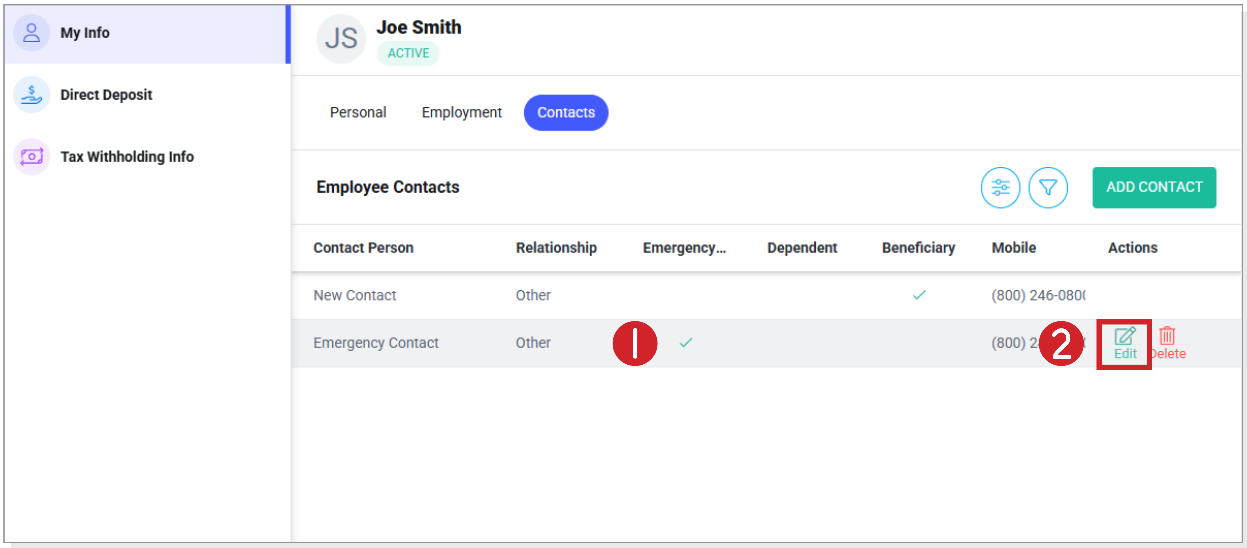
2. Complete all relevant and required *Add Contact* fields.
3. Select [SAVE].



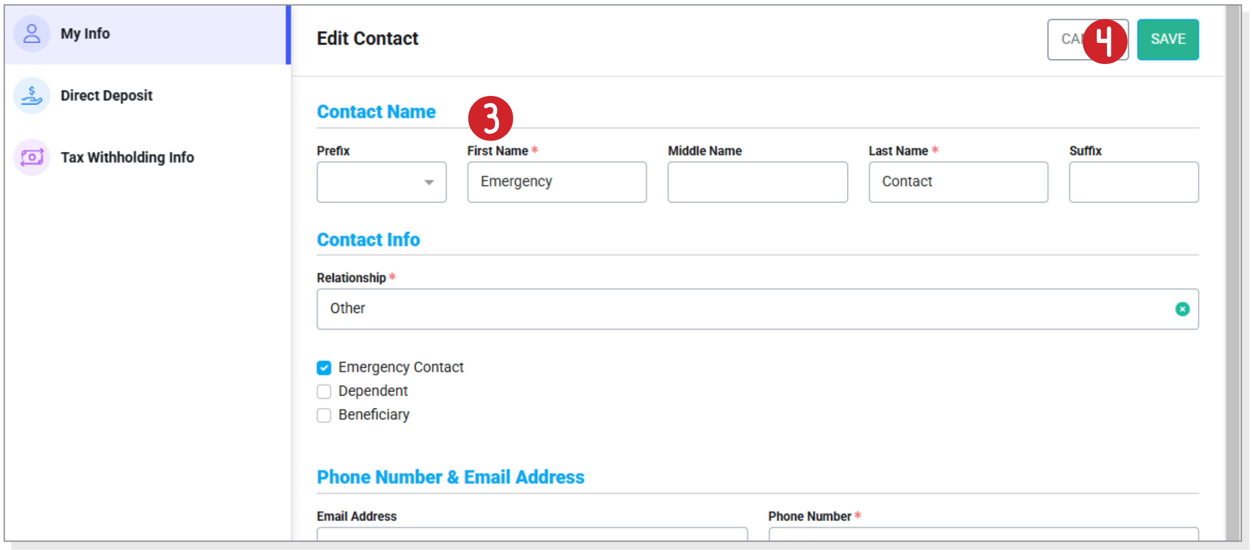
4. Repeat steps 1-3 to add all your contacts.

Editing Contacts

1. Hover over the contact you want to edit. Additional option buttons appear in the *Actions* column.
2. Select [Edit]. The Edit Contact screen opens.

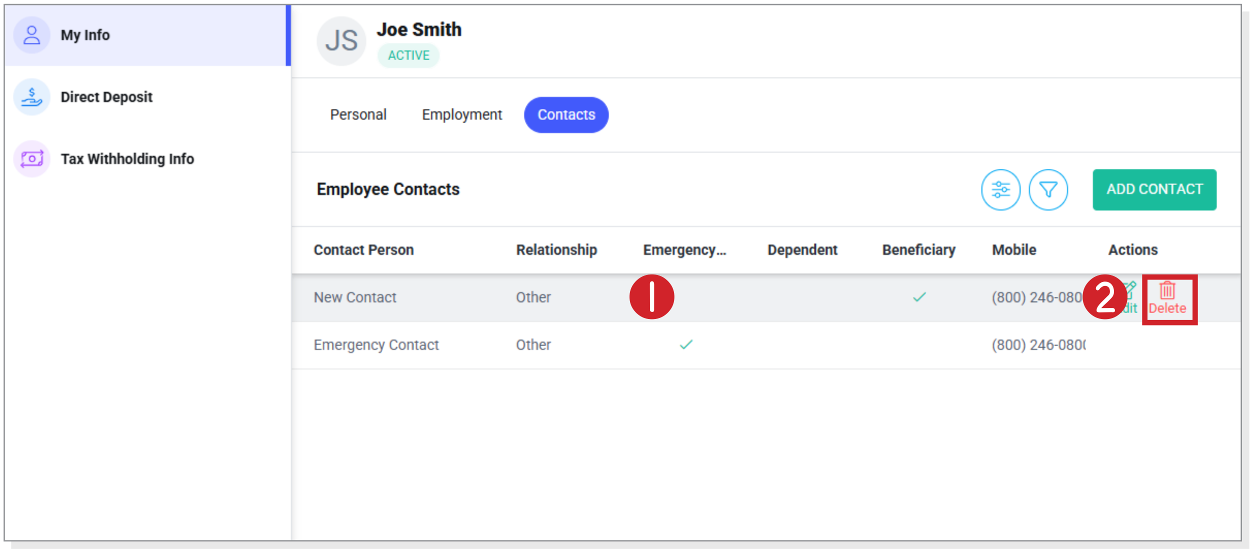


3. Edit your contact.
4. Select [SAVE].

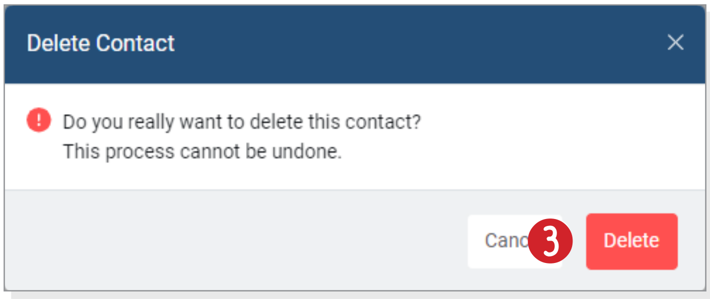


Deleting Contacts

1. Hover over the contact you want to delete. Additional option buttons appear in the *Actions* column.
2. Select [Delete].



3. A dialog box opens asking you to confirm. Select [Delete].



DIRECT DEPOSIT

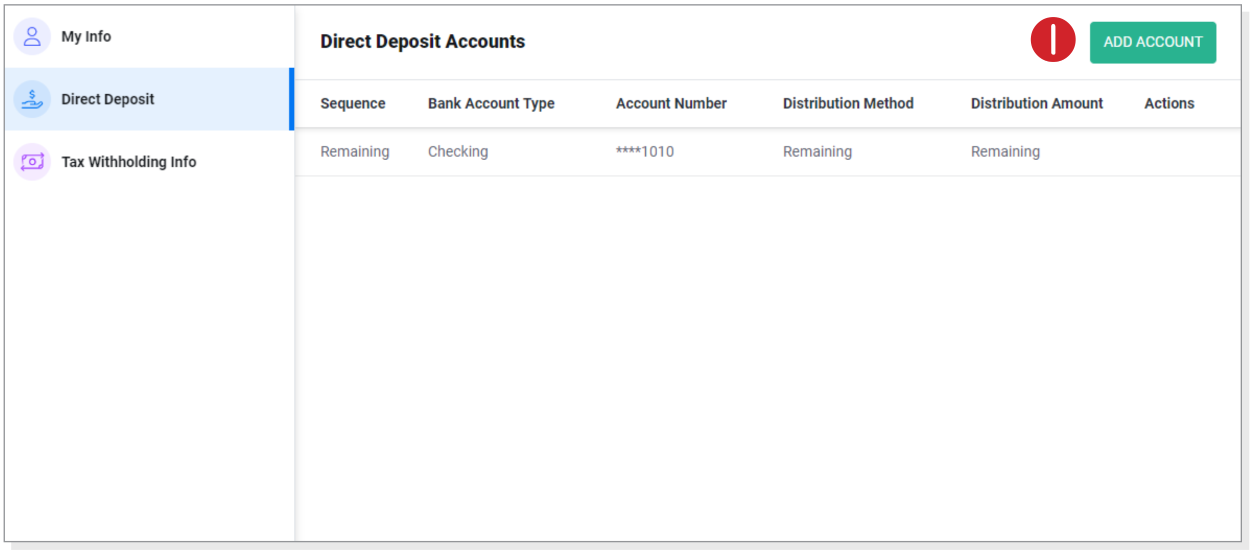
The Direct Deposit Accounts screen displays your direct deposit accounts. You can add, edit, or delete accounts on this screen.

To access the Direct Deposit Accounts screen, select “Direct Deposit” from the My Profile side menu.

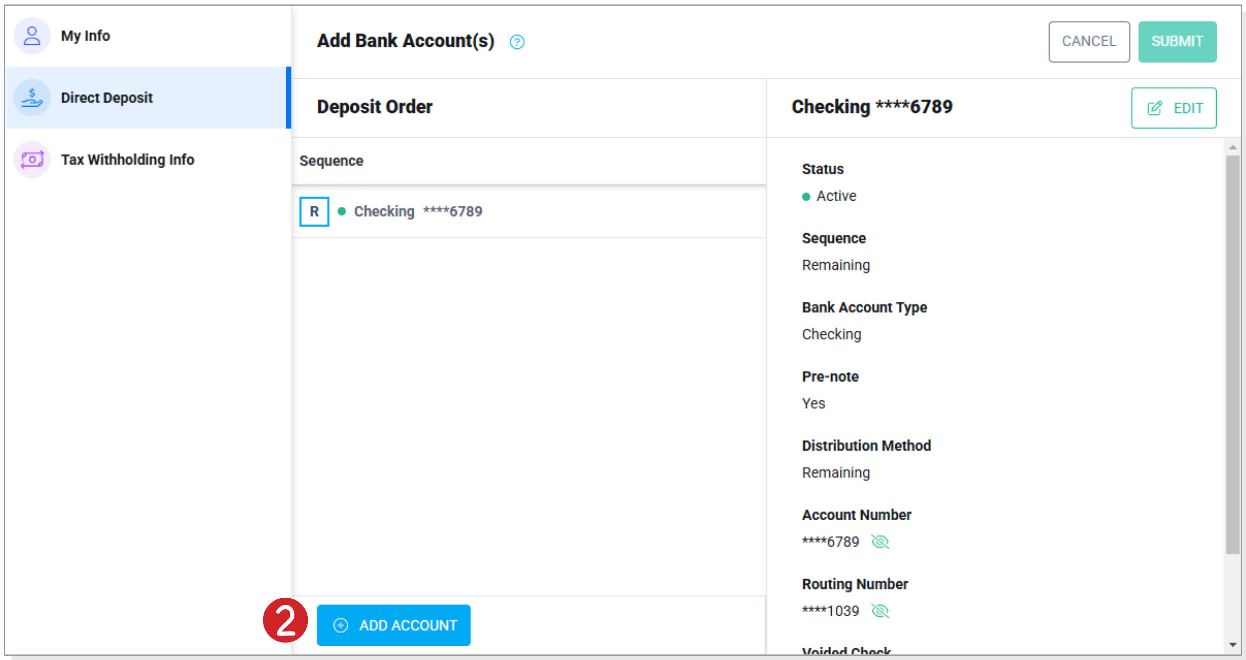
Note: You must have at least one account with the *Sequence* field set to “Remaining” saved in hrHQ.

Adding Accounts

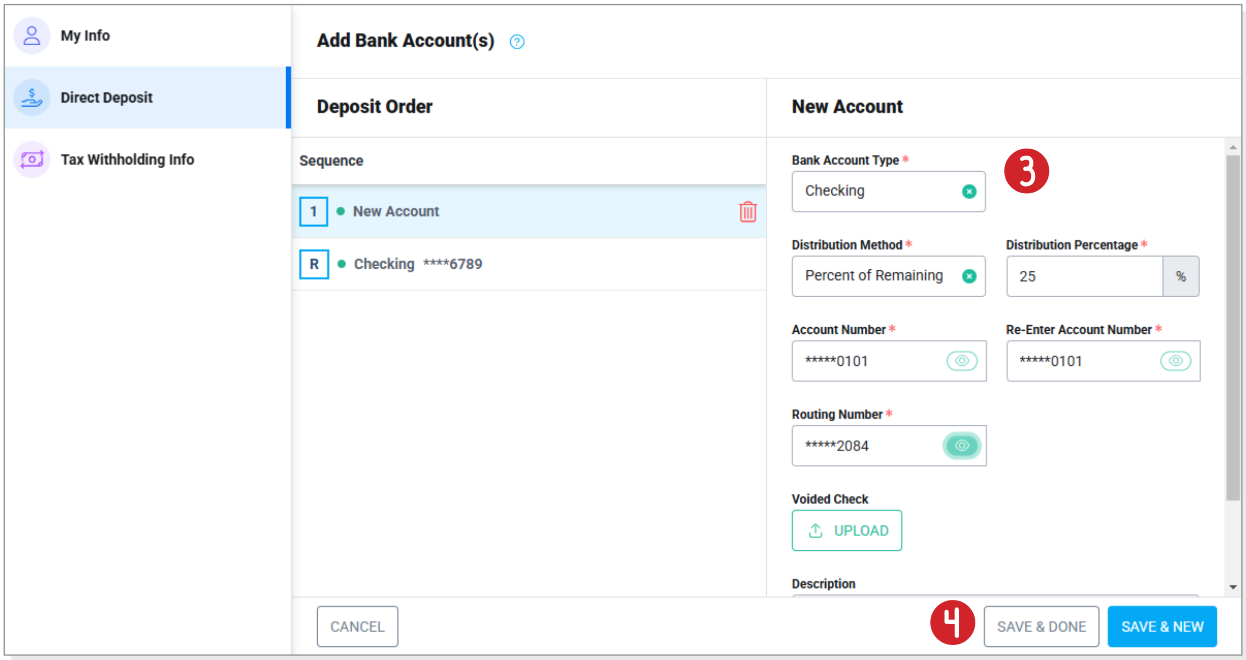
1. Select [ADD ACCOUNT] in the upper-right corner of the screen. The Add Bank Accounts screen opens.



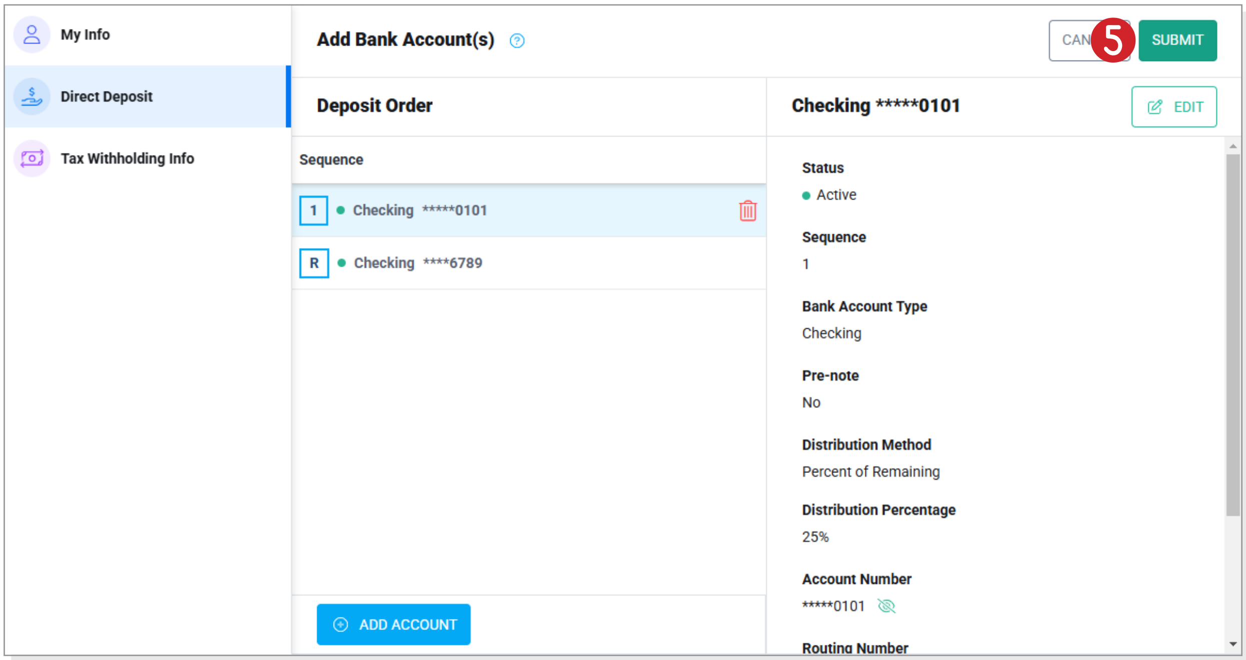
2. Select the [ADD ACCOUNT] button at the bottom of the screen.



3. In the *New Account* section, complete all required fields.
4. Select [SAVE & DONE].

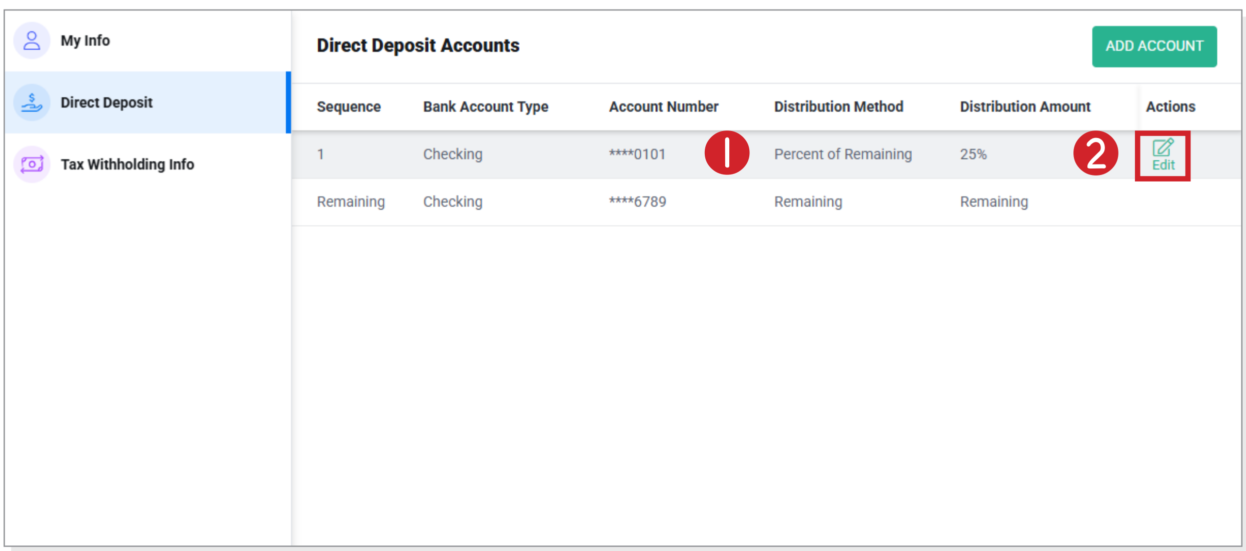


5. Select [SUBMIT].

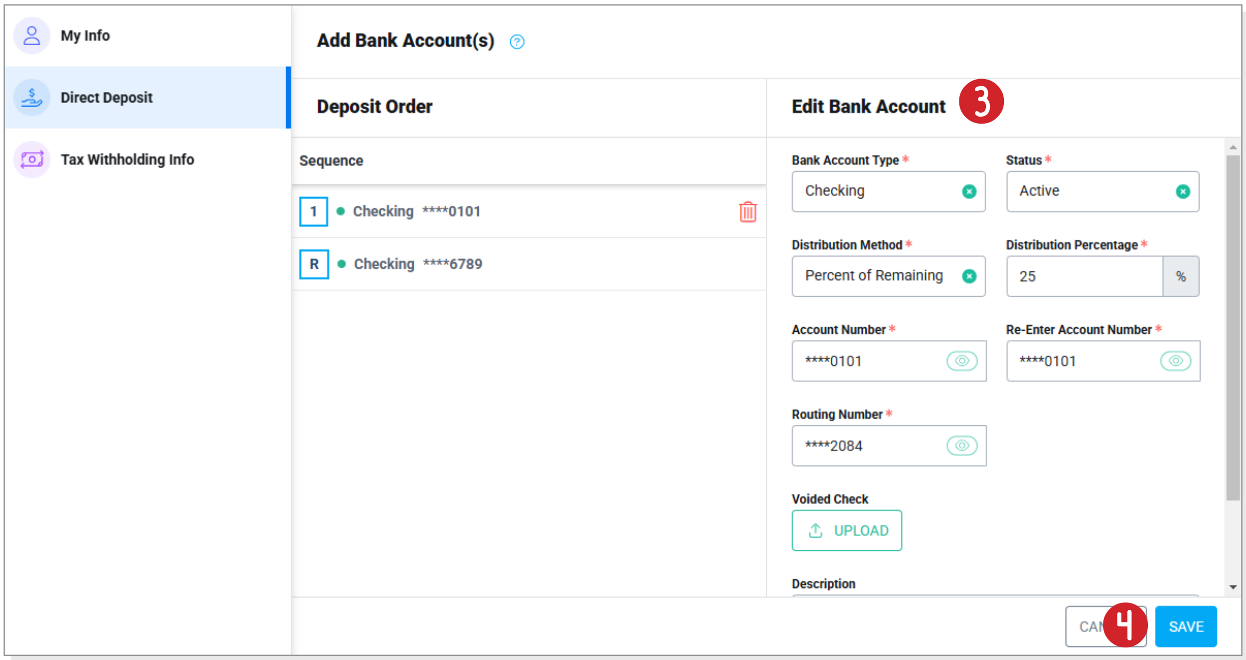


Editing Accounts

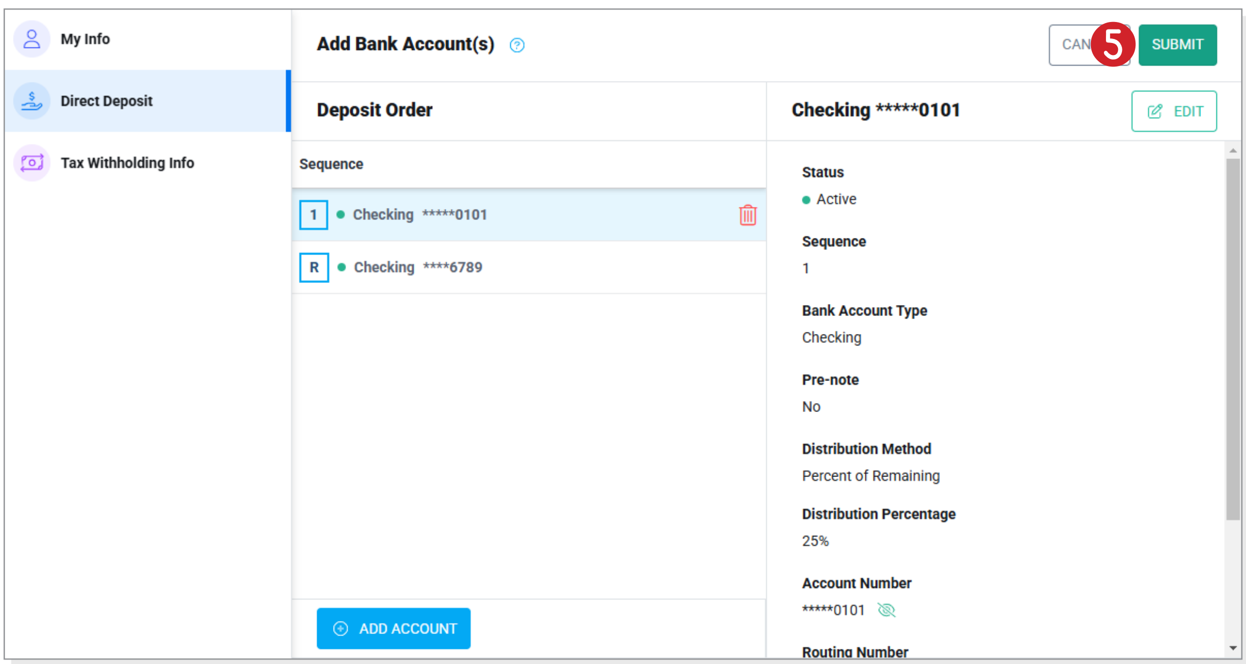
1. Hover over the account you want to edit. An [Edit] button appears in the *Actions* column.
2. Select [Edit].



3. In the *Edit Bank Account* section, edit your account.
4. Select [SAVE].

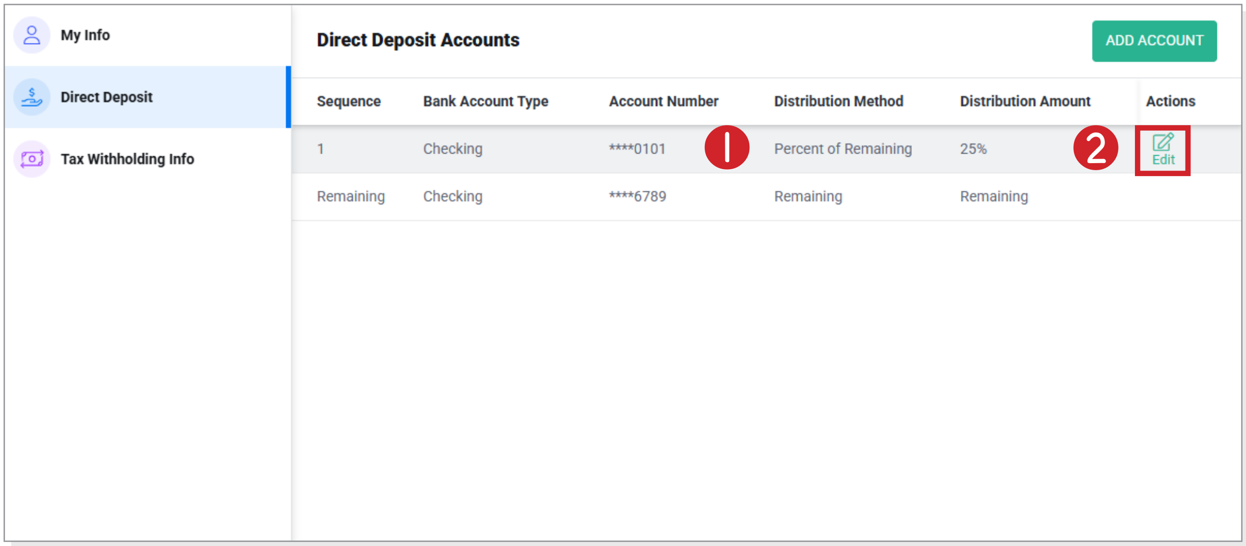


5. Select [SUBMIT].

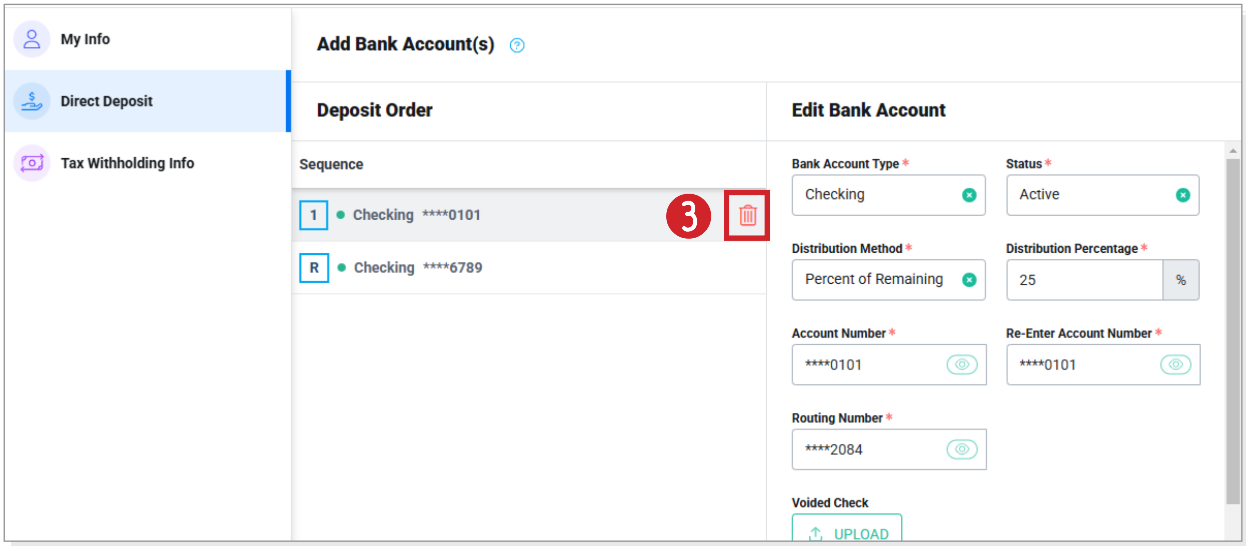


Deleting Accounts

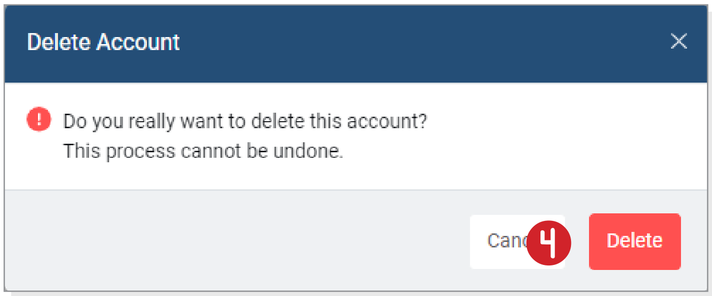
1. Hover over the account you want to delete. An [Edit] button appears in the *Actions* column.
2. Select [Edit].



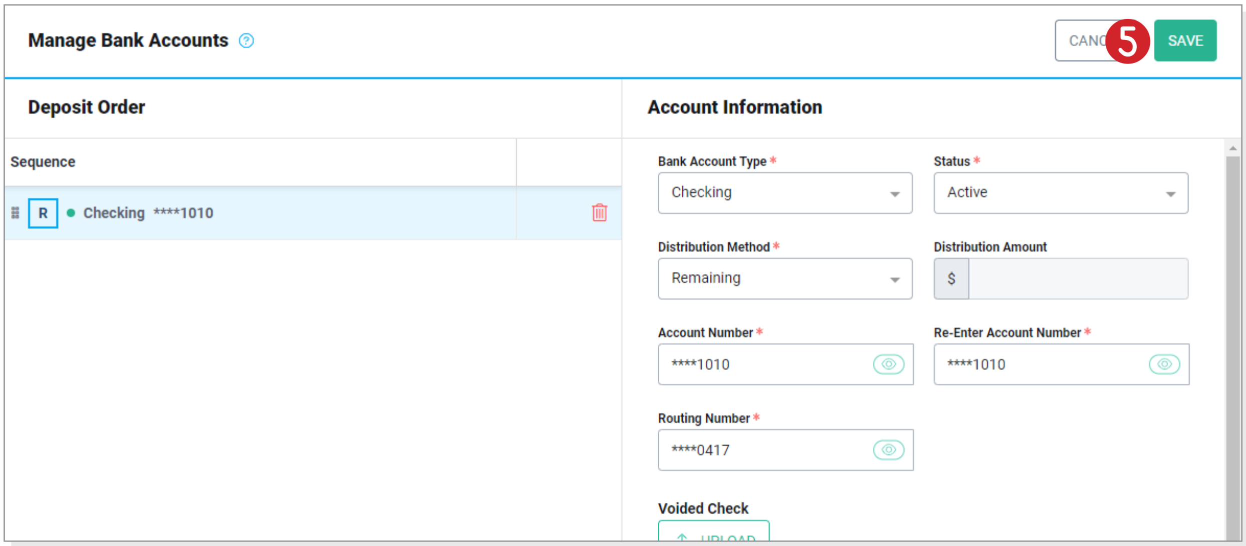
3. In the *Deposit Order* section, select the delete icon next to the account you want to delete.



4. A dialog box opens asking you to confirm. Select [Delete] to delete and return the Manage Bank Accounts screen.



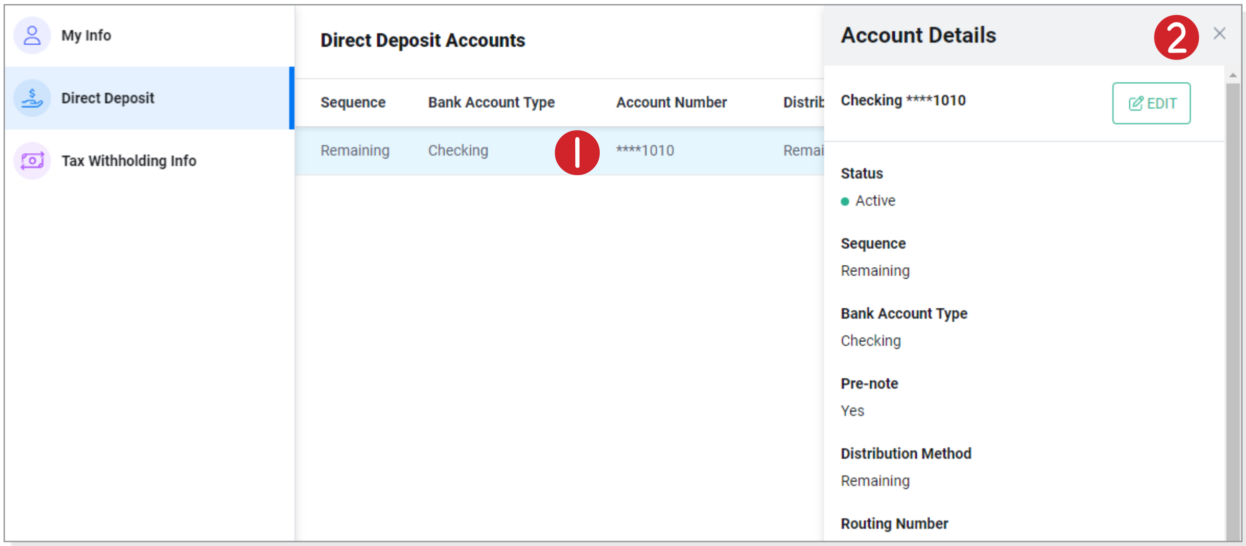
5. Select [SAVE].



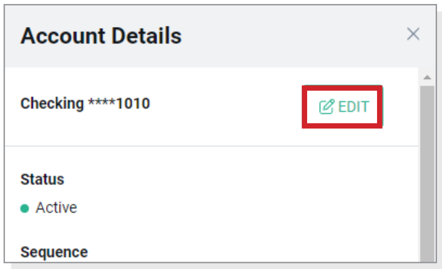
Note: You must have at least one account entered to save.

Viewing Account Details

1. Click on the account you want to view. The Account Details pane opens on the right side of the screen.
2. Select the "X" in the upper-right-corner of the pane to close.



Note: You can also edit the selected account by selecting [EDIT] from this pane.



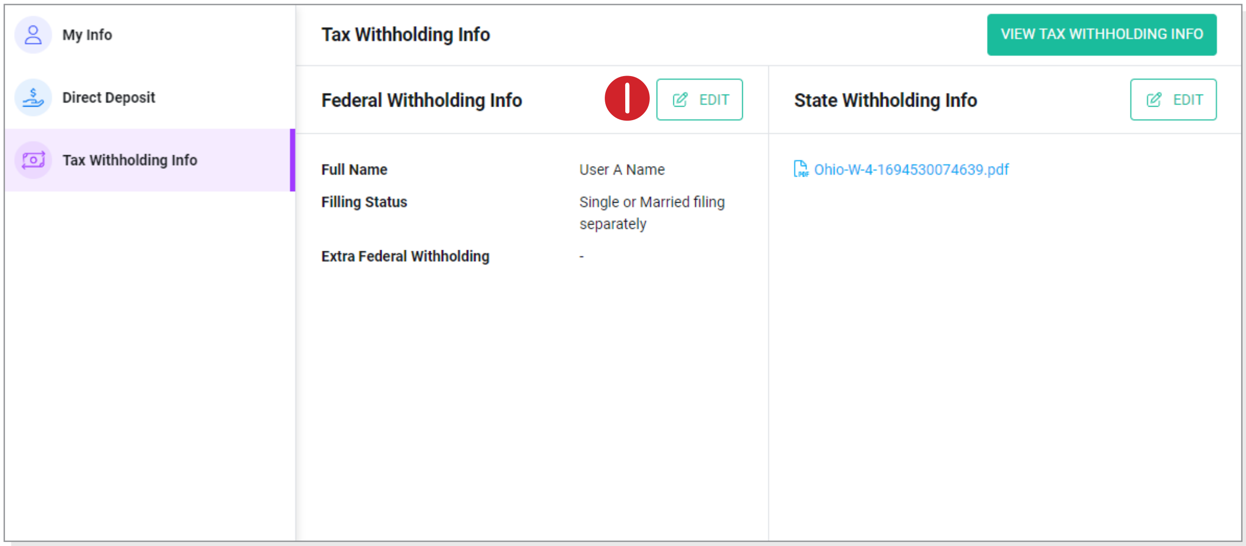
TAX WITHHOLDING INFO

The Tax Withholding Info screen displays your federal and state tax withholding details. You can view and edit your withholding status on this screen.

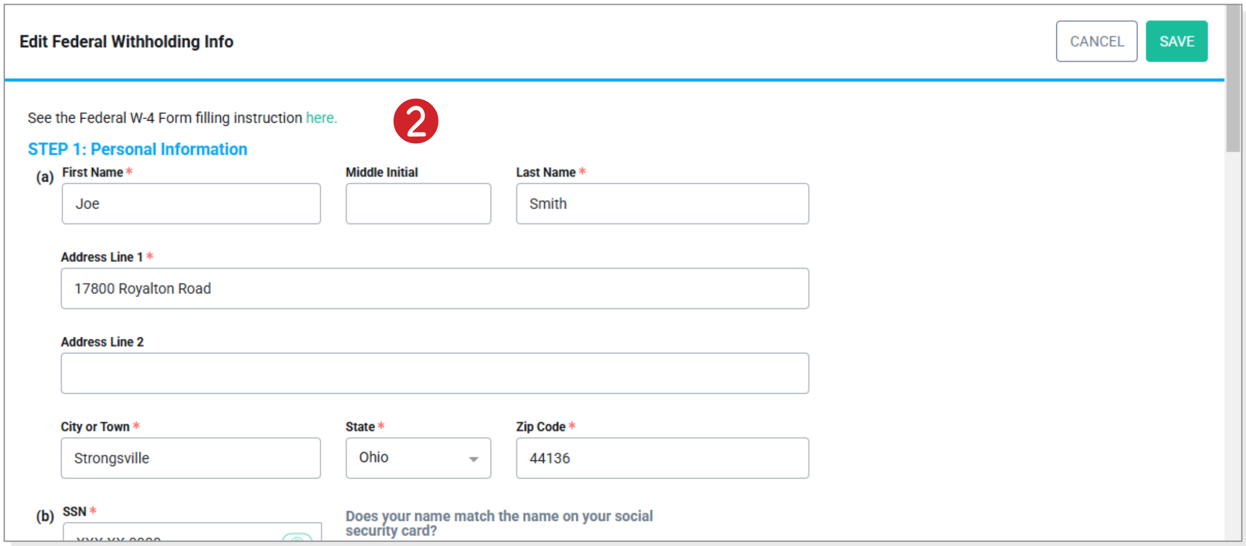
To access the Tax Withholding Info screen, select "Tax Withholding Info" from the My Profile side menu.

Editing Federal Withholding Info

1. In the *Federal Withholding Info* section, select [EDIT]. The Edit Federal Withholding Info screen opens.

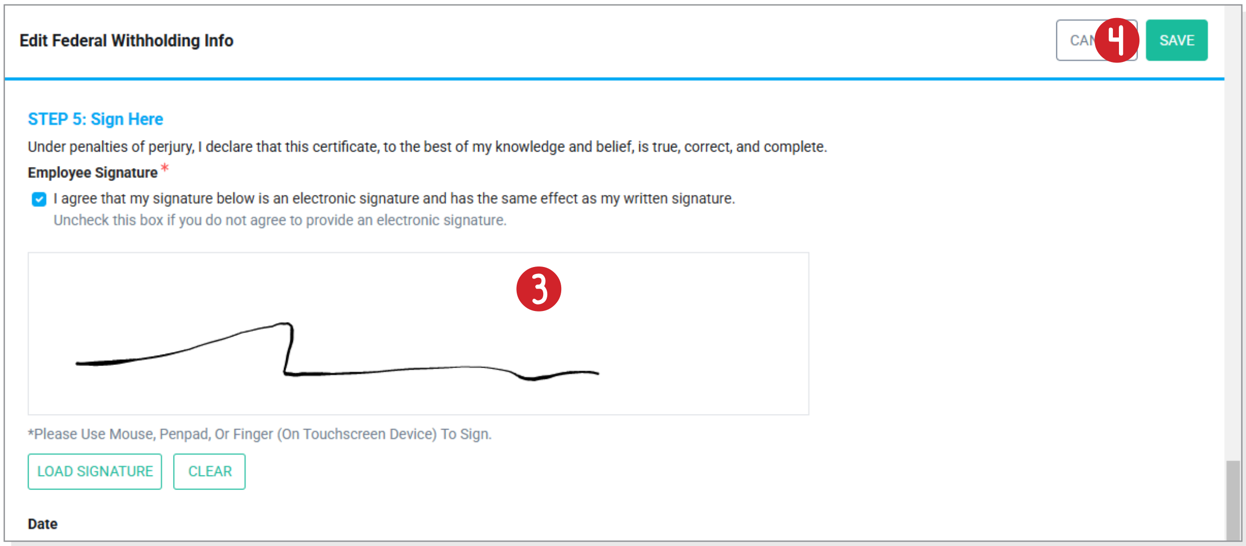


2. Edit the appropriate fields in the *STEP 1-4* sections.



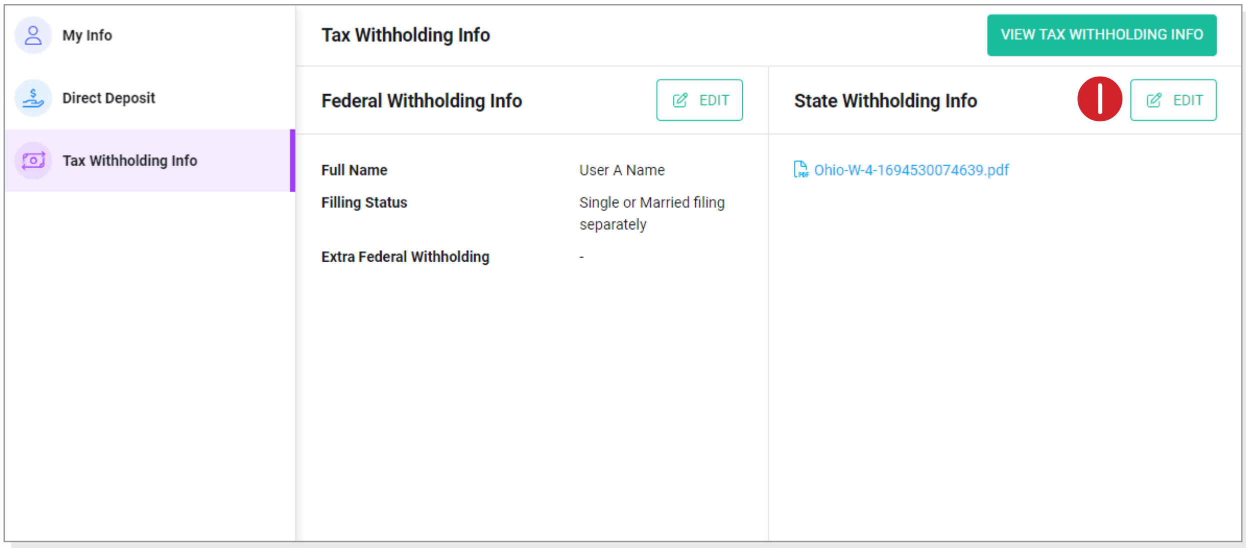
3. In the “STEP 5: Sign Here” *Employee Signature* field use your mouse, penpad, or touchpad to sign your name.

4. Select [SAVE].

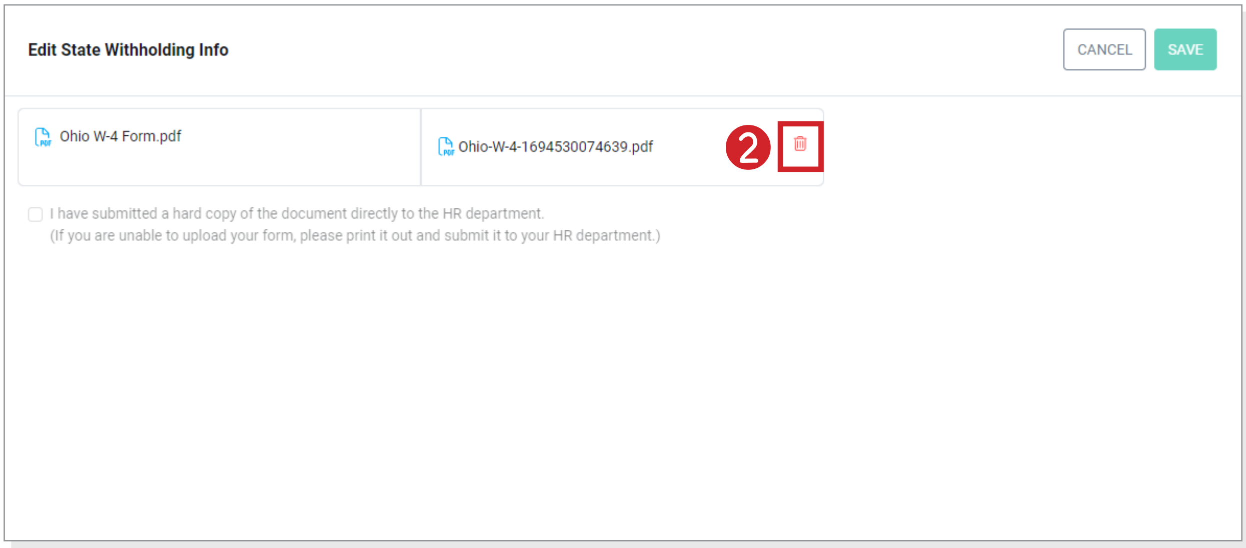


Editing State Withholding Info

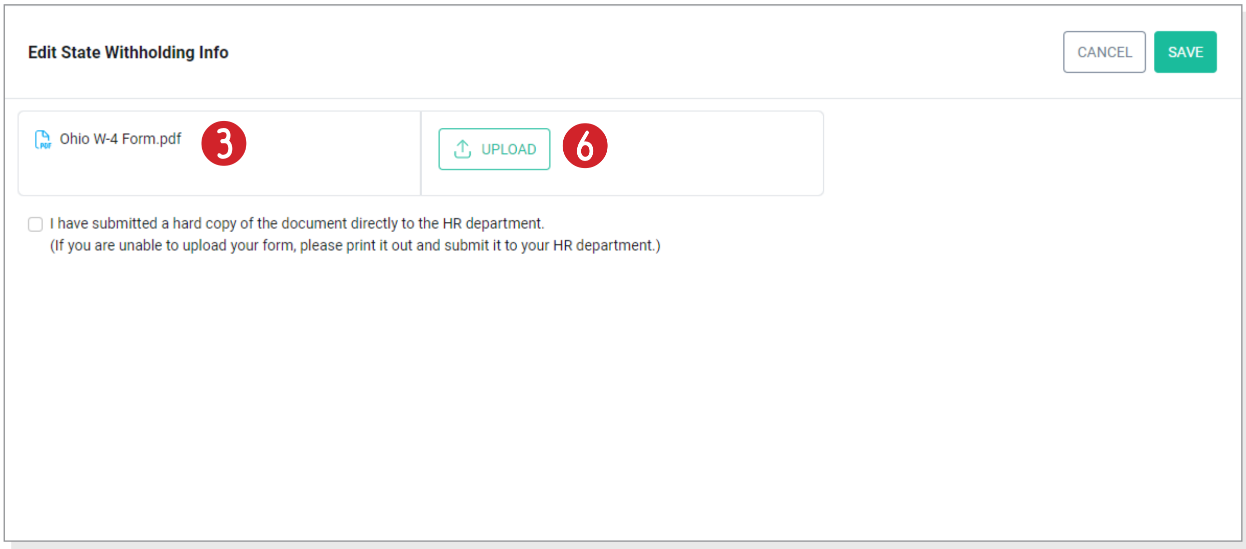
1. In the *State Withholding Info* section, select [EDIT]. The Edit State Withholding Info screen opens.



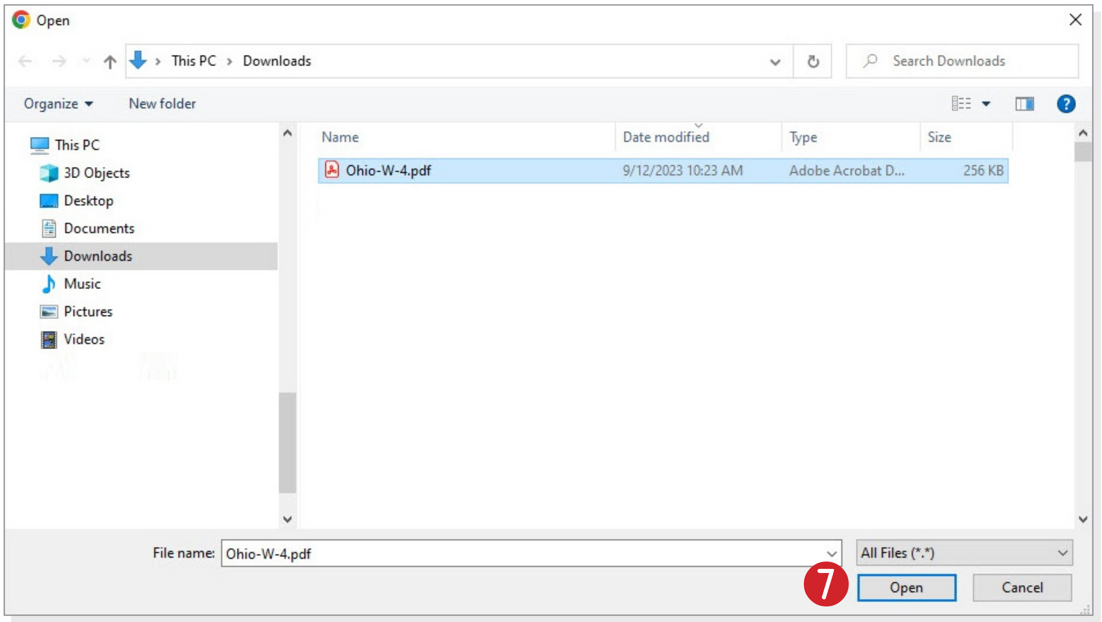
2. Select the delete icon next to your uploaded state W-4 PDF. This removes the file.



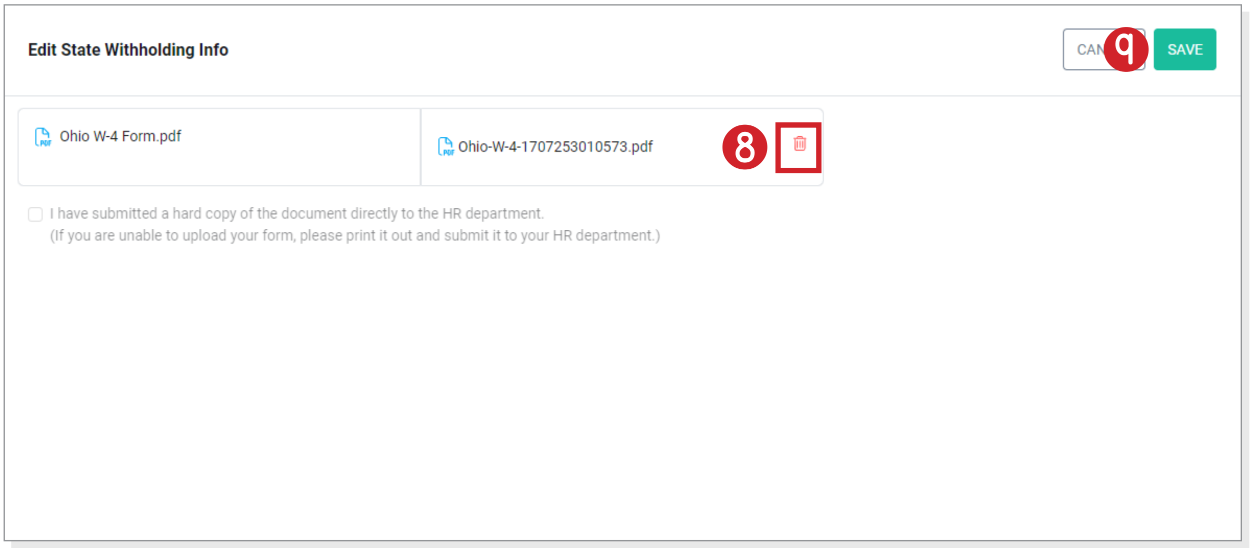
3. Select the state W-4 PDF link on the left side of the screen. The PDF form downloads to your device,
4. Locate and open the form.
5. Complete and save the form.
6. Return to hrHQ and select [UPLOAD].



7. The Open dialog box opens. Locate your completed form and select [Open].

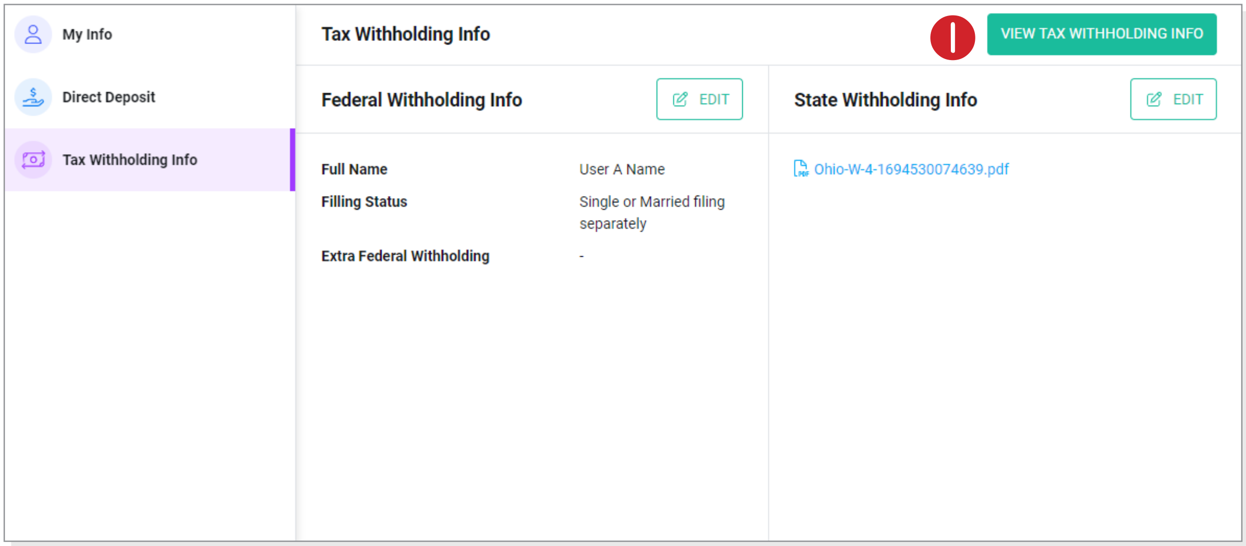


8. Confirm your completed state W-4 is attached.
9. Select [SAVE].



Downloading Completed W-4 Forms

1. Select [VIEW TAX WITHHOLDING INFO] in the upper-right corner of the screen. The View Tax Withholding Information window opens.

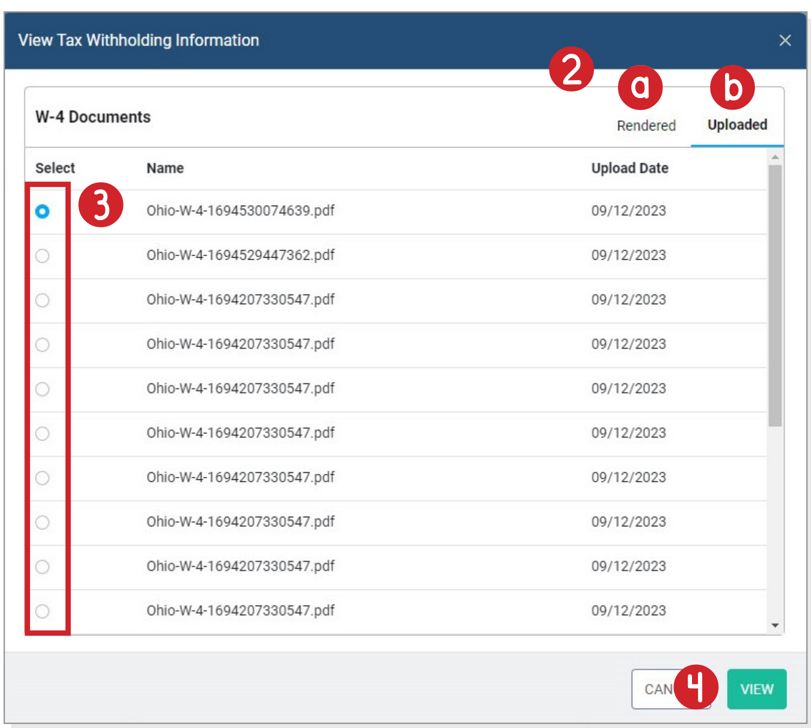


2. Select the appropriate tab.

   a. The "Rendered" tab contains forms entered via form fields in hrHQ.

   b. The "Uploaded" tab contains forms entered on the form, either on paper or electronically, then manually uploaded to hrHQ.

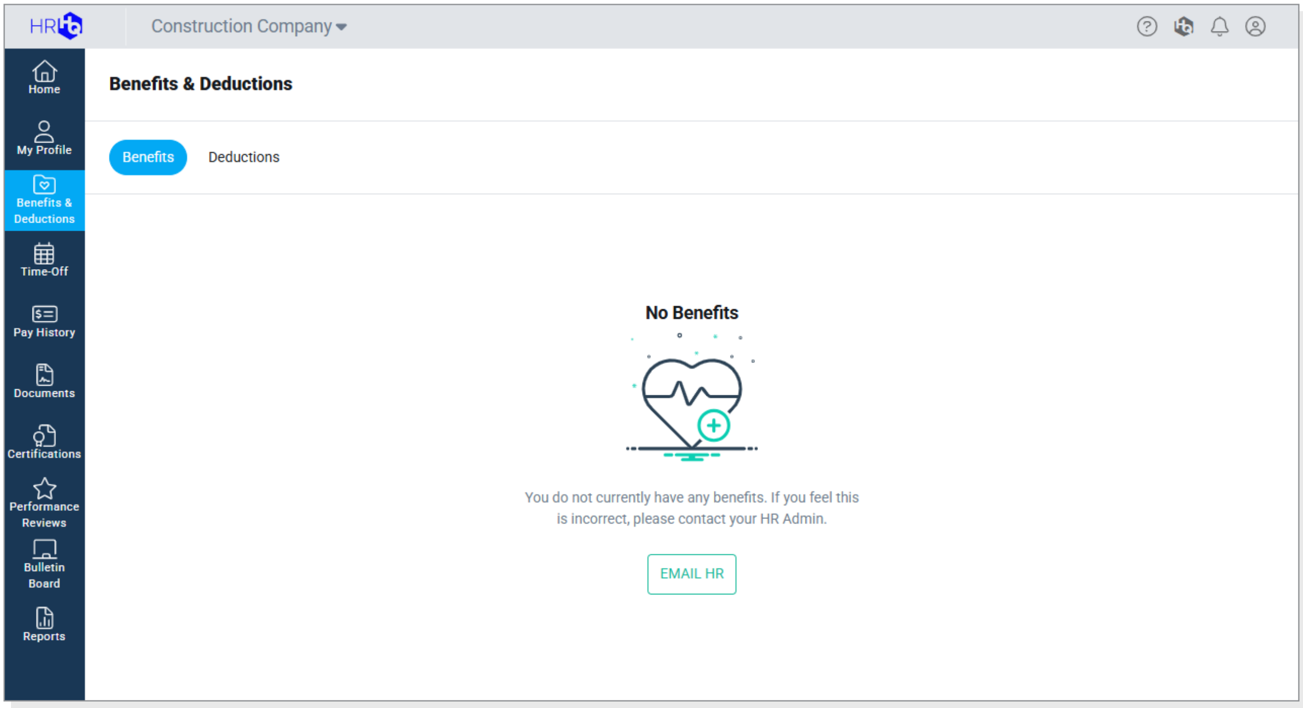
3. Check the box next to the forms you want to download.
4. Select [View]. Your form downloads to your local drive.



hrHQ BENEFITS & DEDUCTIONS

On the Benefits & Deduction screen, you can view the details of your individual benefit selections and payroll deductions.

Benefits and deductions are entered and maintained by your company's HR Department. If you have any questions about anything you see on this screen you can directly email your HR Department by selecting [CONTACT HR].

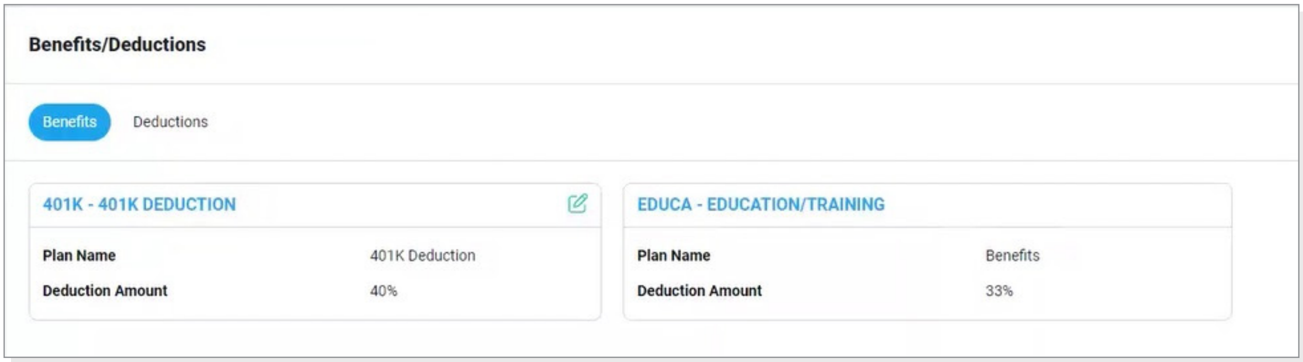


Select the "Benefits" and "Deductions" tabs at the top of the screen to navigate your records.

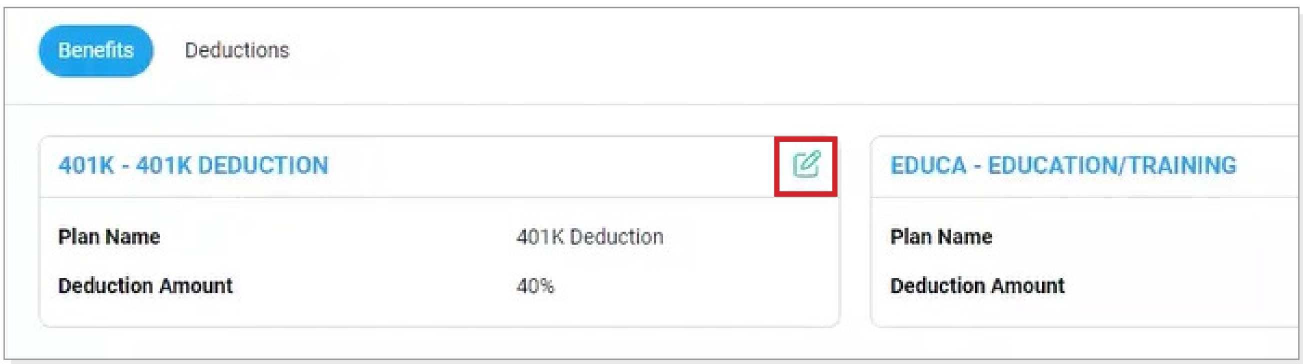
"BENEFITS" TAB

The "Benefits" tab displays the benefits you selected during your new employee onboarding or open enrollment period.

Each benefit is listed in a separate box. Each box displays your benefit name, plan name, and deduction amount per pay period.



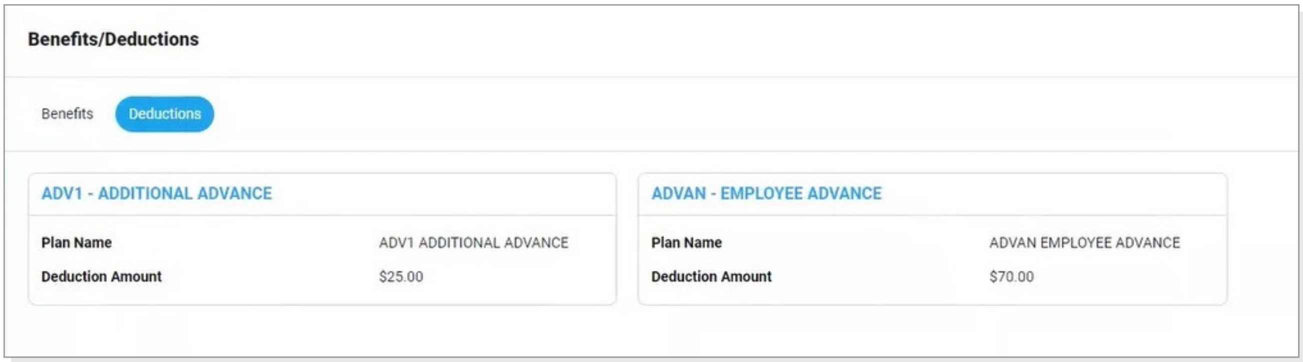
If you are enrolled in a 401K plan you can edit your 401K deductions here by selecting the pencil icon located in the upper-right corner of the 401K box.



"DEDUCTIONS" TAB

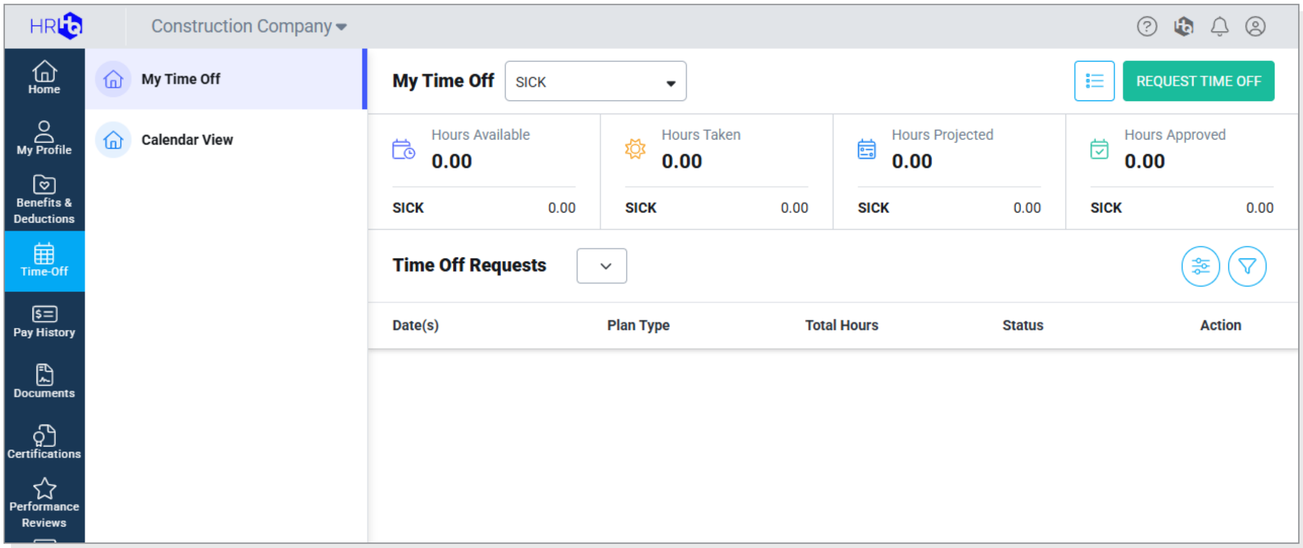
The "Deductions" tab displays your individual deductions.

Like in the Benefits view, each deduction is listed in a separate box. Each box displays your deduction name, plan name, and deduction amount per pay period.



hrHQ TIME-OFF

On the Time-Off screen you can view and submit your time off requests.



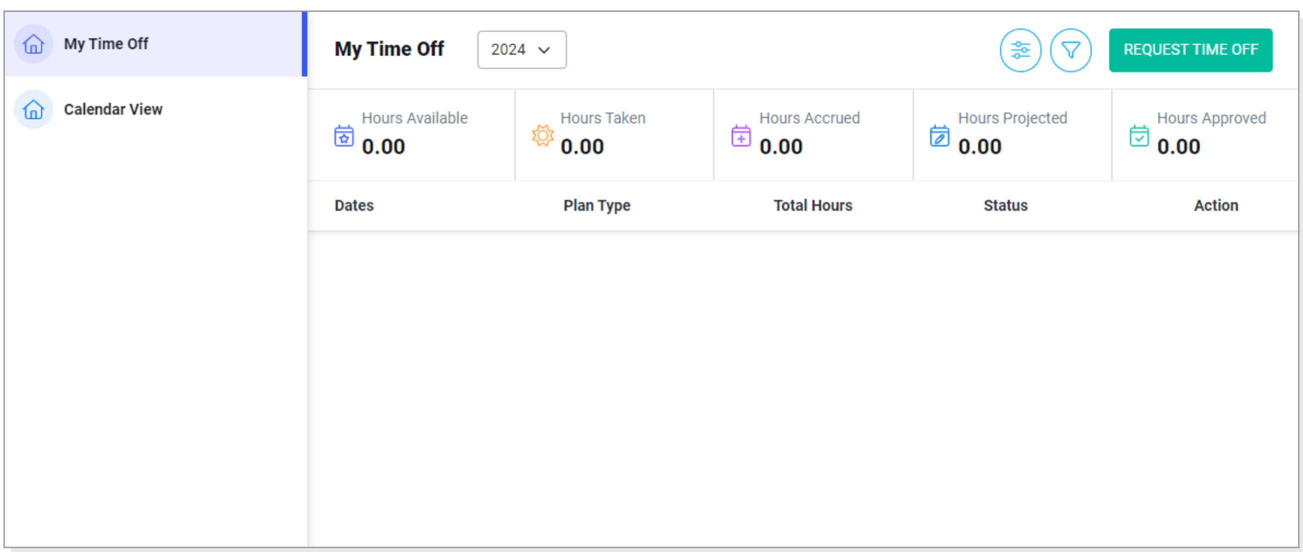
TIME OFF SCREEN VIEWS

You have two options for viewing the Time Off screen, the My Time Off (grid) view, and the Calendar view. Both views list your current hours available, hours taken, hours accrued, hours projected, and hours approved at the top of the screen. Use the side menu to navigate views.

My Time Off View

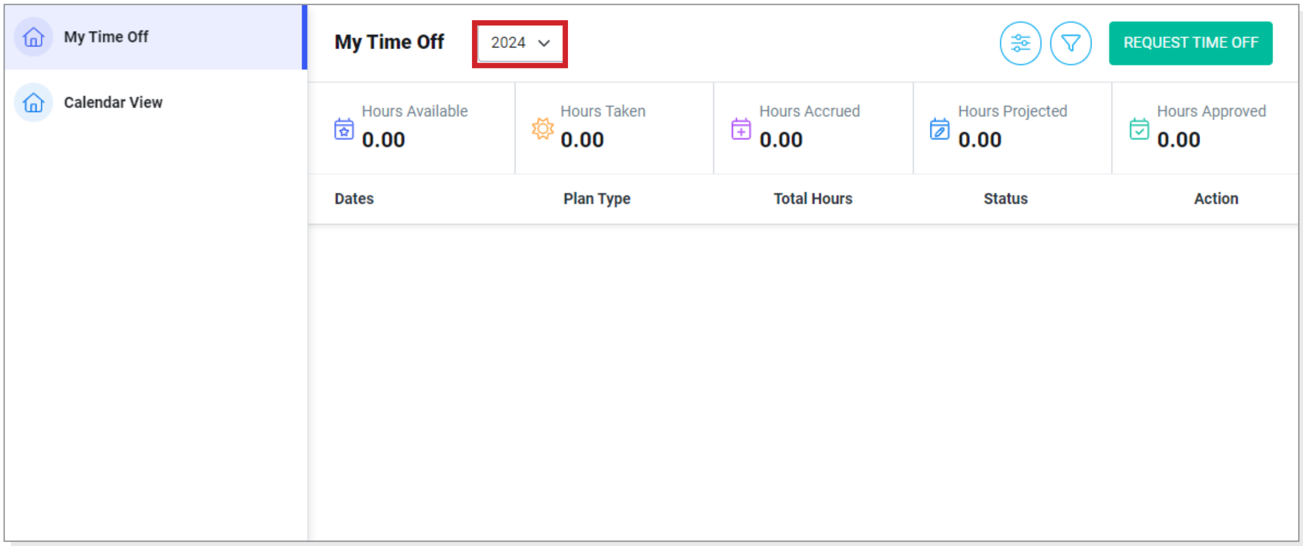
My Time Off view is the default screen for viewing and managing your time off requests.

Your approved and requested time off requests are presented in a grid view. Each individual request is represented in its own row with columns for *Dates*, *Plan Type*, *Total Hours*, and *Status*.



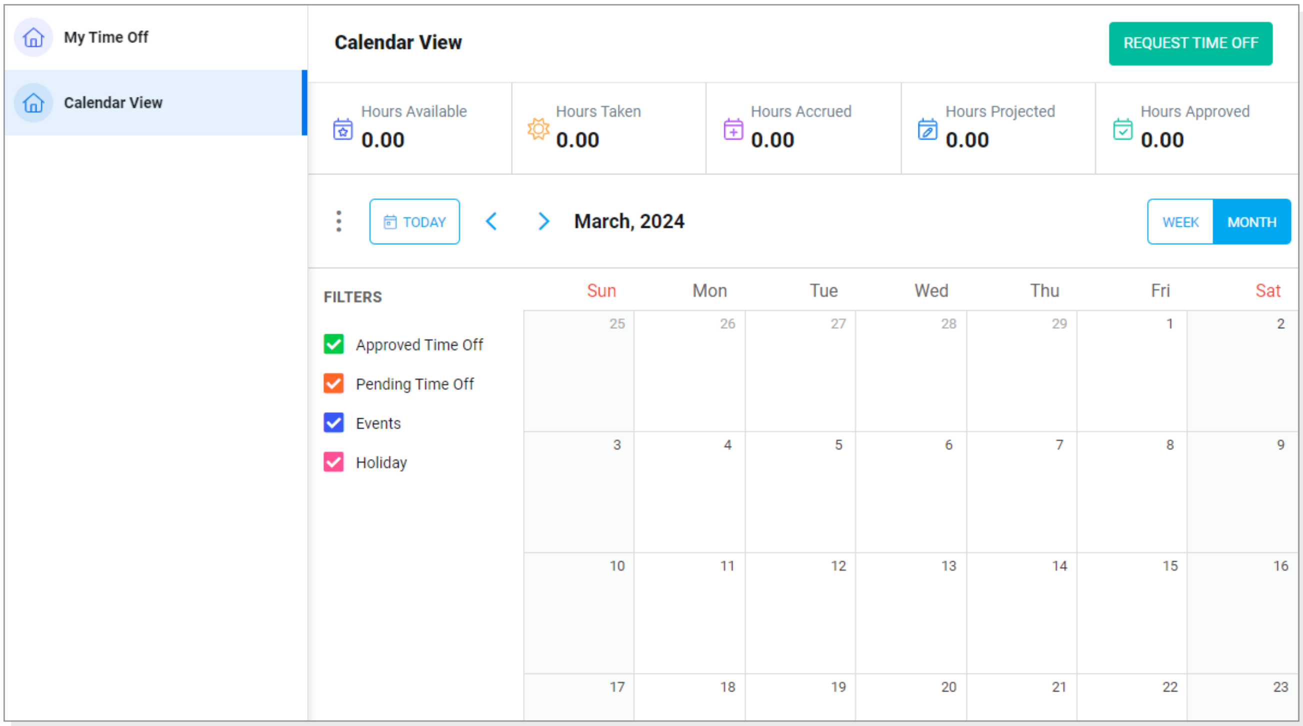
Changing My Time Off Year

The view defaults to the current calendar year. To change the year, select the year you want to view from the dropdown menu next to the *My Time Off* header.



Calendar View

The Calendar View displays your approved and requested time off, company events, and holidays on a calendar.

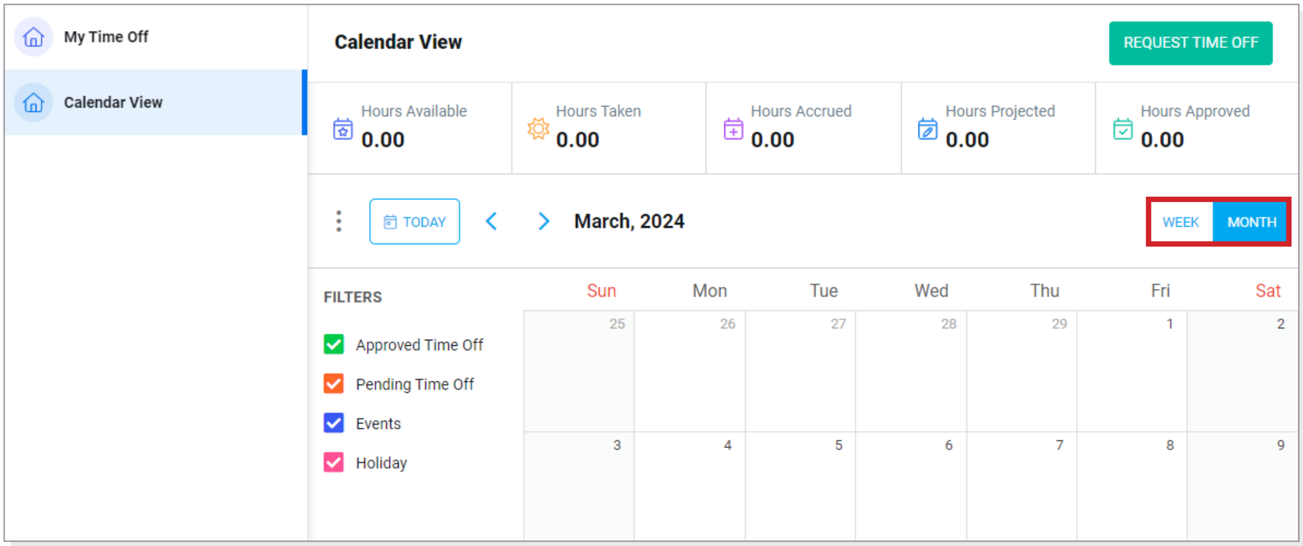


Calendar View Options

The Calendar View defaults to the month view, the current month, and with all the filters selected. You can adjust and customize your Calendar View.

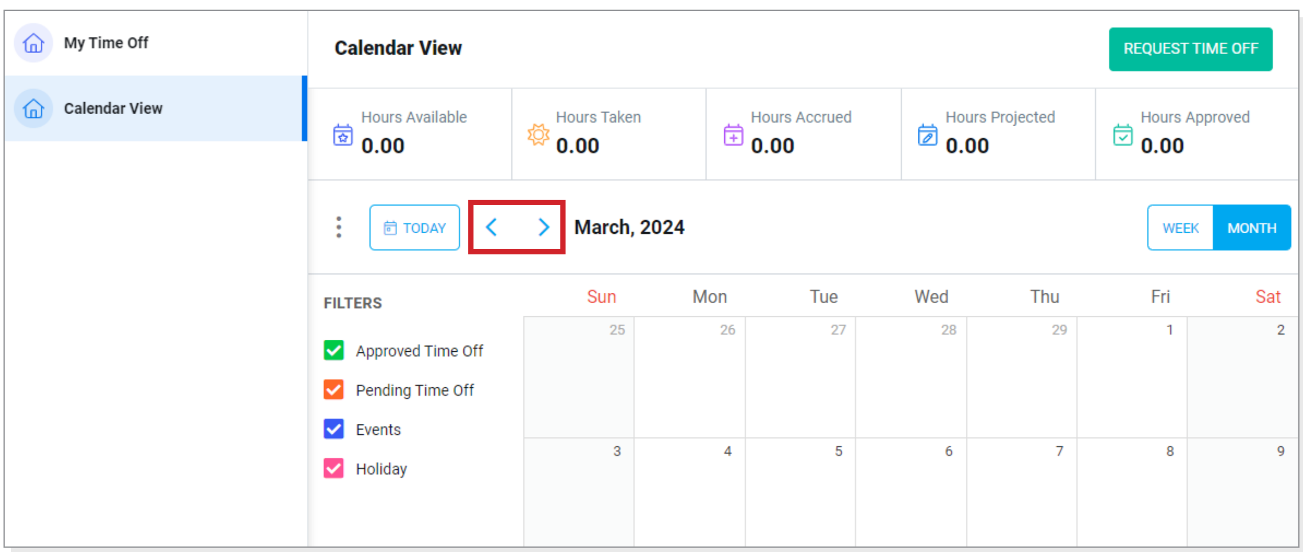
Changing Calendar View Type

You can view the calendar in either the month view (default) or week view. Select the “Week” or “Month” tab in the upper-right corner of the calendar to change your view. Your selection is saved and the next time you access the Time Off Calendar View the system will remember your preference.



Changing Calendar Date Range

The calendar defaults to the current week or month, depending on your saved view setting. You can use the arrow icons in the upper-left corner of the calendar to navigate to a different day, week, or month.



Note: This change is temporary and the next time you view the calendar it will revert to the current month or week.

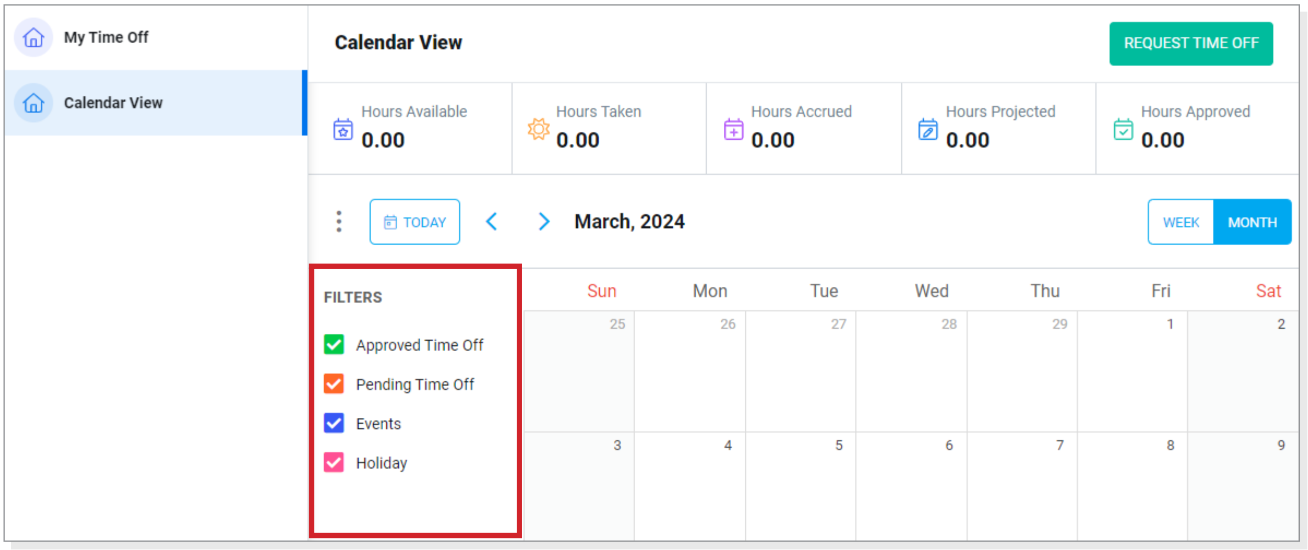
Changing Calendar Filters

Calendar filters are listed on the left side of the calendar. All filters are selected by default.

Filters options are:

- Approved Time Off — Your approved time off requests.
- Pending Time Off — Your submitted time off requests.
- Events — Events created by your company's HR Department.
- Holiday — Company holidays.

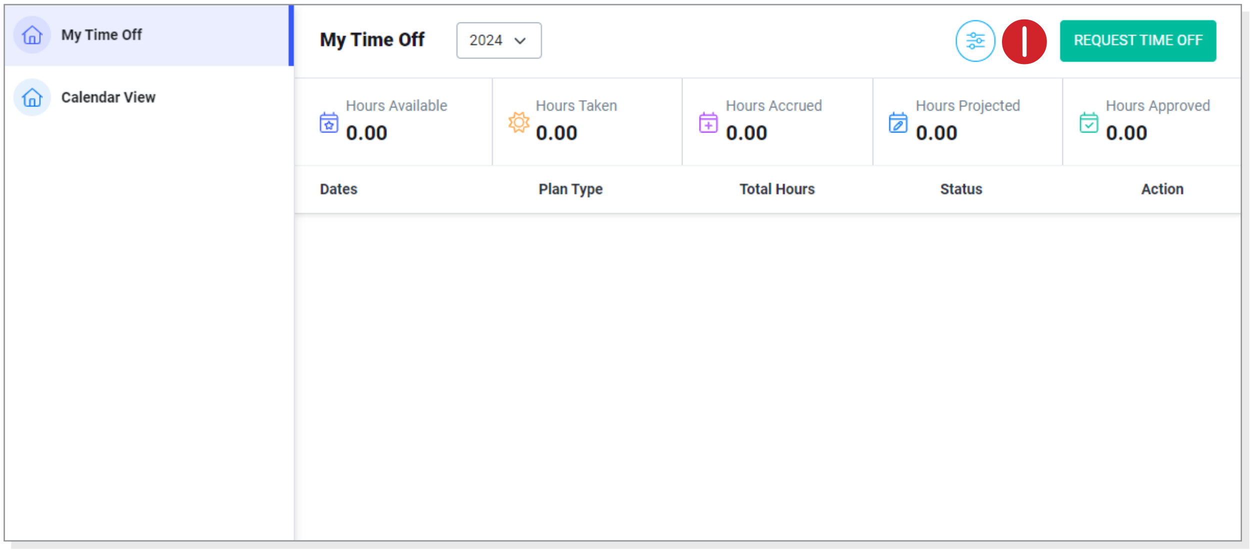
To remove a filter, clear the checkbox next to the filter name. To reapply a filter, select the checkbox next to the filter name.



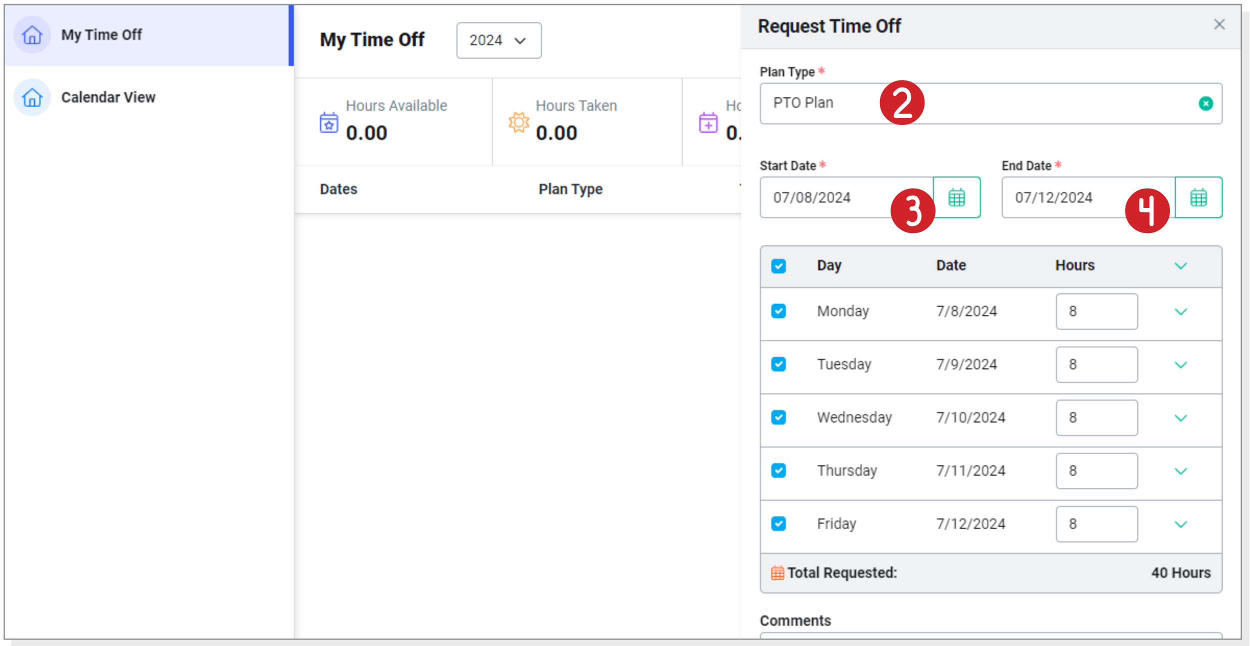
REQUESTING TIME OFF

You can submit a request for time off on either Time-Off screen views.

1. Click on [REQUEST TIME OFF] in the upper-right corner of the screen. The Request Time Off pane opens.

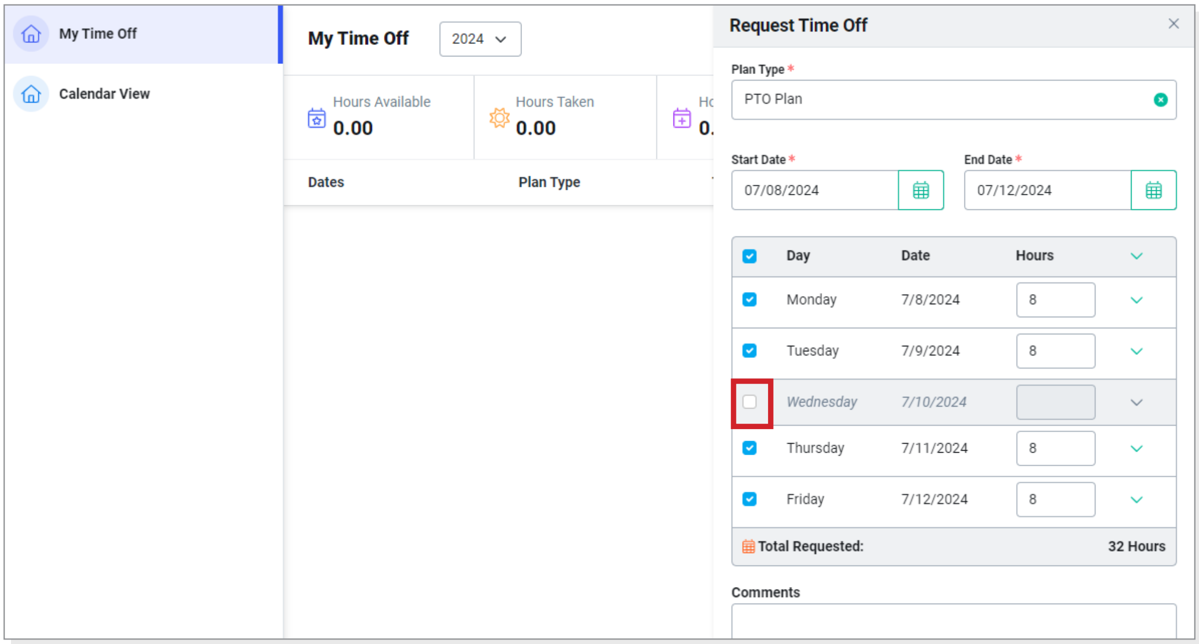


2. In the *Plan Type* dropdown menu, select the appropriate time off plan.
3. In the *Start Date* field, enter the start date.
4. In the *End Date* field, enter the end date. A line for each day in the start and end range appears.

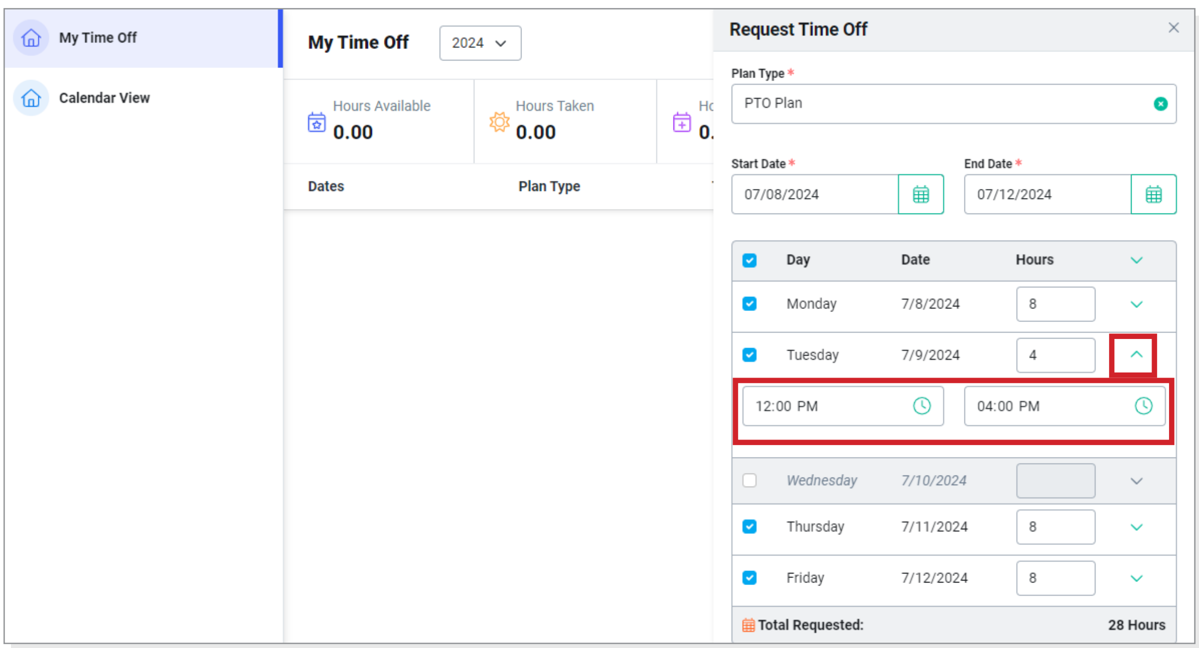


5. Each day in the start and end range defaults to eight hours per day. Adjust the days and hours requested if needed:

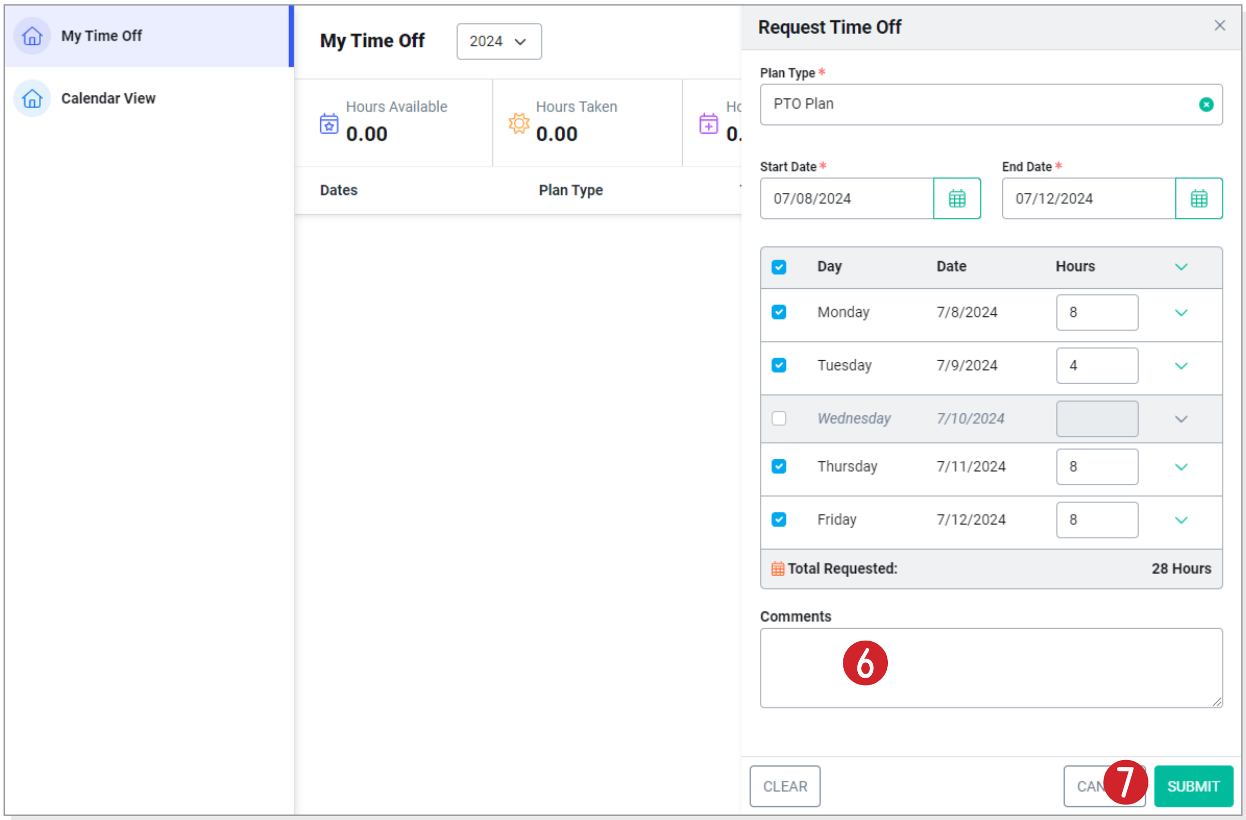
   - To remove a day from the range, clear the checkbox before the day you want to remove.



   - To change the hours requested for a day, select the expand icon next to the day and update your start and end time.

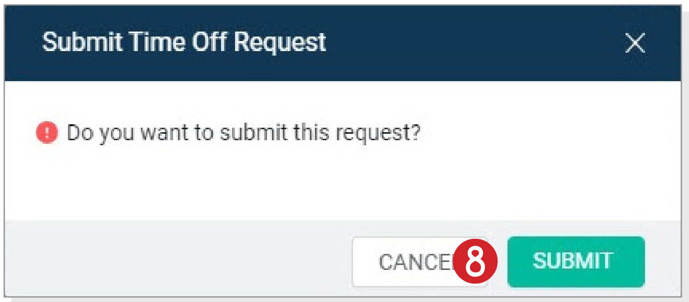


6. In the *Comments* field, enter all comments you want to include with your request.
7. Review the details of your request. If correct, select [SUBMIT].



Note: If your requested hours exceed your available hours a pop-up message appears. Select [CANCEL] to cancel, or the [SUBMIT] to submit the request.

8. A dialog box opens asking you to confirm. Select [Submit].

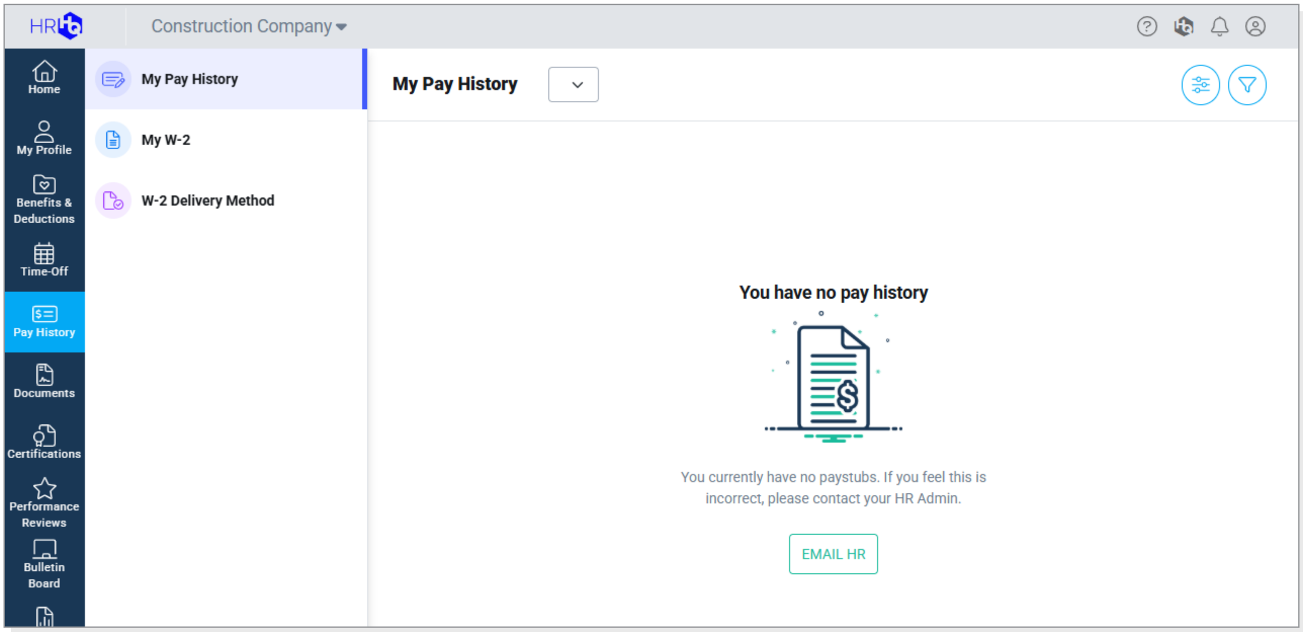


Once submitted, your new time off request will appear as pending until it is approved by your manager.

hrHQ PAY HISTORY

On the Pay History screen you can view your pay history and W-2, and to update your W-2 delivery method.

You can use the side menu to navigate to the Pay History settings you want to view or change.

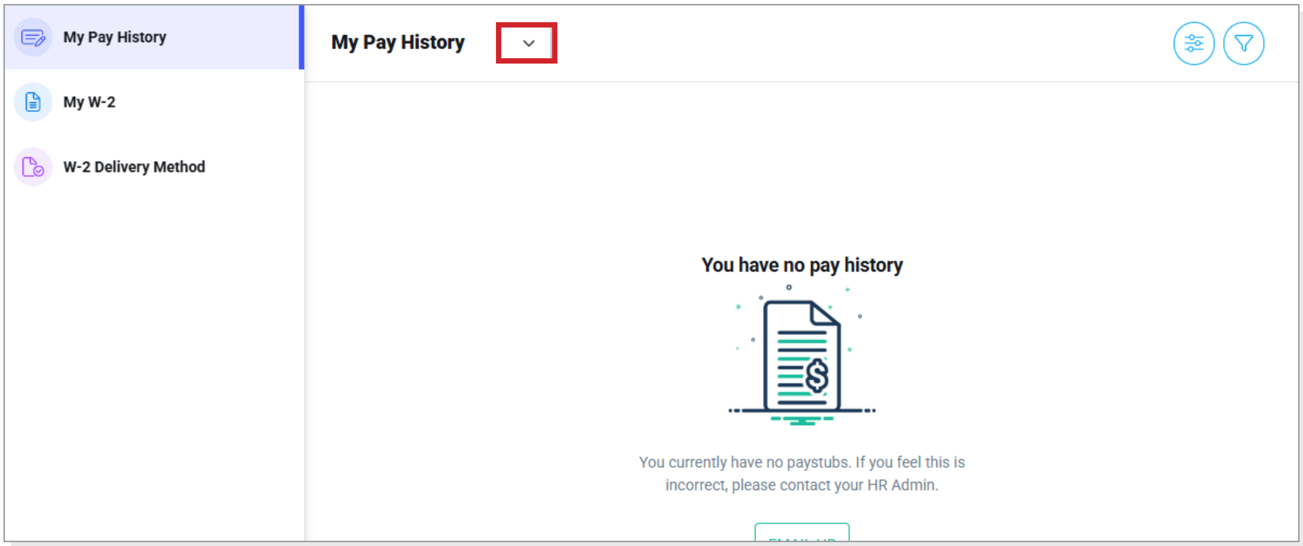


MY PAY HISTORY

The Pay History screen displays your pay history. Pay stubs are listed by pay period, per year.

Changing Pay History Year

To change the year, select the year you want to view from the dropdown menu.

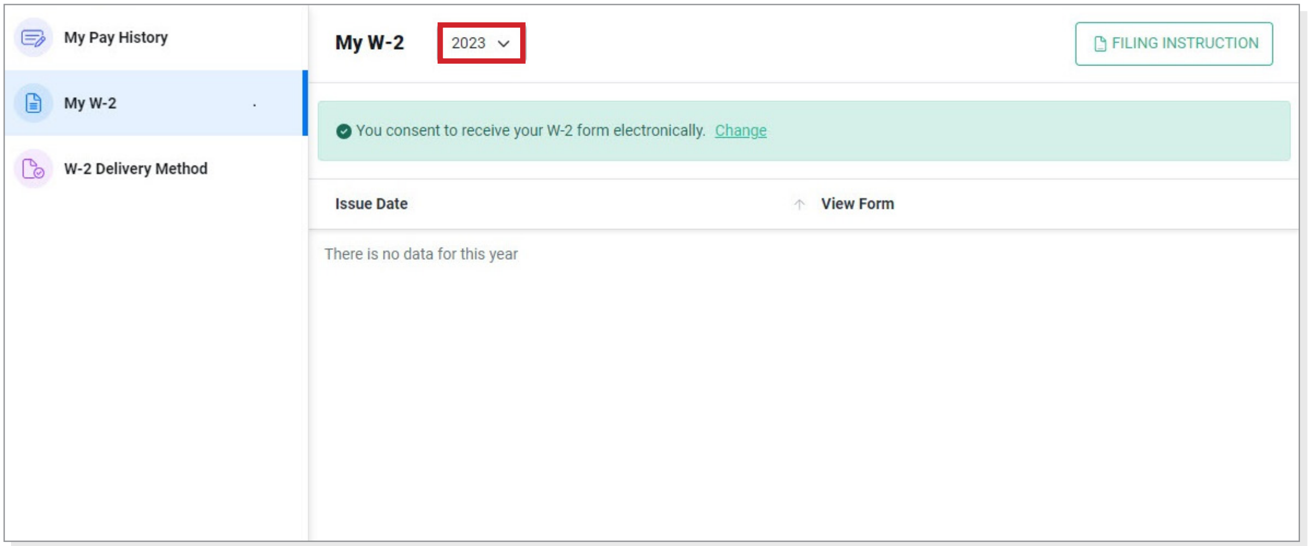


MY W-2

The My W-2 screen displays your W-2 documents. You must consent to receive your W-2 form electronically to view your W-2 forms on this screen. W-2 forms are listed by year.

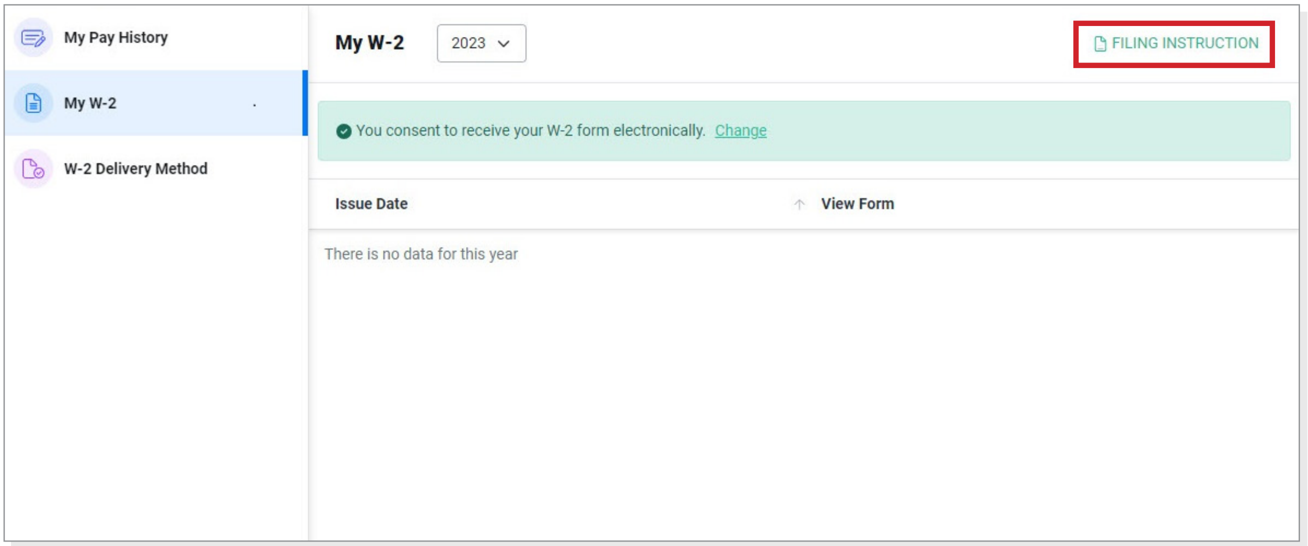
Changing W-2 Year

To change the year, select the year you want to view from the dropdown menu.



Viewing W-2 Filing Instructions

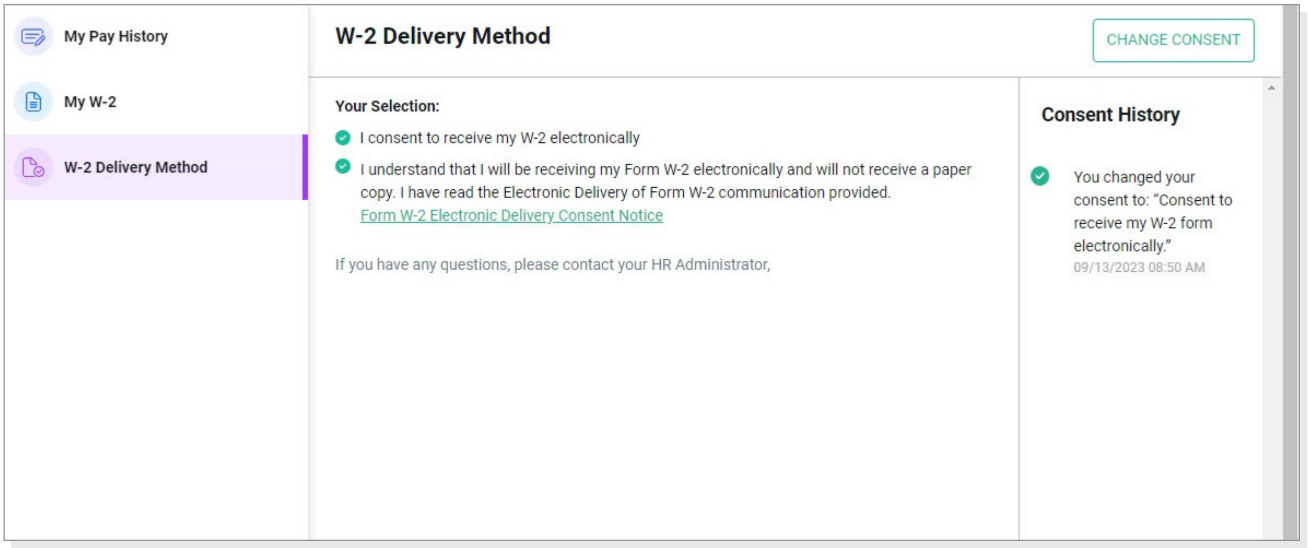
To view W-2 form filing instructions, select [FILING INSTRUCTION] in the upper-right corner of the page. This opens a new window to the IRS website.



W-2 DELIVERY METHOD

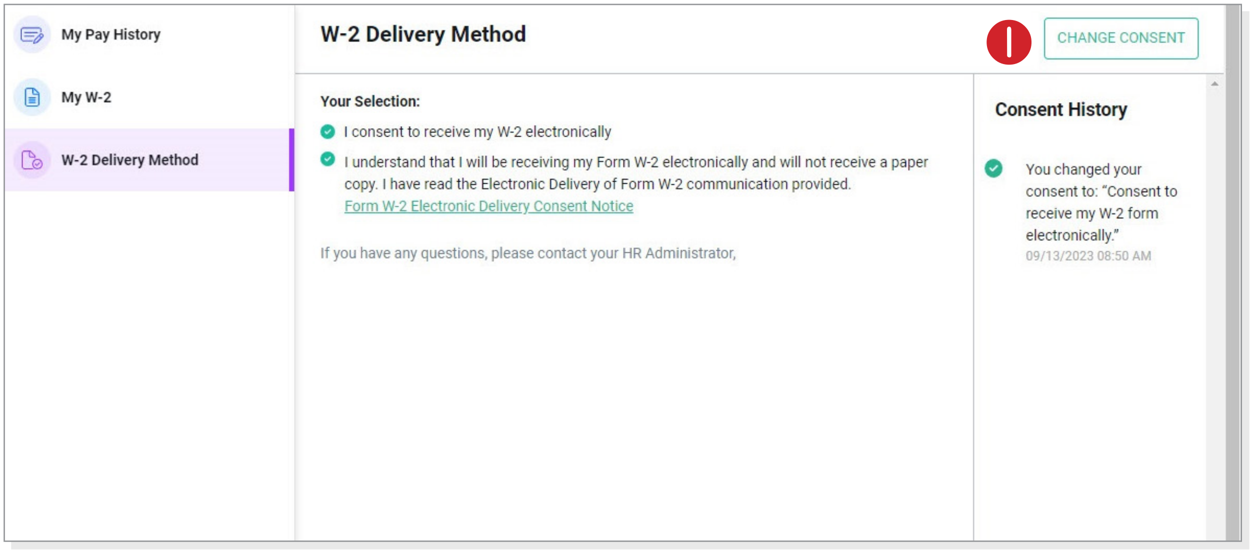
The W-2 Delivery Method screen is where you select how you want to receive your W-2 form.

The *Your Selection* section on the left side of the screen displays your current W-2 selection. The "Consent History" displays your consent updates by consent selection and date.



Changing W-2 Consent

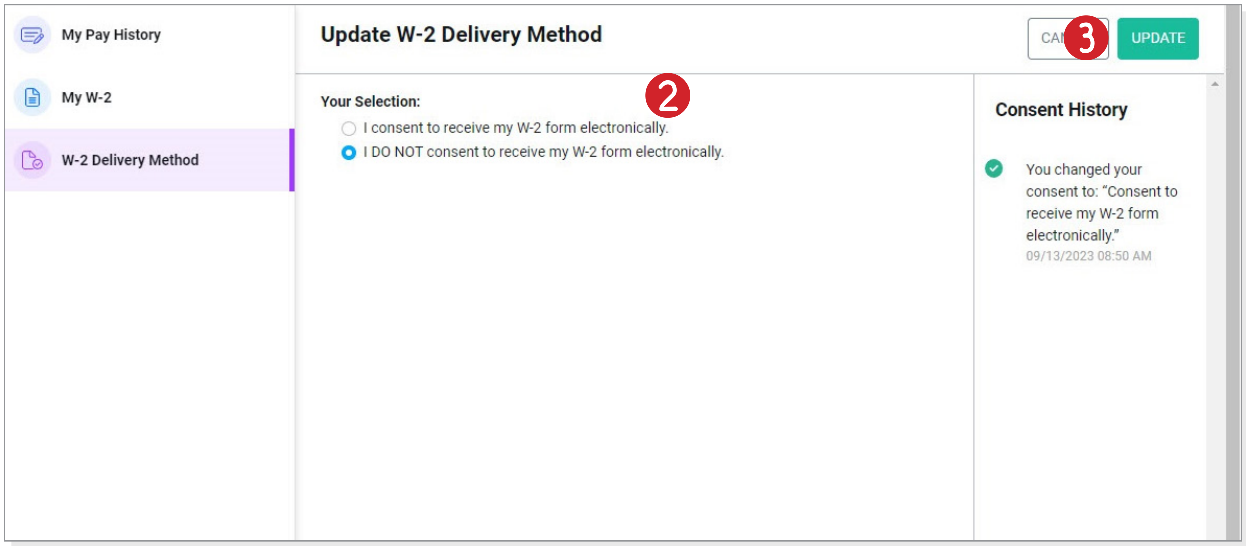
1. Select [CHANGE CONSENT] in the upper-right corner of the screen. The Update W-2 Delivery Method screen opens.



2. Update your consent selection.

   Note: If you select "I consent to receive my W-2 electronically" you much also select the *I understand…* checkbox directly below it.

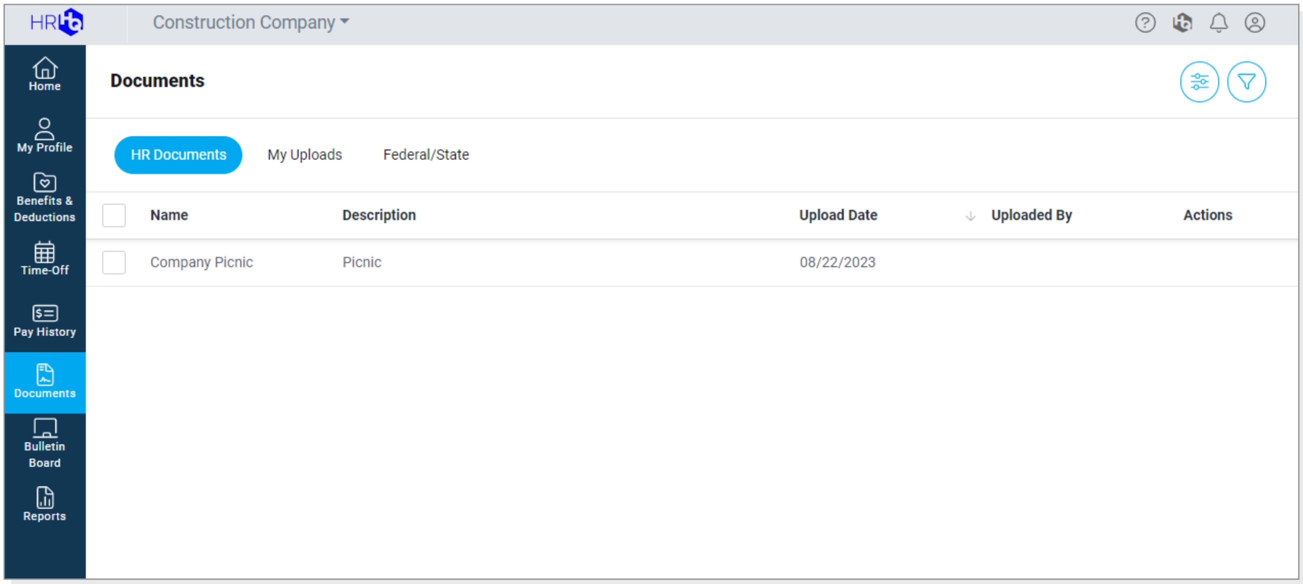
3. Select [UPDATE] in the upper-right corner of the screen.



hrHQ DOCUMENTS

On the Documents screen you can view and download copies of your employee documents.

Select the “HR Documents,” “My Uploads,” and “Federal/State” tabs at the top of the screen to navigate your records.

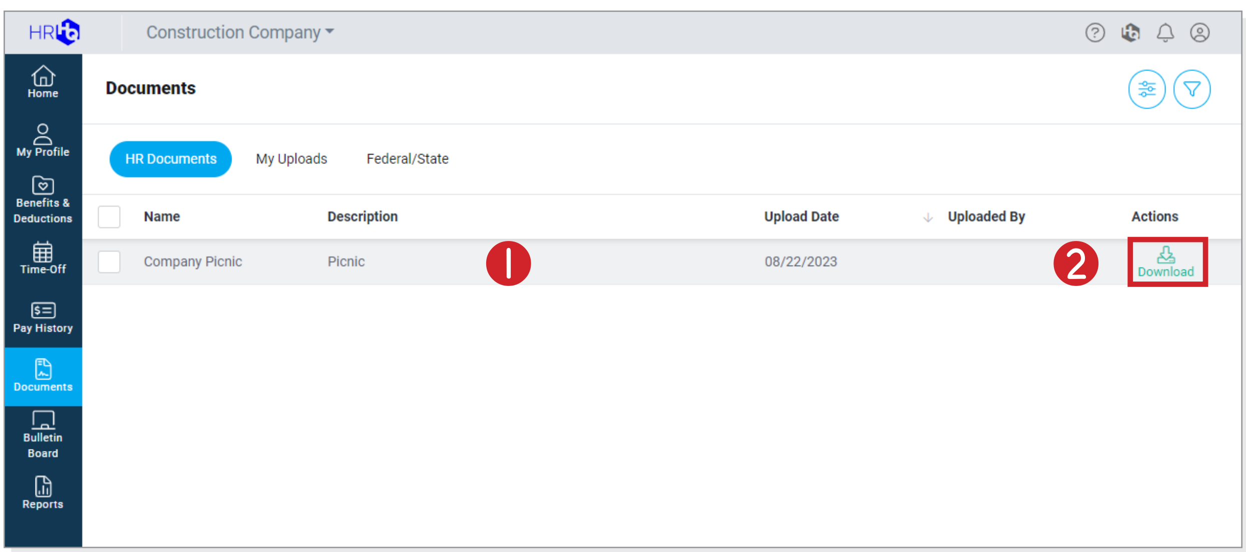


DOWNLOADING DOCUMENTS

Documents in the “HR Documents” and “My Uploads” tabs can be downloaded.

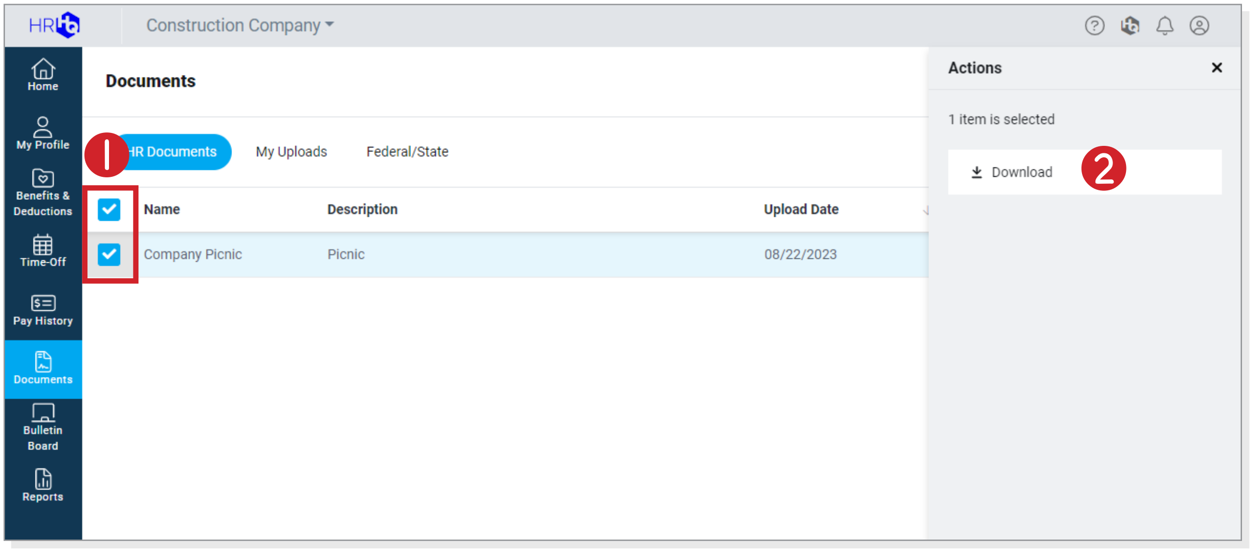
Downloading a Single Document

1. Hover over the document you want to download. Additional options appear in the *Actions* column.
2. Select [Download]. Your document downloads to your local drive.



Downloading Multiple Documents

1. Select the checkbox next to the documents you want to download. The Actions pane opens on the right-side of the screen.
2. Select [Download]. Your documents download to your local drive.



DOCUMENT TABS

"HR Documents" Tab

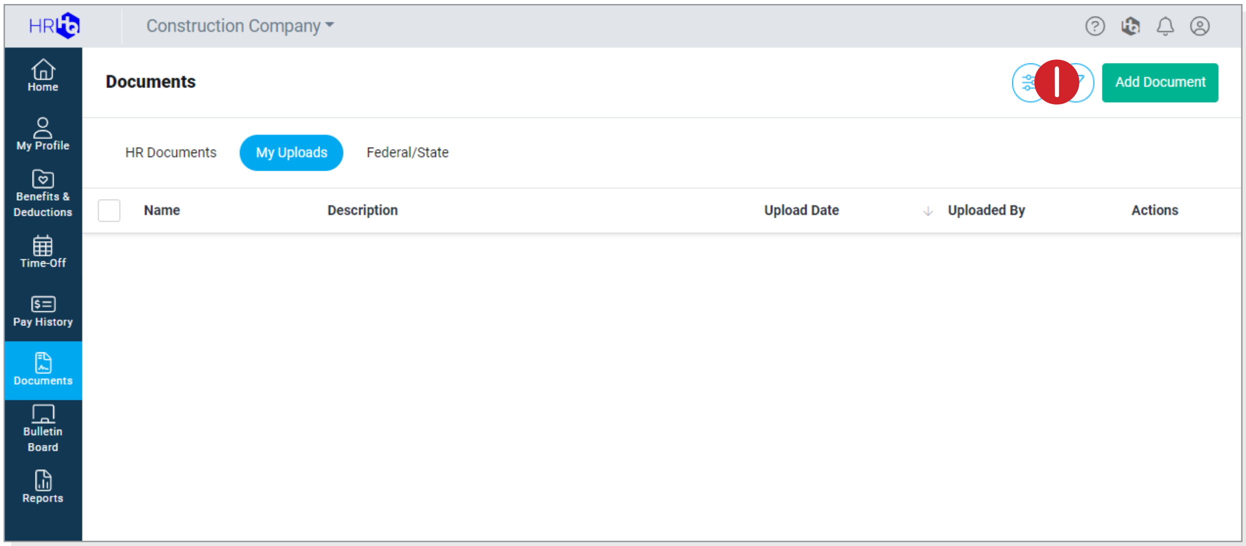
The "HR Documents" tab displays documents uploaded by your HR Department.

“My Uploads” Tab

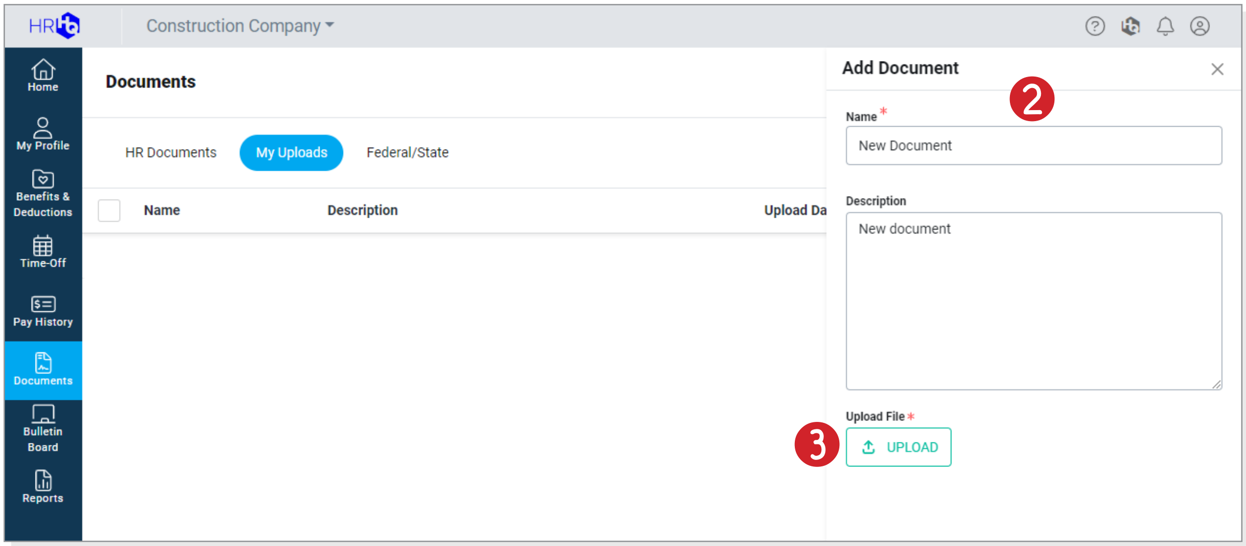
The “My Uploads” tab is where you can upload additional documents to your hrHQ account.

Uploading Records

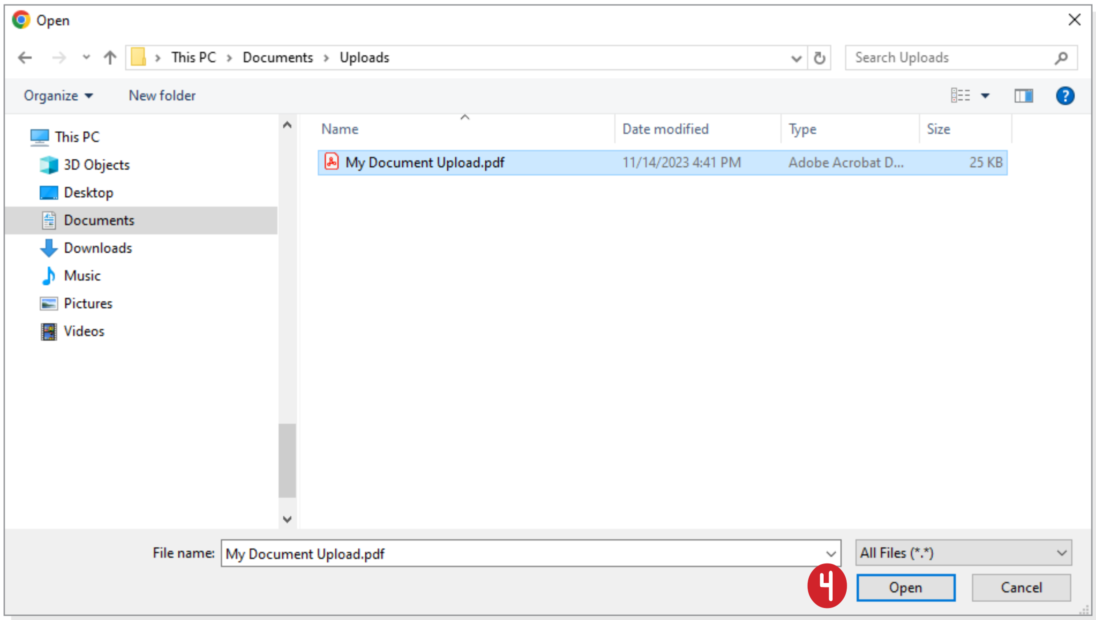
1. Select [ADD DOCUMENT] in the upper-right corner of the screen. The Add Document pane opes on the right side of the screen,



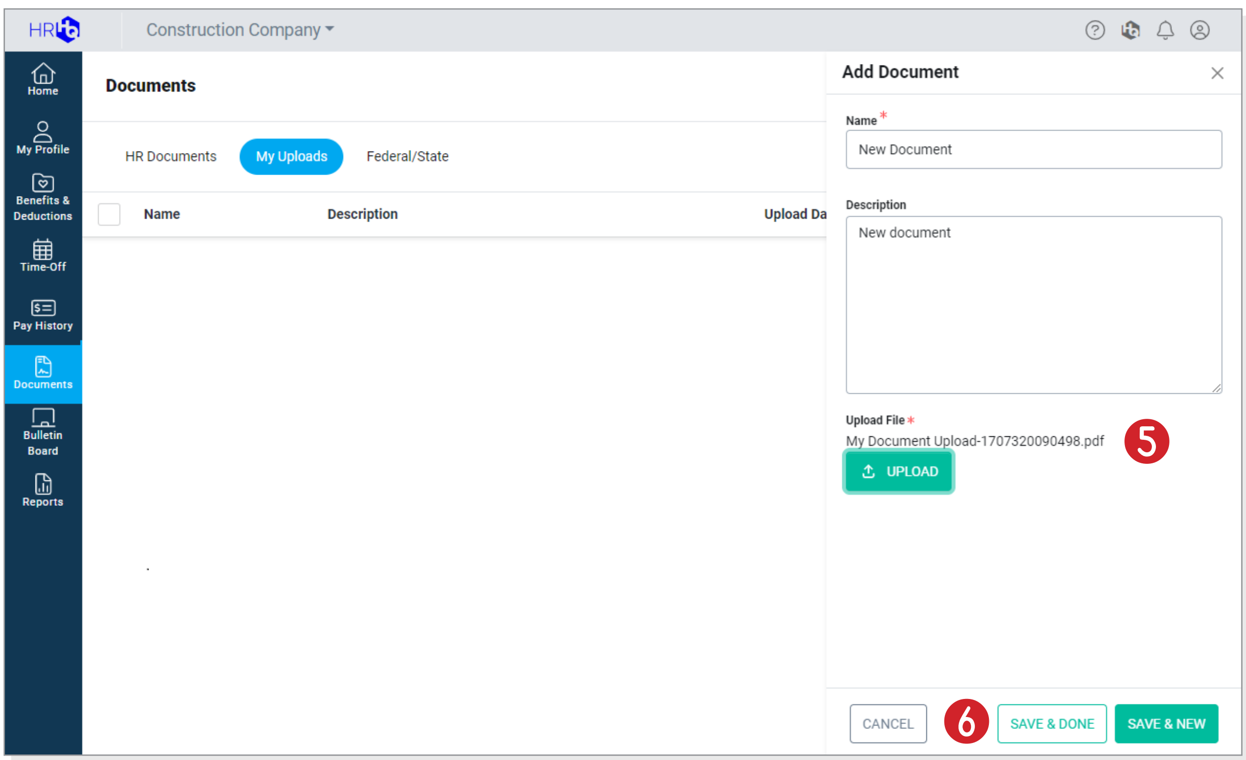
2. Complete all required fields.
3. Select [UPLOAD].



4. The Open dialog box opens. Locate your document and select [Open].



5. Confirm your document is attached.
6. Select [SAVE & DONE].

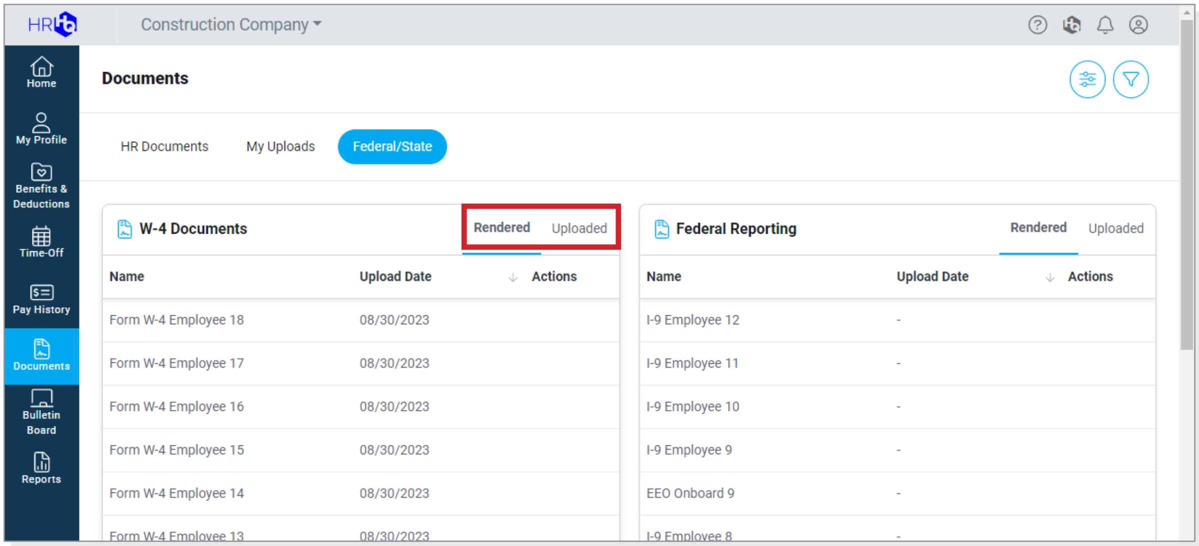


“Federal/State” Tab

The “Federal/State” tab contains your federal and state documents.

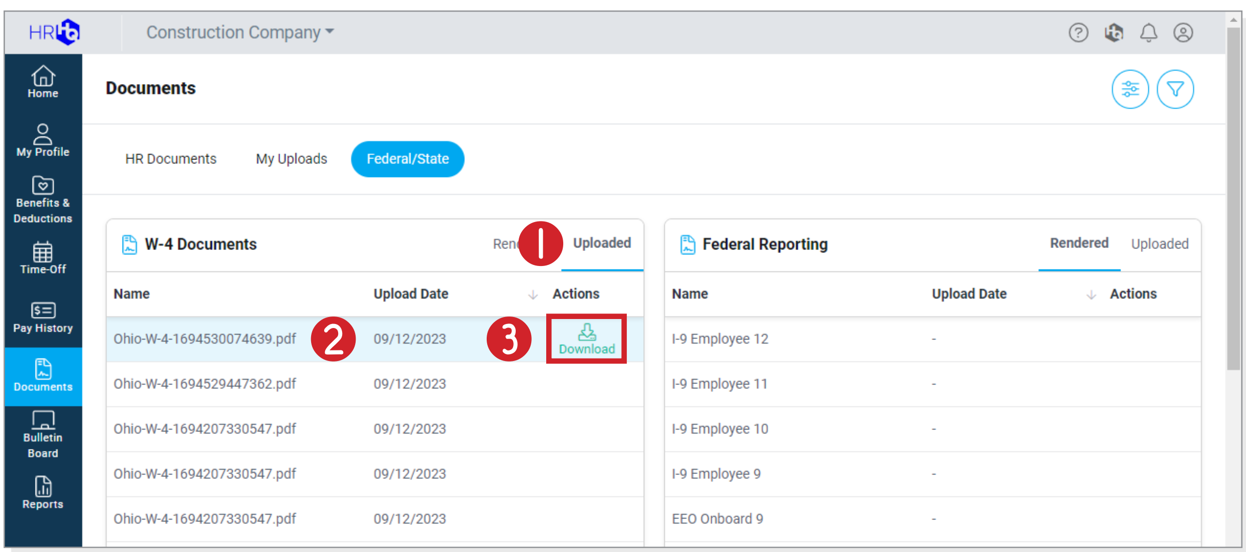
Each document type is organized in its own box. Each box contains two tabs, located in the upper-right corner of the section.

- The “Rendered” tab contains documents completed in hrHQ and rendered into the state or federal form.
- The “Uploaded” tab contains documents completed in the original PDF format.



Downloading Federal/State Documents

1. In the form section from where you want to download, go the “Uploaded” tab.
2. Click on the document want to download. Additional options appear in the *Actions* column
3. Select [Download]. Your document downloads to your local drive.



hrHQ PERFORMANCE REVIEWS

On the Performance Reviews screen you can view and complete your reviews, goals, and 360 degree feedback.

You can use the side menu to navigate to the Performance Reviews screen you want to view.

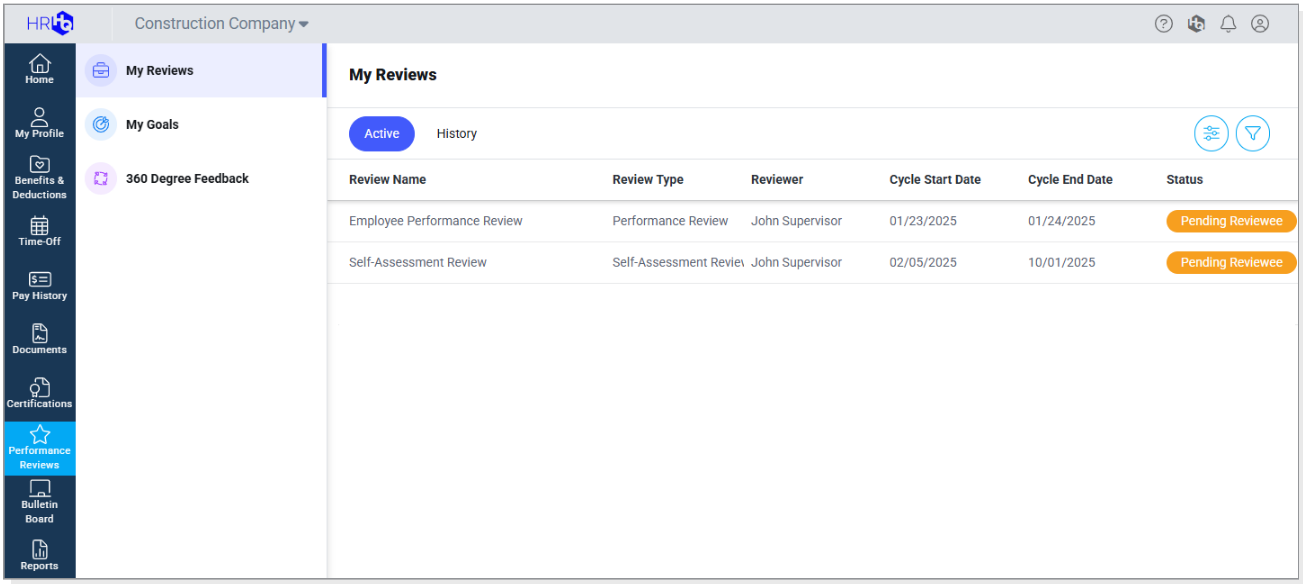
MY REVIEWS

The My Reviews screen is the default view in Performance Reviews. This screen displays your current and past reviews.

Reviews available on this screen are:

- Performance Review — An assessment of your performance.
- Project Review — An assessment of your performance within a specific project.
- Self-Assessment Review — A self-assessment of your performance.

Select the “Active” and “History” tabs at the top of the screen to navigate your reviews.



“Active” Tab

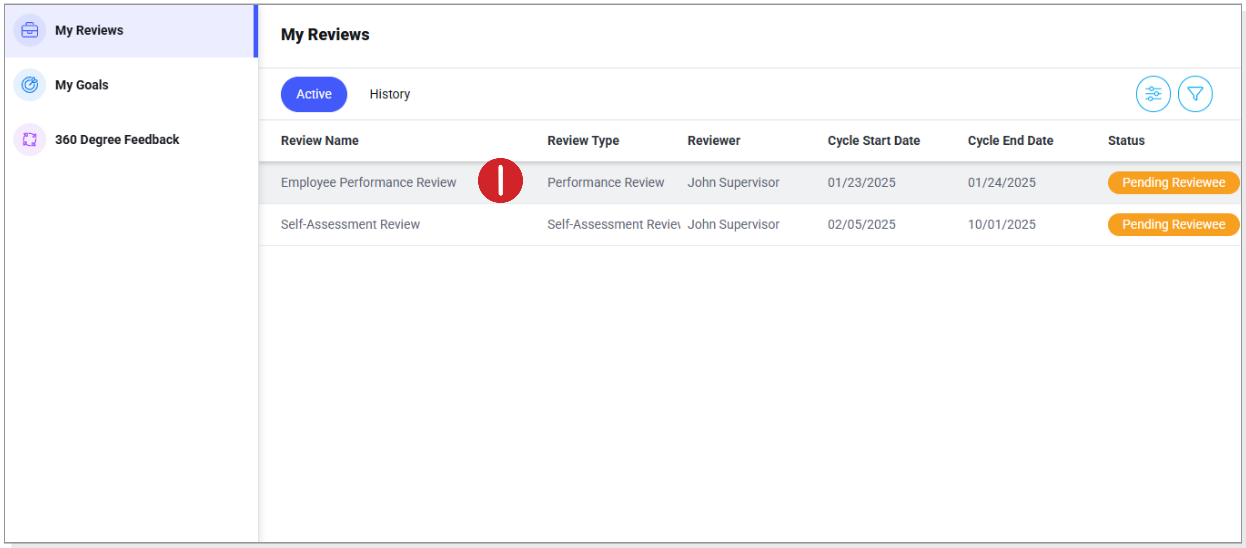
The “Active” tab displays your current reviews.

You must complete any review with a status of “Pending Reviewee.”

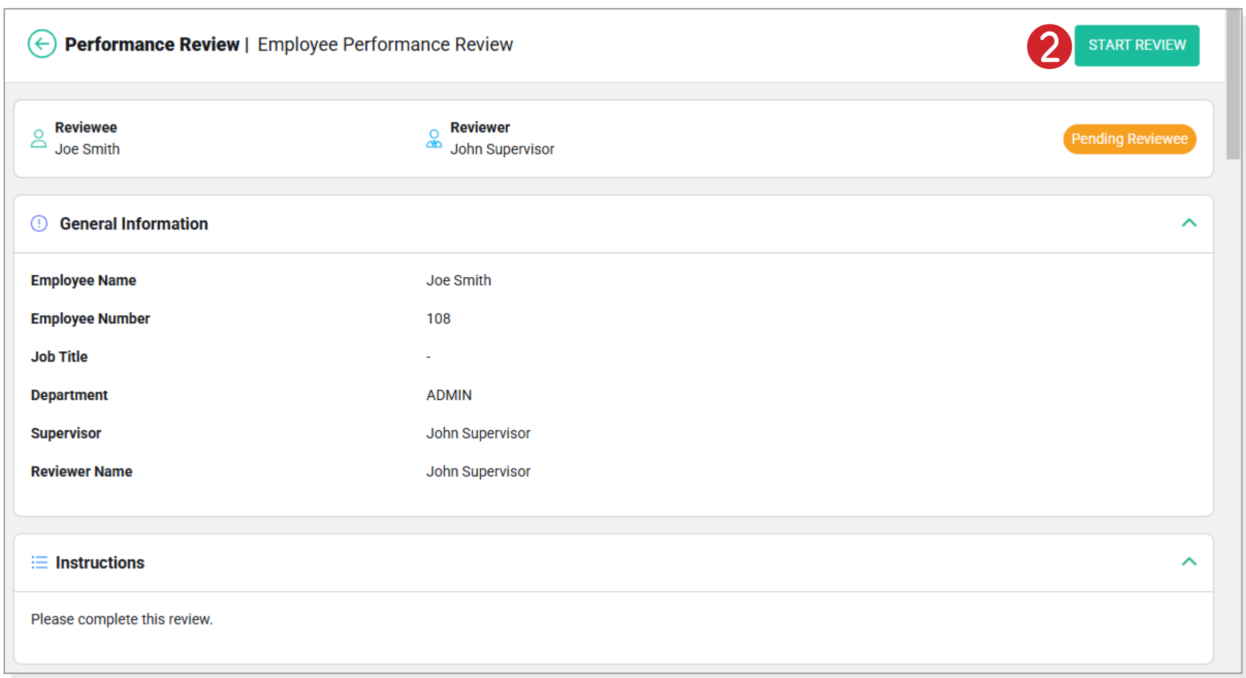
Completing Performance and Project Reviews

Note: You may not see all of the sections and fields reviewed in these steps. Review settings are determined by your company and can vary from review to review.

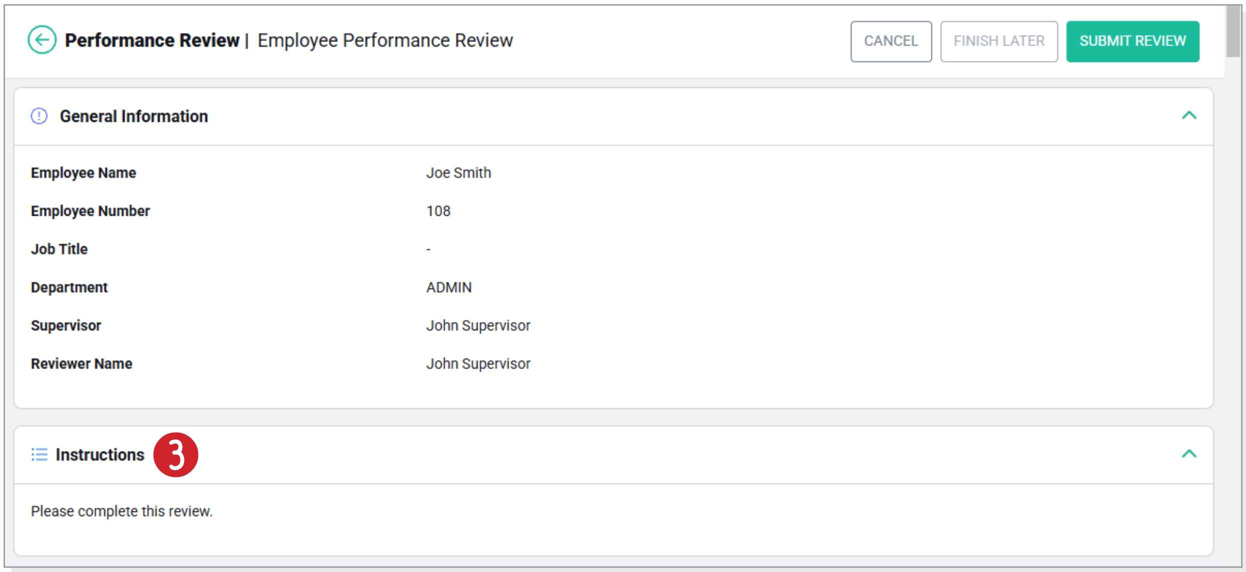
1. Select the performance or project review you want to complete.



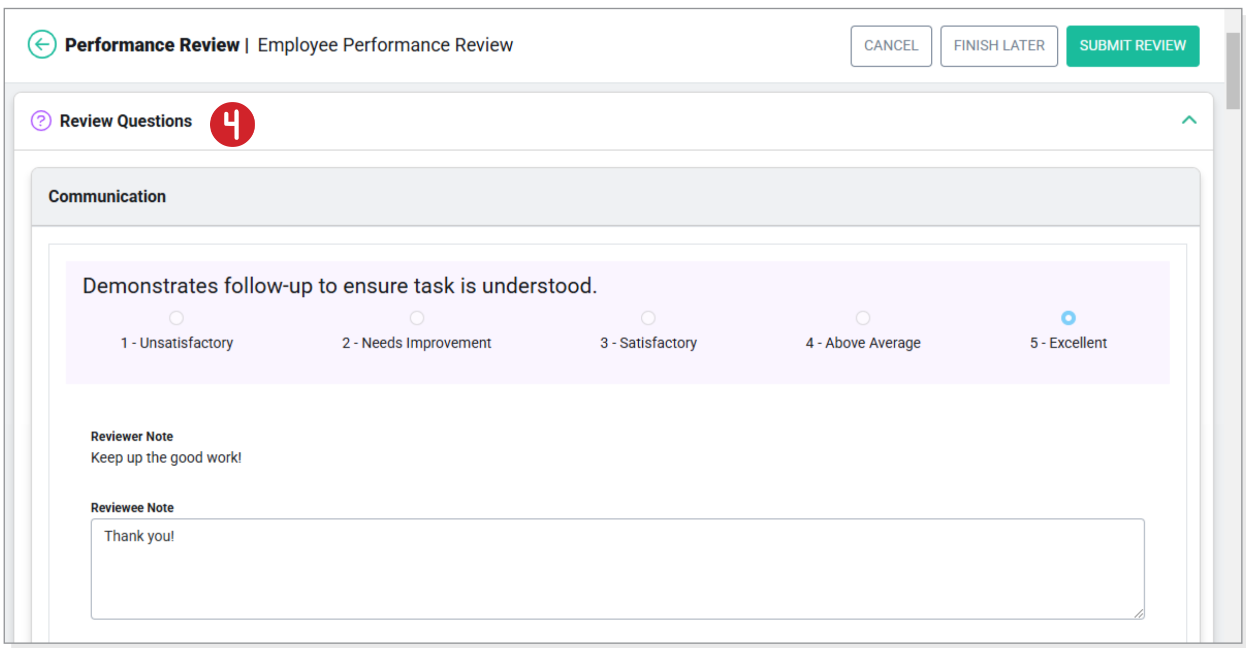
2. In the upper-right corner of the screen, select [START REVIEW].



3. In the *Instructions* section, review the instructions.



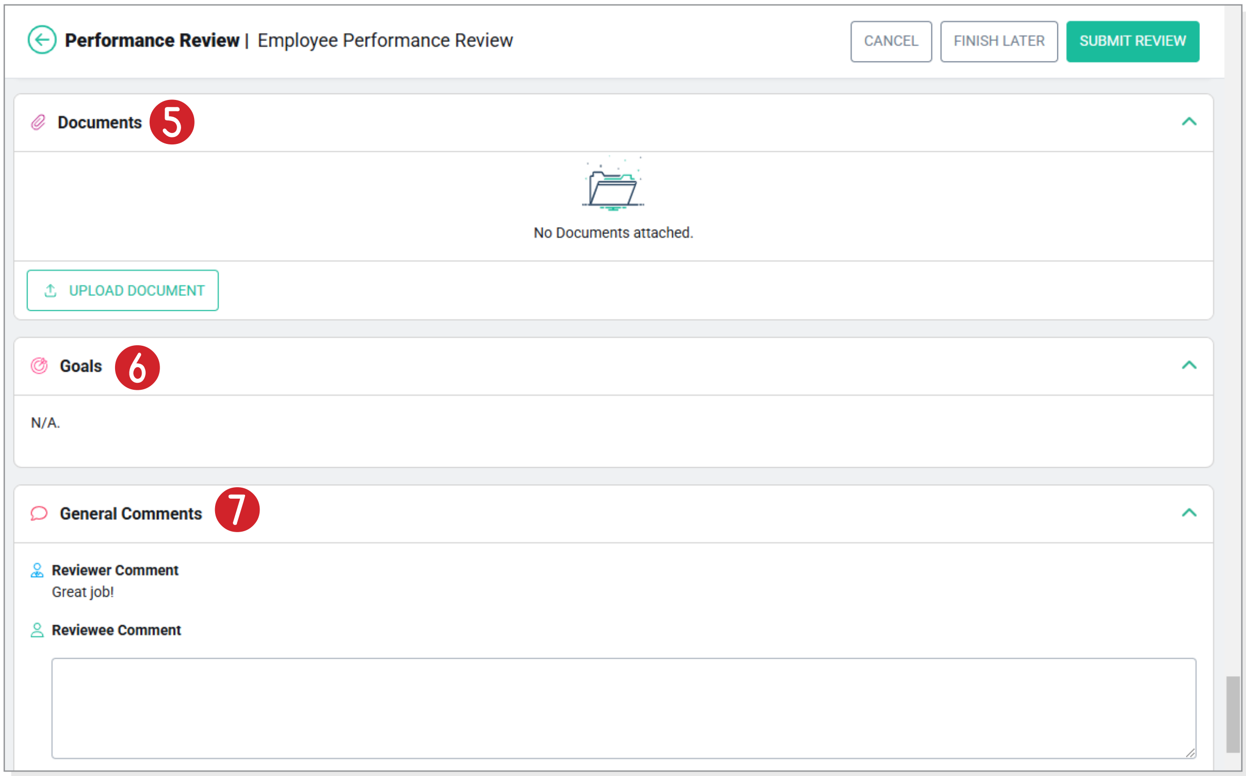
4. In the *Review Questions* section, review your performance assessment. This section may include a rating scale, comments, or both. If applicable, add any comments you want to include in the *Reviewee Note* field(s).



5. In the *Documents* section, review any attached documents. If you want to attach any documents to the review, select the [UPLOAD DOCUMENT] button at the bottom of the section.

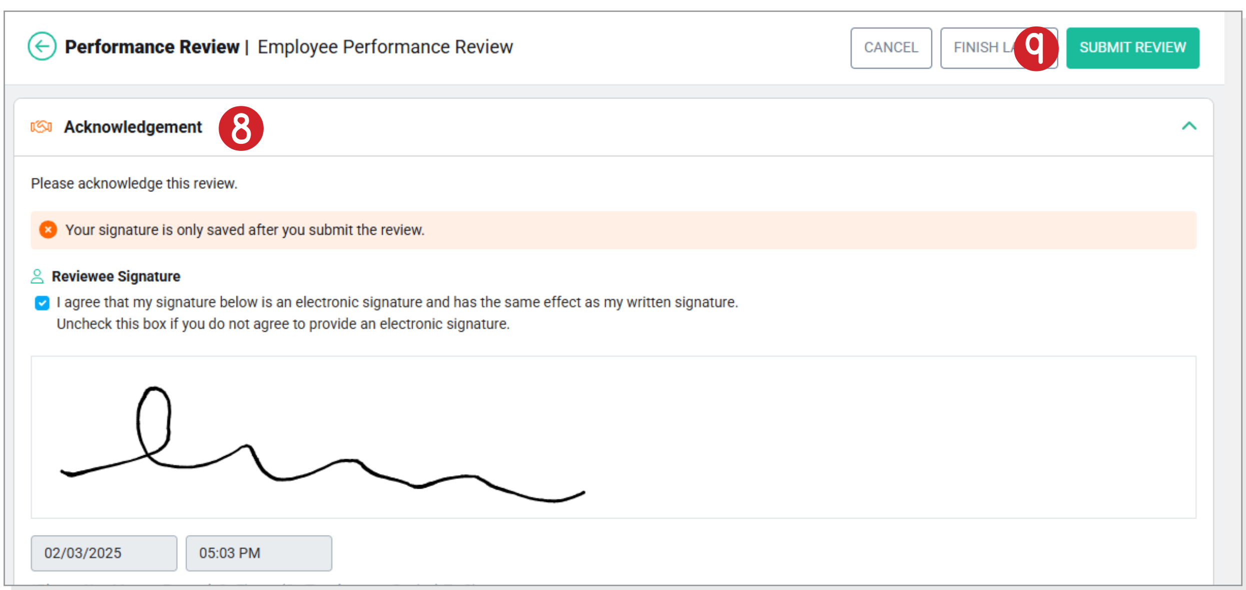
6. In the *Goals* section, review your goals.

7. In the *General Comments* section, review any comments left by your supervisor. Add any comments you want to include in the *Reviewee Comment* field.

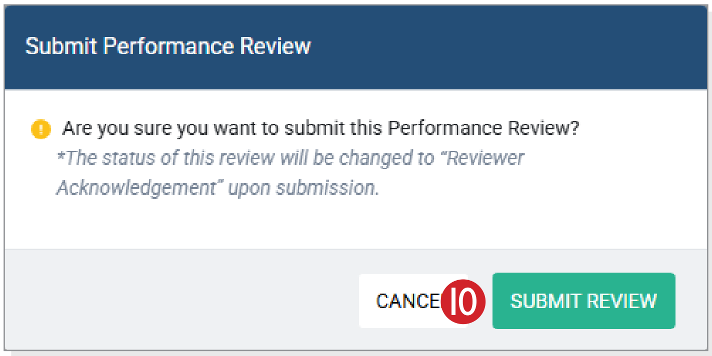


8. In the *Acknowledgment* section, use your mouse, penpad, or touchpad to sign your name.

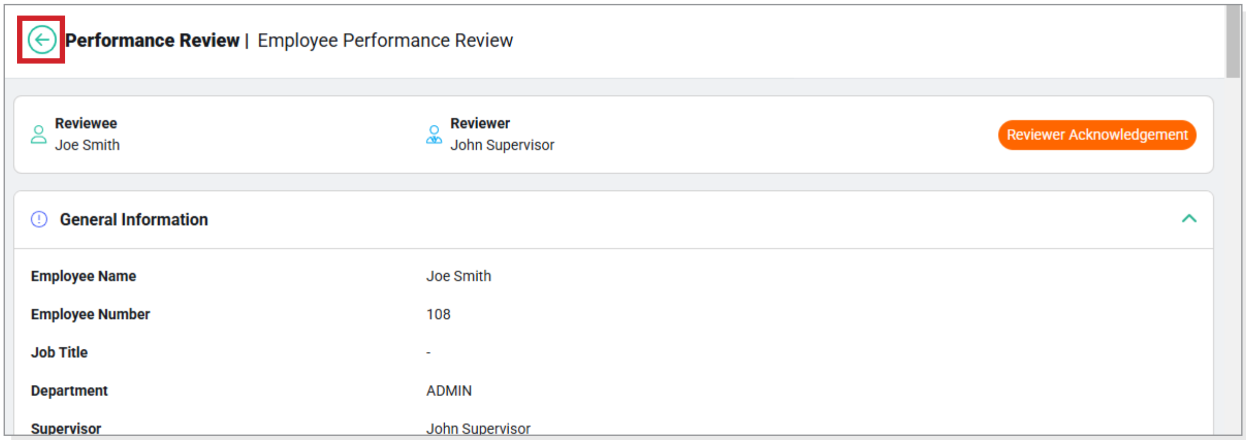
9. Select [SUBMIT REVIEW].



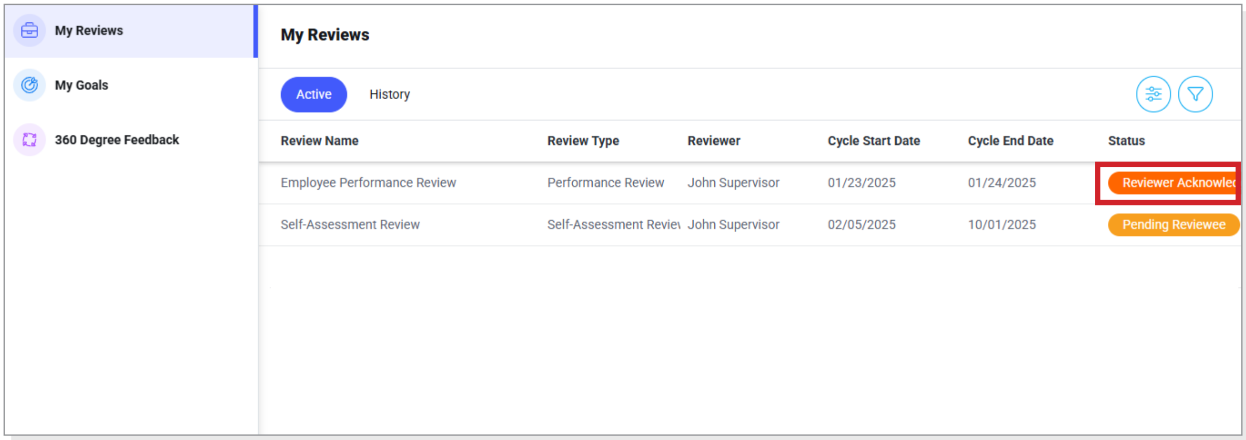
10. The Submit Performance Review dialog box opens. Select [SUBMIT REVIEW].



The Review screen refreshes and displays the updated status. Select the back arrow in the upper-left corner of the screen to return to the My Reviews screen.



The review appears in the "Active" tab with a status of "Reviewer Acknowledgment" until it is approved by your supervisor.

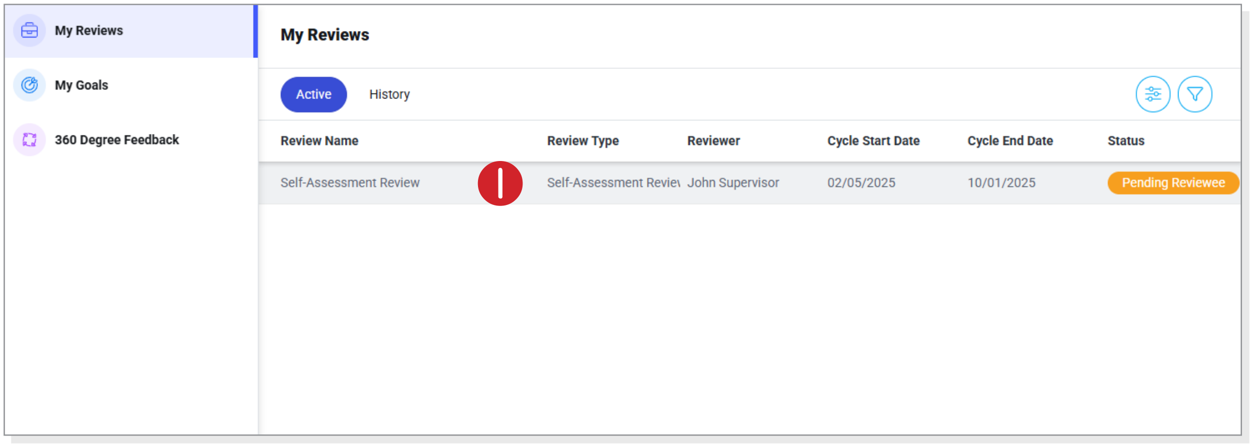


If your supervisor rejects the review, the status changes to "Pending Reviewee" and you must repeat these steps.

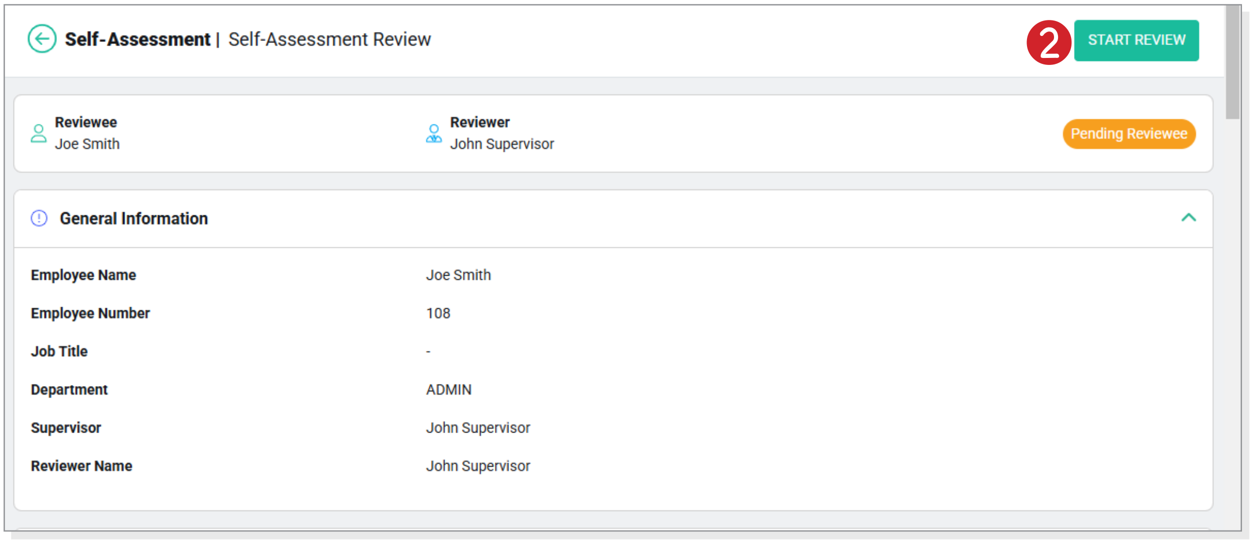
Completing Self-Assessment Reviews

Note: You may not see all of the sections and fields reviewed in these steps. Review settings are determined by your company and can vary from review to review.

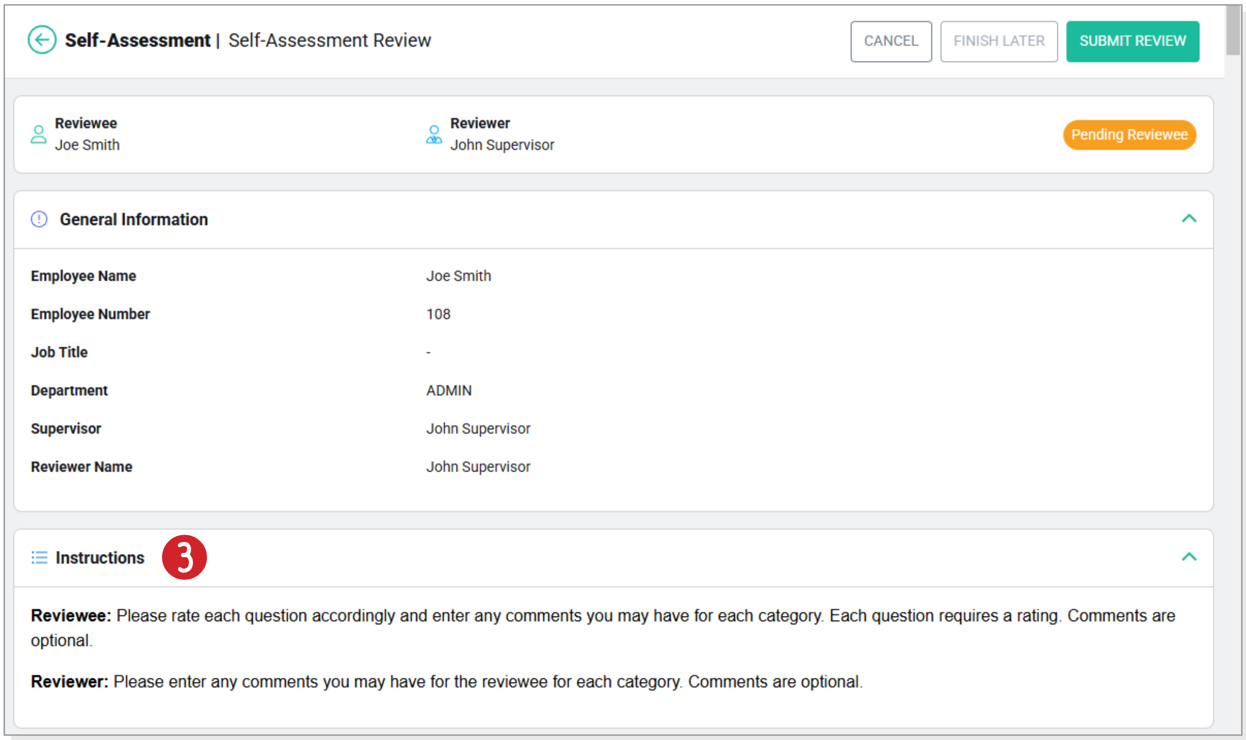
1. Select the self-assessment review you want to complete.



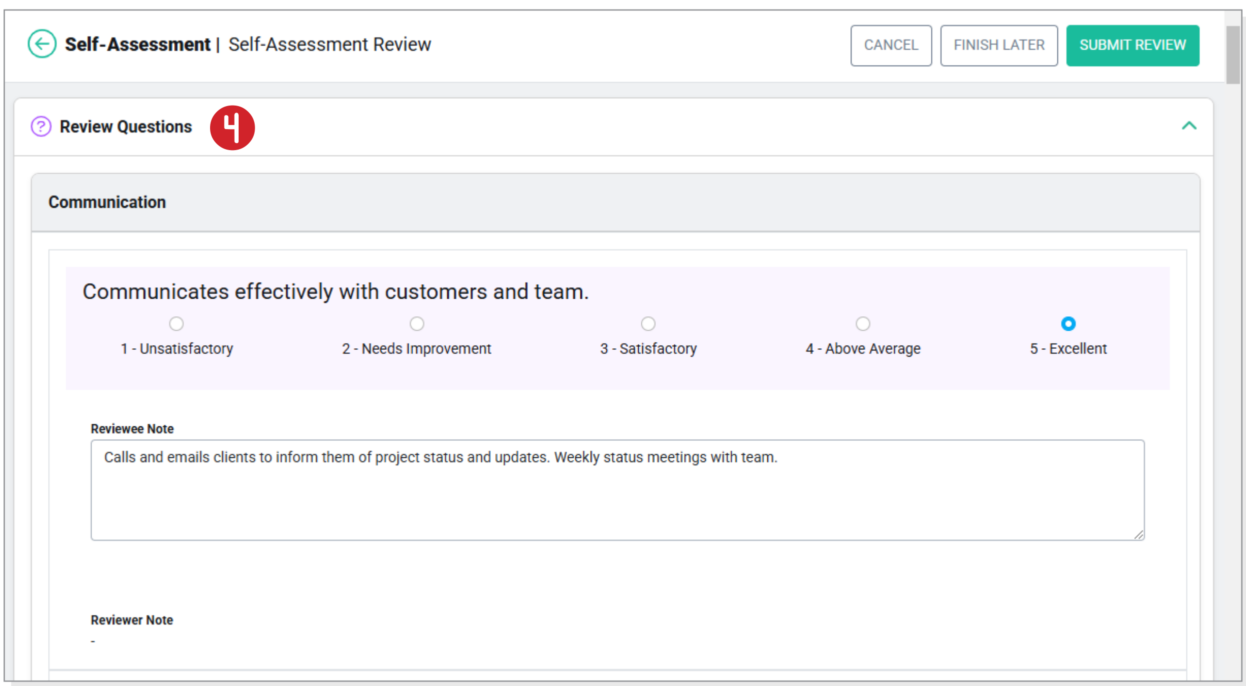
2. In the upper-right corner of the screen, select [START REVIEW].



3. In the *Instructions* section, review the instructions.

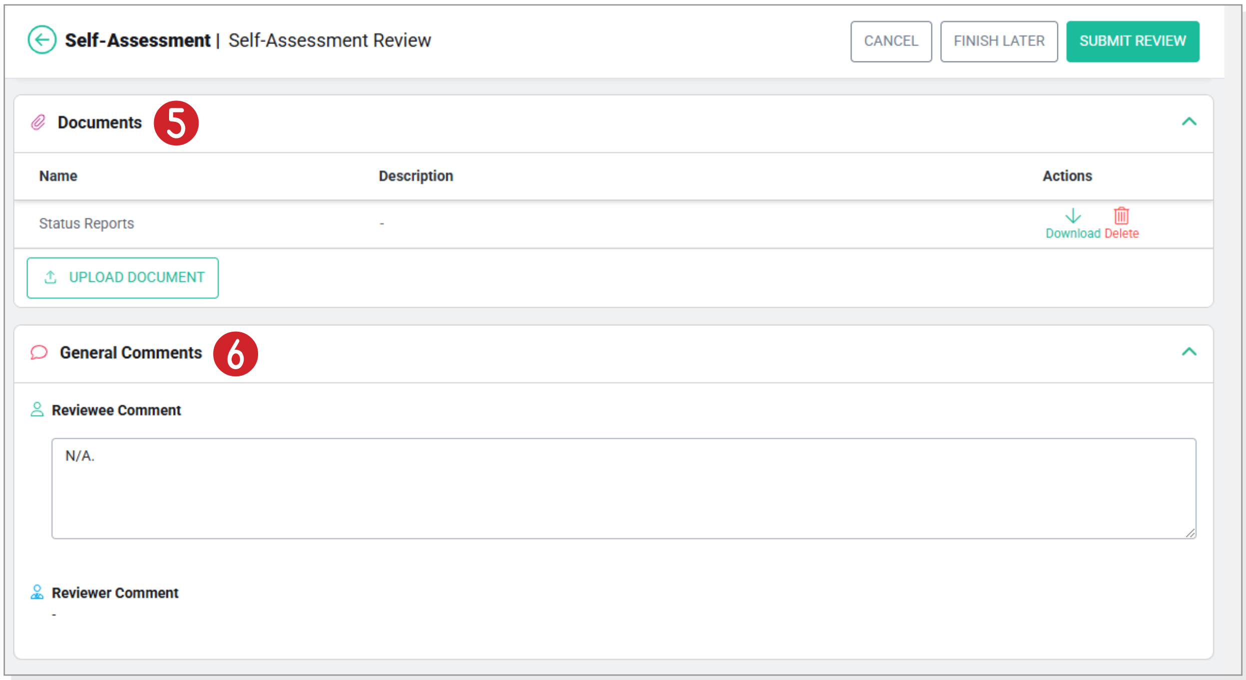


4. In the *Review Questions* section, rate your performance. This section may include rating scale questions, comments, or both.



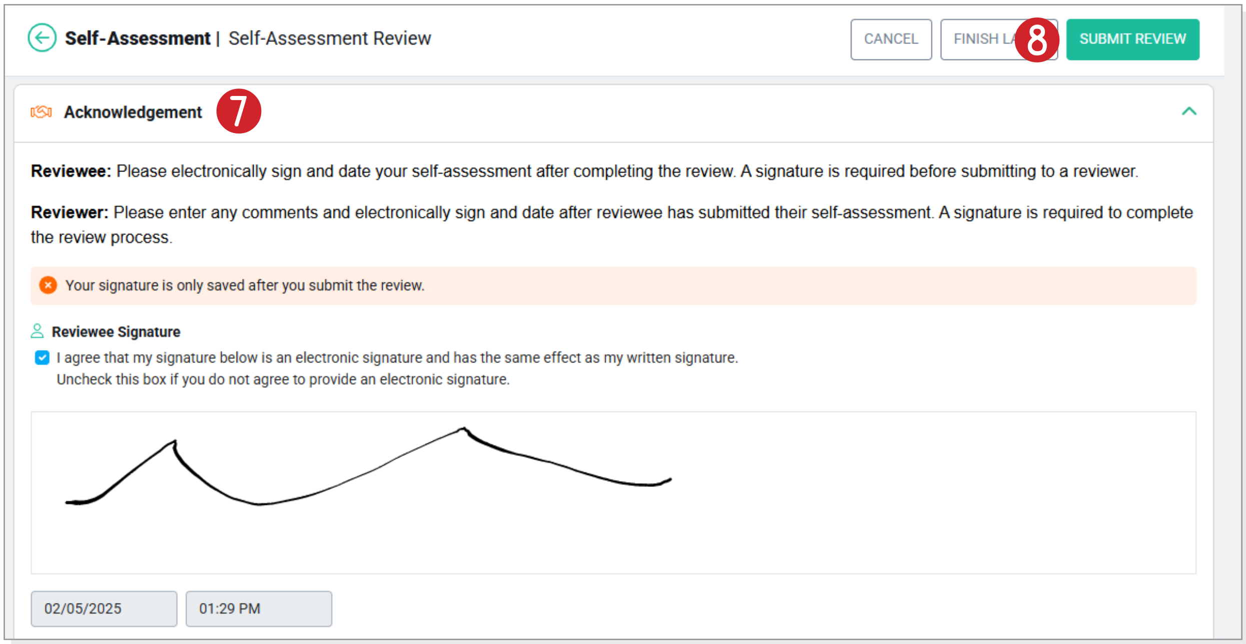
5. In the *Documents* section, select the [UPLOAD DOCUMENT] button to upload any documents you want to attach.

6. In the *General Comments* section, enter any general comments.

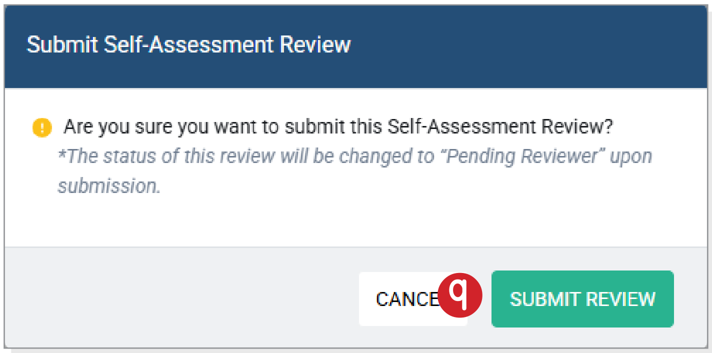


7. In the *Acknowledgment* section, use your mouse, penpad, or touchpad to sign your name.

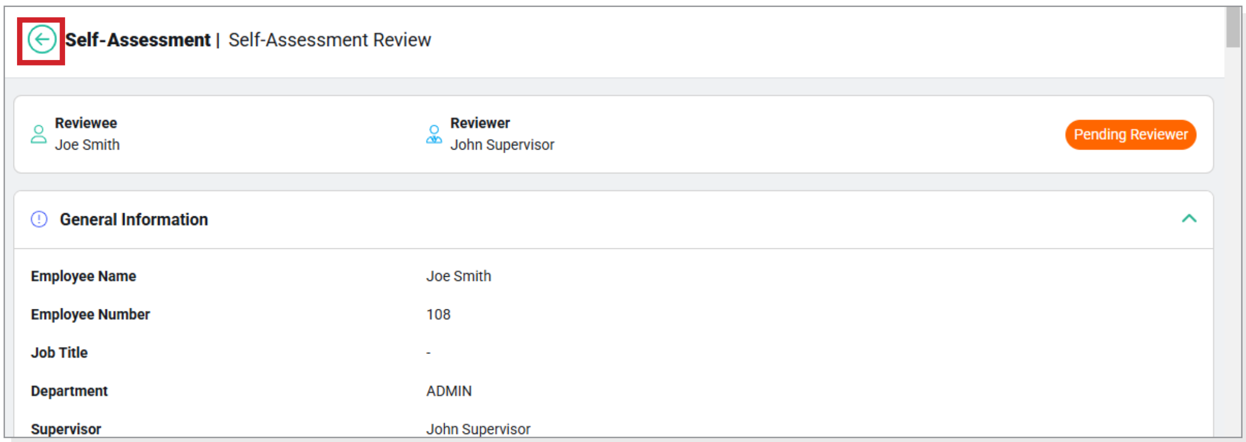
8. Select [SUBMIT REVIEW].



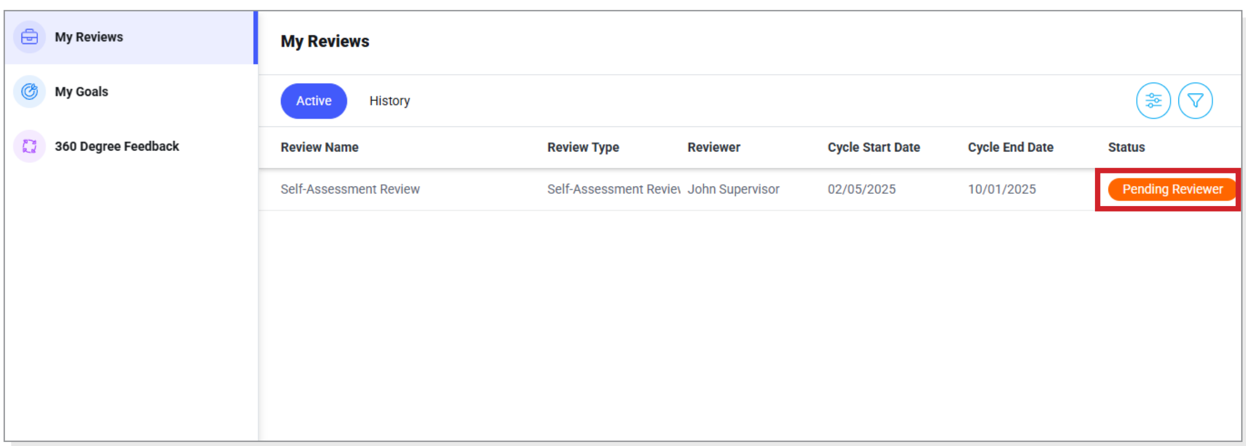
9. The Submit Performance Review dialog box opens. Select [SUBMIT REVIEW].



The Review screen refreshes and displays the updated status. Select the back arrow in the upper-left corner of the screen to return to the My Reviews screen.



The review appears in the "Active" tab with a status of "Pending Reviewer" until it is approved by your supervisor.

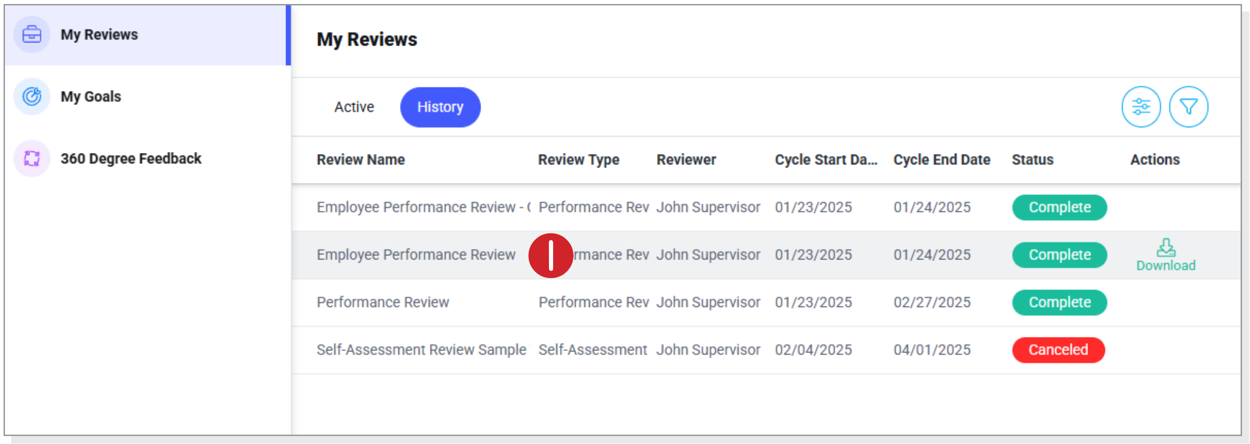


"History" Tab

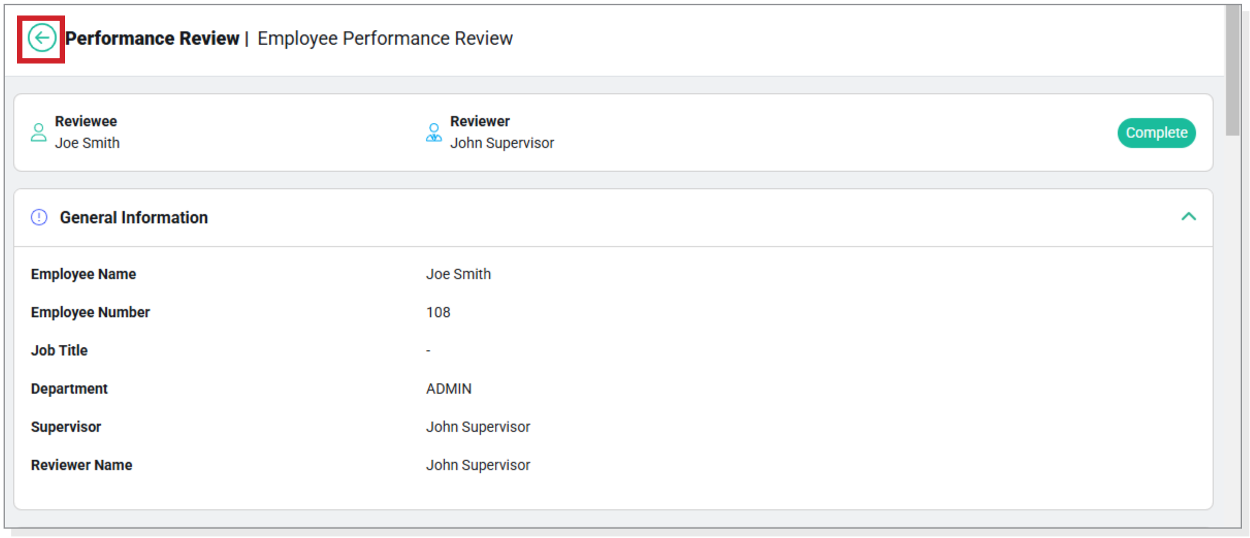
The "History" tab displays your completed and canceled reviews.

Viewing Review History

1. Select the review you want to view.

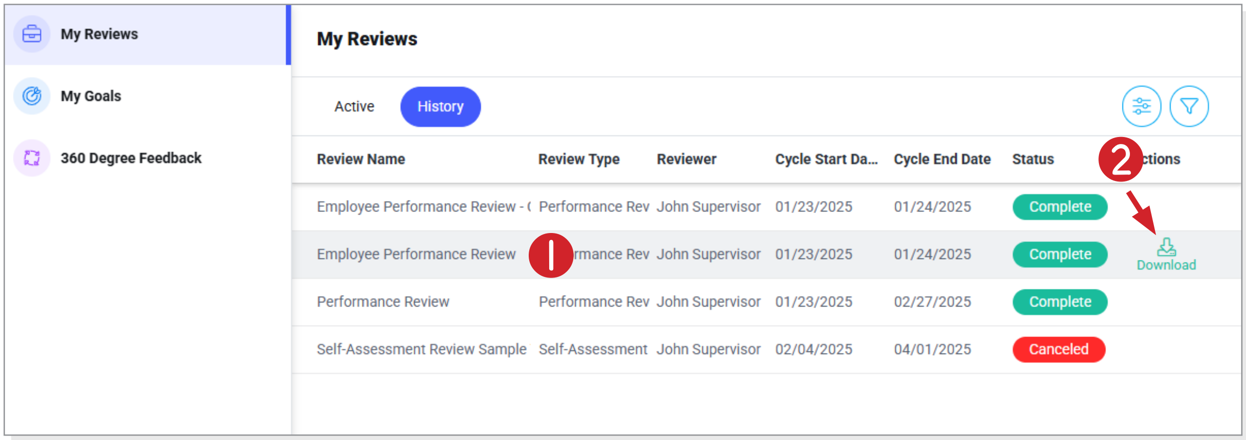


2. When you are done viewing the review, select the back arrow in the upper-left corner of the screen to return to the My Reviews screen.



Downloading Review History

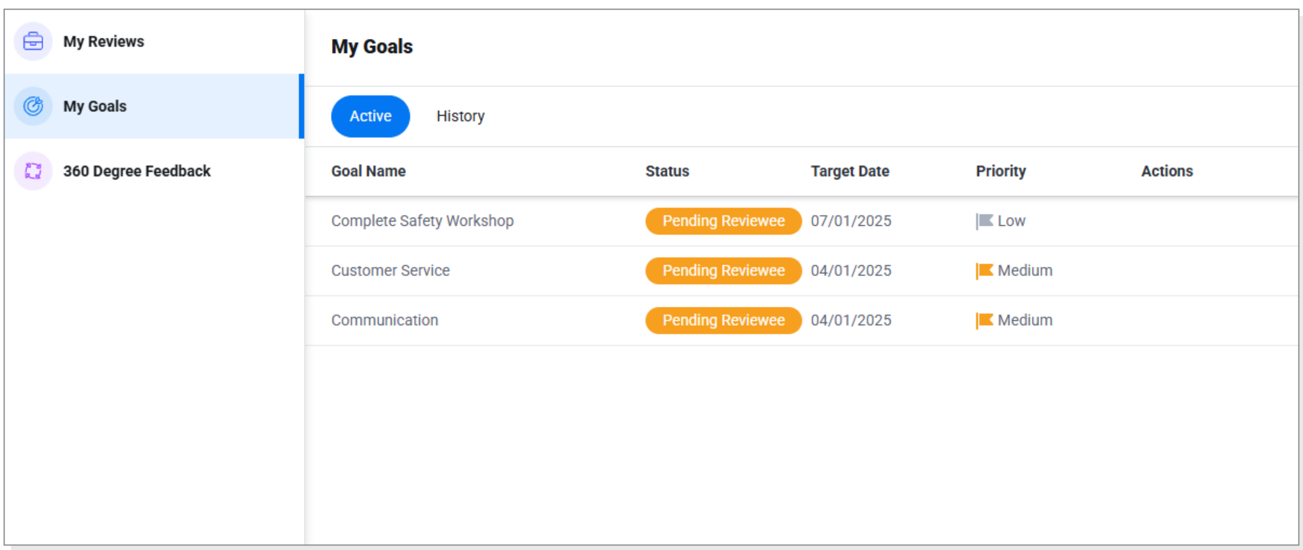
1. Hover over the review you want to download.
2. Select [Download].



MY GOALS

The My Goals screen displays the current and past goals assigned to you by your company's HR Department or manager.

Select the "Active" and "History" tabs at the top of the screen to navigate your goals.



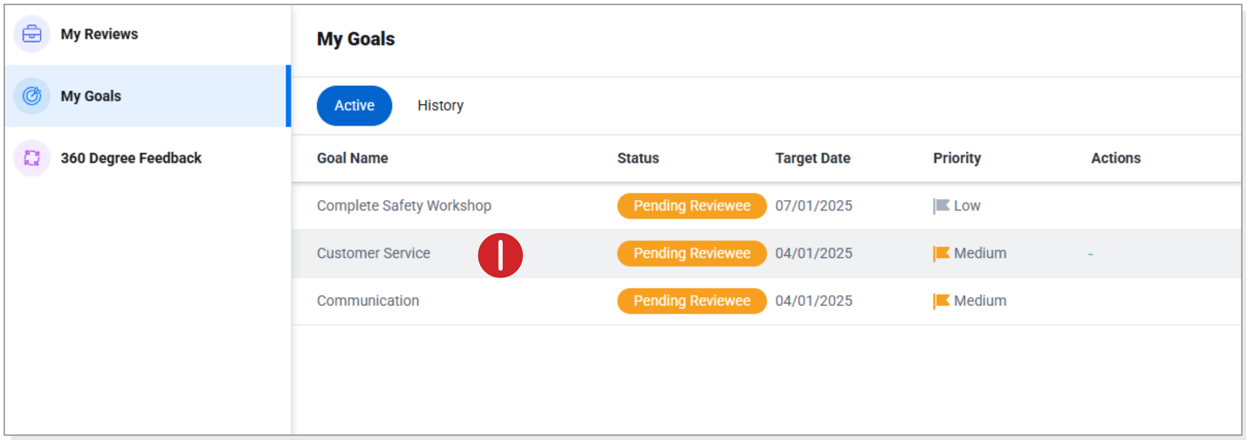
"Active" Tab

The "Active" tab displays your current goals.

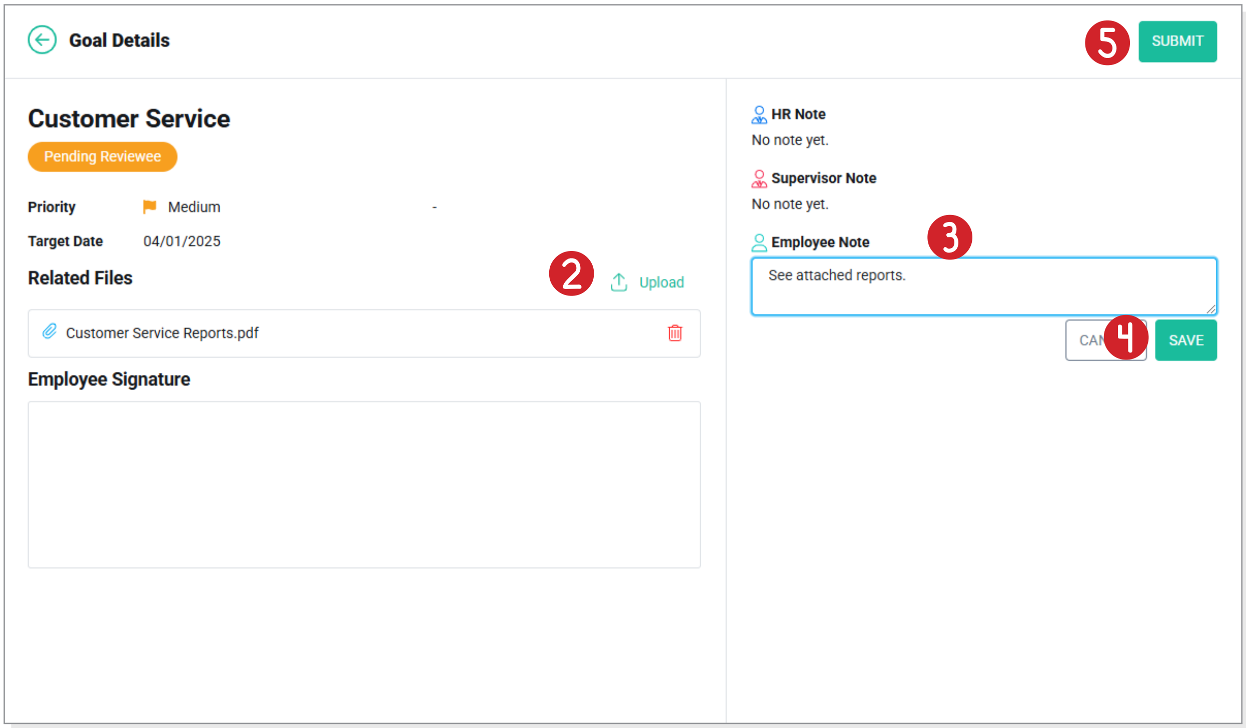
You must complete any goal with a status of "Pending Reviewee."

Completing Goals

1. Select the goal you want to complete.



2. In the *Related Files* section, upload any documents you want to attach.
3. In the *Employee Note* field, enter your notes.
4. To save your notes, select [SAVE] in the lower-right corner of the screen.
5. Select [SUBMIT].

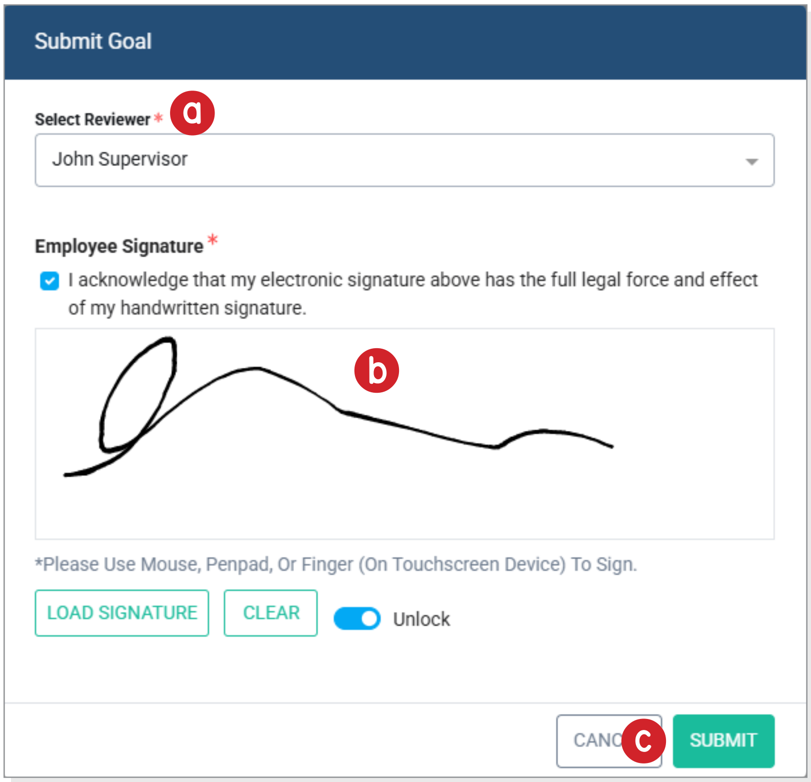


6. The Submit Goal pop-up window opens.

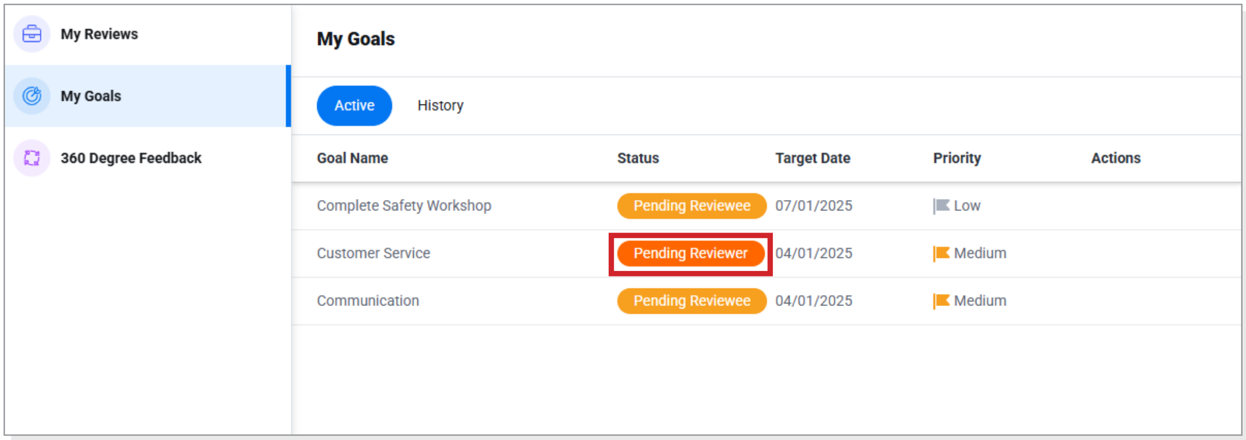
   (a) In the *Select Reviewer* dropdown menu, select your supervisor. This field may be populated by default.

   (b) In the *Employee Signature* field, use your mouse, penpad, or touchpad to sign your name.

   (c) Select [SUBMIT].



Once submitted, the goal will appear in the "Active" tab with a status of "Pending Reviewer" until it is approved by your supervisor.

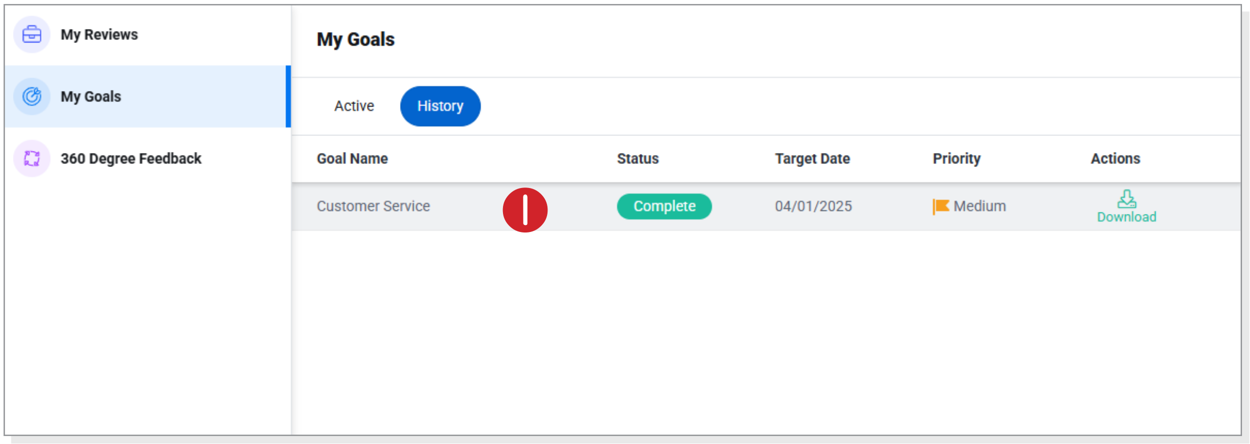


“History” Tab

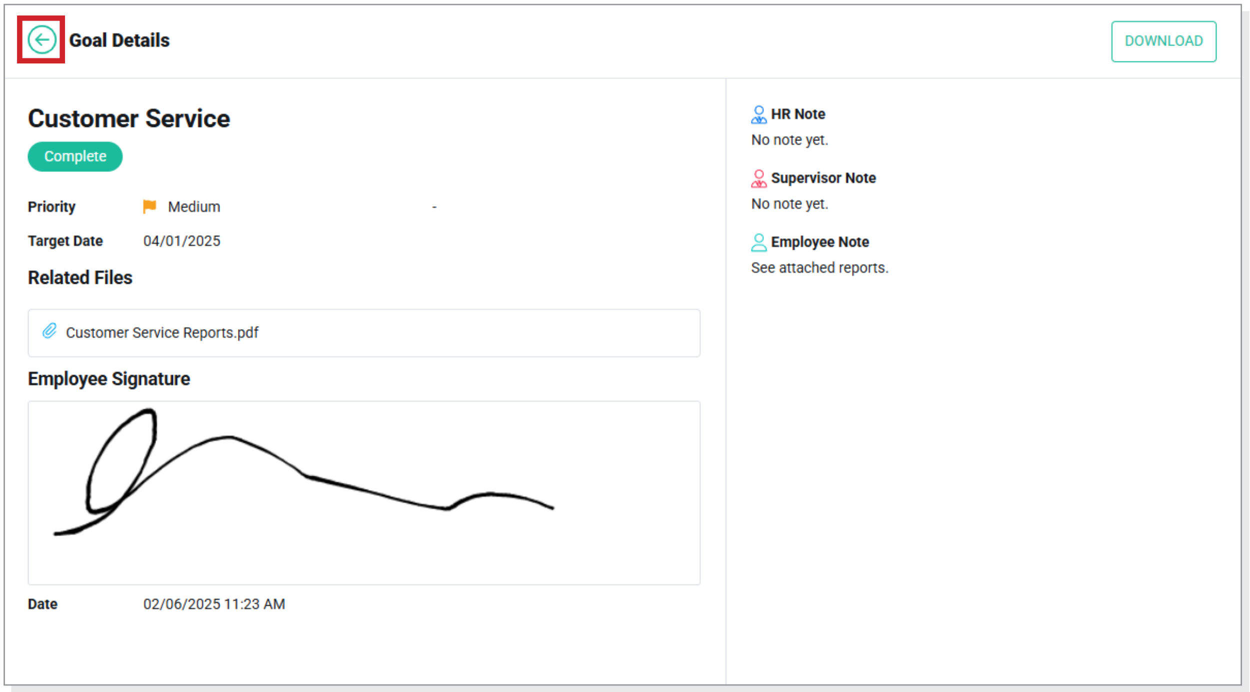
The “History” tab displays your completed and canceled goals.

Viewing Goal History

1. Select the goal you want to view.

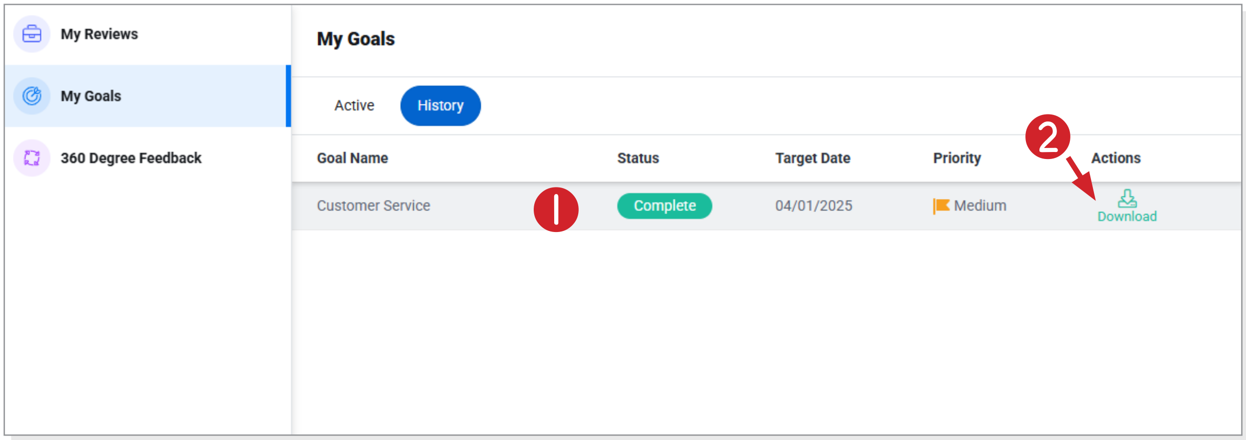


2. When you are done viewing the goal, select the back arrow in the upper-left corner of the screen to return to the My Goals screen.

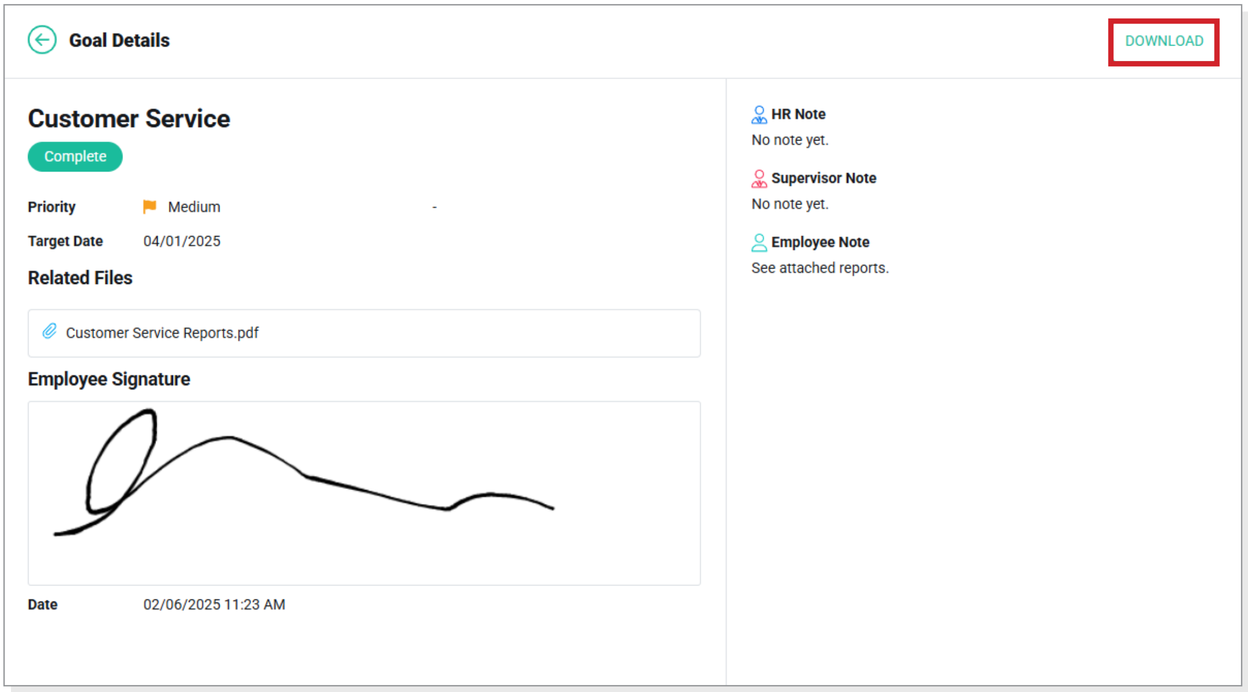


Downloading Goal History

1. Hover over the review you want to download.
2. Select [Download].



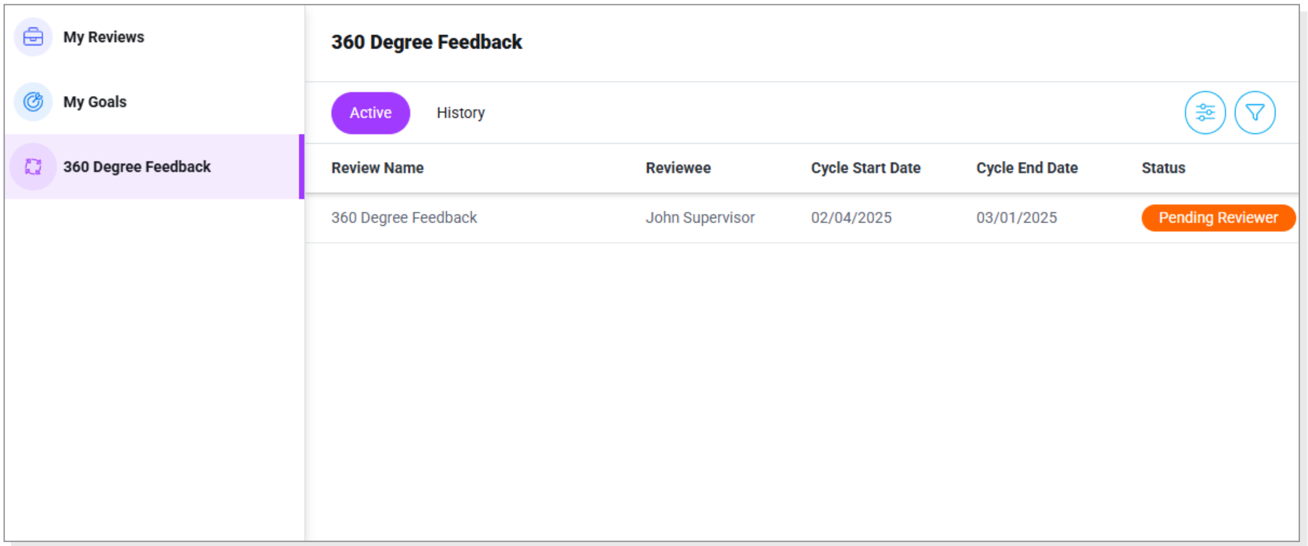
You can also download a goal history by selecting [DOWNLOAD] in the upper-right corner of the Goal Details screen.



360 DEGREE FEEDBACK

The 360 Degree Feedback screen displays your assigned and completed 360 degree feedback reviews. For this type of review, you are asked to rate the performance of another employee.

Select the “Active” and “History” tabs at the top of the screen to navigate your 360 degree feedback.



“Active” Tab

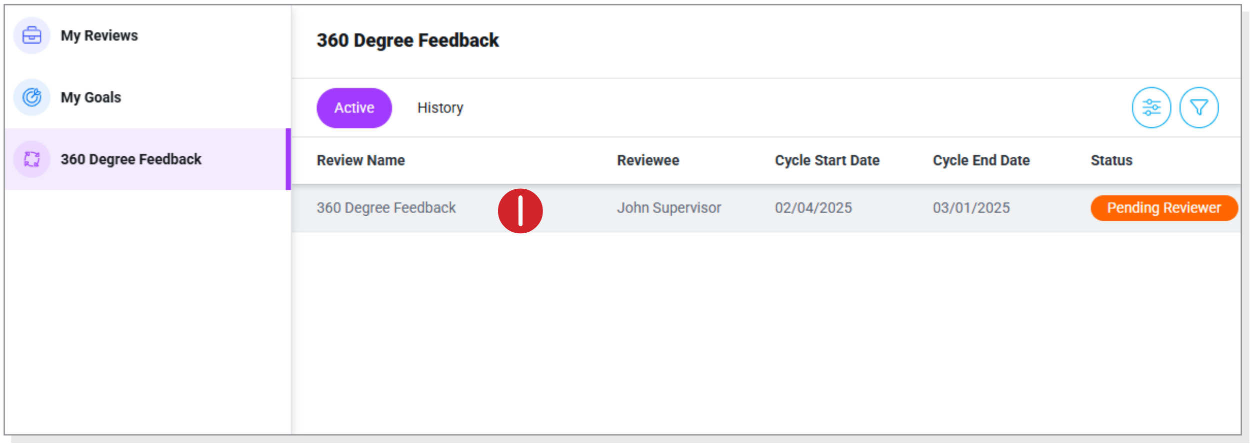
The “Active” tab displays your assigned 360 degree feedback.

You must complete any 360 degree feedback with a status of “Pending Reviewer.”

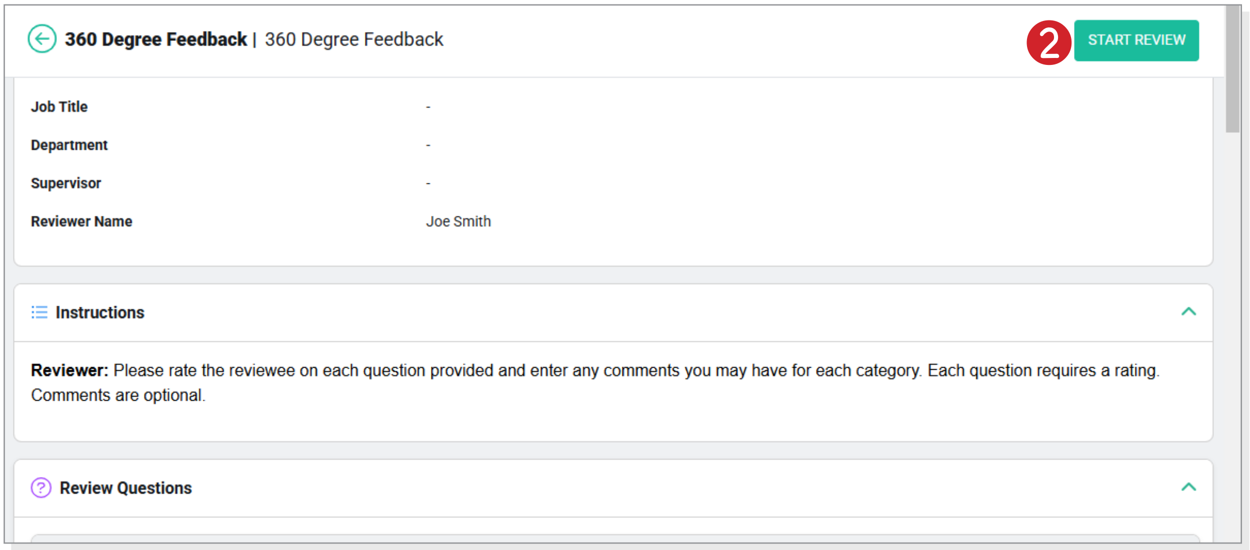
Completing 360 Degree Feedback

Note: You may not see all of the sections and fields reviewed in these steps. Review settings are determined by your company’s HR Department and can vary by review.

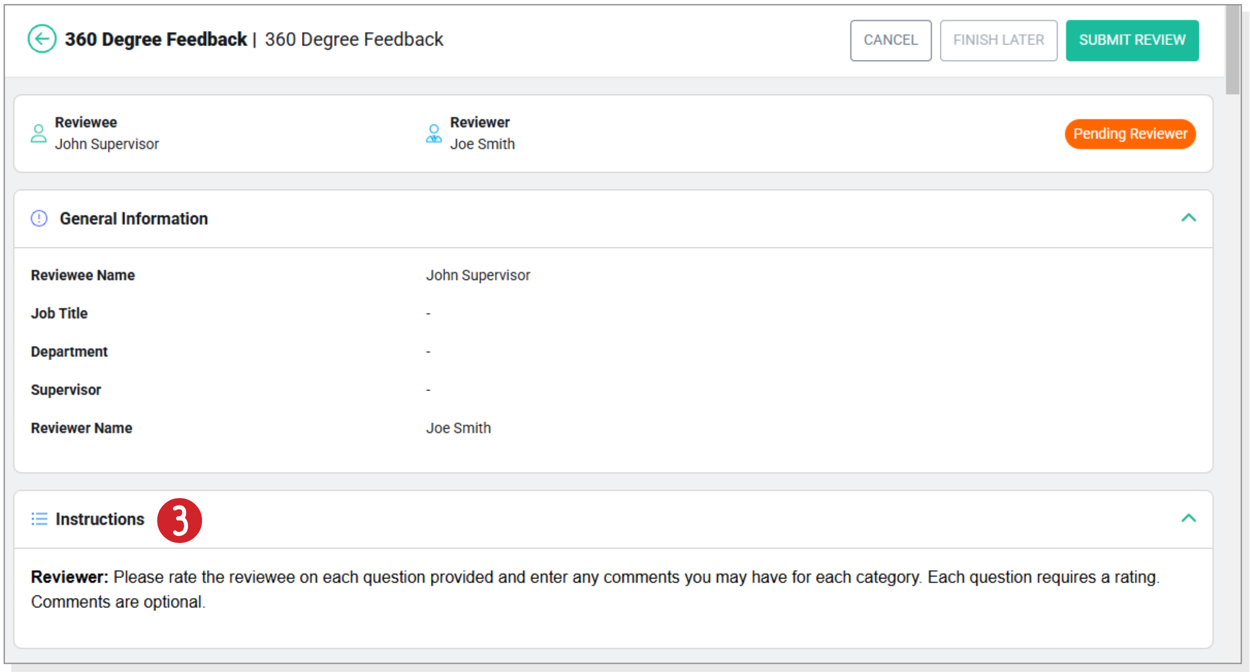
1. Select the 360 degree feedback you want to complete. The employee you will review is listed in the *Reviewee* column.



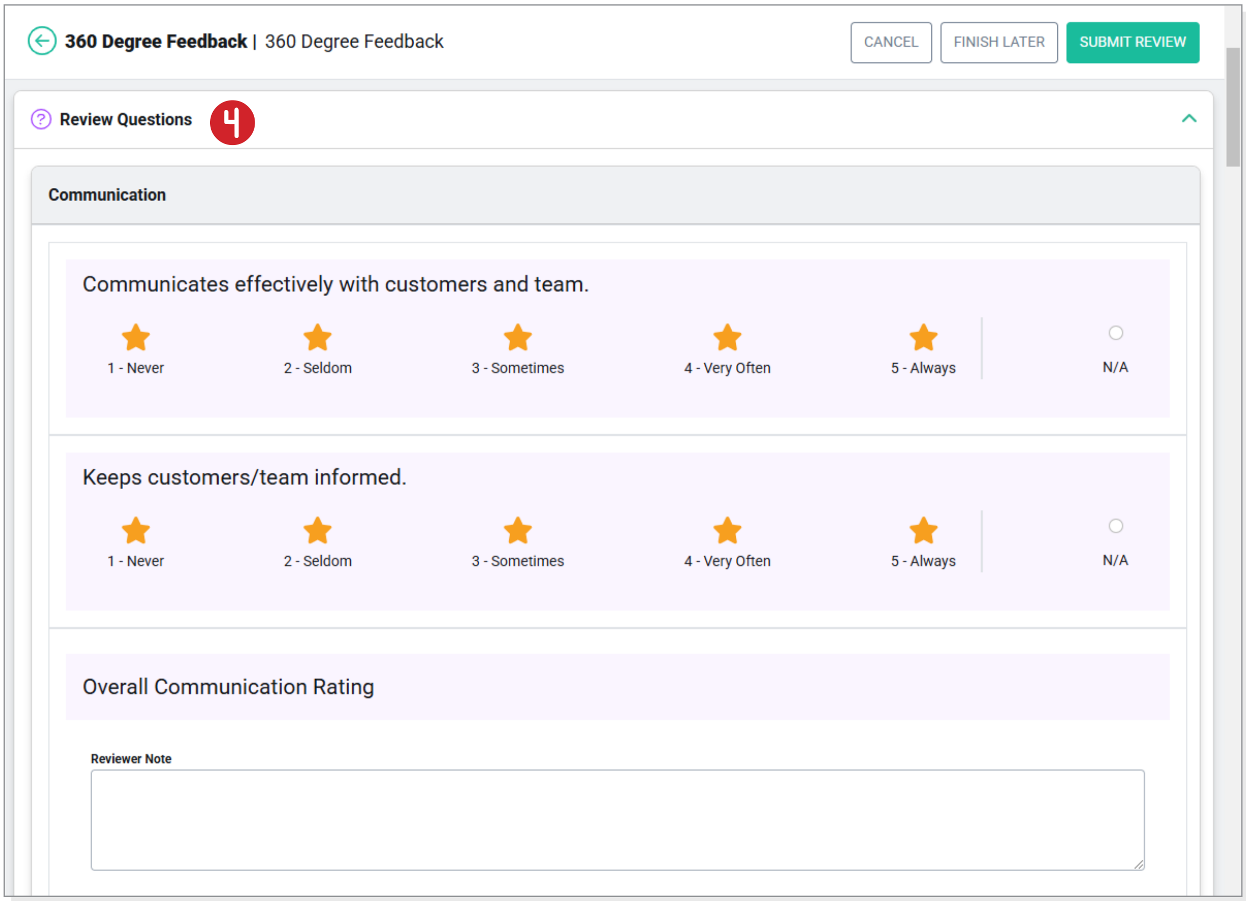
2. In the upper-right corner of the screen, select [START REVIEW].



3. In the *Instructions* section, review the instructions.

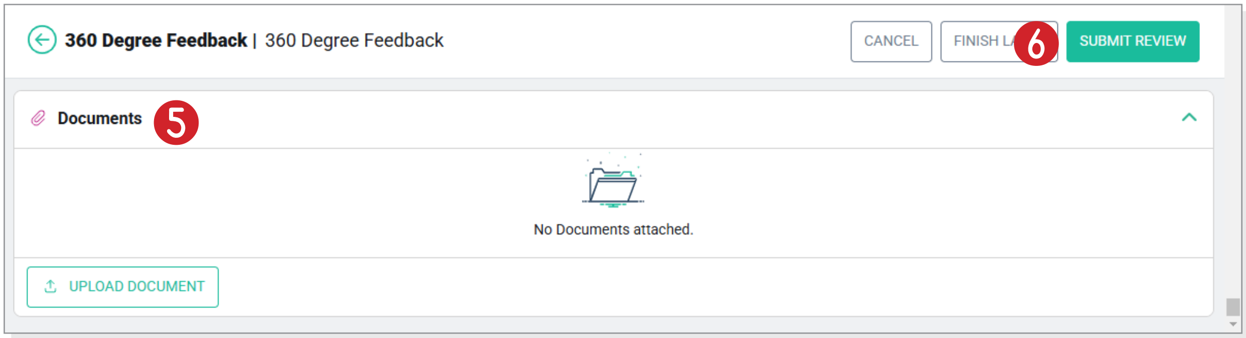


4. In the *Review Questions* section, rate the performance of the reviewee. This section may include rating scale questions, comments, or both.

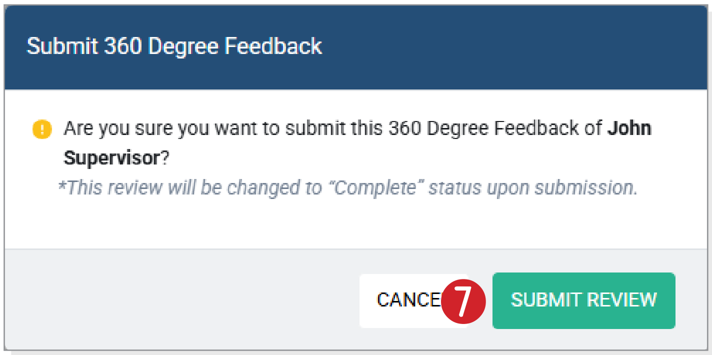


5. In the *Documents* section, review any attached documents. If you want to attach any documents to the review, select the [UPLOAD DOCUMENT] button at the bottom of the section.

6. Select [SUBMIT REVIEW].



7. The Submit 360 Degree Feedback dialog box opens. Select [SUBMIT REVIEW].

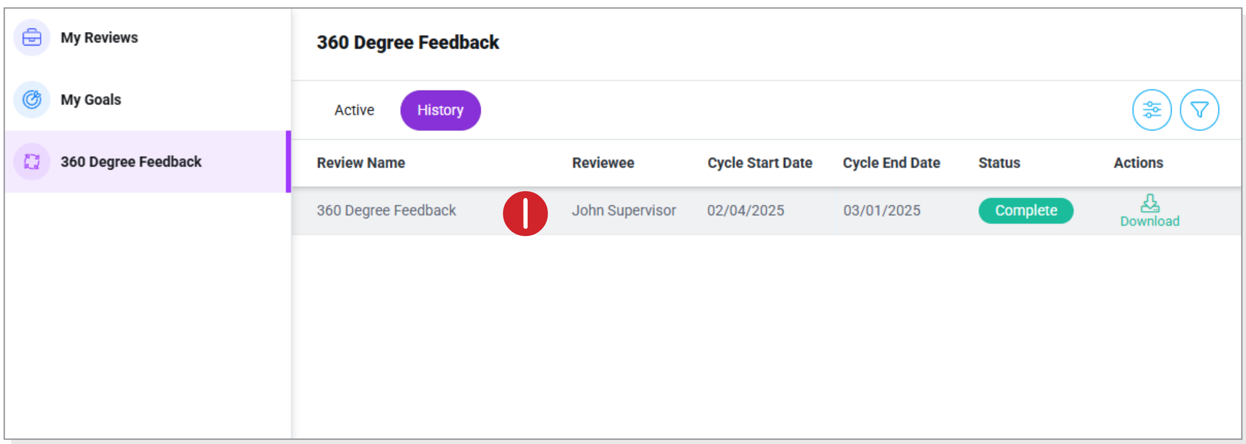


"History" Tab

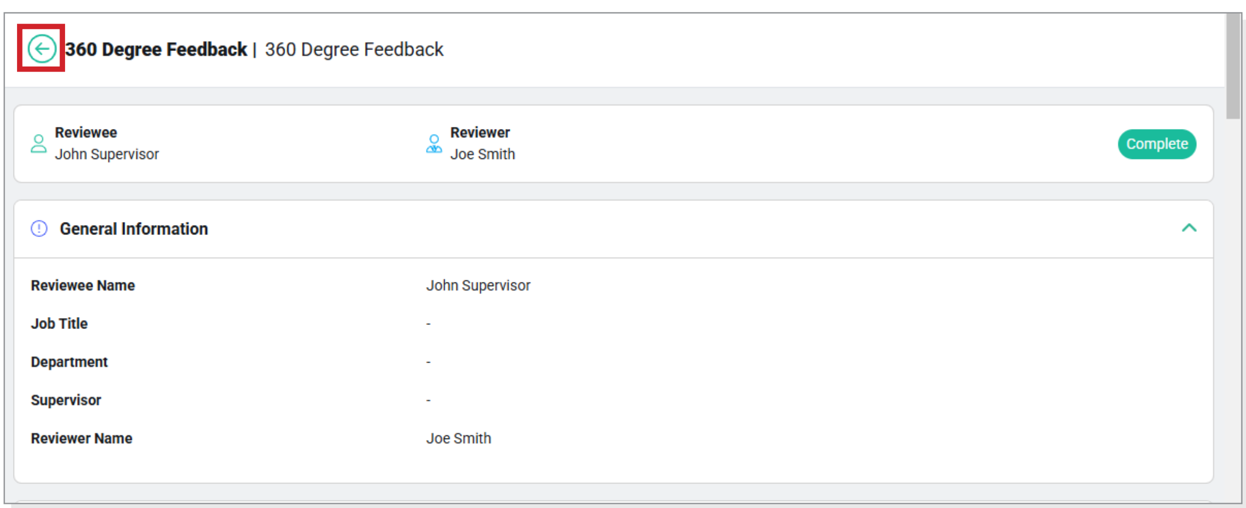
The "History" tab displays your completed 360 degree feedback.

Viewing 360 Degree Feedback History

1. Select the 360 degree feedback you want to view.

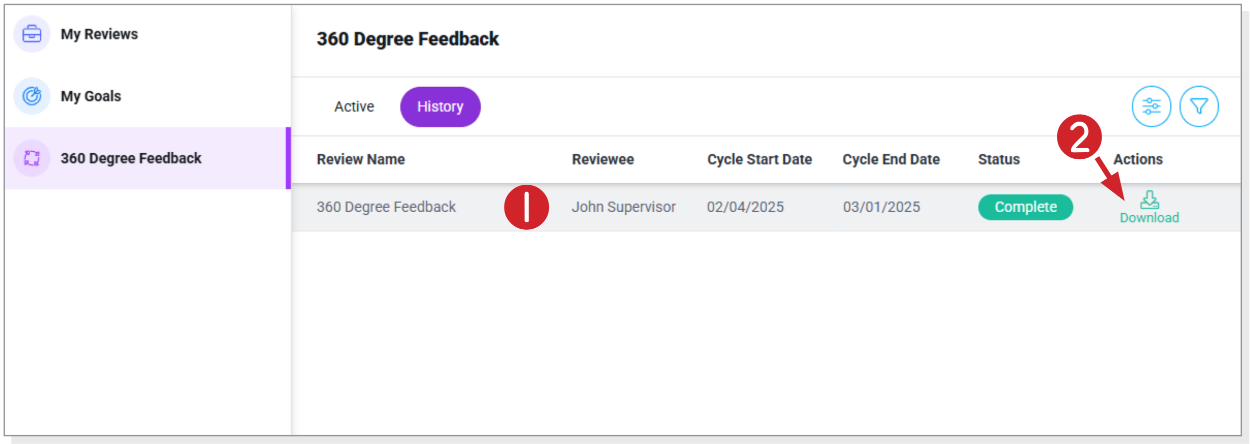


2. When you are done viewing the 360 degree feedback, select the back arrow in the upper-left corner of the screen to return to the 360 Degree Feedback screen.



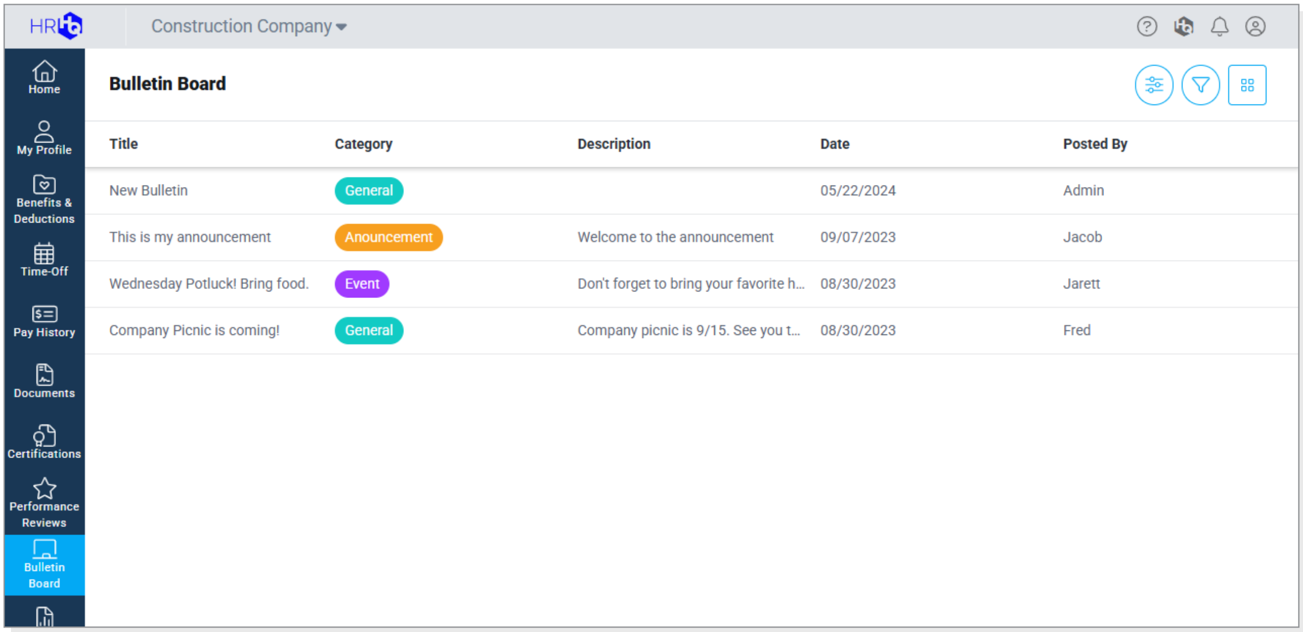
Downloading 360 Degree Feedback History

1. Hover over the review you want to download.
2. Select [Download].



hrHQ BULLETIN BOARD

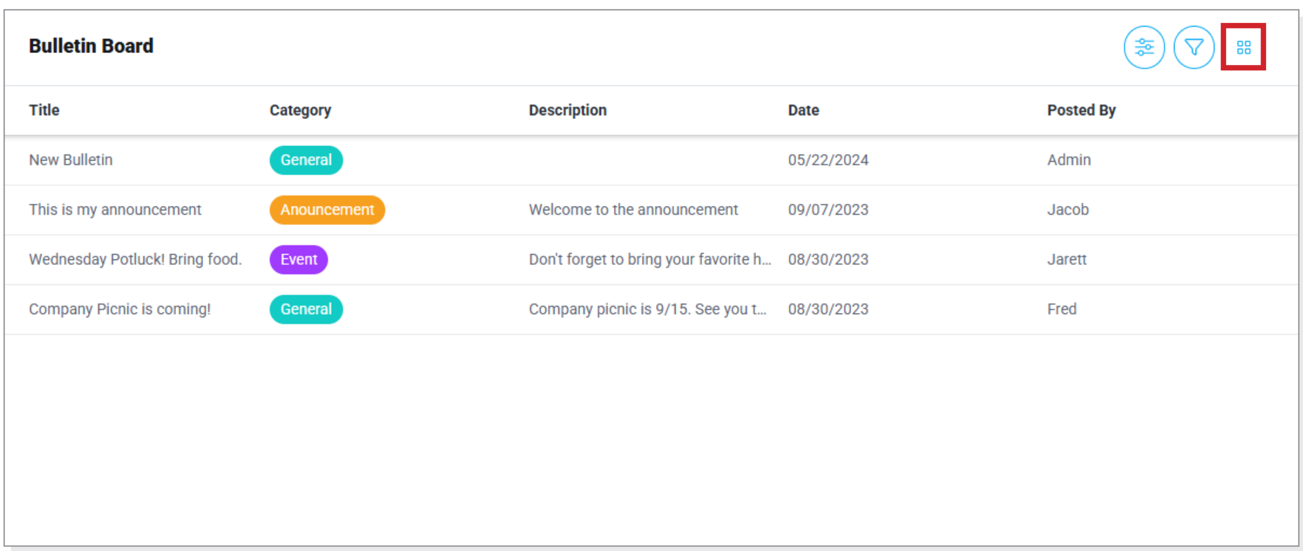
The Bulletin Board screen is where your company's HR Department will post company news, HR events, and any other useful information.



BULLETIN BOARD SCREEN DISPLAYS

You have two options for viewing the Bulletin Board screen, the grid display or the list display.

To change the current view, select the display icon in the upper-right corner of the screen.

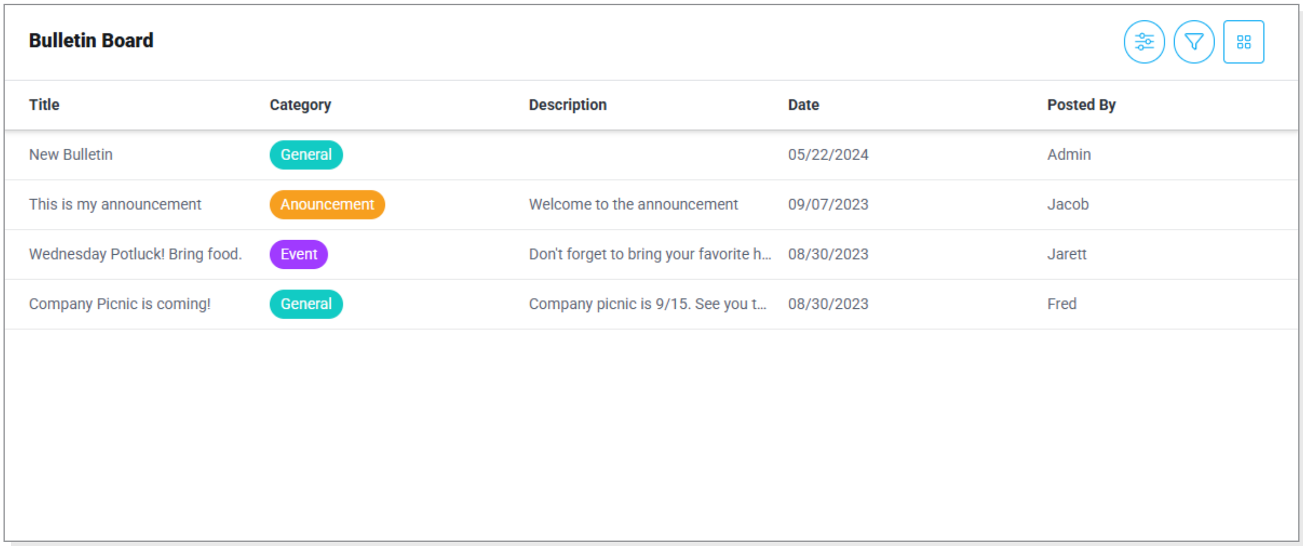


Note: The display icon design changes based on your current view.

List Display

The List Display lists posts in a tabular format.

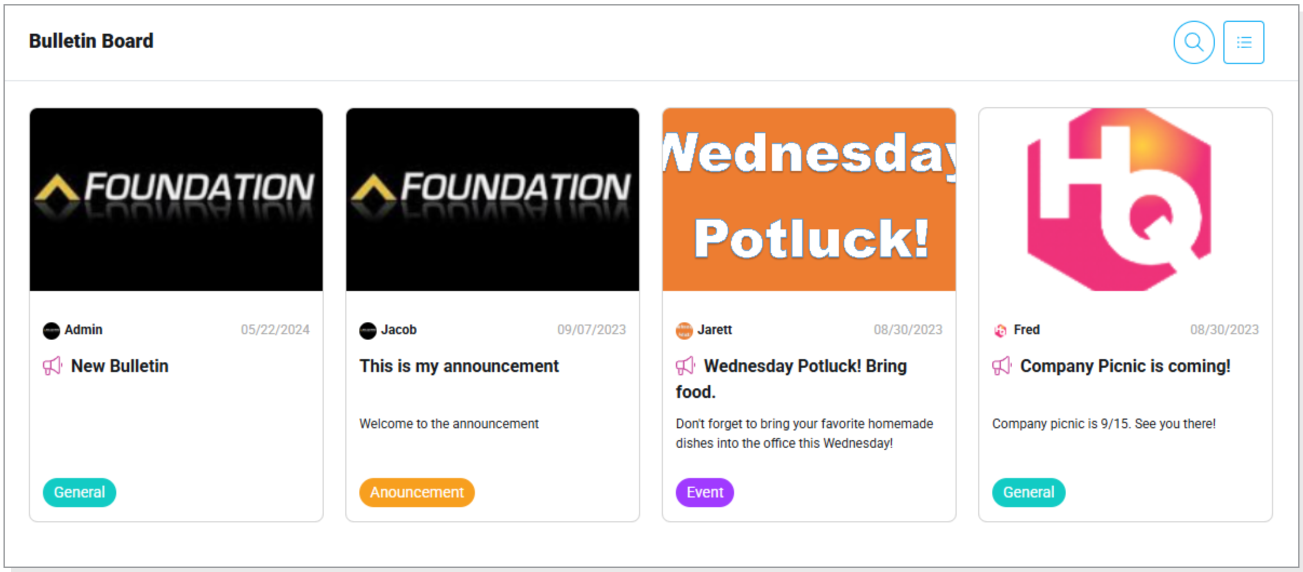
This view can be filtered by selecting the filter icon in the upper-right corner of the screen.



Grid Display

The Grid Display lists posts in a tile format.

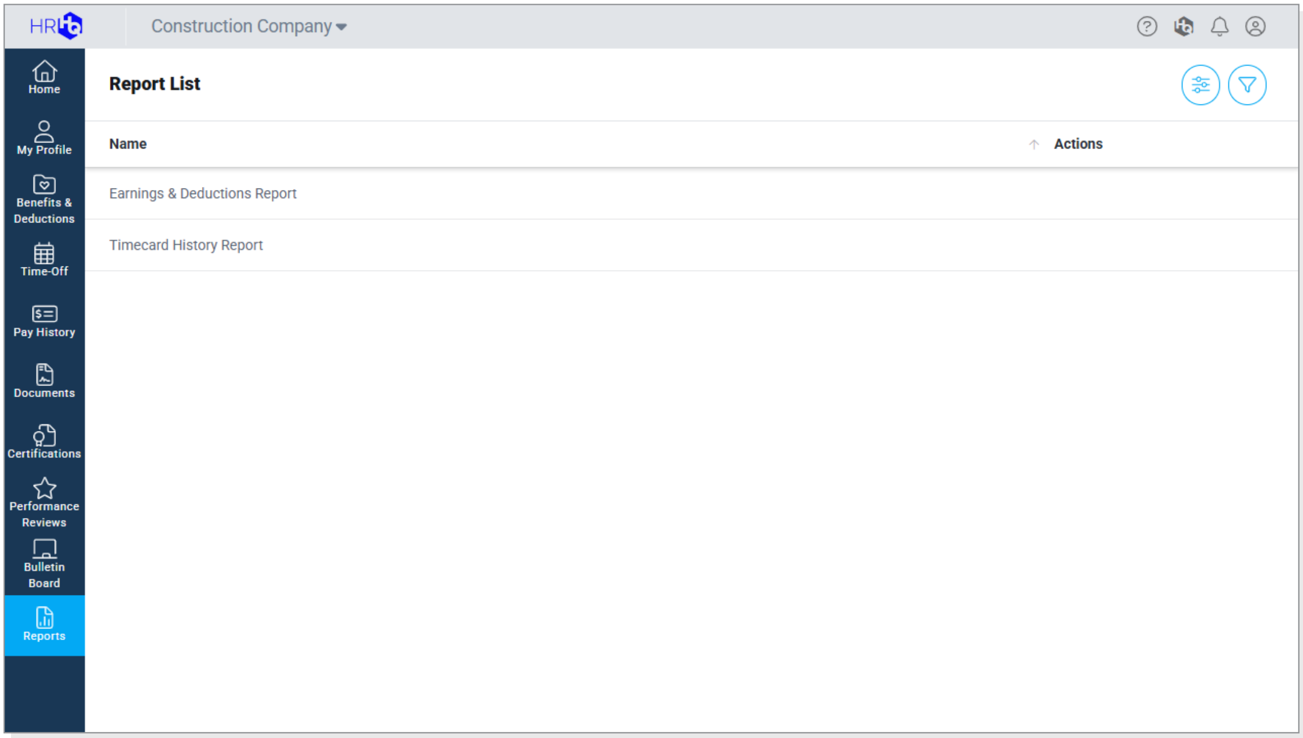
This display includes the same information as the List Display with the addition of a thumbnail image.



hrHQ REPORTS

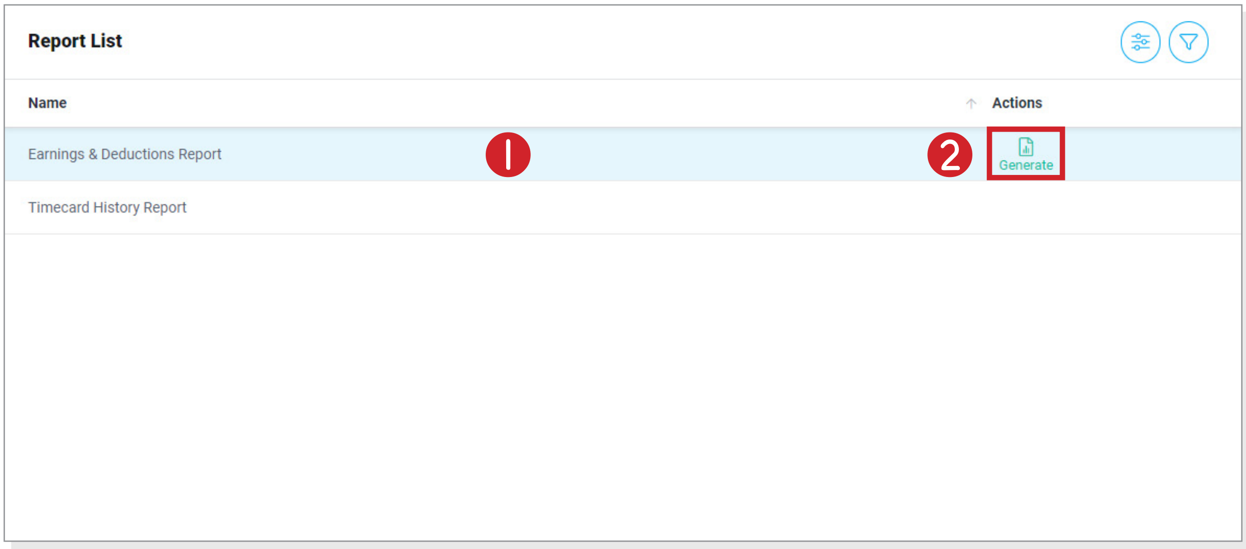
The Reports screen is where you can run timecard and pay reports based on your selected date range.

Available reports appear in the Report List.

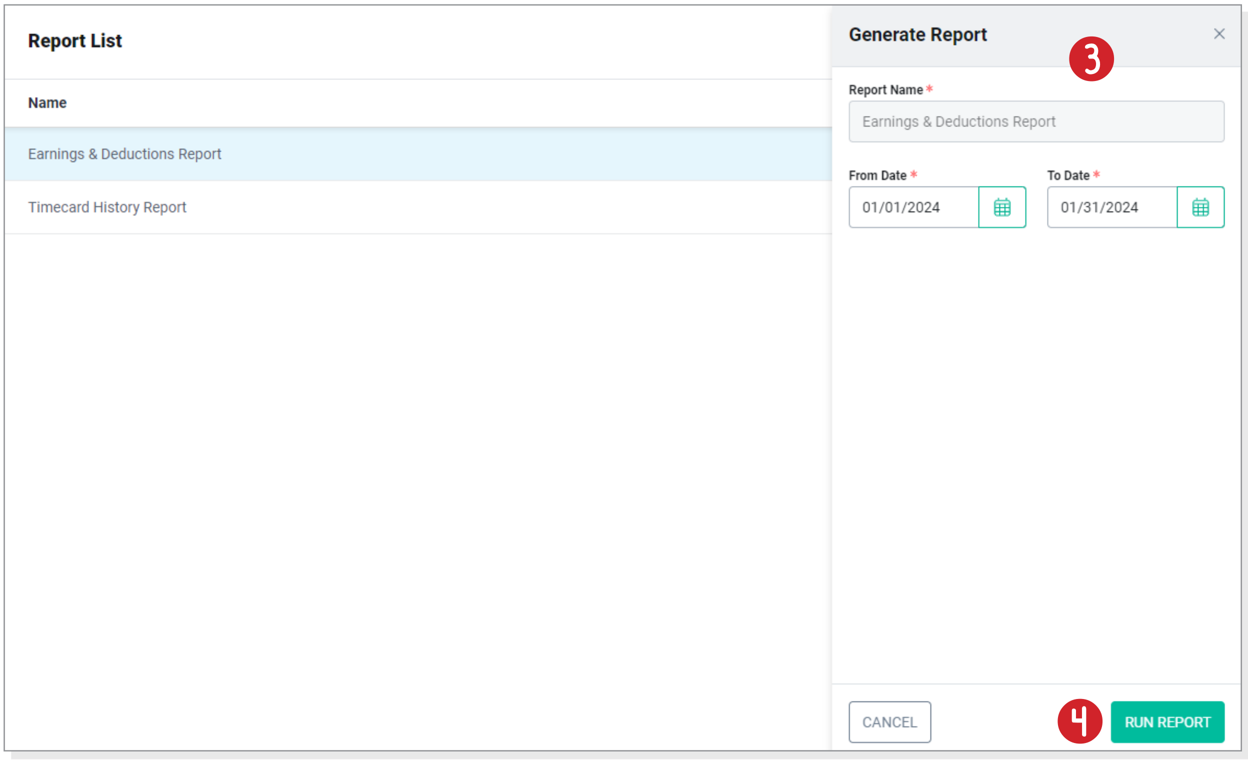


RUNNING REPORTS

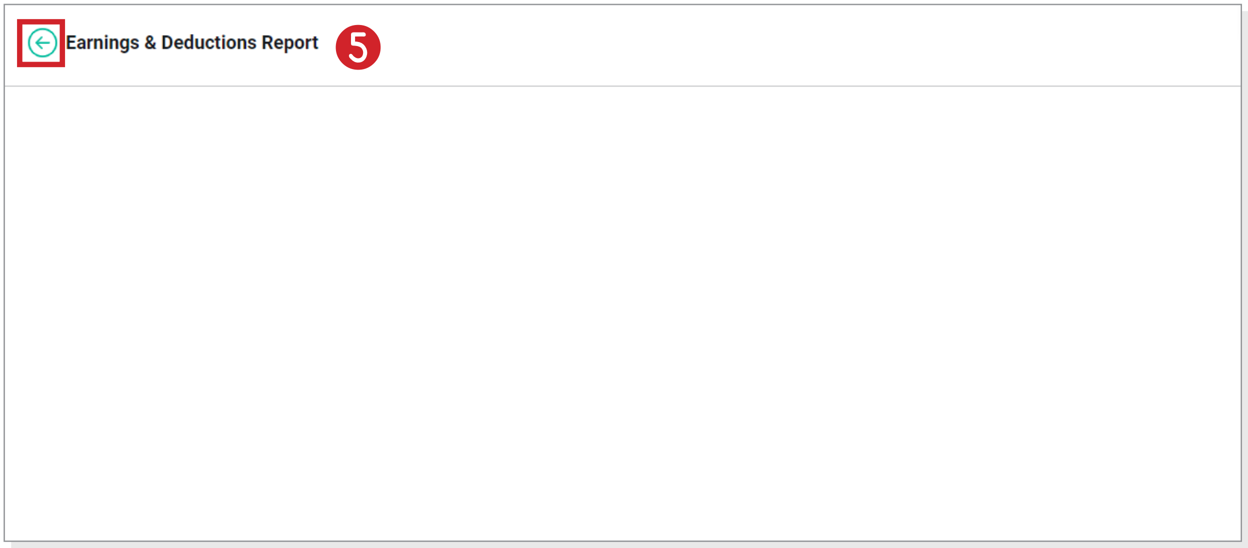
1. Hover over the report you want to run. A [Generate] button appears in the *Actions* column.
2. Select [Generate]. The Generate Report pane opens on the right side of the screen.



3. Complete all required fields.
4. Select [RUN REPORT] in the lower-right corner of the screen.



5. Your report generates. Click on the arrow icon to return to the Reports screen.

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