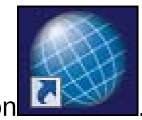
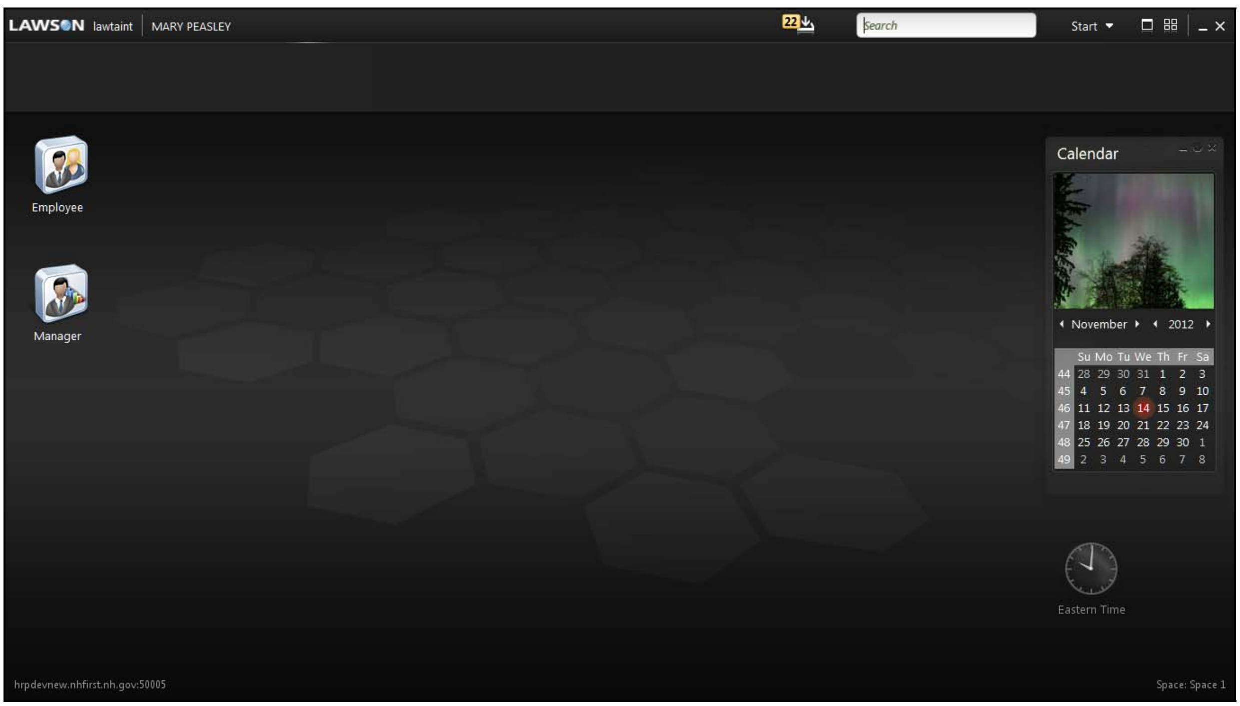
LTM – Create Requisition

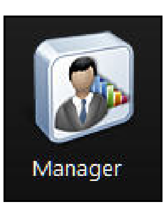
Purpose:	Managers will use the NHFIRST Manager Space to create requisitions.

Managers will use the NHFIRST Rich Client to create requisitions.

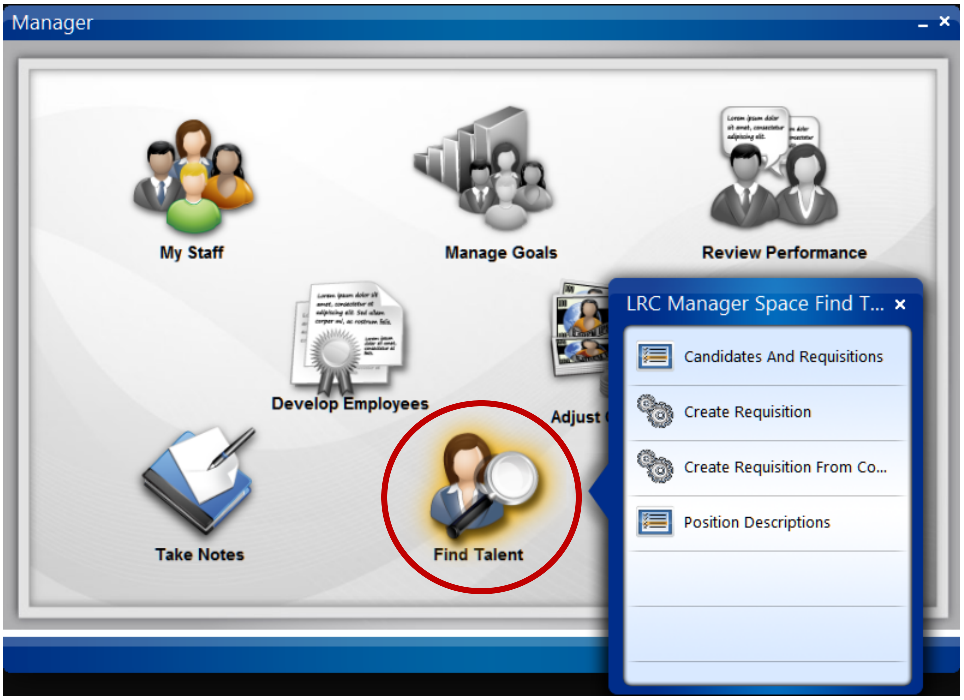
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



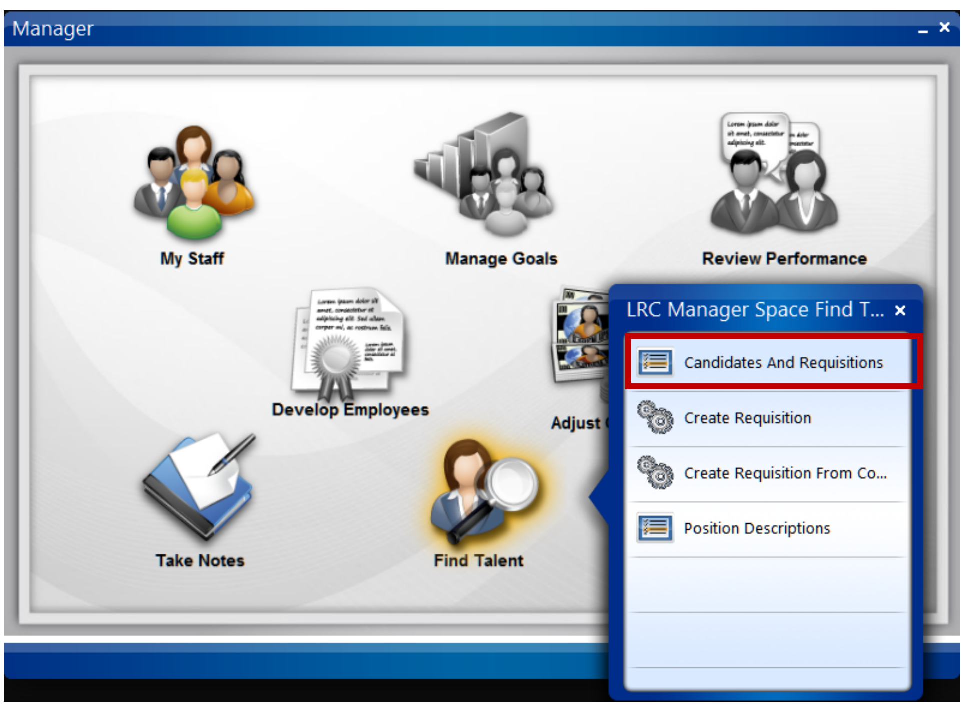
2. From the canvas, double-click the **Manager** icon:



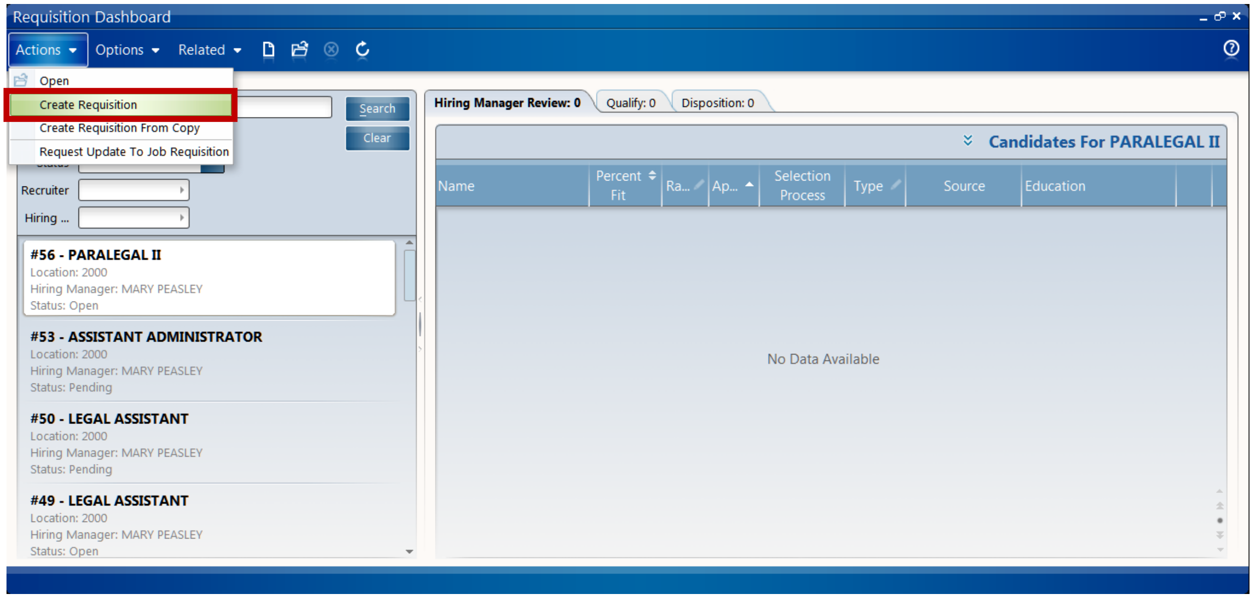
3. Hover your cursor over **Find Talent**.



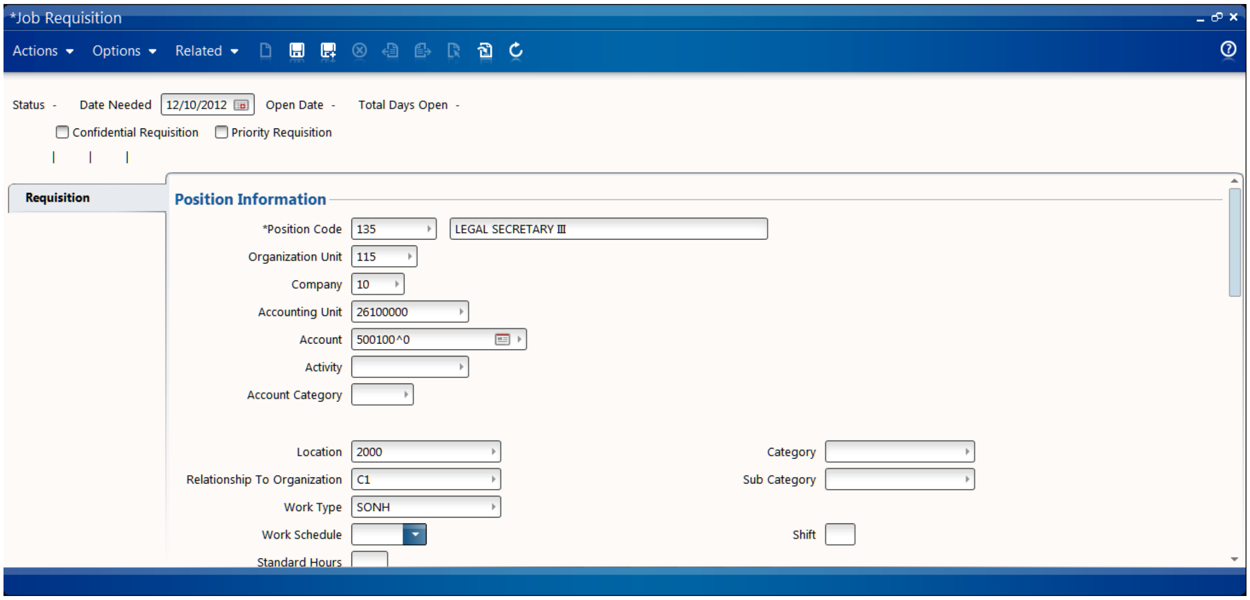
4. Click **Candidates and Requisitons**.



5. On the **Requisitions Dashboard**, click **Actions > Create Requisitions**.

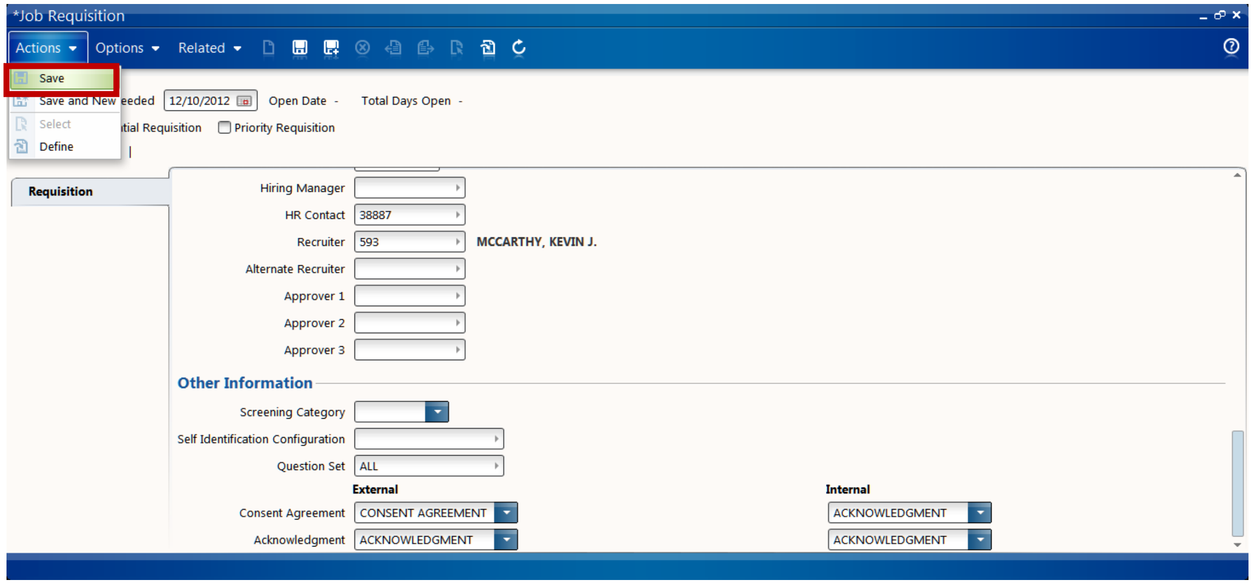


6. Using the table below as reference, fill out the **Job Requisition** form.

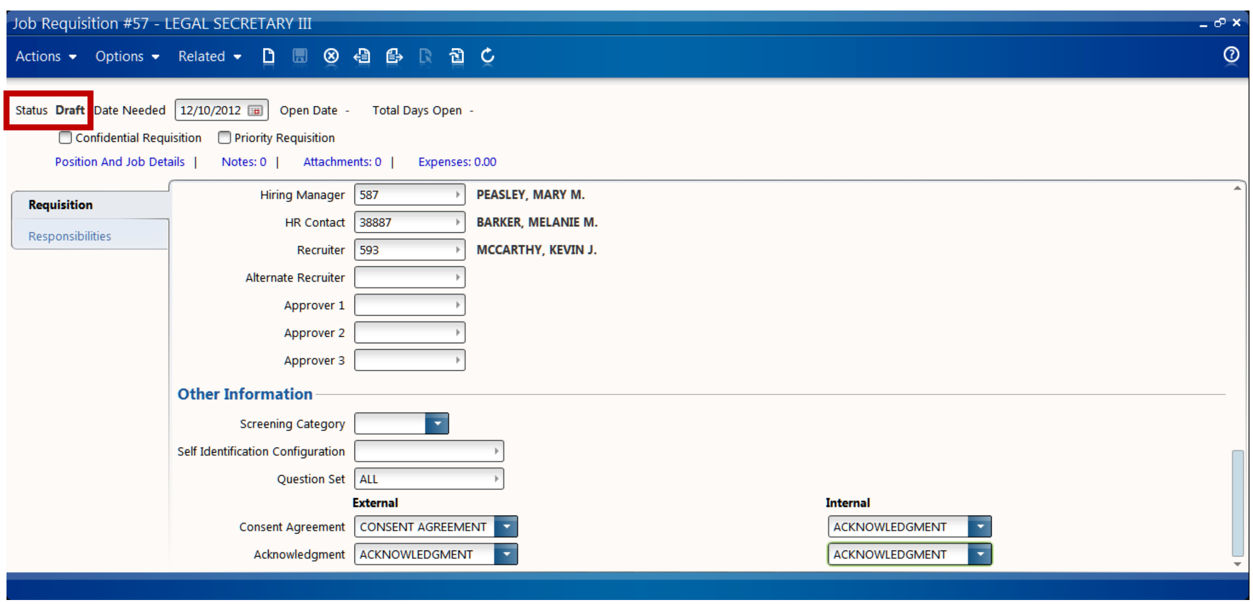


Field	**Value**
Date Needed	Select the date the requisition needs to be filled from the calendar, or enter the date the requisition needs to be filled in the format MMDDYYYY or MM/DD/YYYY
Position Information	
Position Code	Select the position to recruit for.
Opening Information	
Reason For Opening	Select the reason for creating the job requisition
Contacts	
Recruiter	Select the recruiter for this requisition
Approver 1	If applicable, select the first approver for this requisition.
Approver 2	If applicable, select the second approver for this requisition.
Approver 3	If applicable, select the third approver for this requisition.

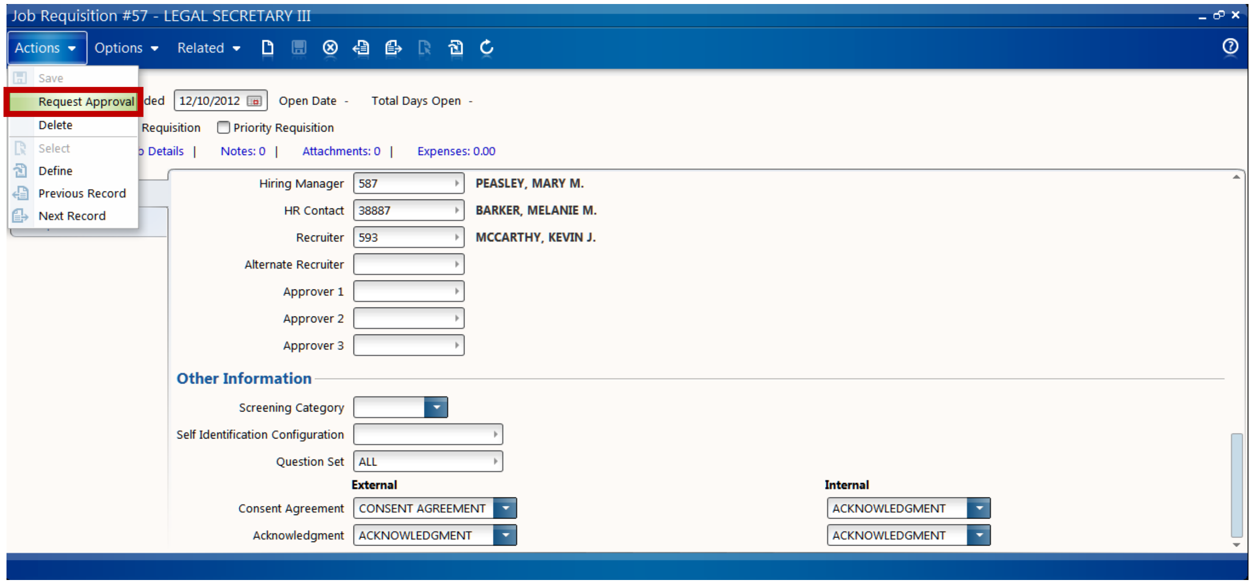
7. When you are finished, click **Actions > Save**.



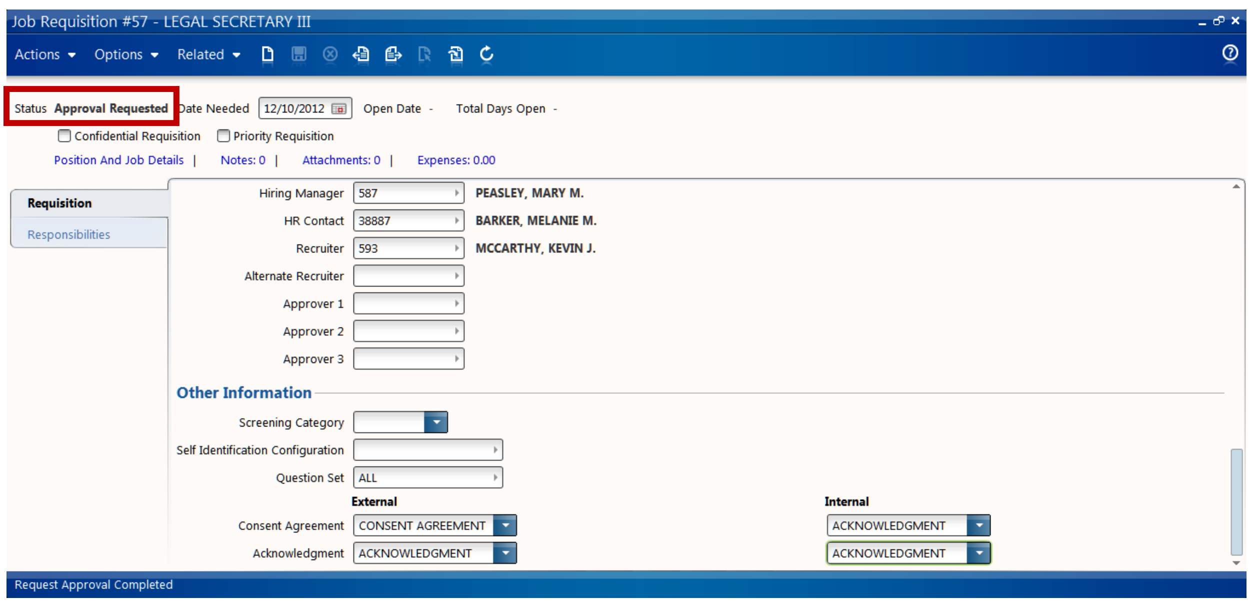
Note that the requisition **Status** is now "Draft".



8. To submit the requisition, click Actions > Request Approval.



The **Status** of the requisition is now "Approval Requested".



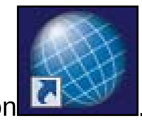
If one or more approvers are entered, the request will be routed to each approver in turn, before the status of the requisition changes to "Pending".
If no approvers are entered, the status of the requisition changes to “Pending”.

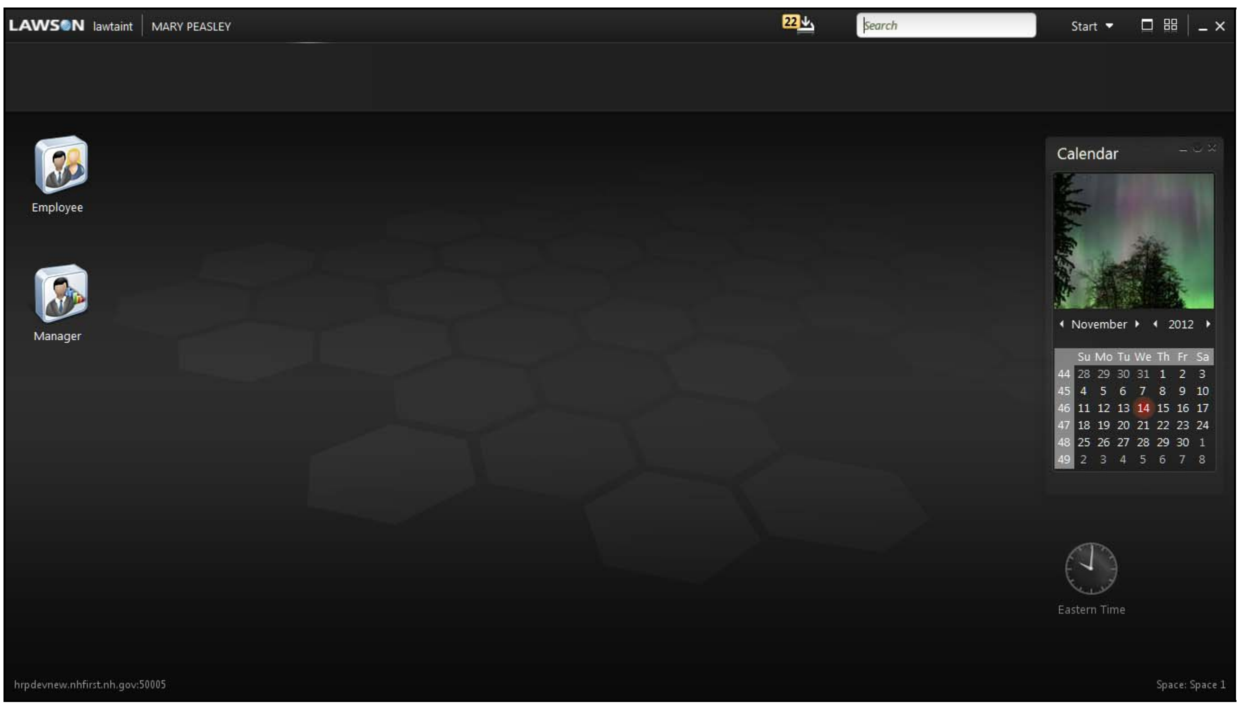
You have successfully completed this task.

LTM – Add Notes to Requisition

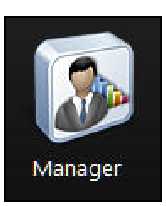
Purpose:	Managers will use the NHFIRST Manager Space to add notes to a requisition.

Managers will use the NHFIRST Rich Client to add notes to a requisition.

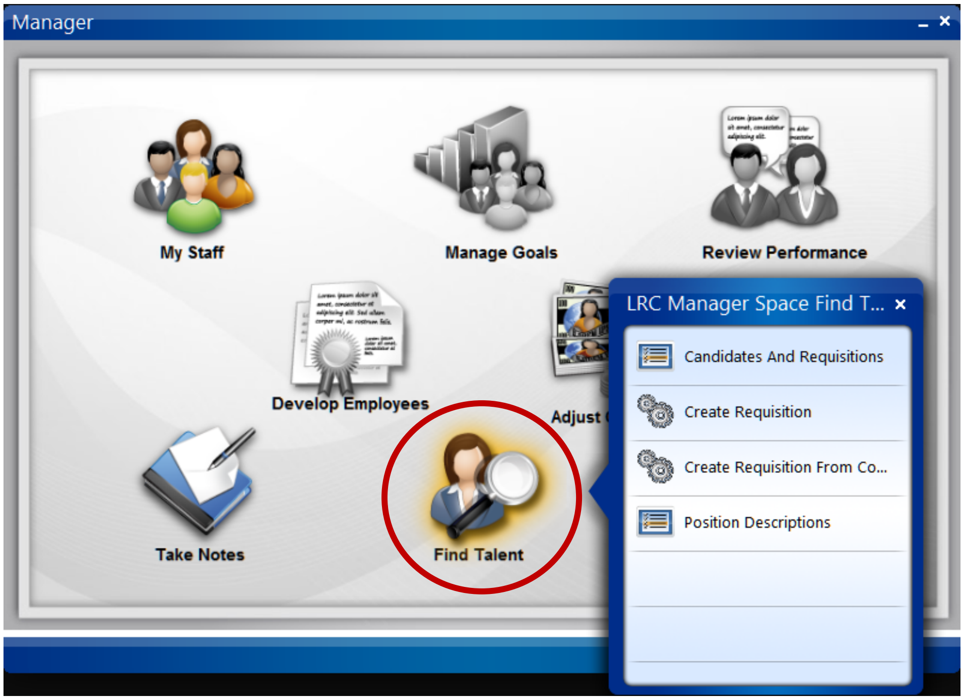
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



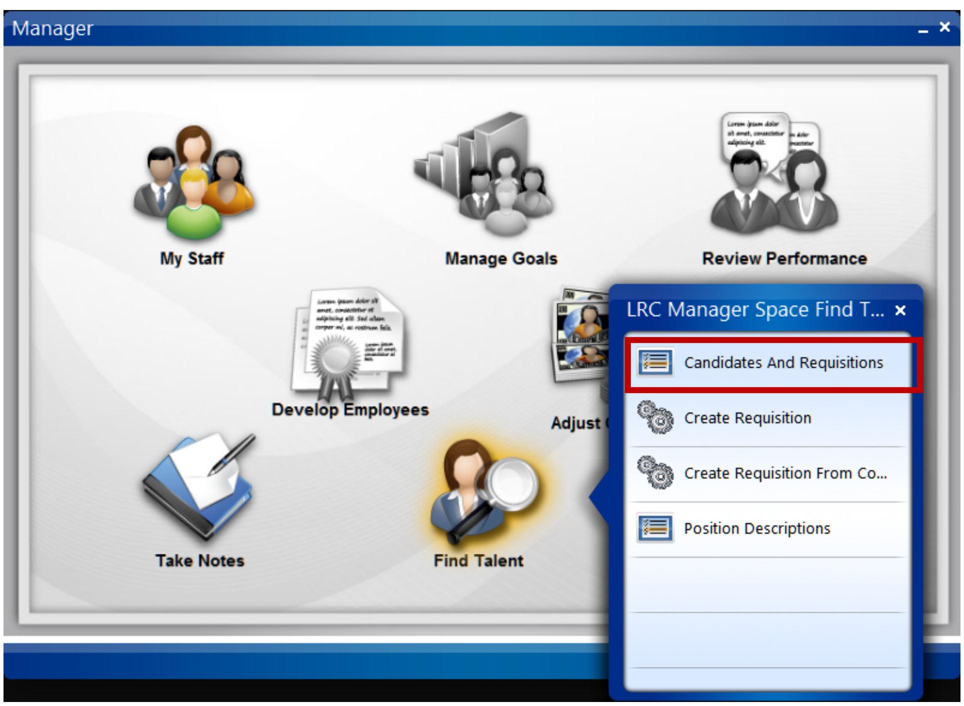
2. From the canvas, double-click the **Manager** icon:



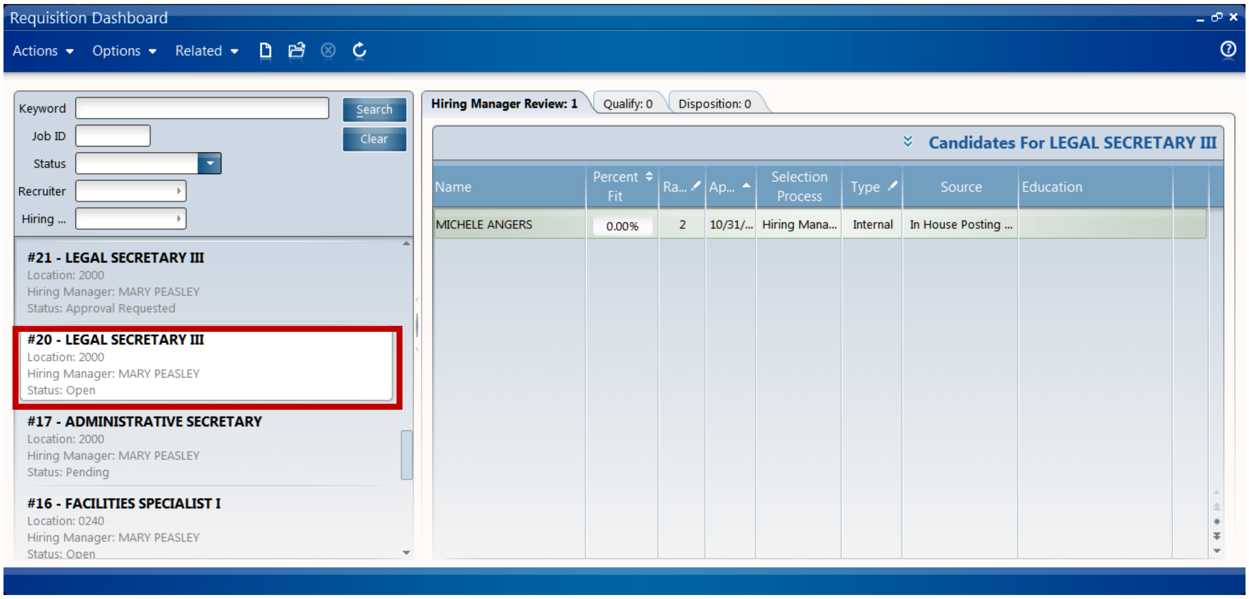
3. Hover your cursor over **Find Talent**.



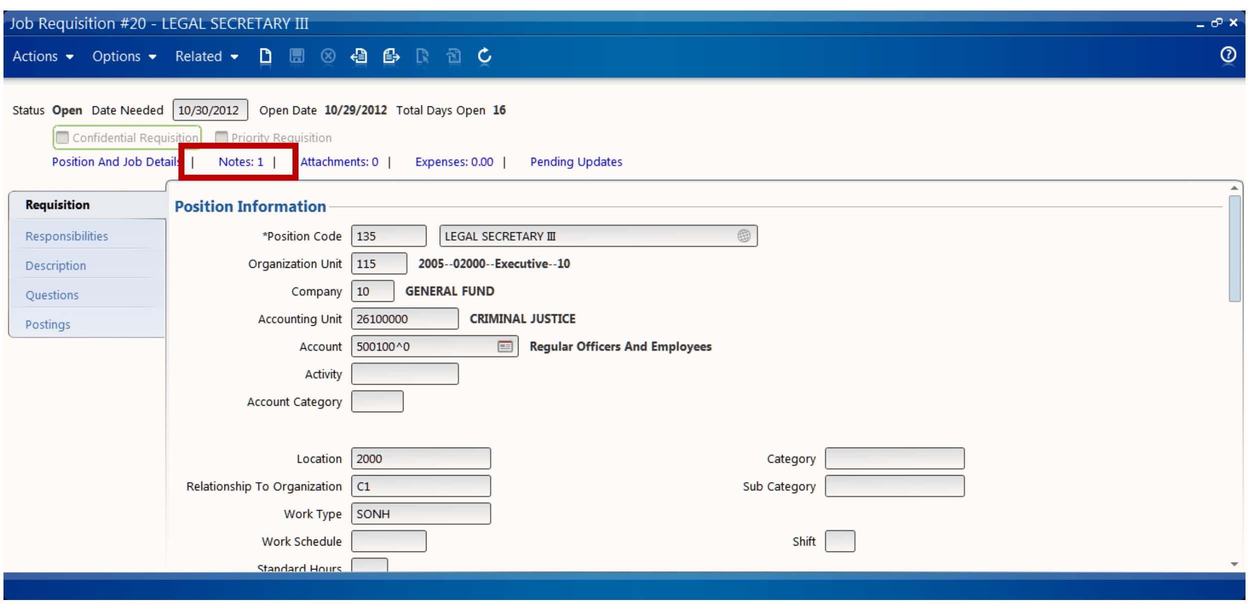
4. Click **Candidates and Requisitons**.



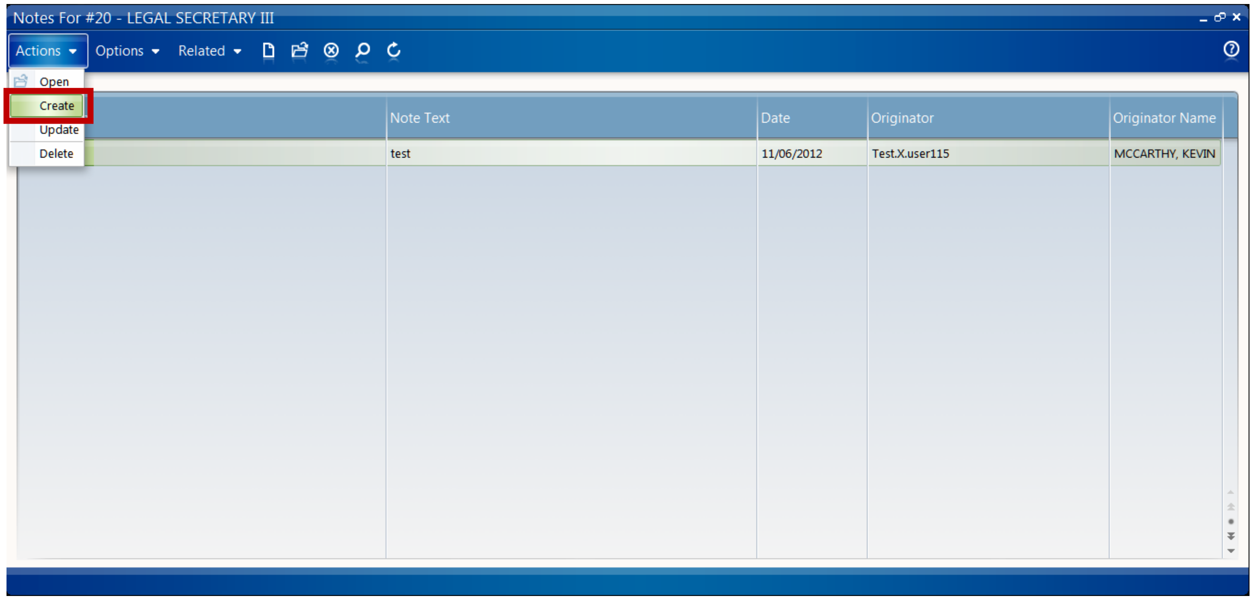
5. Double click the Requisition you want to attach a note to.



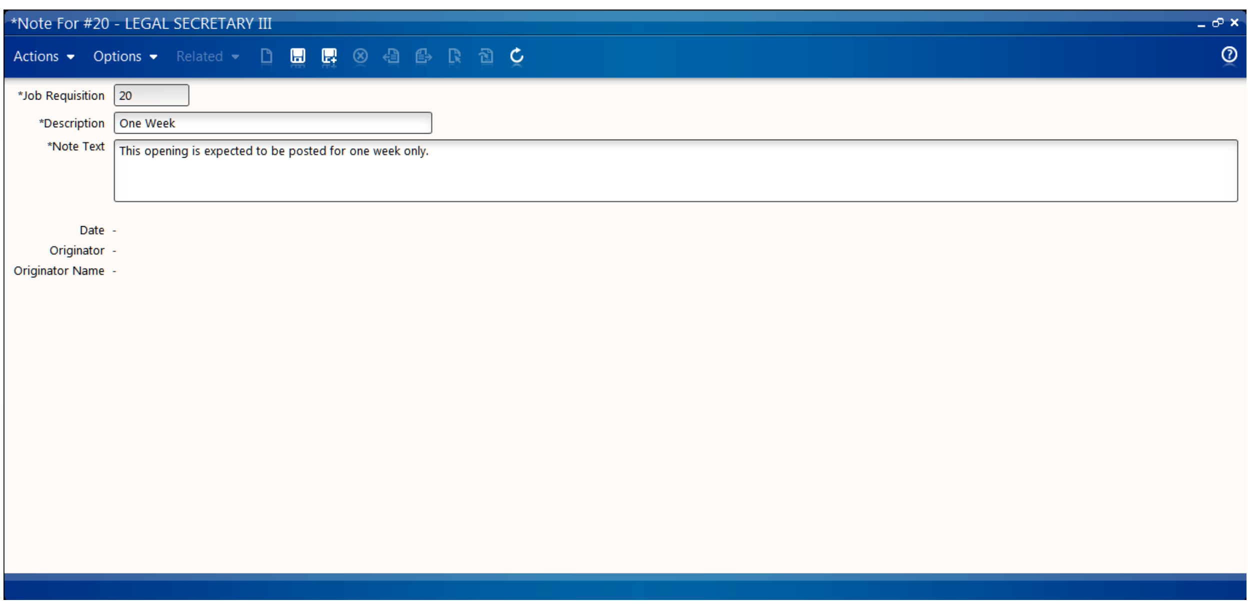
6. Click the **Notes** link.



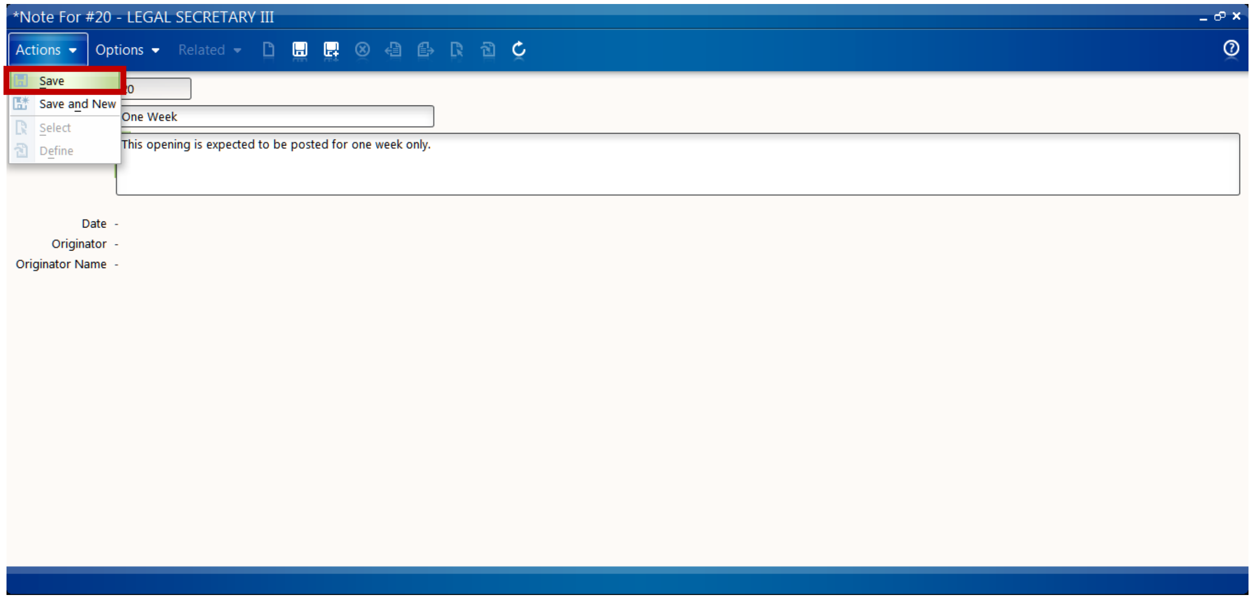
7. On the **Notes** list, click **Actions > Create**.



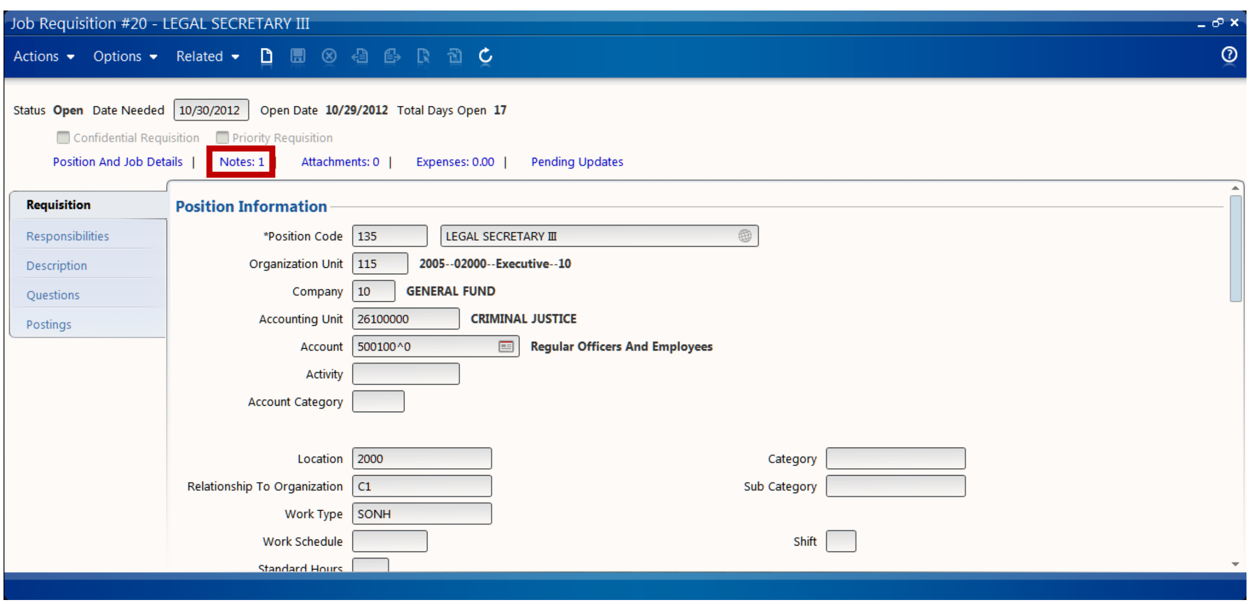
8. On the Notes form, type the note description and text.



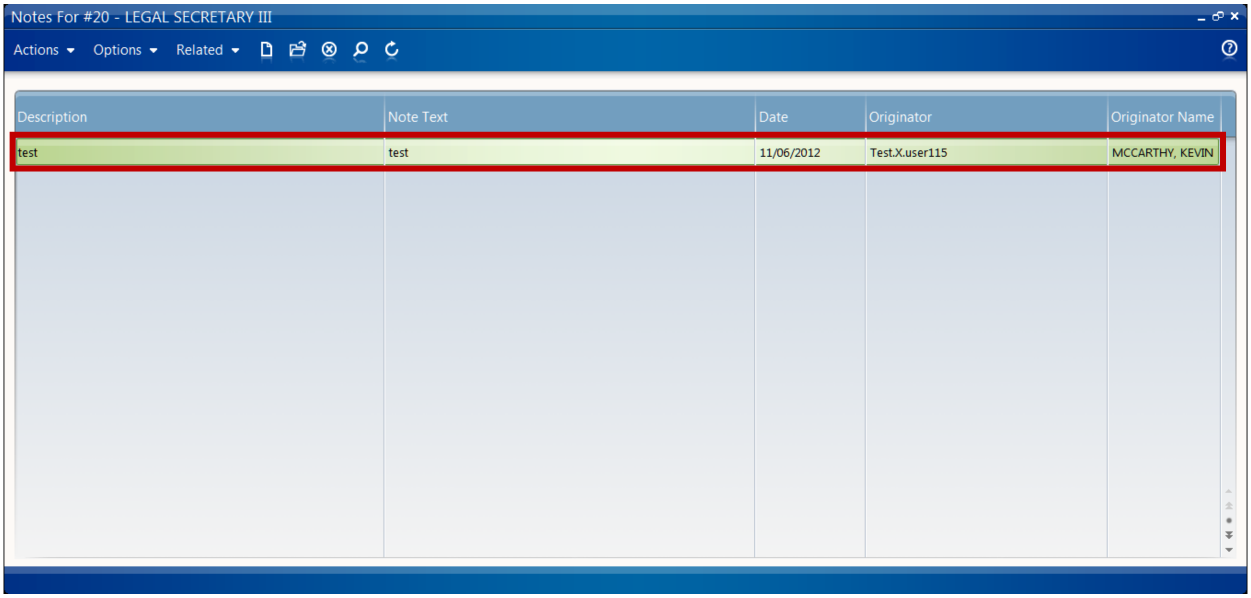
9. Click **Actions > Save**



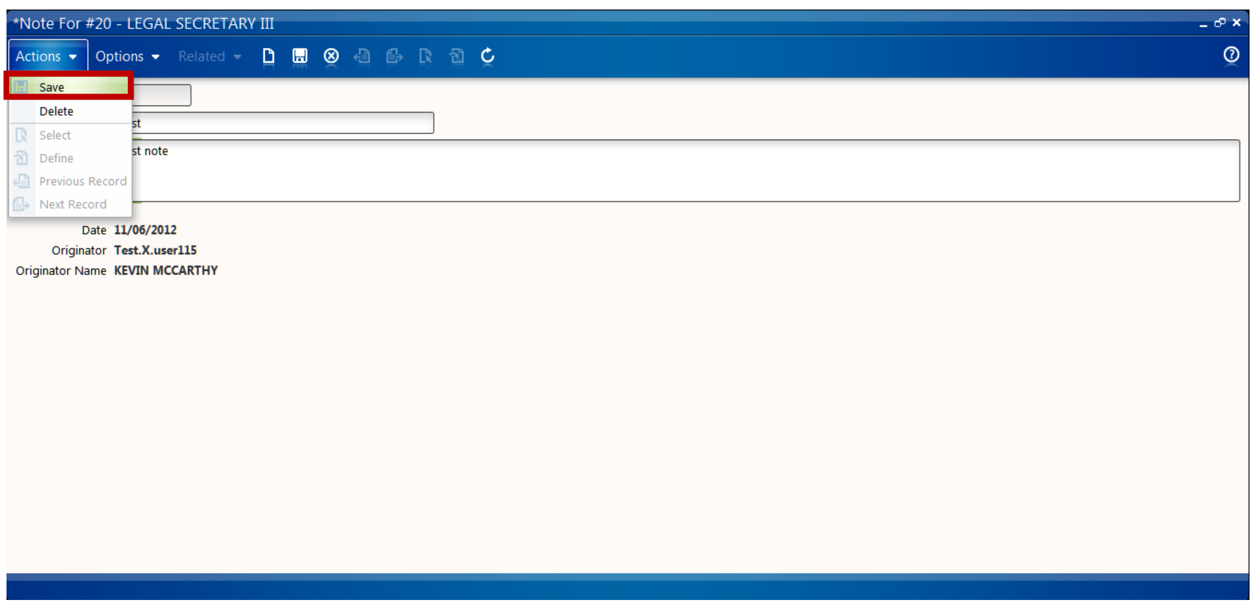
10. Notes that have been attached to a requisition can be viewed and updated from the requsition form. Click on the **Notes** link.



11. Double click on a note to view it.



12. If you want to make changes, update the note and click **Actions > Save**.

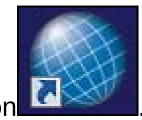


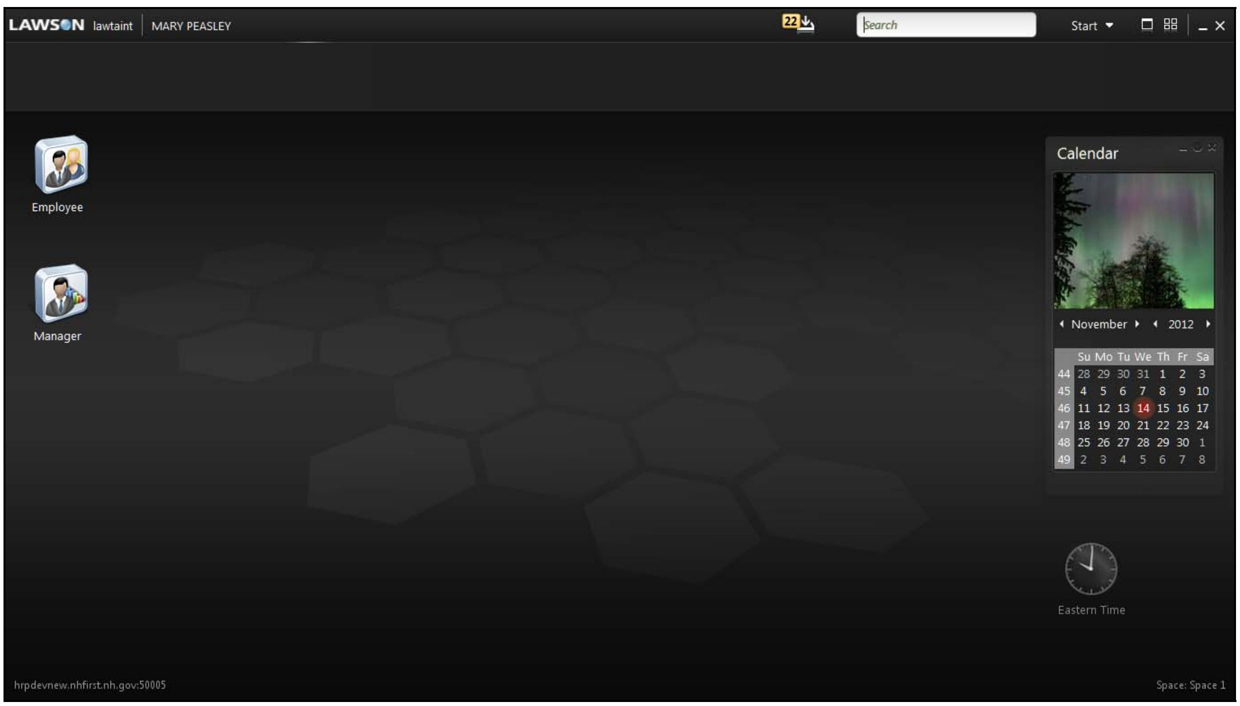
You have successfully completed this task.

LTM – Request Updates to Job Requisition

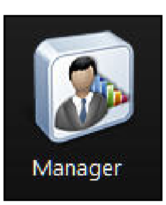
Purpose:	Managers will use the NHFIRST Manager Space to request updates to job requisitions.

Managers will use the NHFIRST Rich Client to request updates to job requisitions.

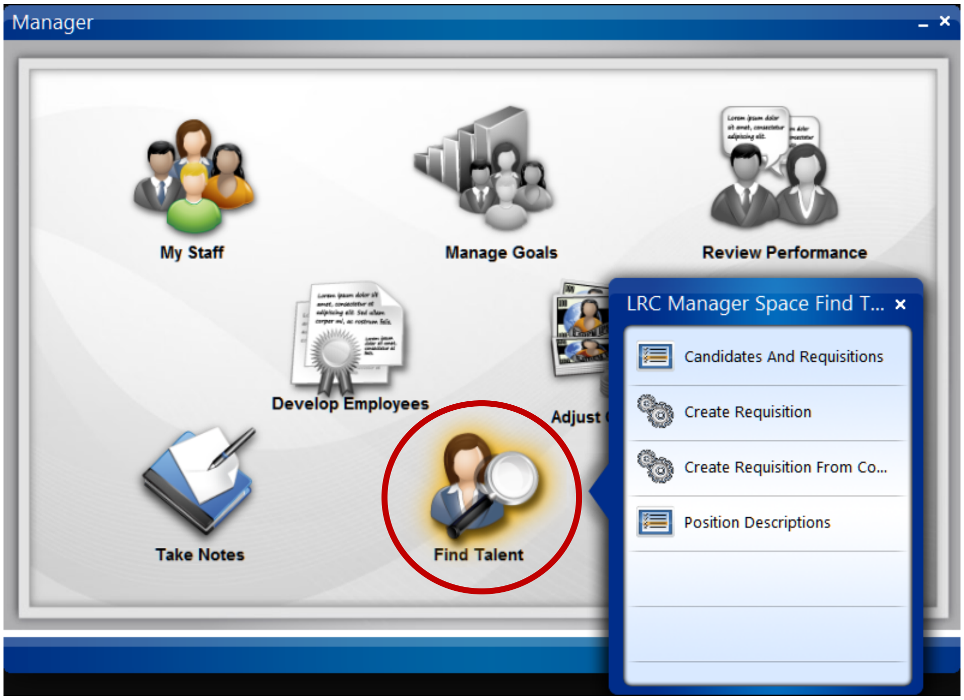
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



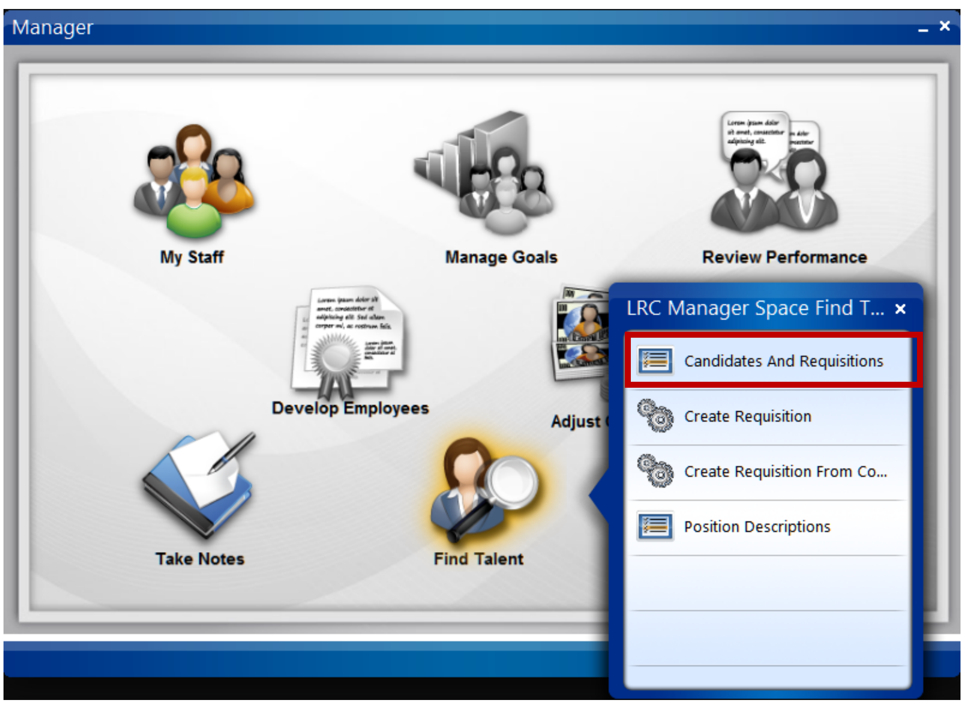
2. From the canvas, double-click the **Manager** icon:



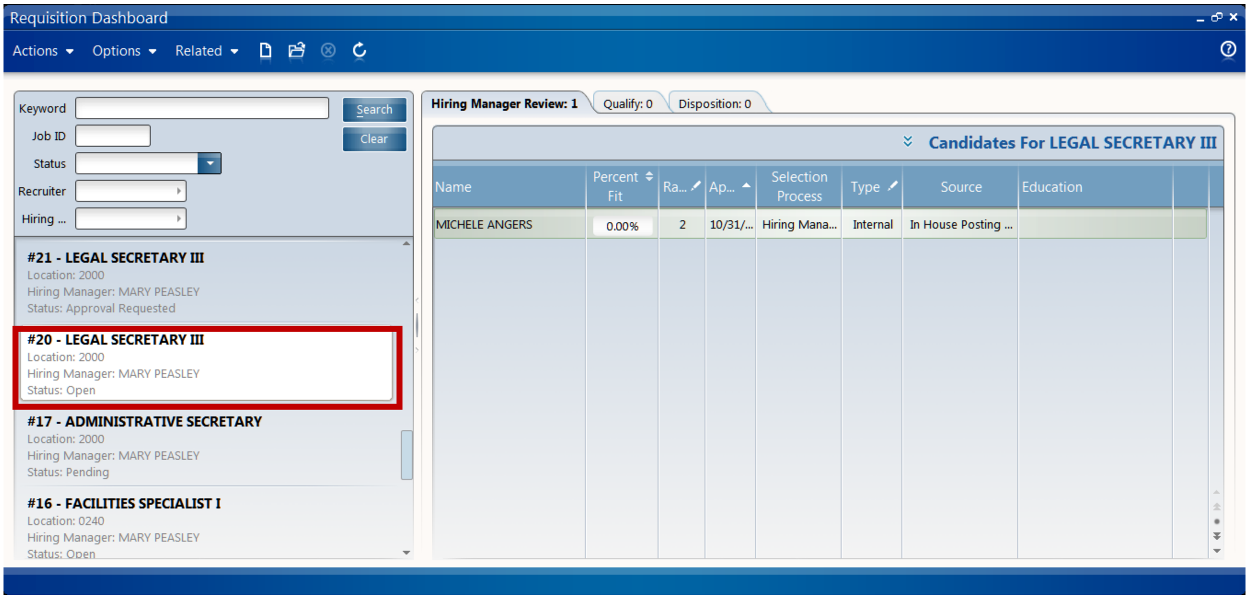
3. Hover your cursor over **Find Talent**.



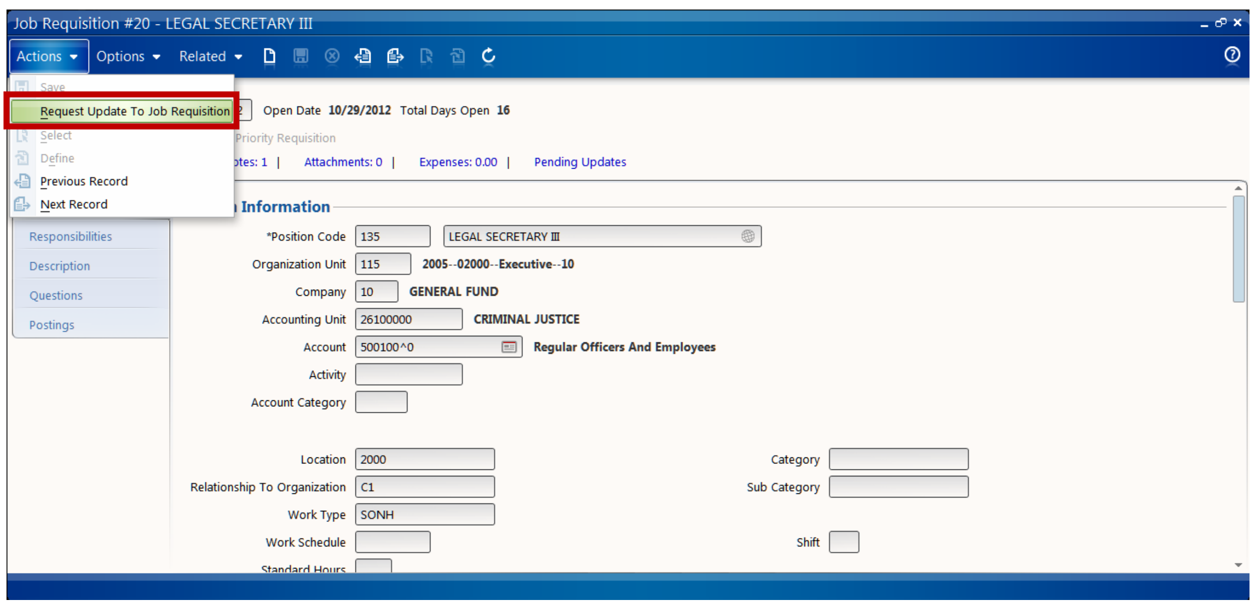
4. Click **Candidates and Requisitons**.



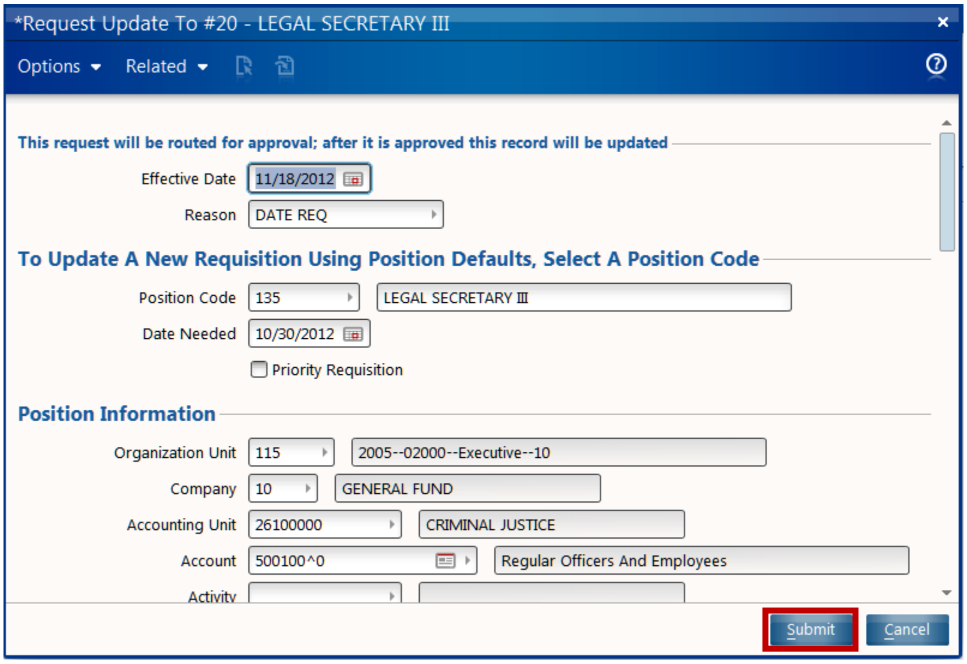
5. Double-click to open the requisition you want to update.



6. Click **Actions > Request Update to Job Requisition**.



7. Fill out the form and update fields as necessary. When you have finished, click **Submit**.



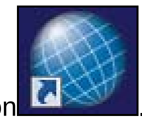
If the requisition has one or more approvers, the request will be routed to each approver in turn, before the changes appear on the requisition
If no approvers are entered, the changes will appear on the requisition.

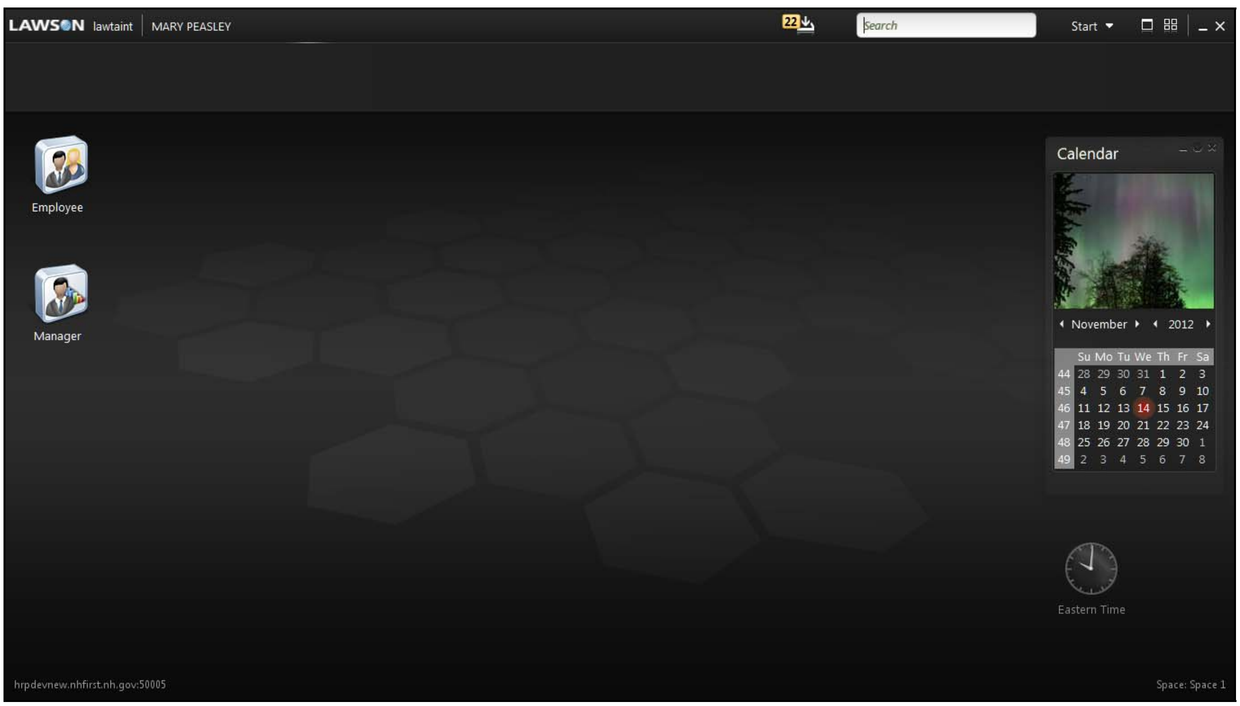
You have successfully completed this task.

LTM – Hiring Manager Review

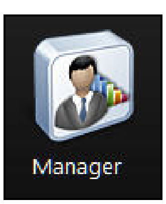
Purpose:	Managers will use the NHFIRST Manager Space to review candidate qualifications.

Managers will use the NHFIRST Rich Client to review candidate qualifications.

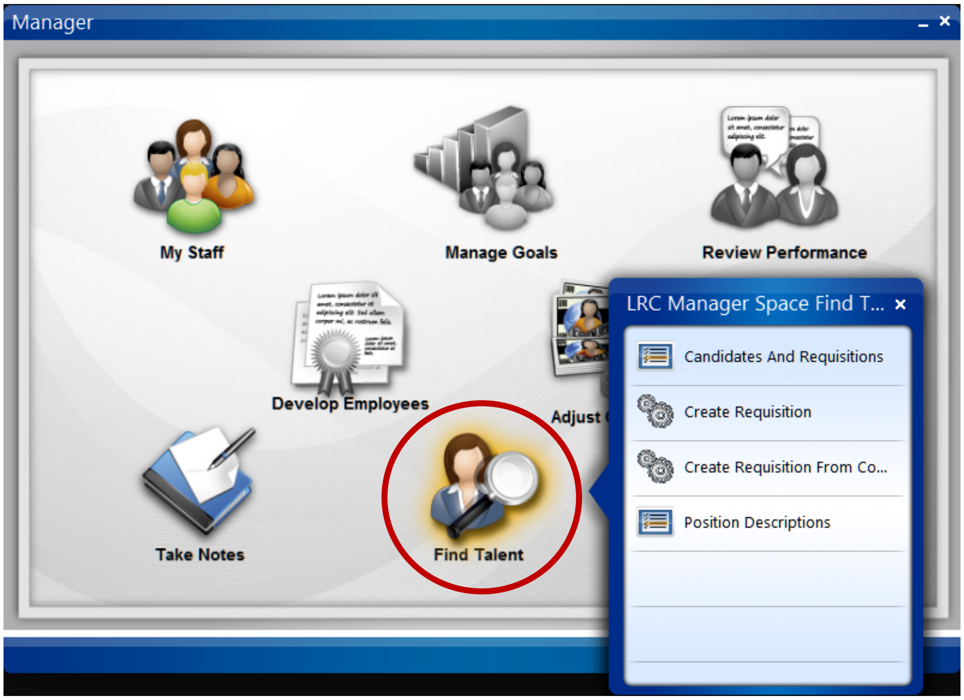
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



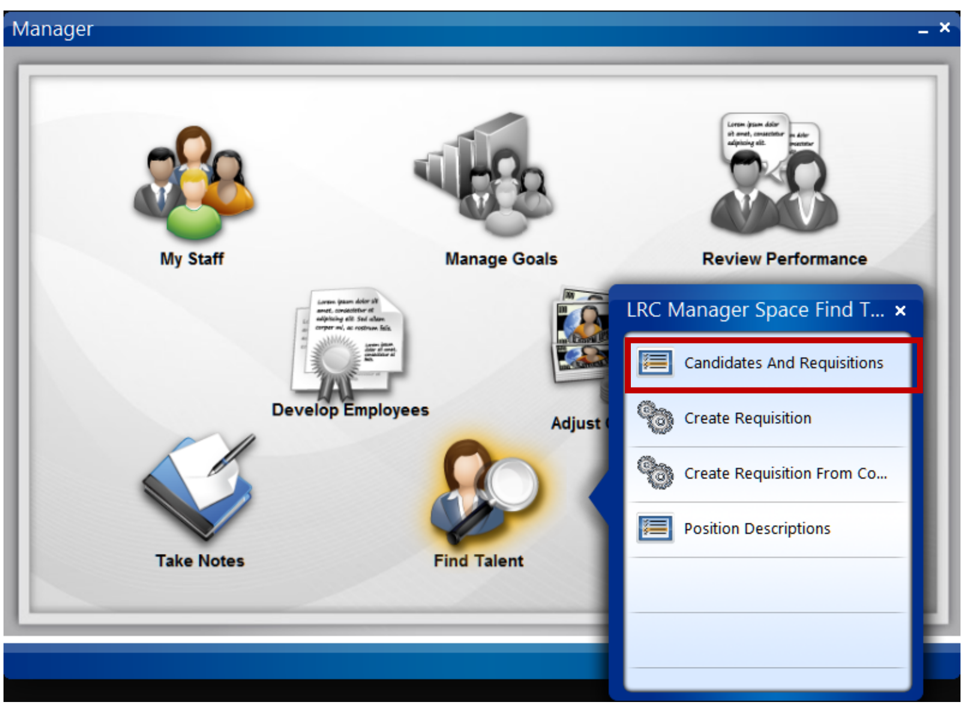
2. From the canvas, double-click the **Manager** icon:



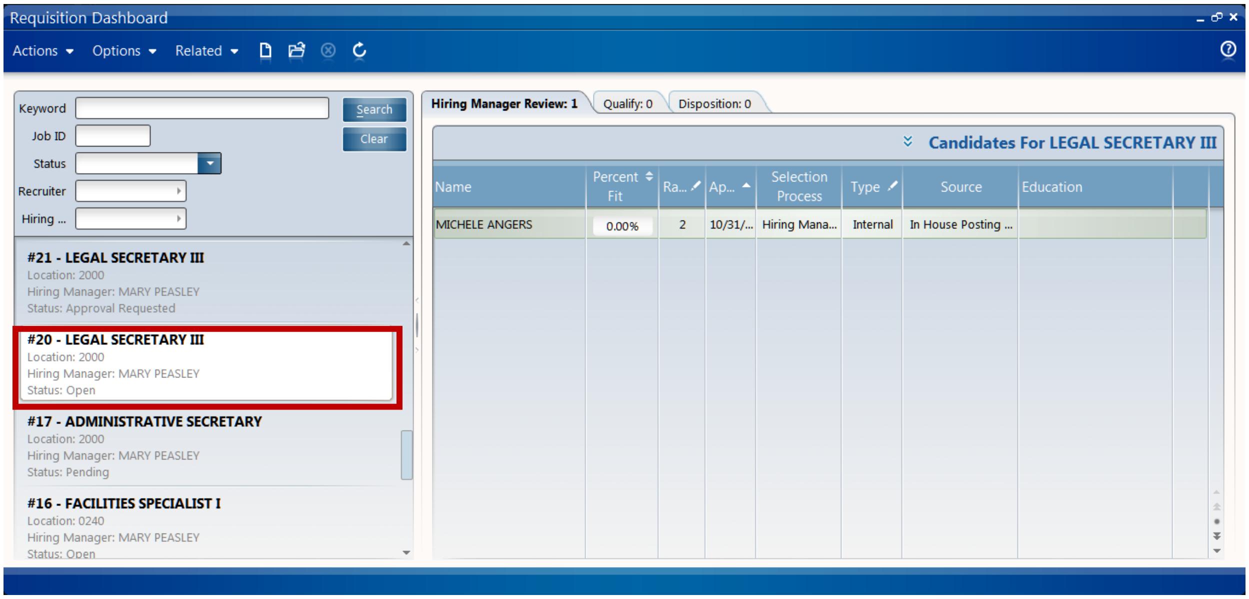
3. Hover your cursor over **Find Talent**.



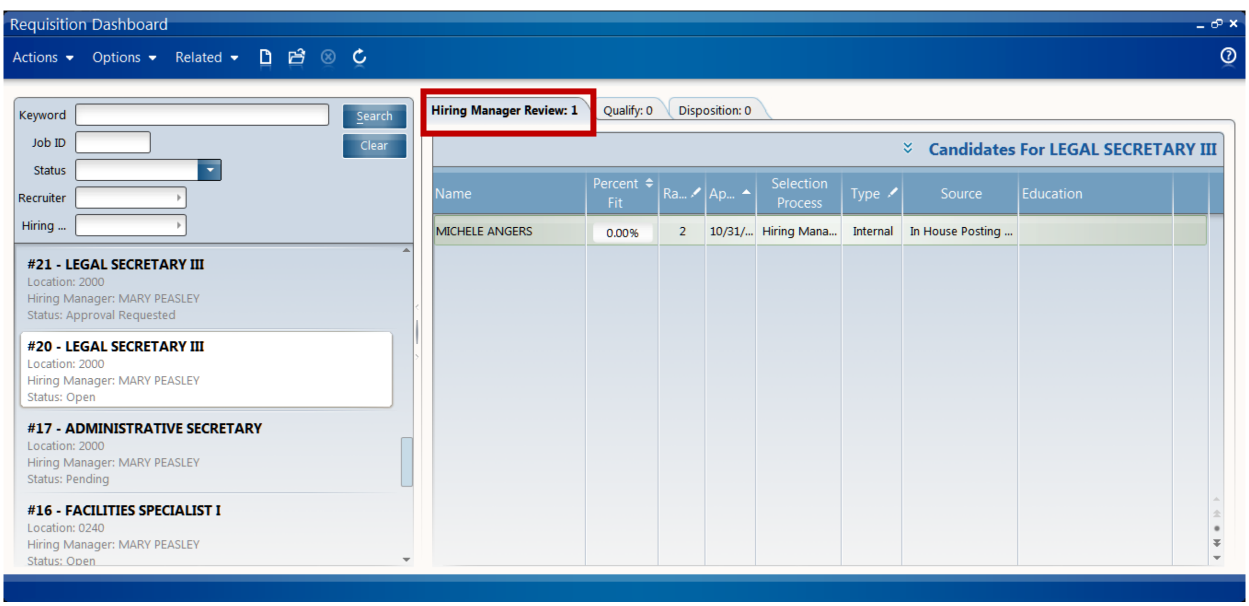
4. Click **Candidates and Requisitons**.



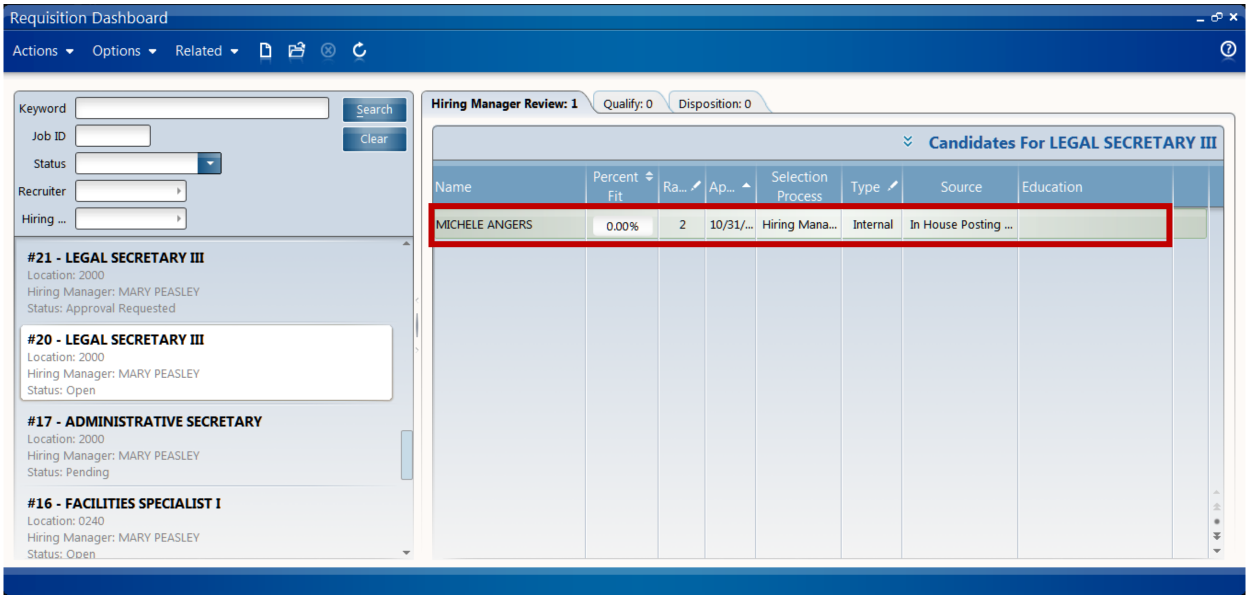
5. Click the Requisition the candidate applied for.



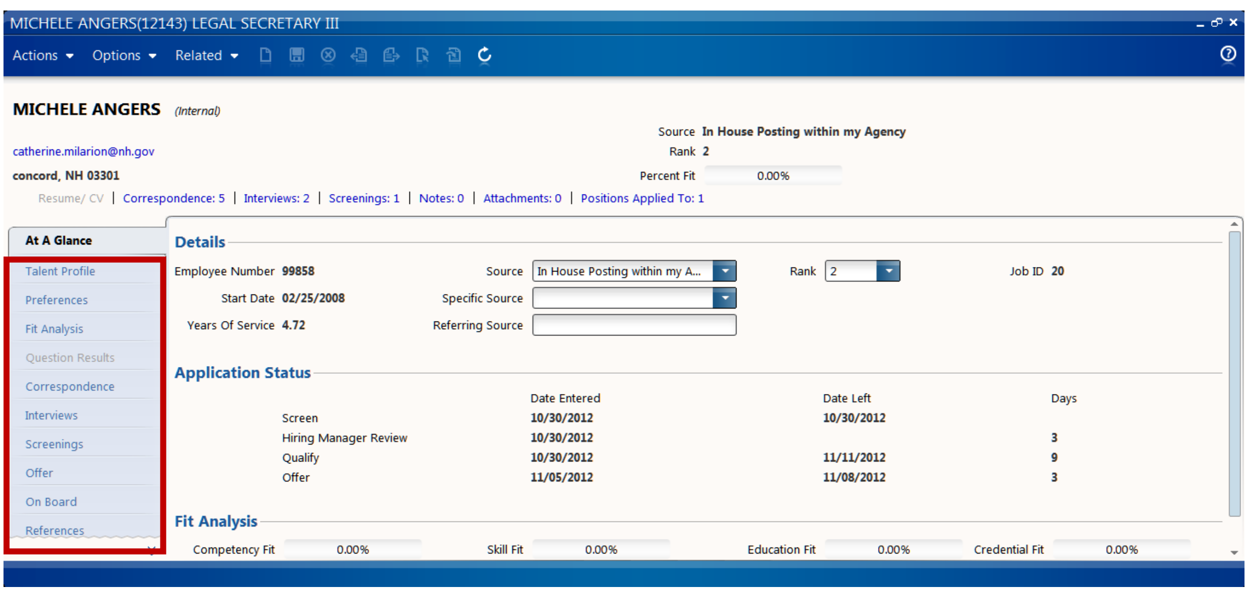
6. Click the **Hiring Manager Review** tab.



7. Double-click to open the candidate application.



8. Making use of the folder tab options in the left hand column, review the candidate's qualifications.

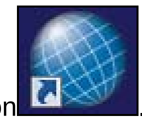


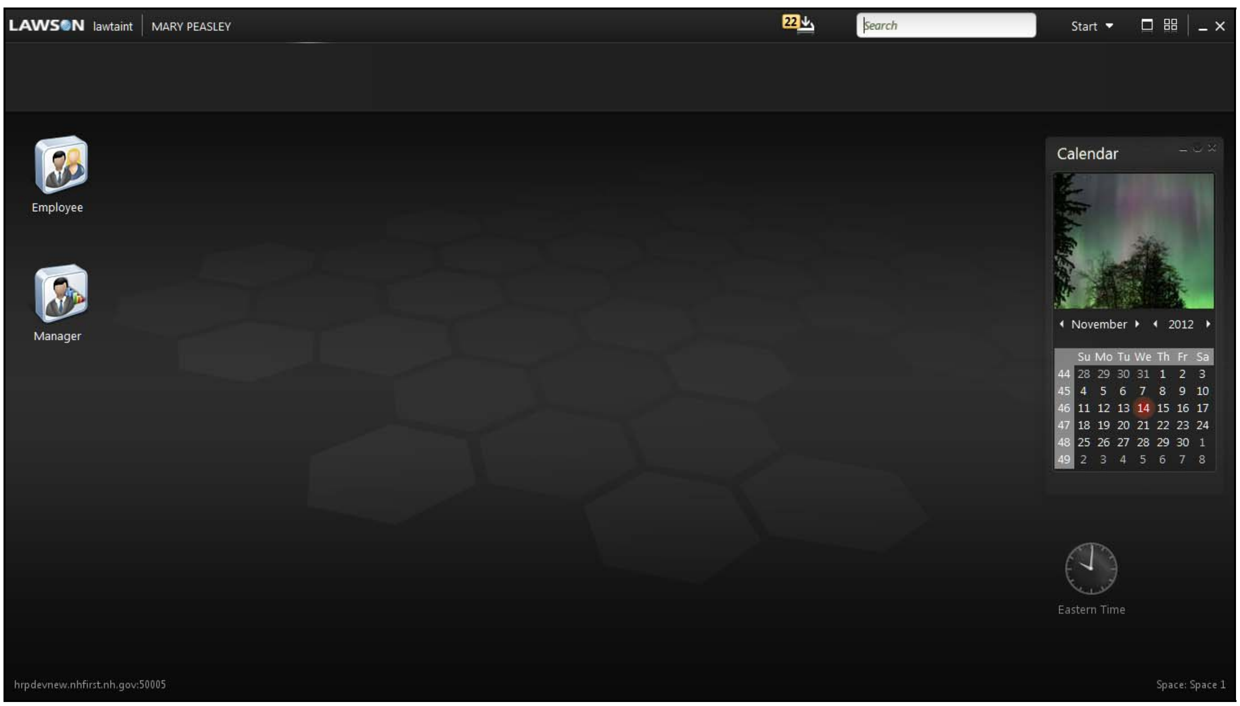
You have successfully completed this task.

LTM – Schedule Interview

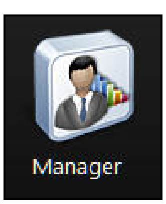
<u>Purpose:</u>	Managers will use the NHFIRST Manager Space to schedule interviews.

Managers will use the NHFIRST Rich Client to schedule interviews.

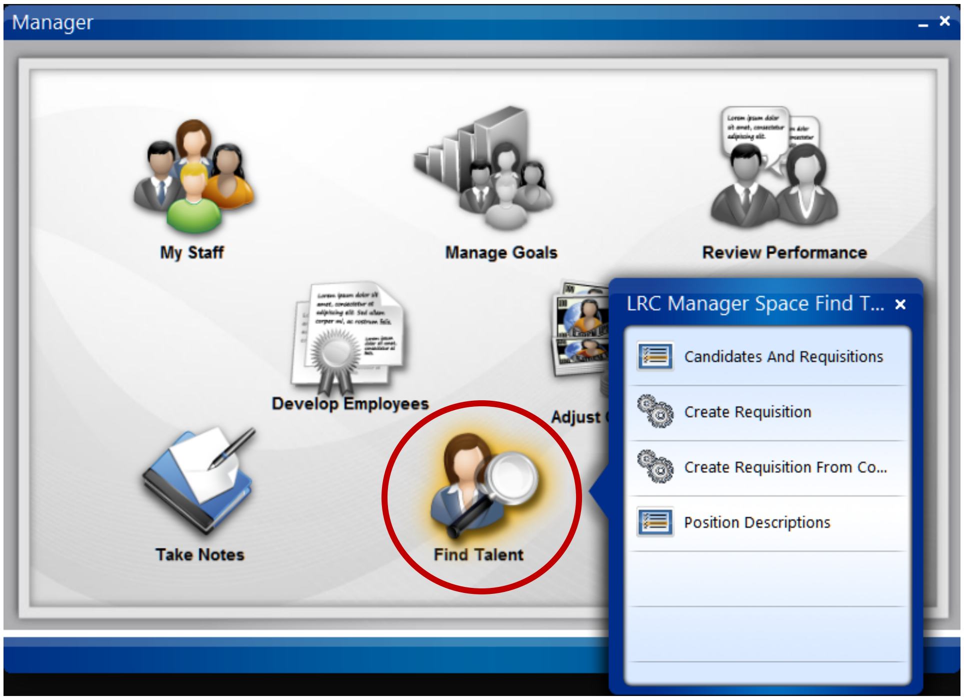
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



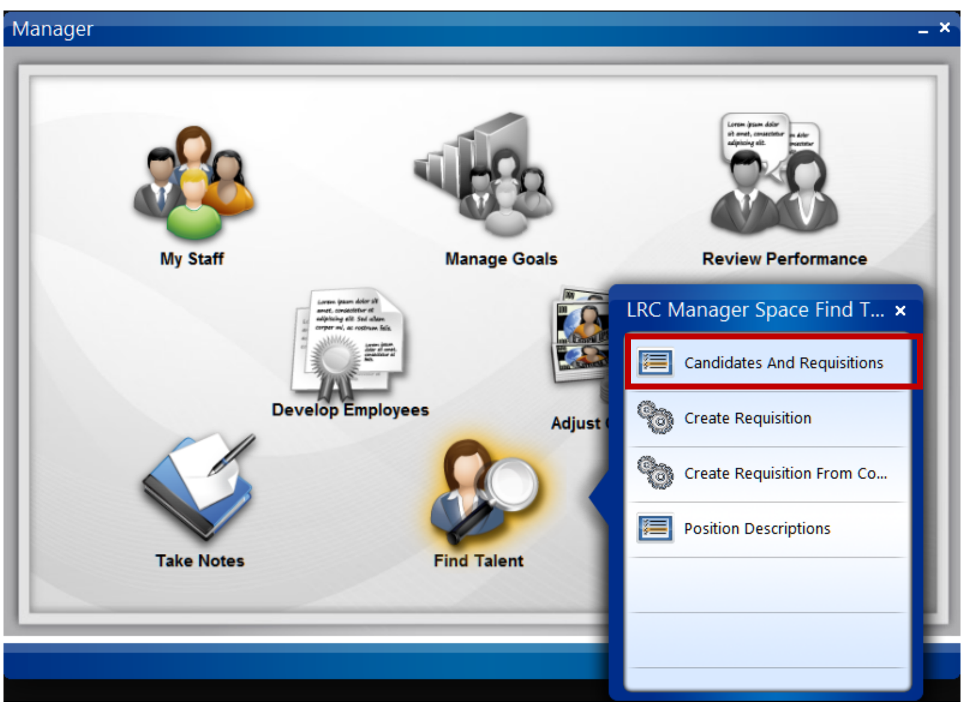
2. From the canvas, double-click the **Manager** icon:



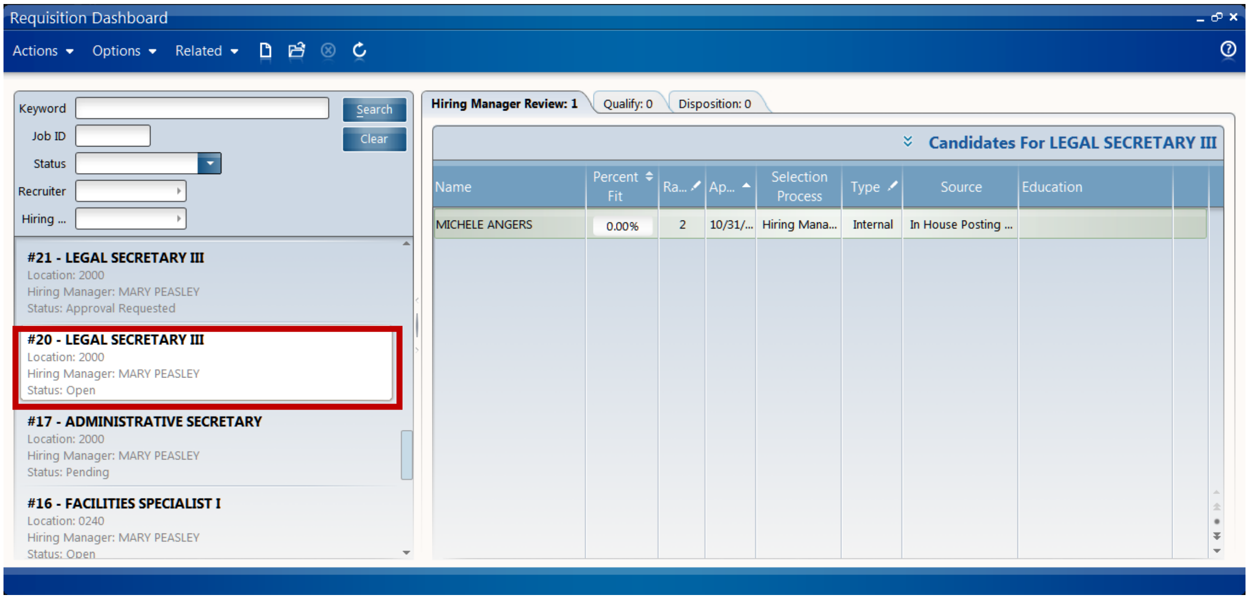
3. Hover your cursor over **Find Talent**.



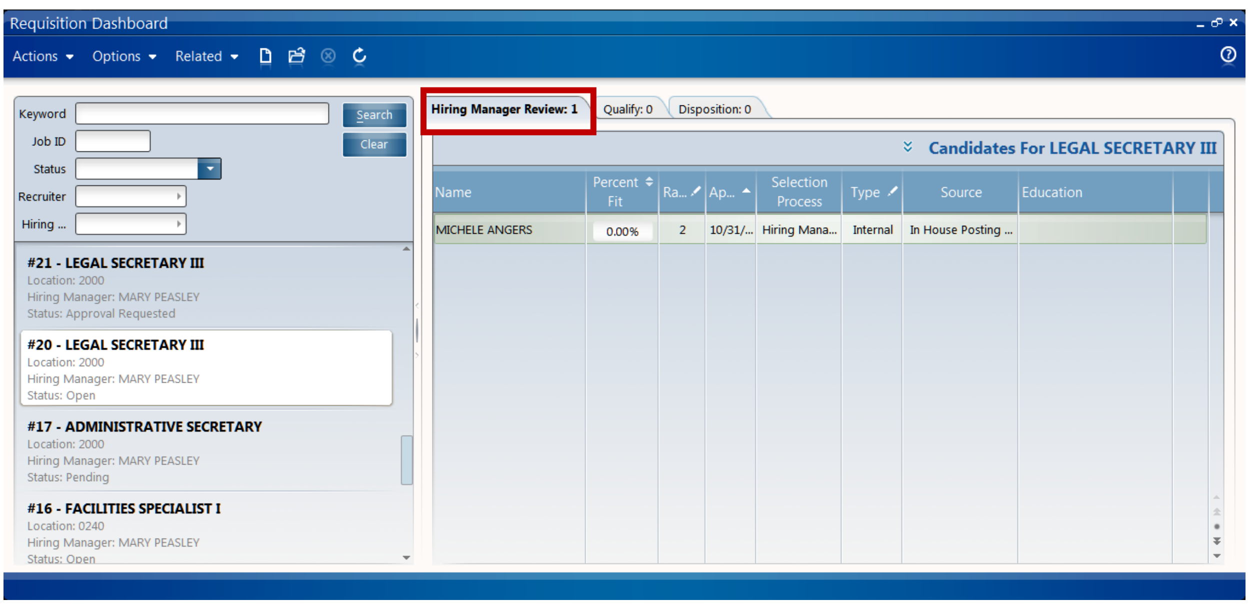
4. Click **Candidates and Requisitons**.



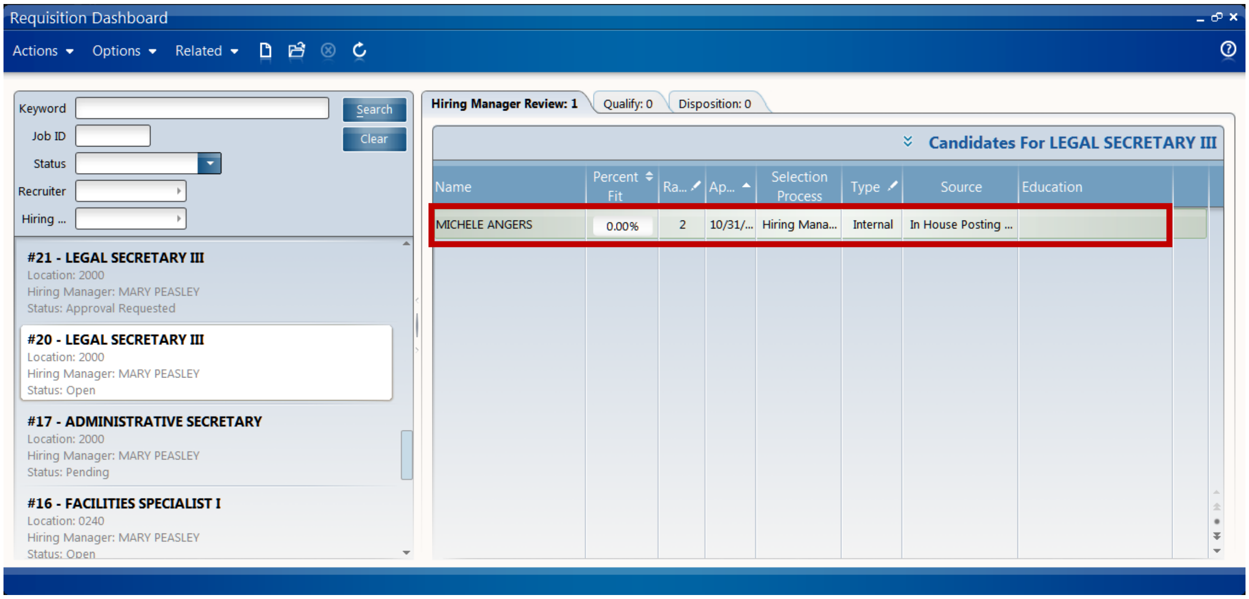
5. Click the Requisition the candidate applied for.



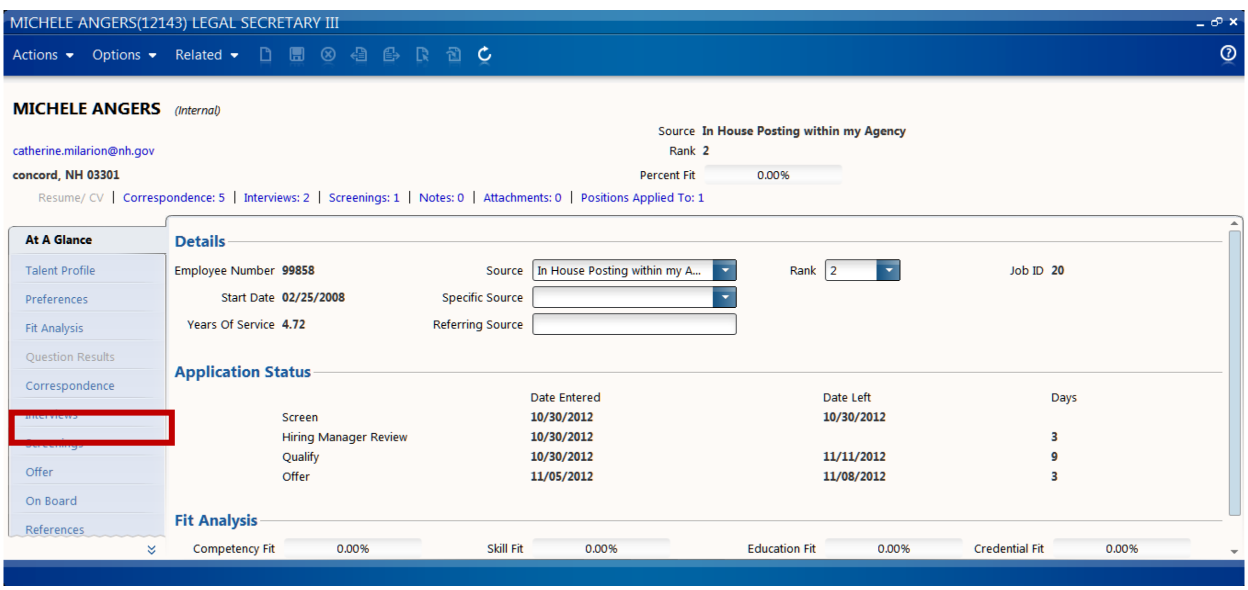
6. Click the **Hiring Manager Review** tab.



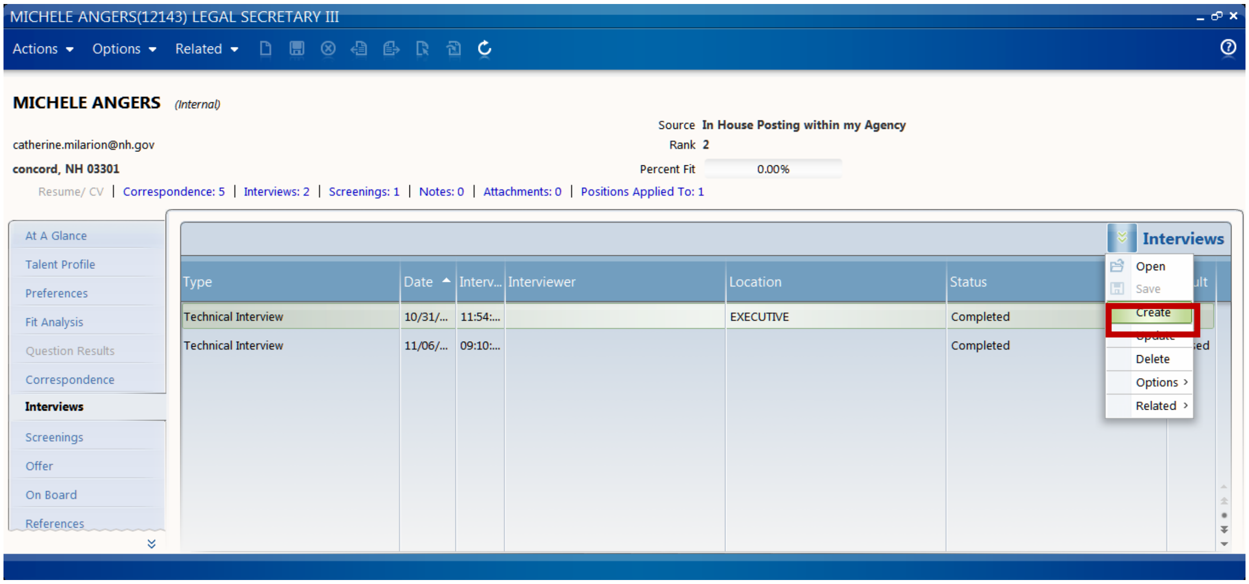
7. Double-click to open the candidate application.



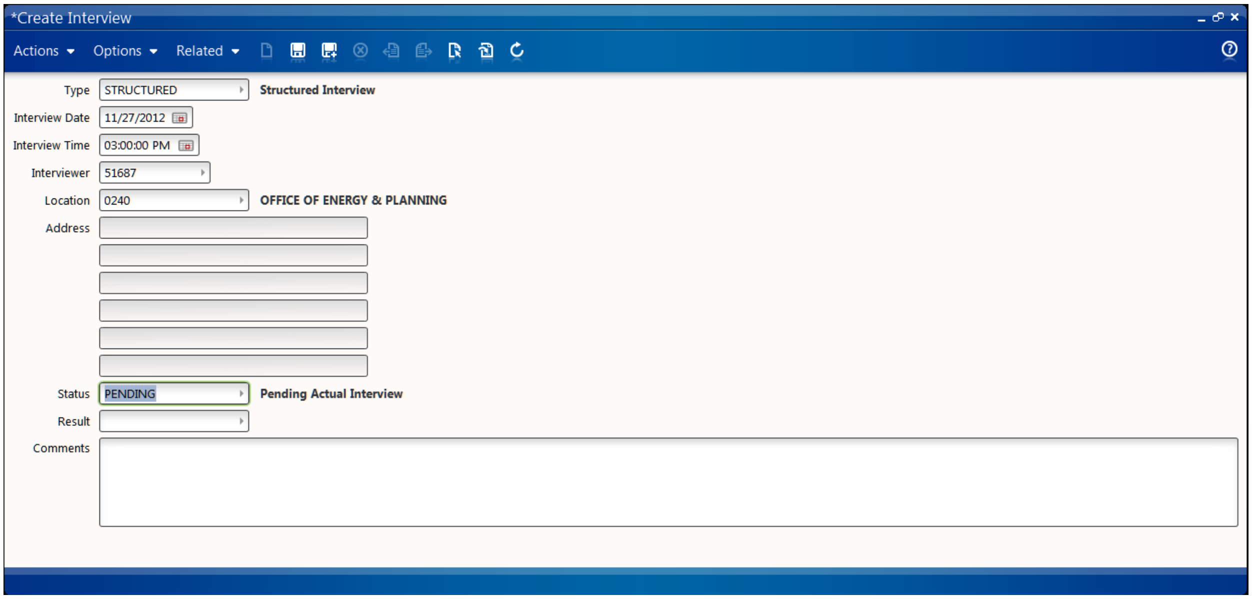
8. Click the **Interviews** tab.



9. Click **All Actions > Create**.

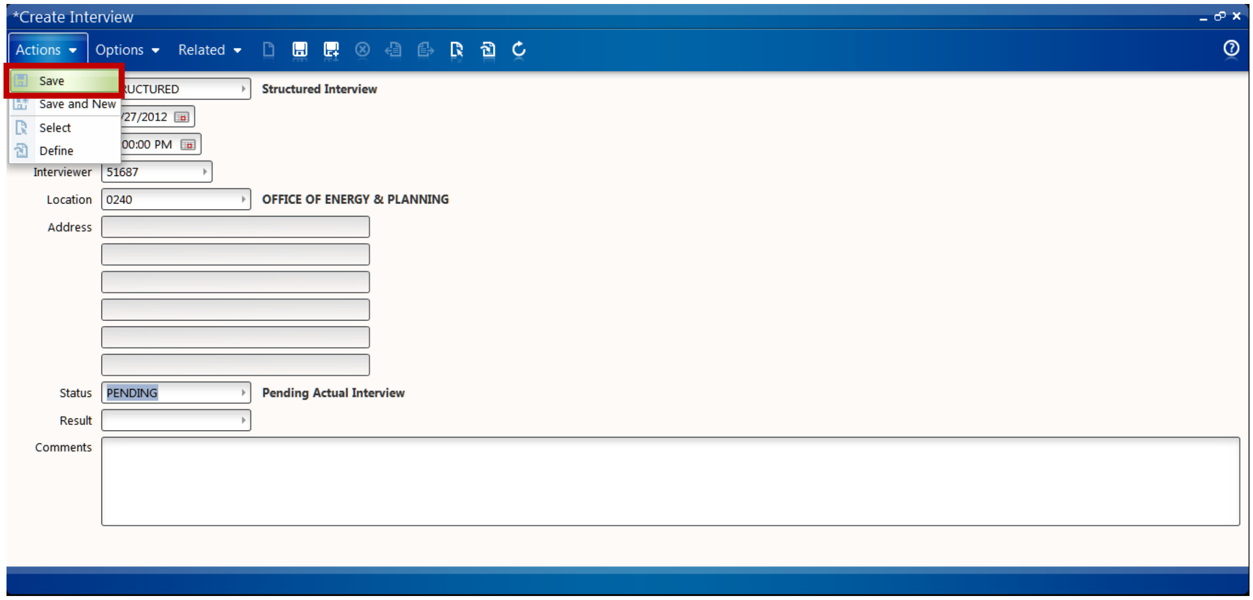


10. Using the table below as reference, fill out the **Create Interview** form.

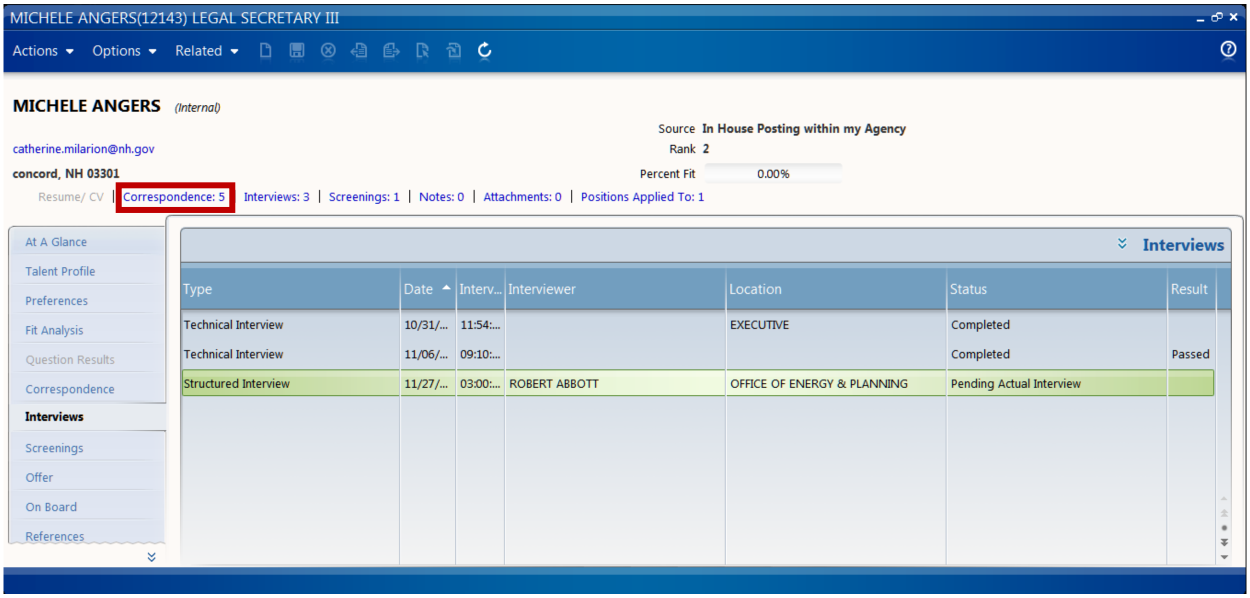


Field	Value
Type	Select the interview type
Interview Date	Enter the date of the interview
Interview Time	Enter the time of the interview
Interviewer	Select the interviewer
Location	Select the interview location
Status	Select the initial status of the interview

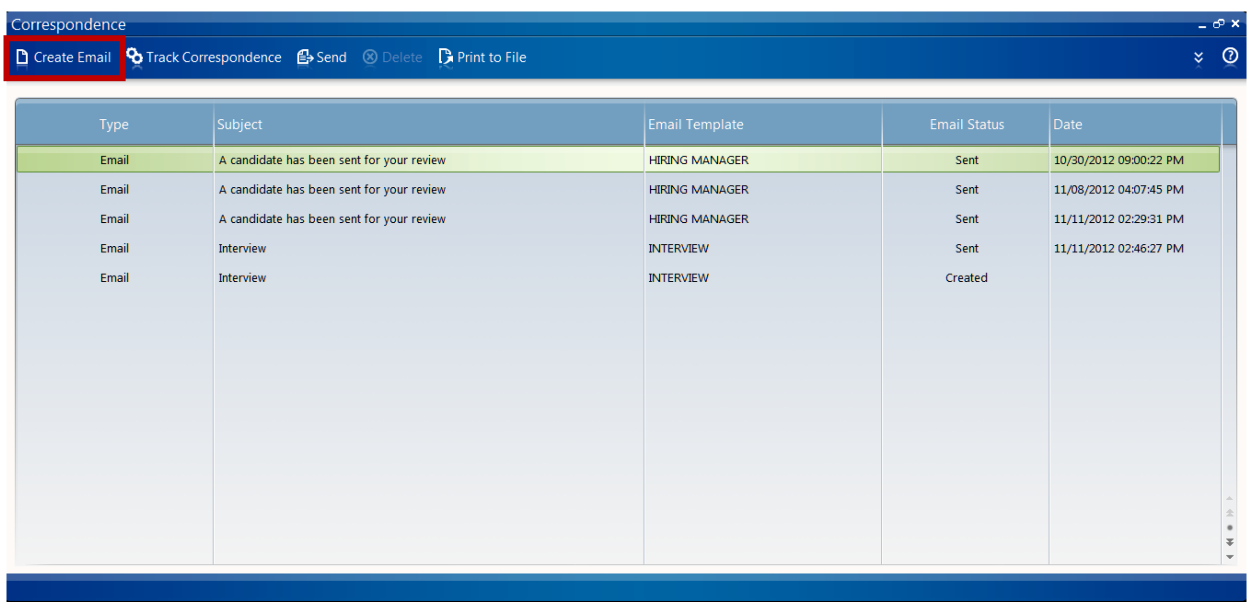
11. When you are finished, click **Actions > Save**. (Note that the interview location **Address** will be automatically populated.)



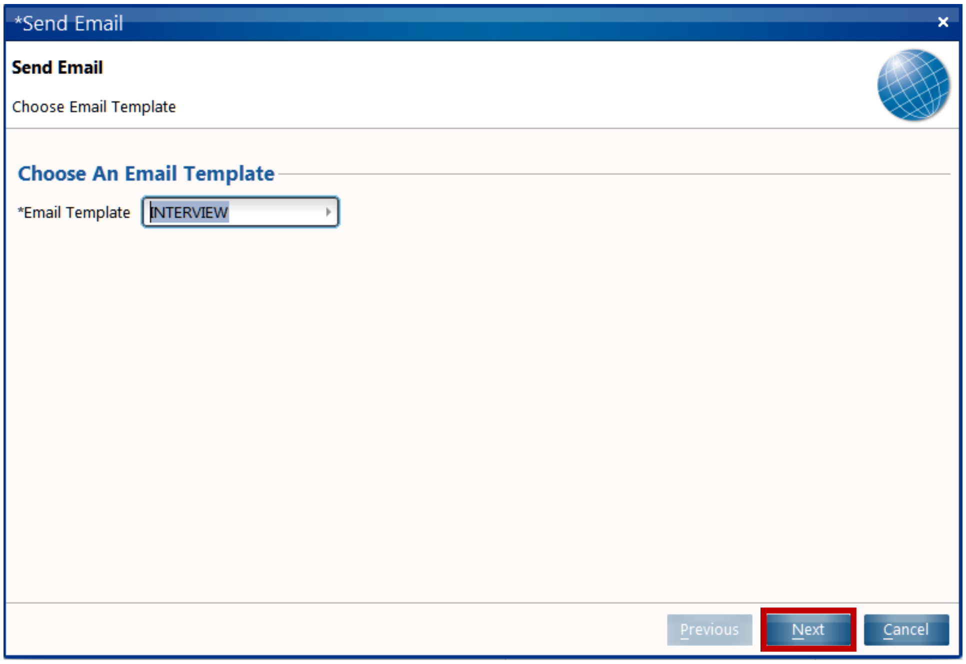
12. After closing the **Update Interview** window, you see that the interview is added to the candidate's list. To send a confirmation email to the candidate and other interested parties, click the Correspondence tab.



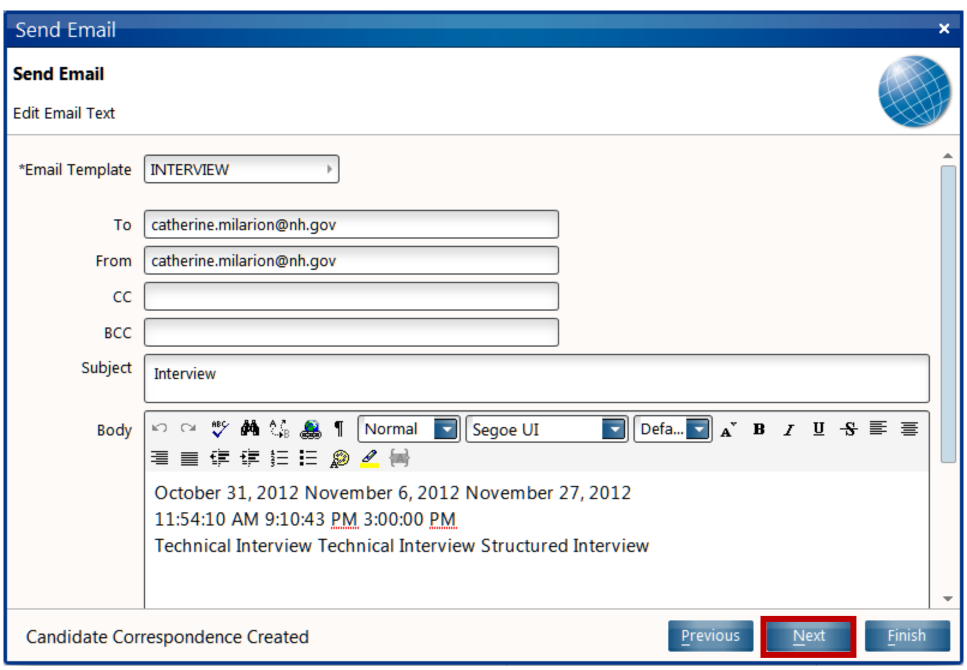
13. On the **Correspondence** panel, click the **Create Email** button.



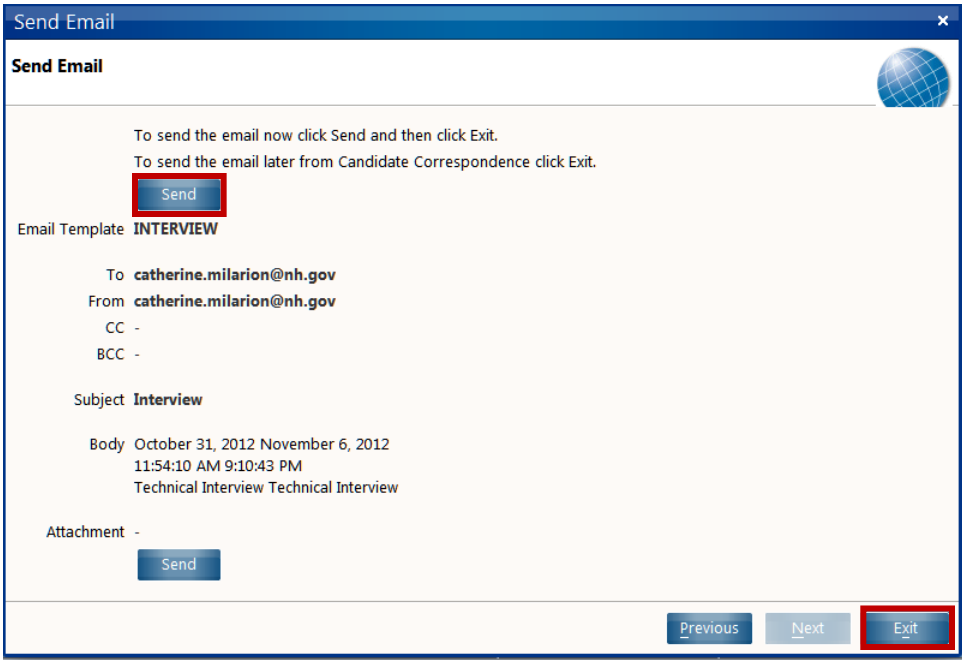
14. After selecting an appropriate mail template, click **Next**.



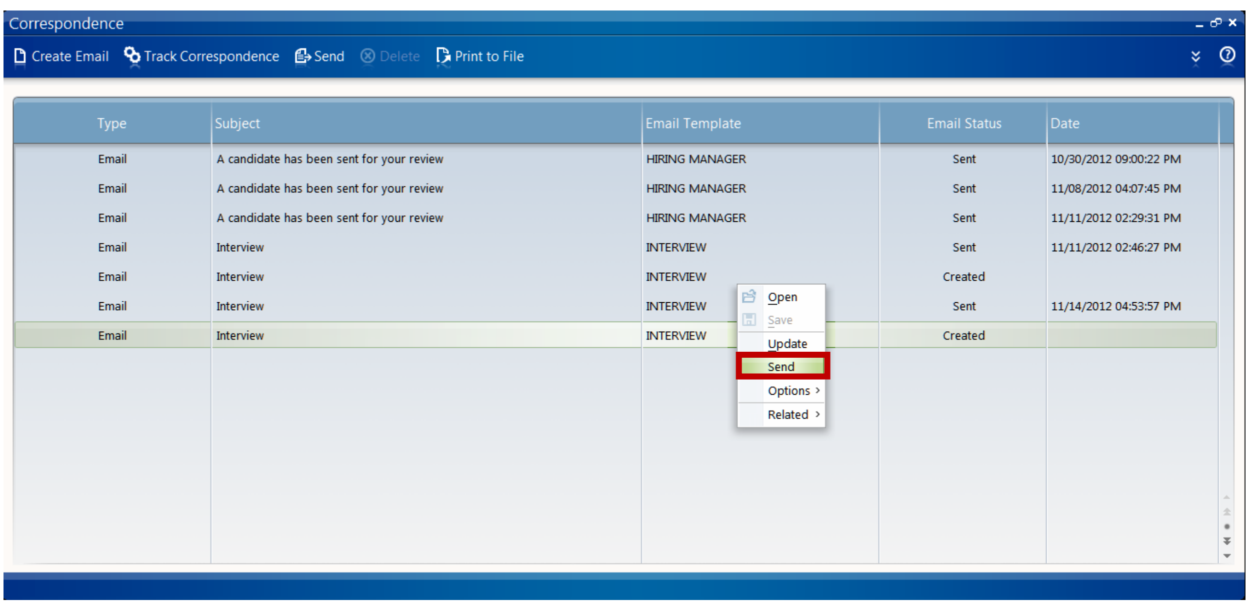
15. Modify email text as needed and click **Next**.



16. Review the email and click **Send** to send immediately, or **Exit** to create the email in "Created" status, so it can be modified before being sent.



17. Note: To send a "Created" email, starting from the **Correspondence** tab, click **Send**. The email status will then change to "Sent".

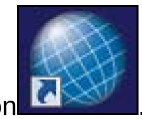


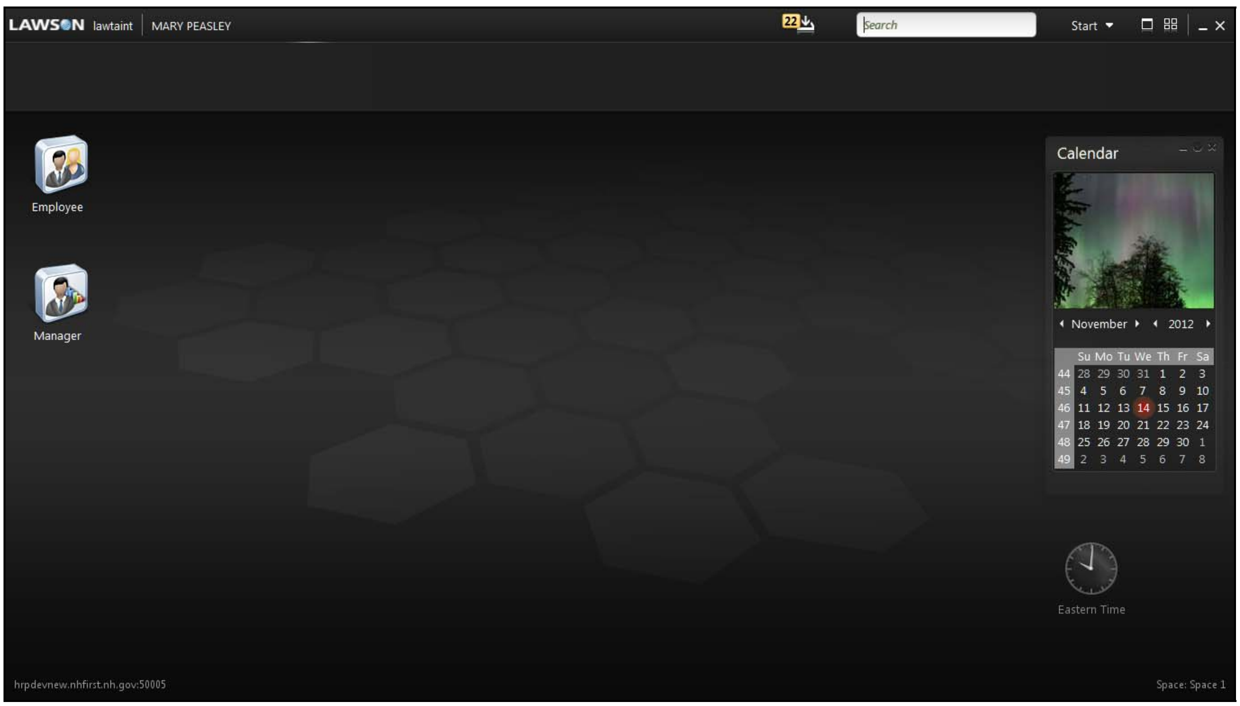
You have successfully completed this task.

LTM – Send Email

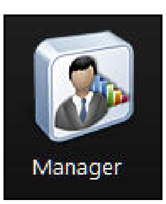
Purpose:	Managers will use the NHFIRST Manager Space to send Email.

Managers will use the NHFIRST Rich Client to send Email.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

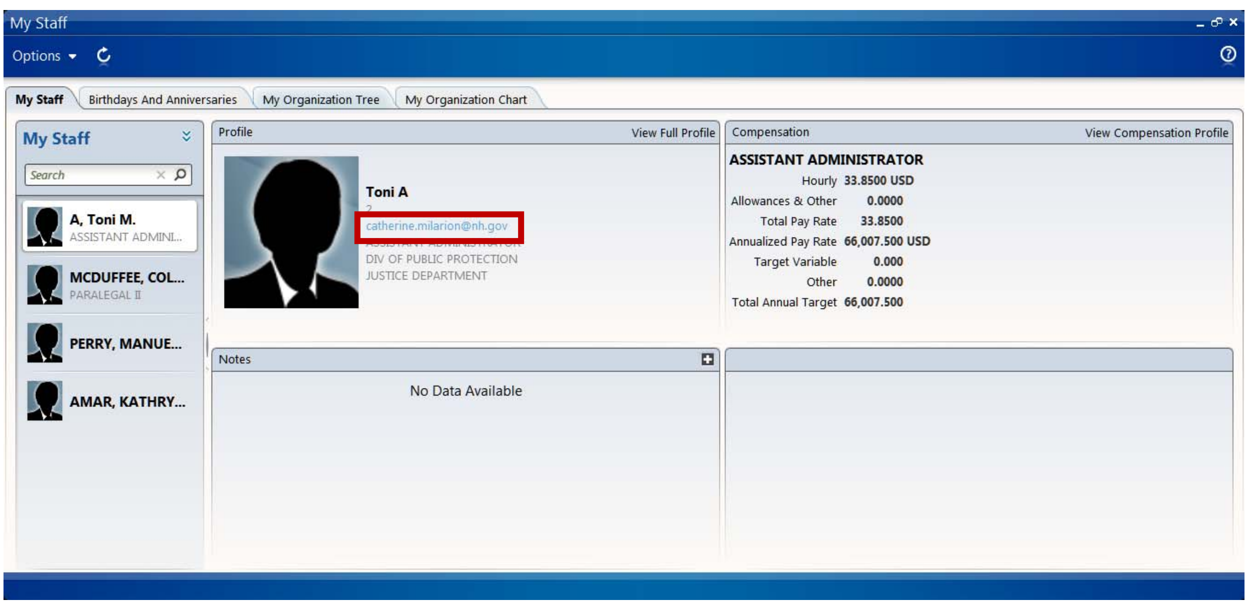


2. From the canvas, double-click the **Manager** icon:

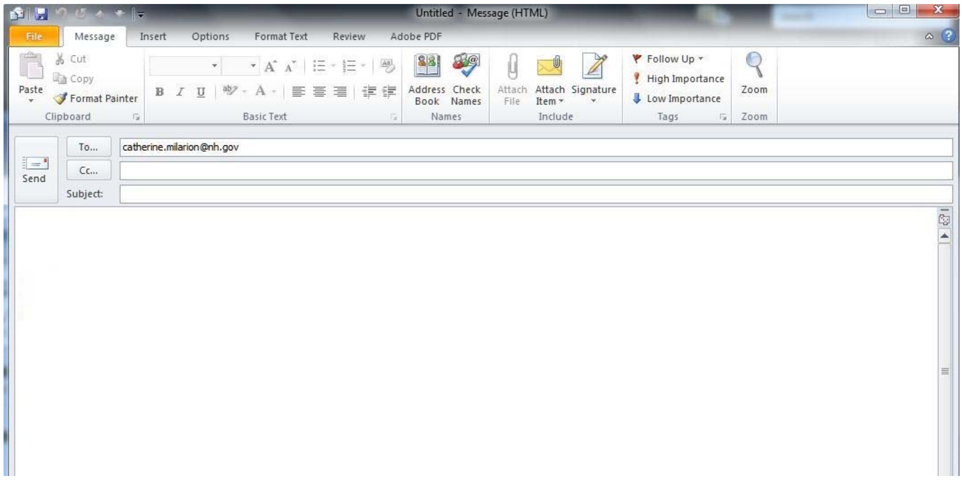


3. <u>To send an email to your current staff</u>, click **My Staff**.

4. Click the email address of the resource. The email application will be launched.

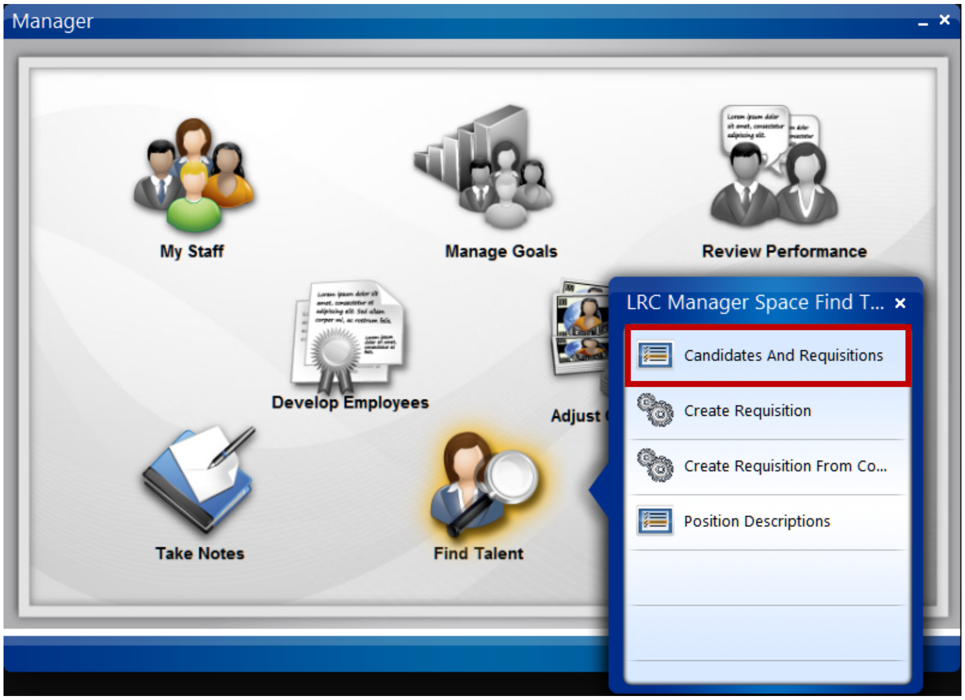


5. Construct and send email as usual.

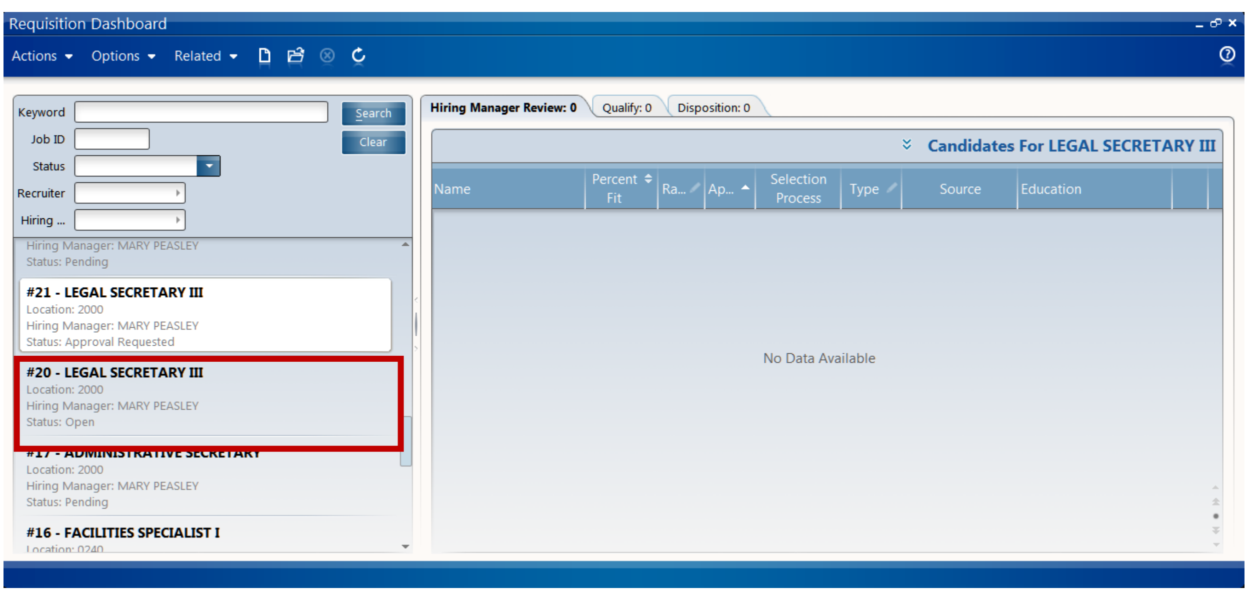


6. <u>To send an email to a candidate</u>, hover over **Find Talent**.

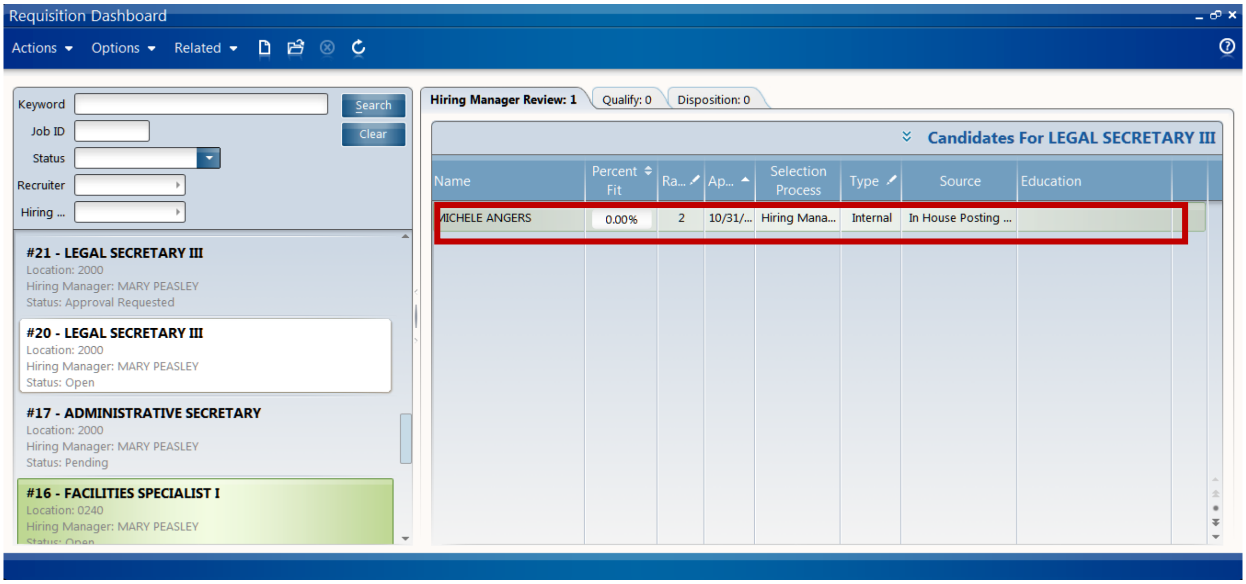
7. Click **Candidates and Requisitions**.



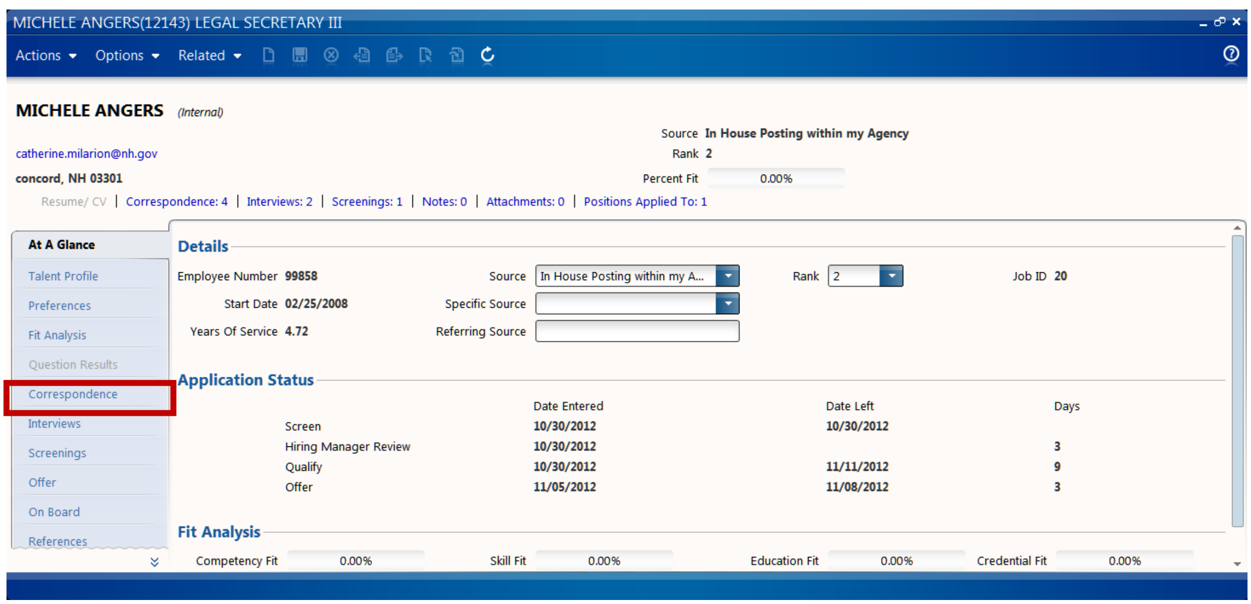
8. Click the requisition the candidate applied for.



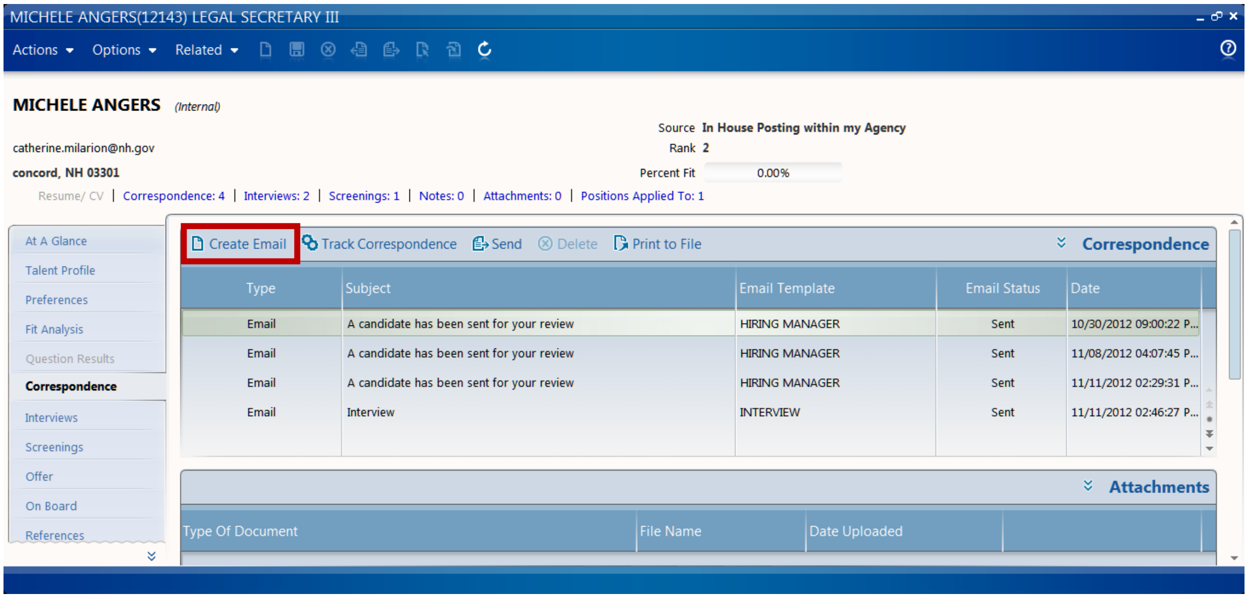
9. Double click to open the candidate application.



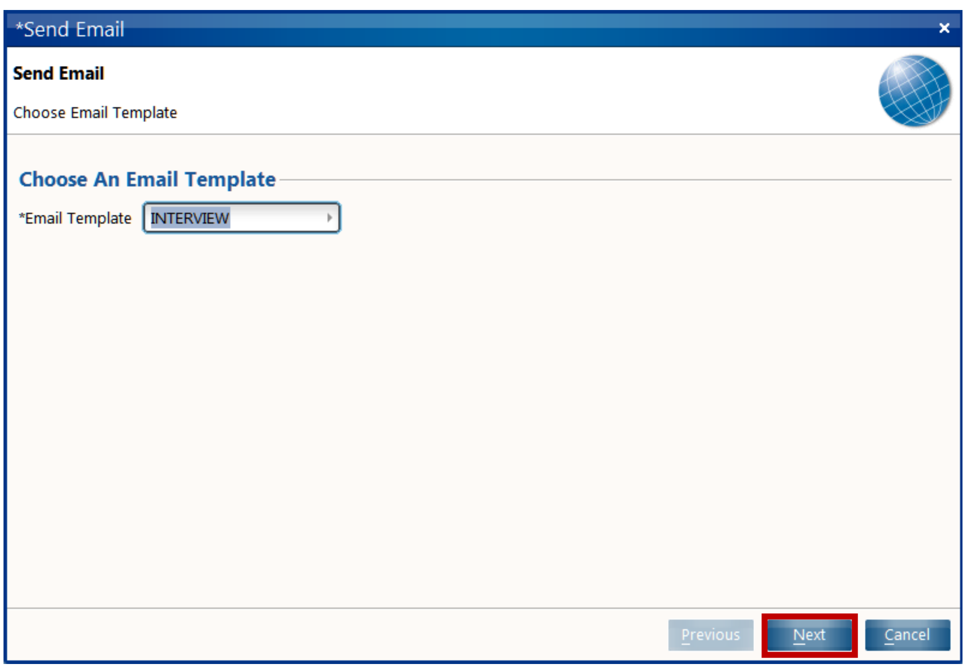
10. Click the **Correspondence** tab.



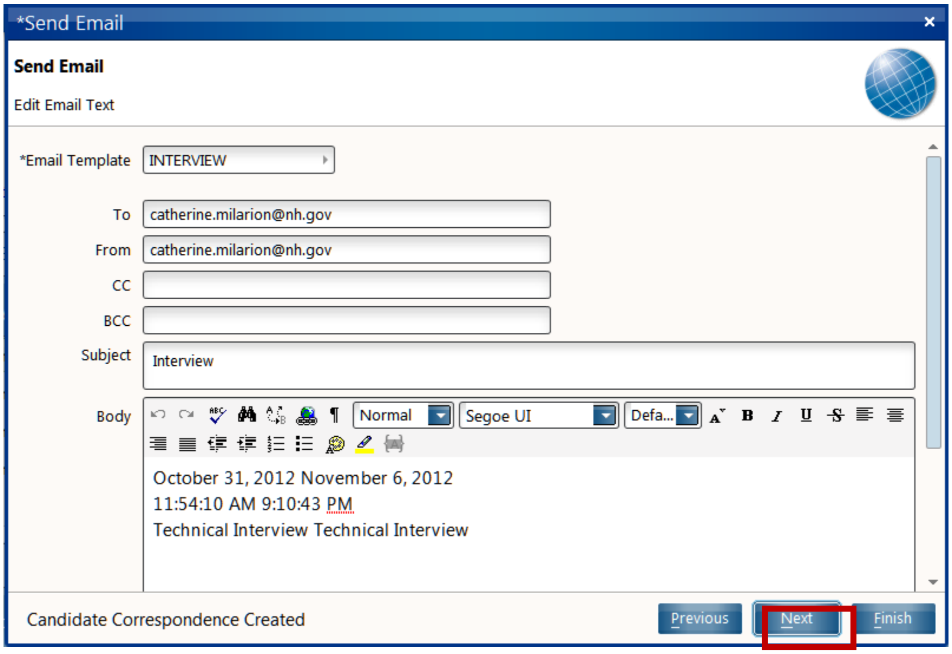
11. On the **Correspondence** panel, click the **Create Email** button.



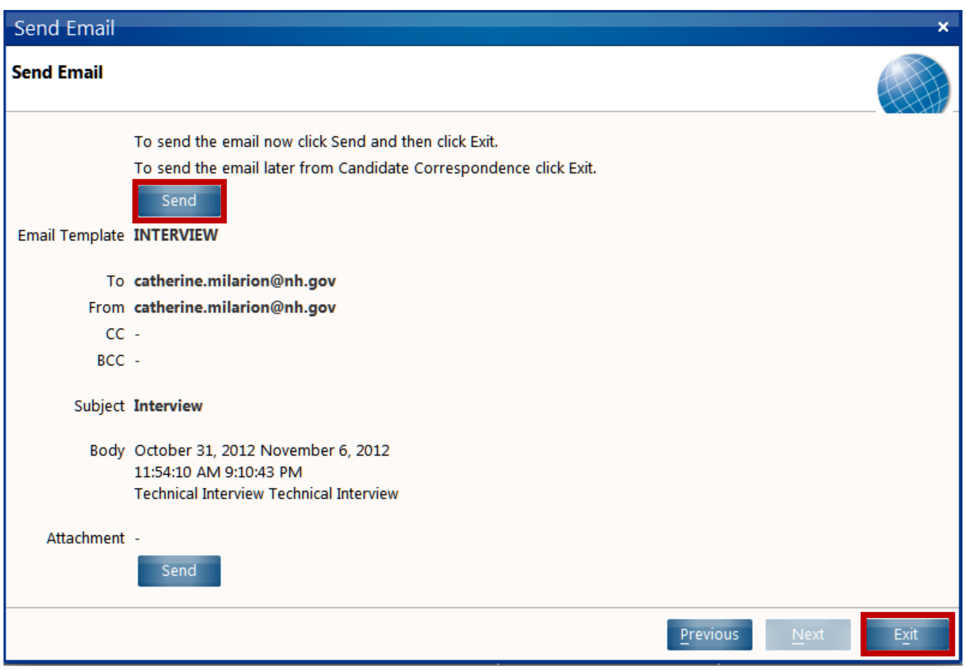
12. Select the appropriate mail template and click **Next**.



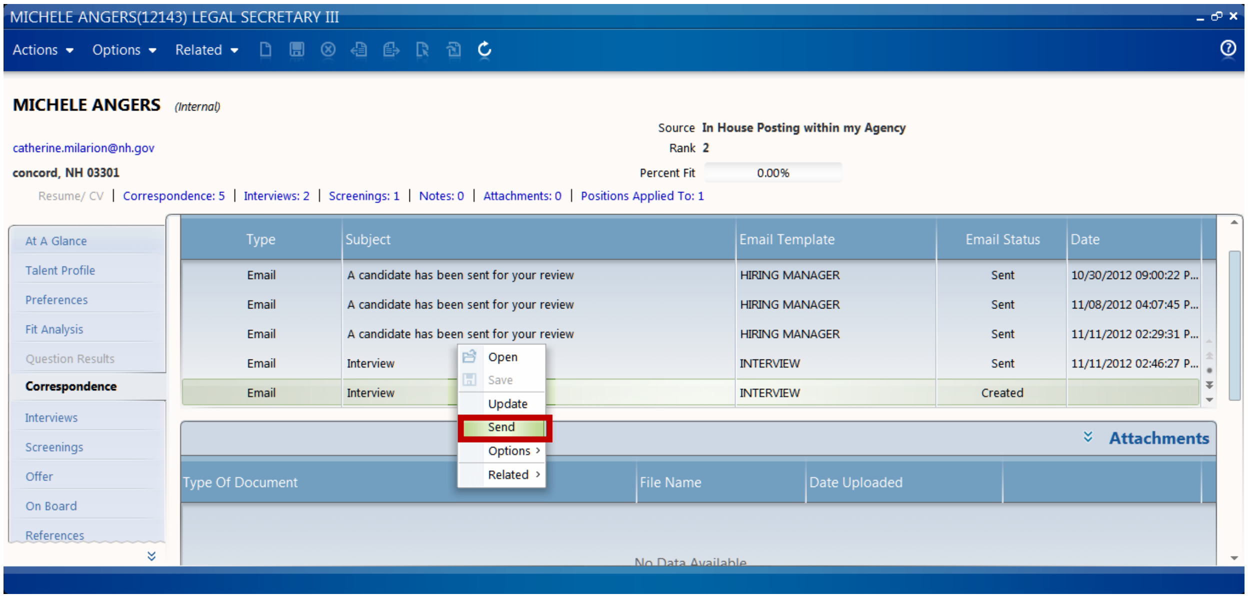
13. Modify the text of the email as necessary. Click **Next**.



14. Review the email and click **Send** to send immediately, or **Exit** to create the email in "Created" status, so it can be modified before being sent.



15. Note: To send a Created email, starting from the **Correspondence** tab, click Send. The email status will then change to "Sent".

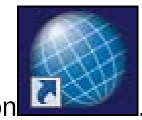


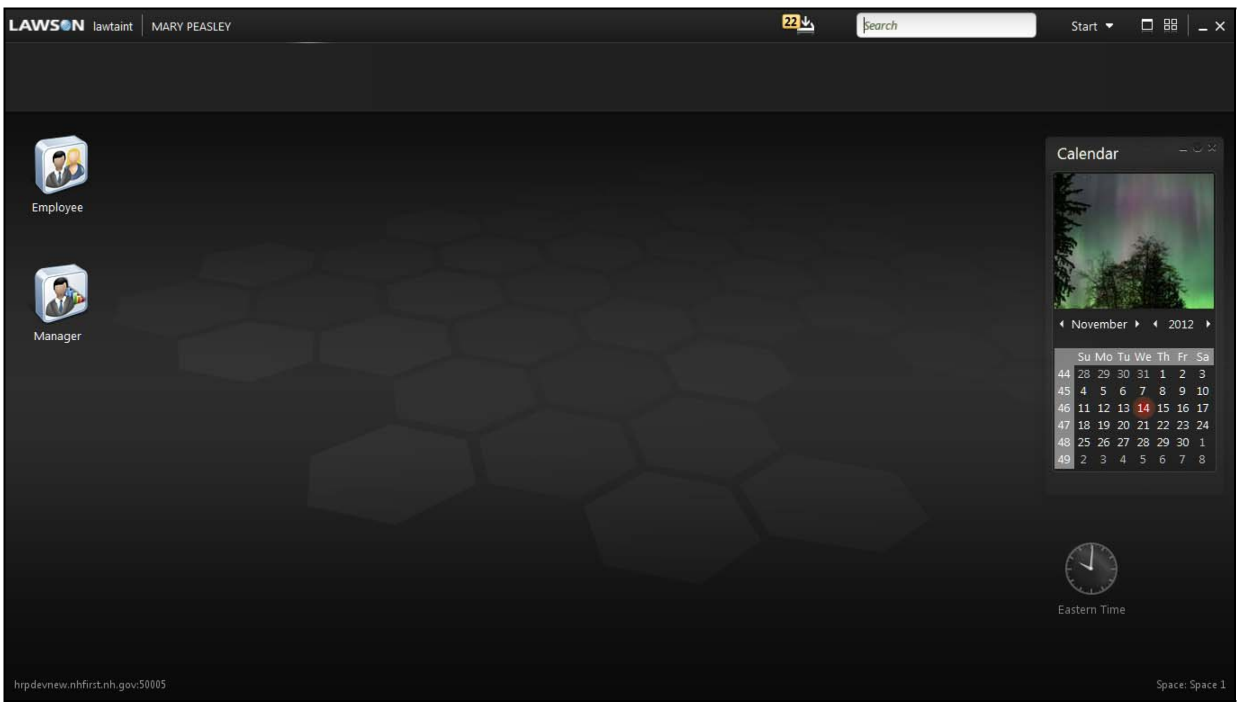
You have successfully completed this task.

LTM – Update Interview Statuses

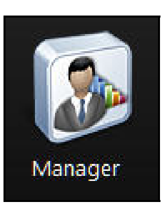
Purpose:	Managers will use the NHFIRST Manager Space to update interview statuses.

Managers will use the NHFIRST Rich Client to update interview statuses.

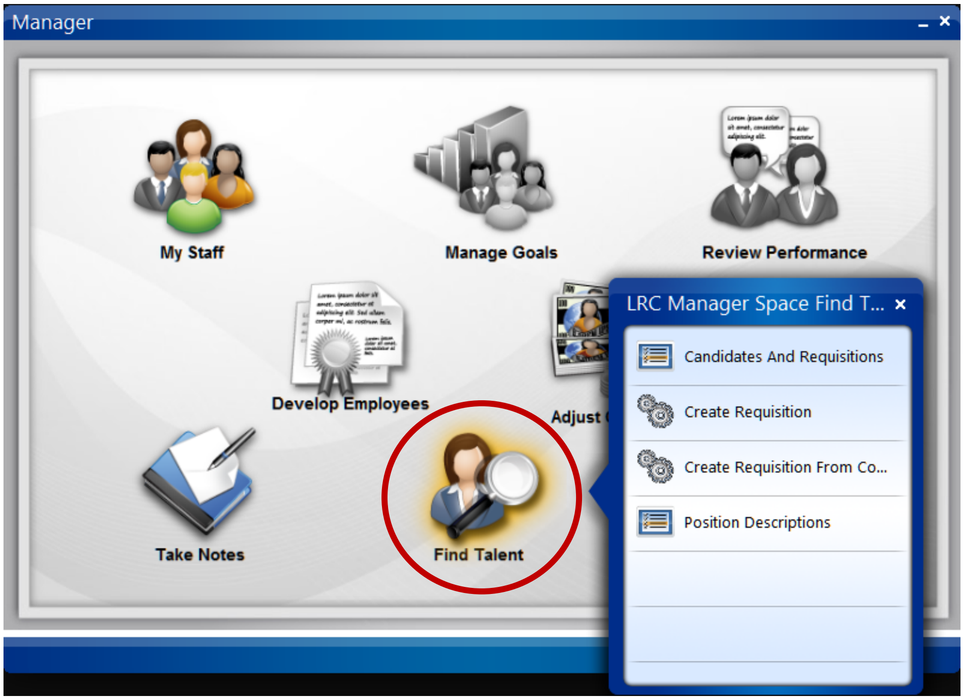
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



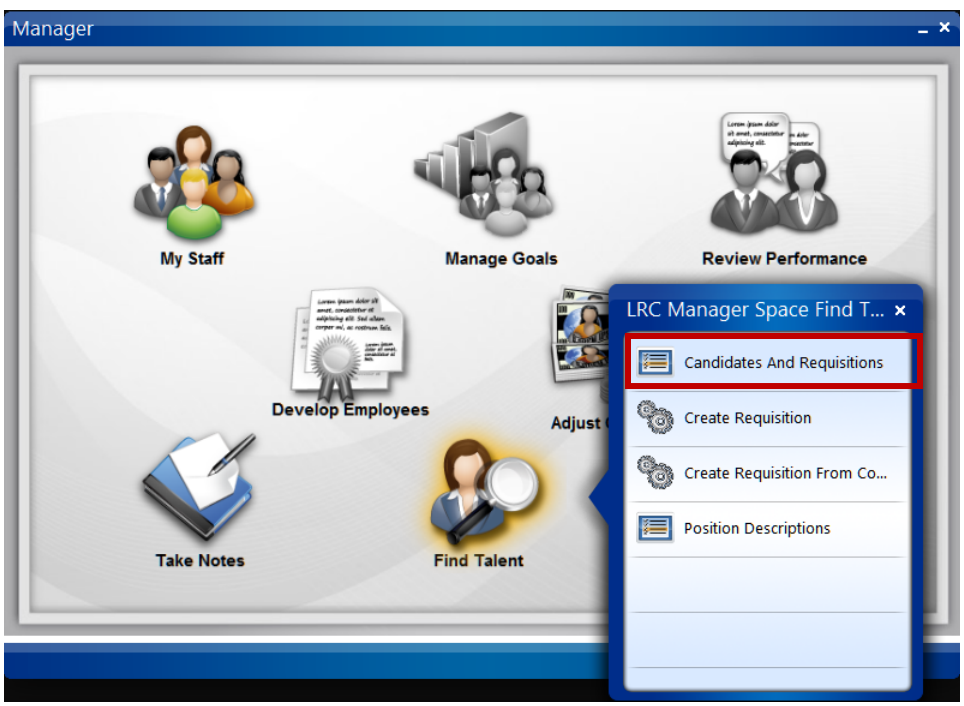
2. From the canvas, double-click the **Manager** icon:



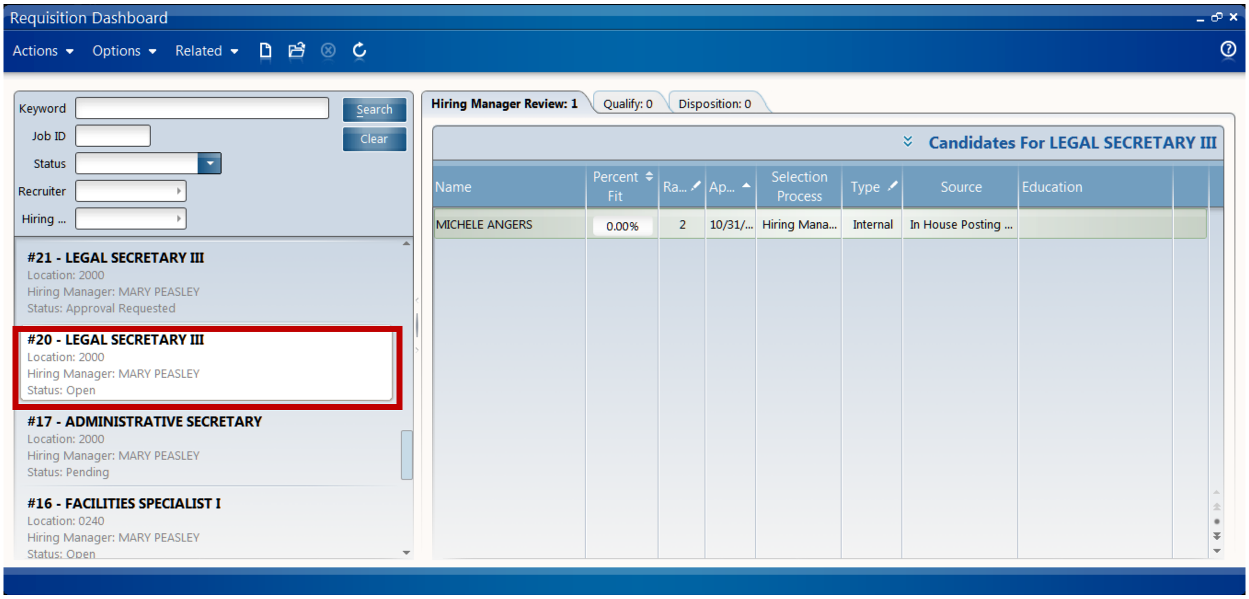
3. Hover your cursor over **Find Talent**.



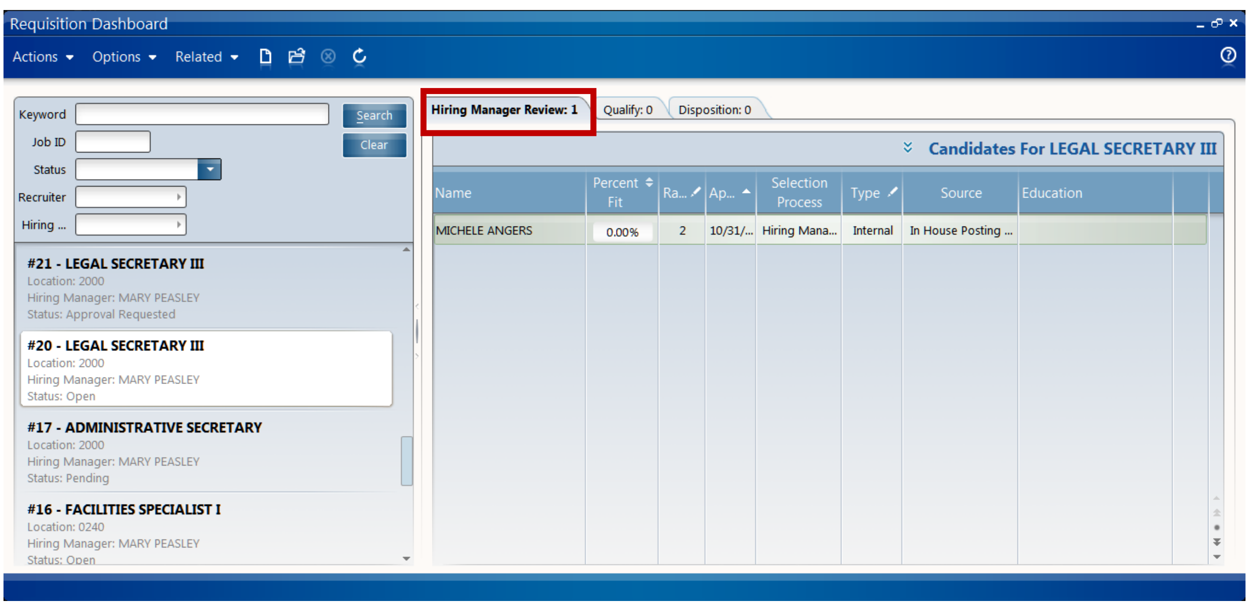
4. Click **Candidates and Requisitons**.



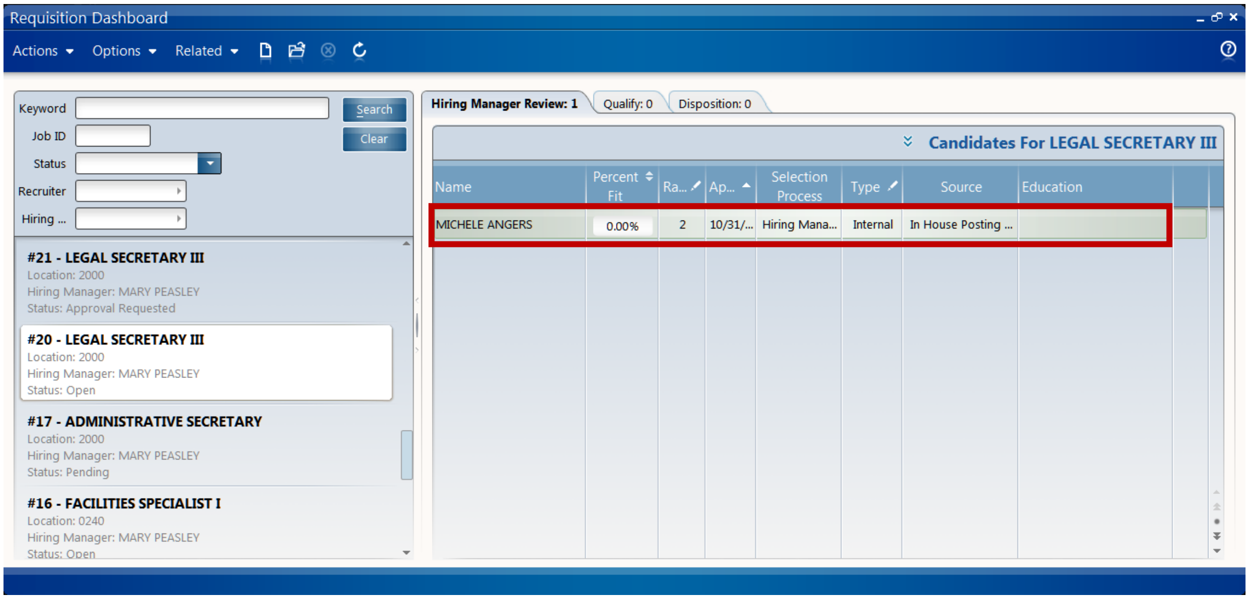
5. Click the Requisition the candidate applied for.



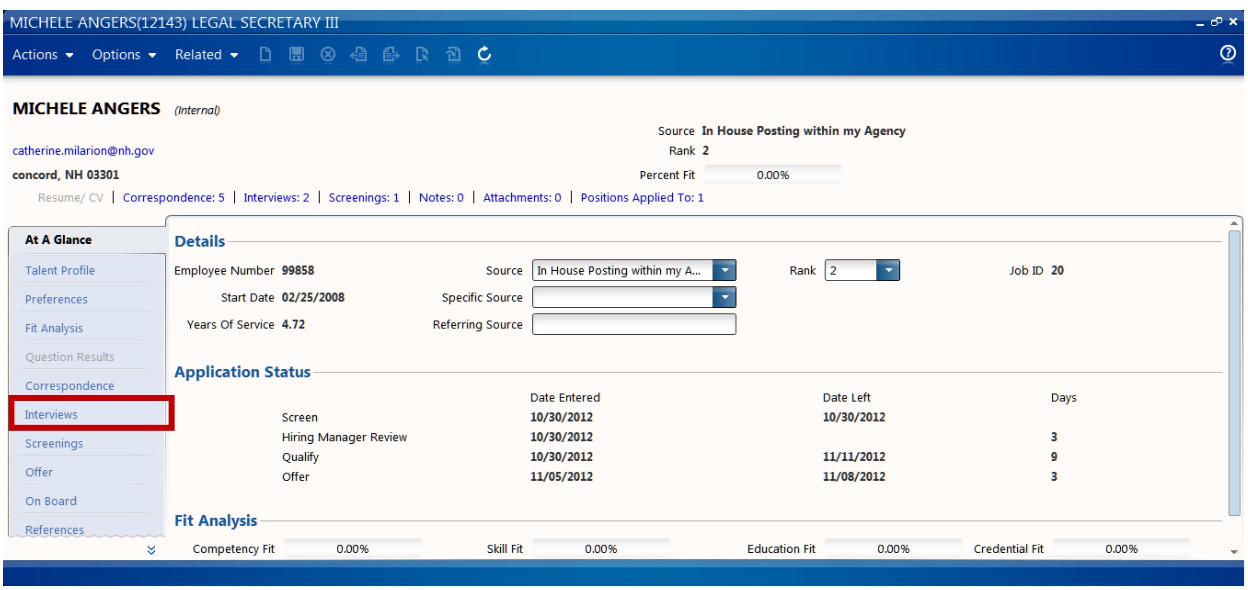
6. Click the **Hiring Manager Review** tab.



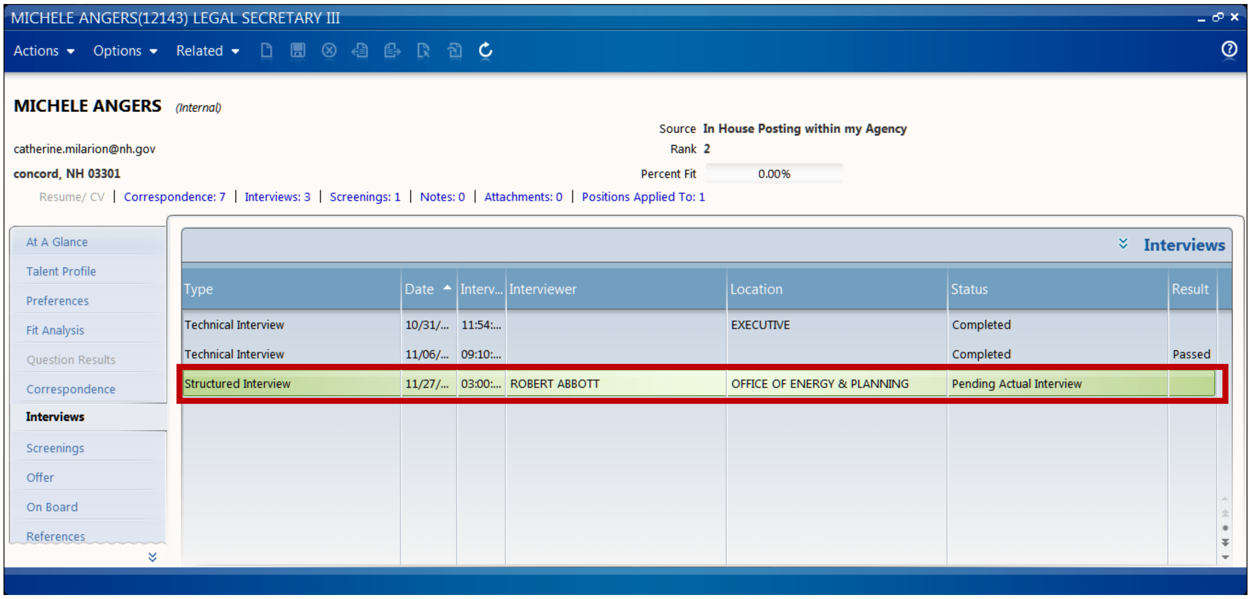
7. Double-click to open the candidate application.



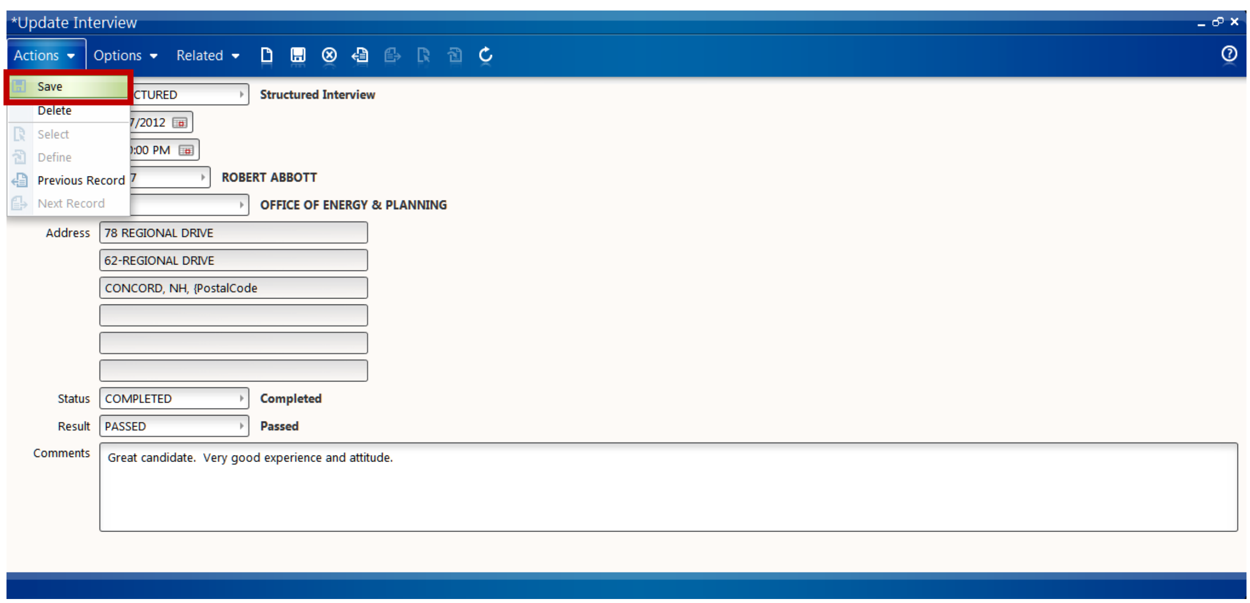
8. Click the **Interviews** tab.



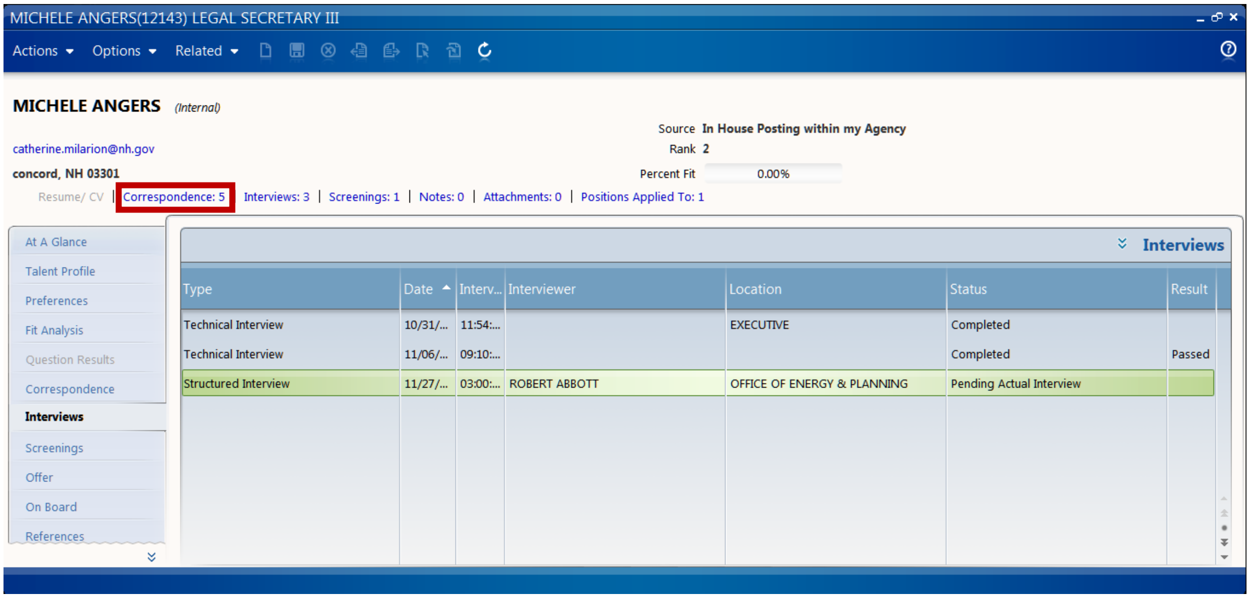
9. Double click to open the interview to update.



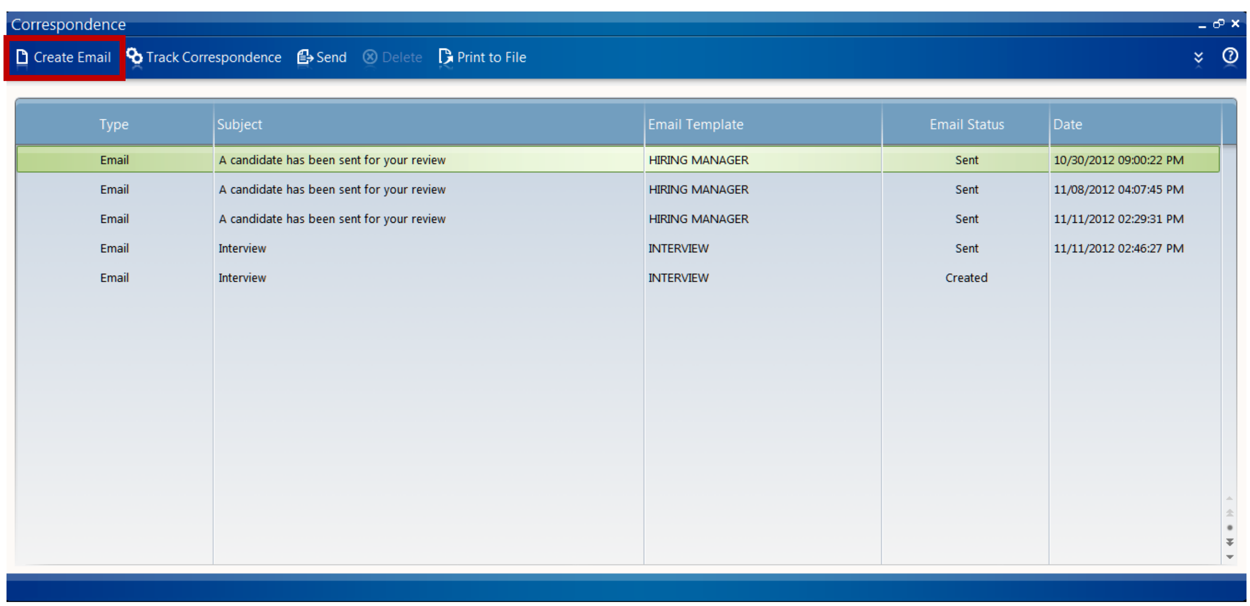
10. After updating **Status**, **Result**, and **Comments** fields, click **Actions > Save**.



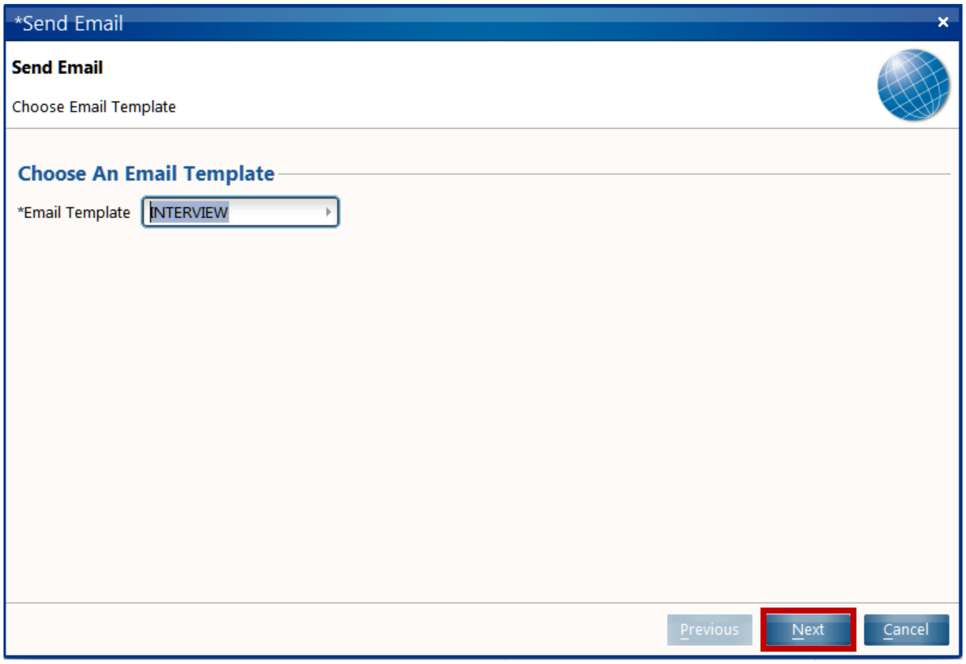
11. If you want to notify a manager or recruiter of the results of an interview, you can send an email from the **Correspondence** tab.



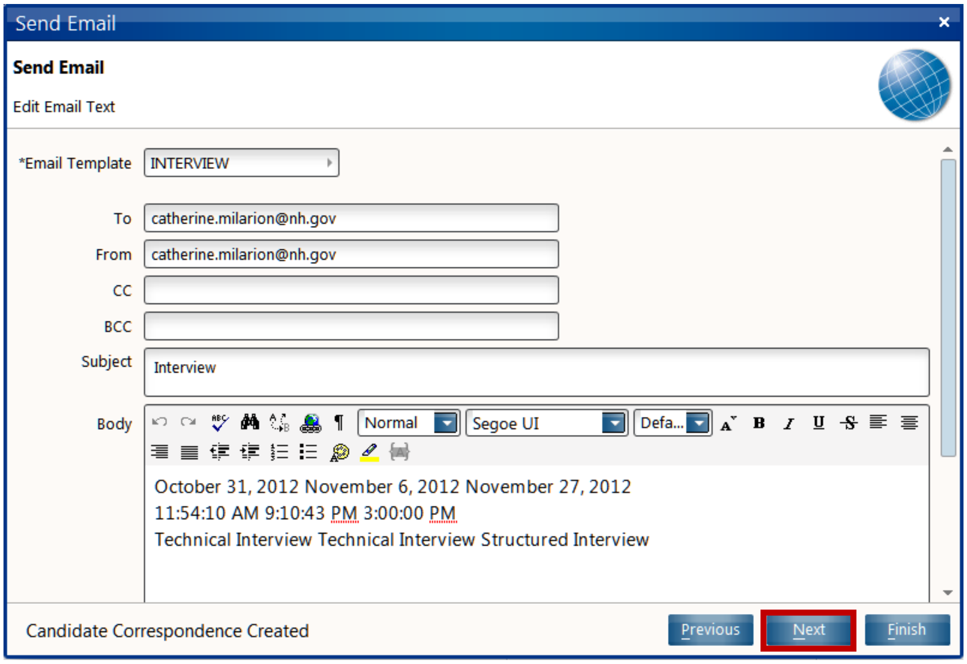
12. On the **Correspondence** panel, click the **Create Email** button.



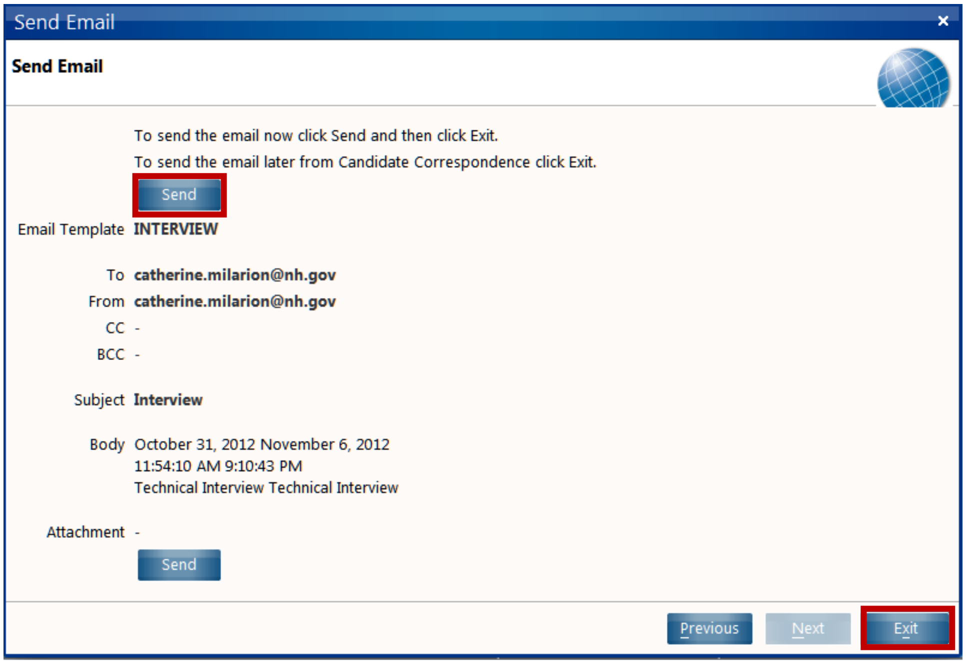
13. After selecting an appropriate mail template, click **Next**.



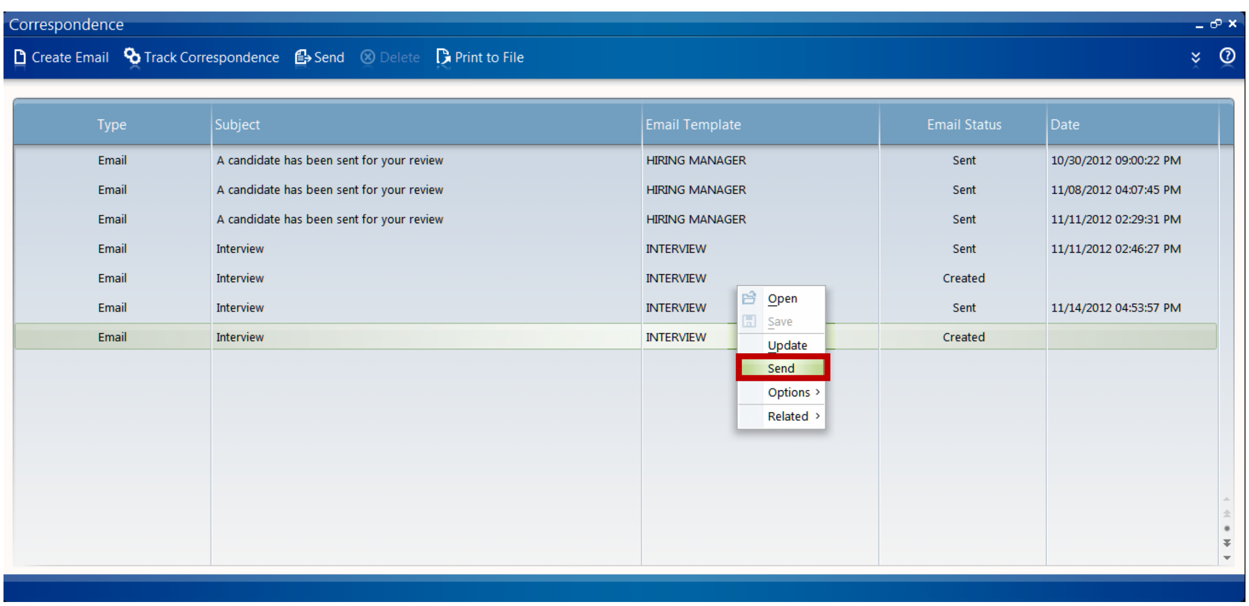
14. Modify email text as needed and click **Next**.



15. Review the email and click **Send** to send immediately, or **Exit** to create the email in "Created" status, so it can be modified before being sent.



16. Note: To send a "Created" email, starting from the **Correspondence** tab and click **Send**. The email status will then change to "Sent".

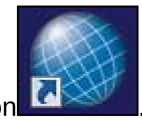


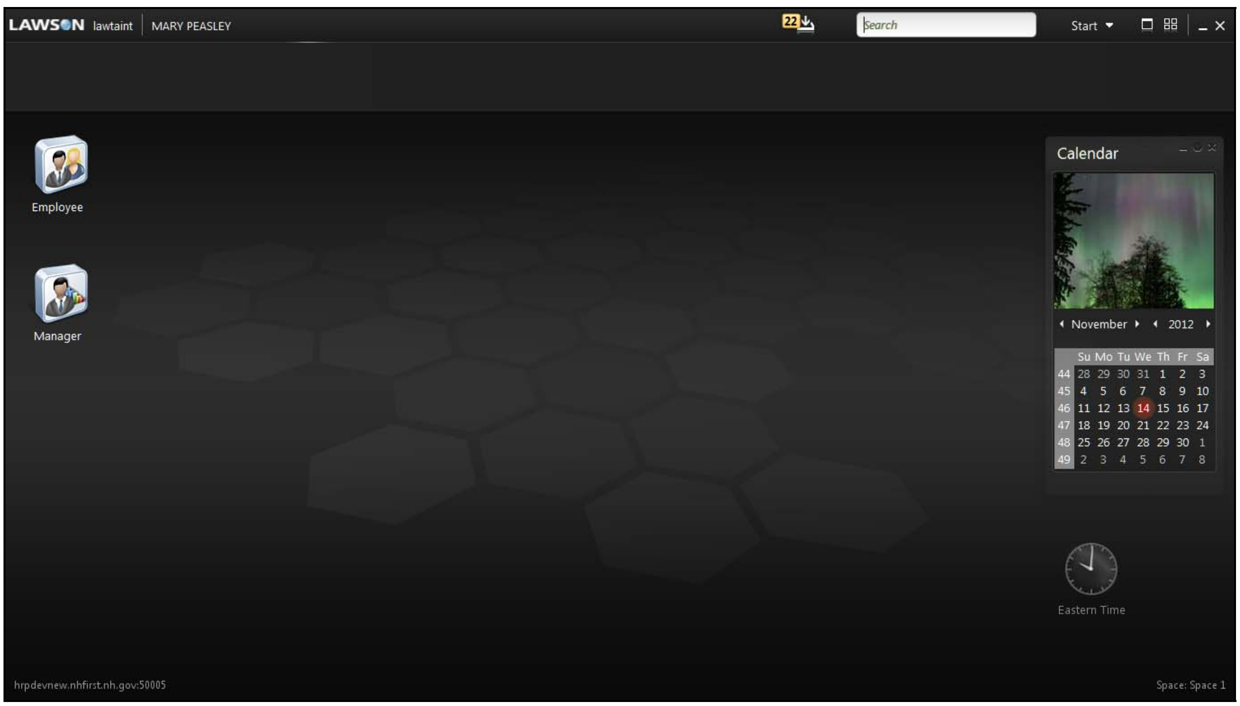
You have successfully completed this task.

LTM – Move to Qualifying

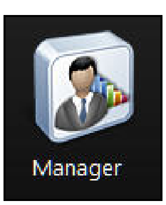
Purpose:	Managers will use the NHFIRST Manager Space to move a candidate to "qualifying" status..

Managers will use the NHFIRST Rich Client to move a candidate to "qualifying" status.

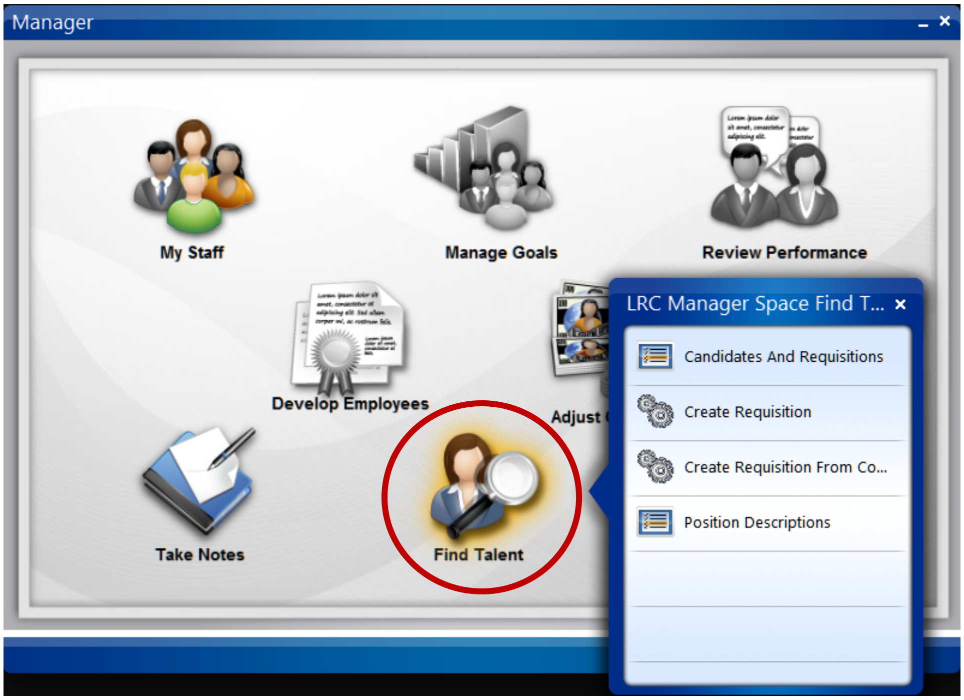
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



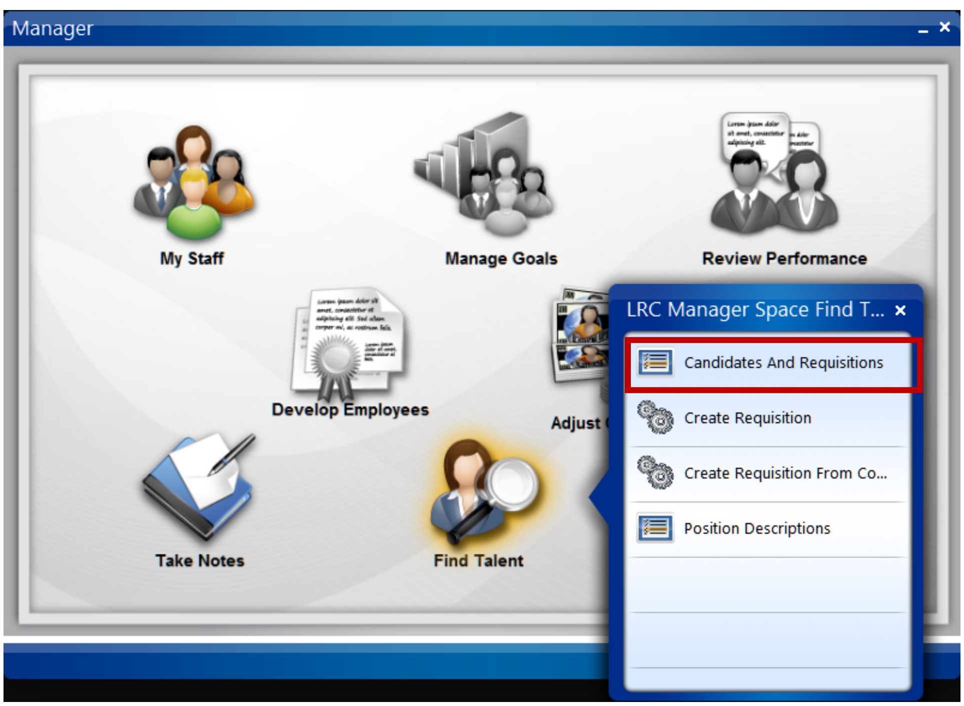
2. From the canvas, double-click the **Manager** icon:



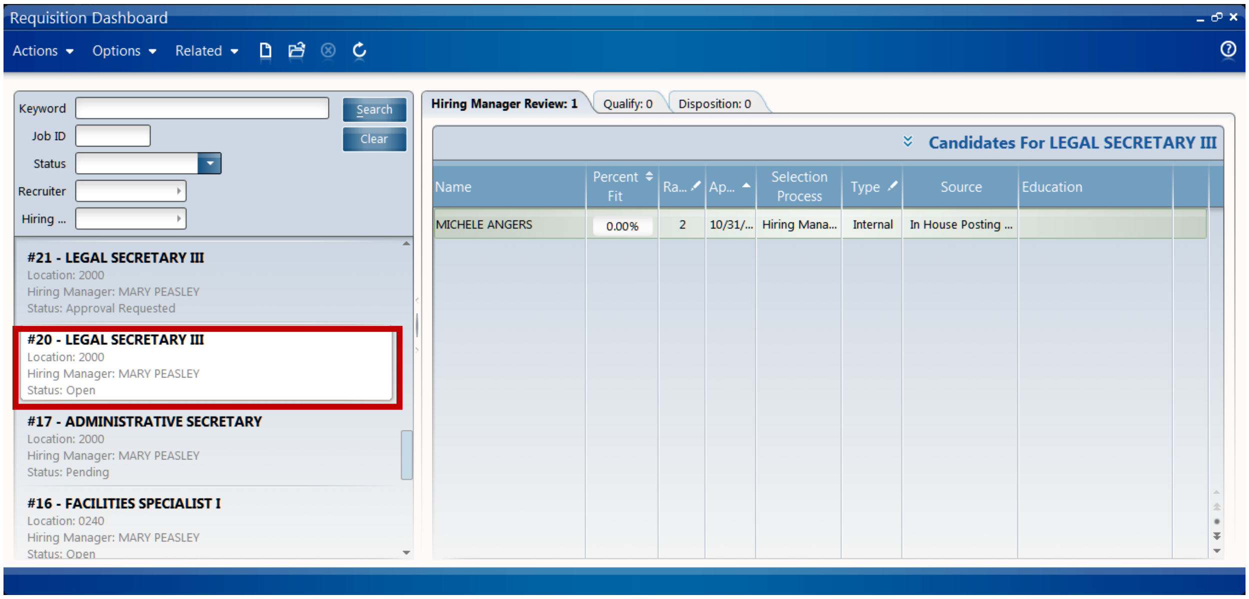
3. Hover your cursor over **Find Talent**.



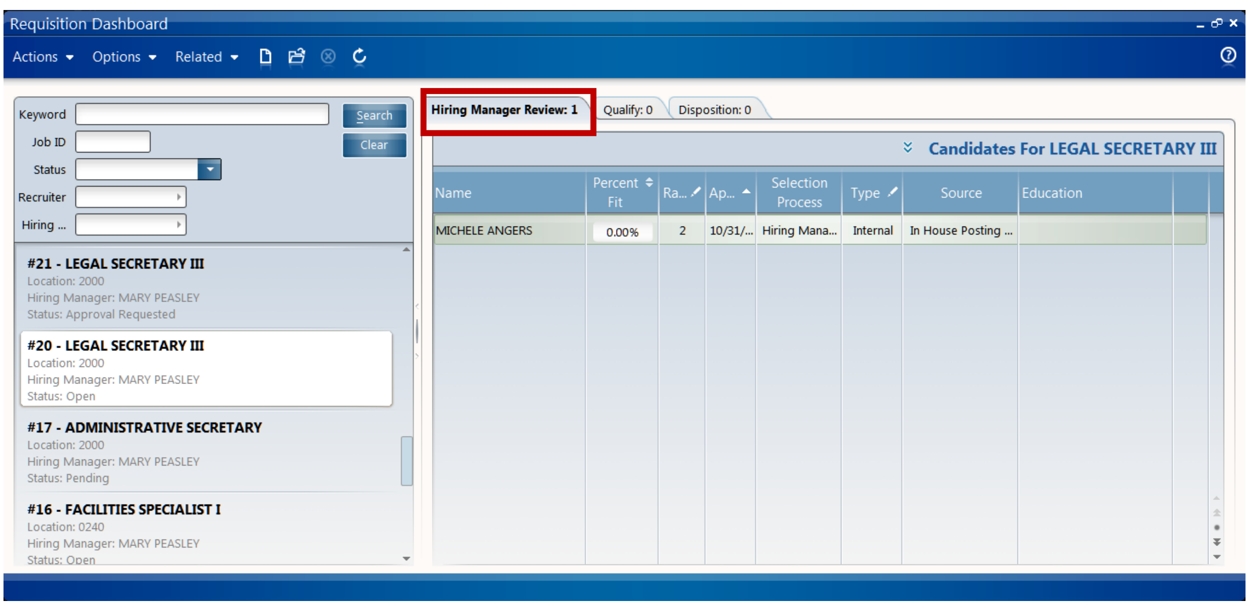
4. Click **Candidates and Requisitons**.



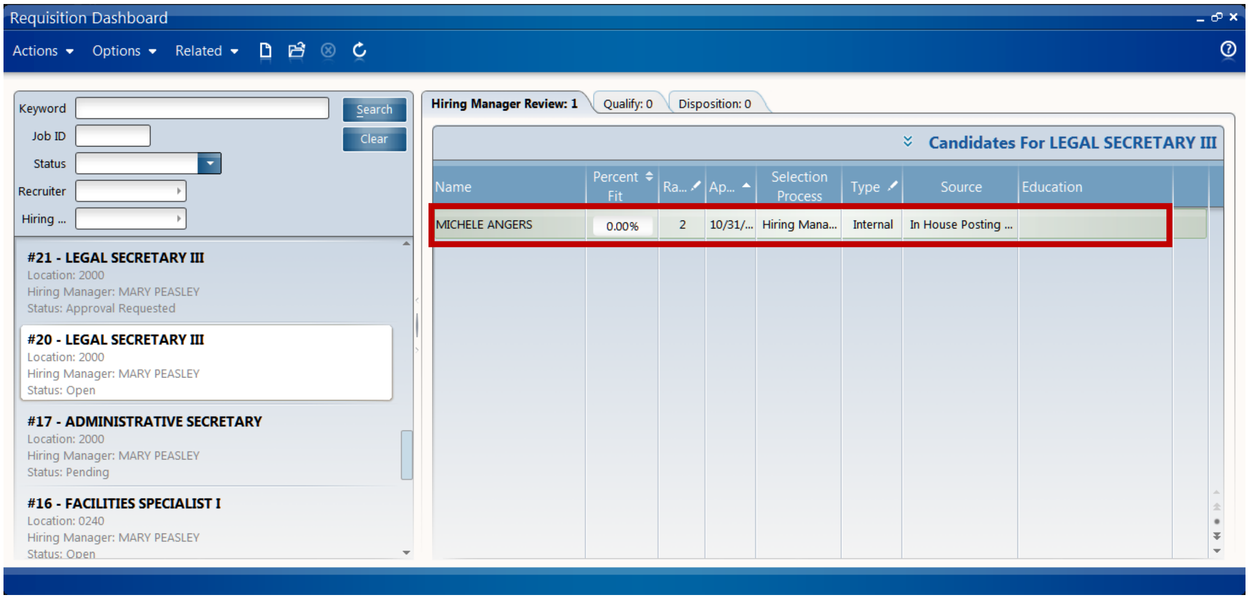
5. Click the Requisition the candidate applied for.



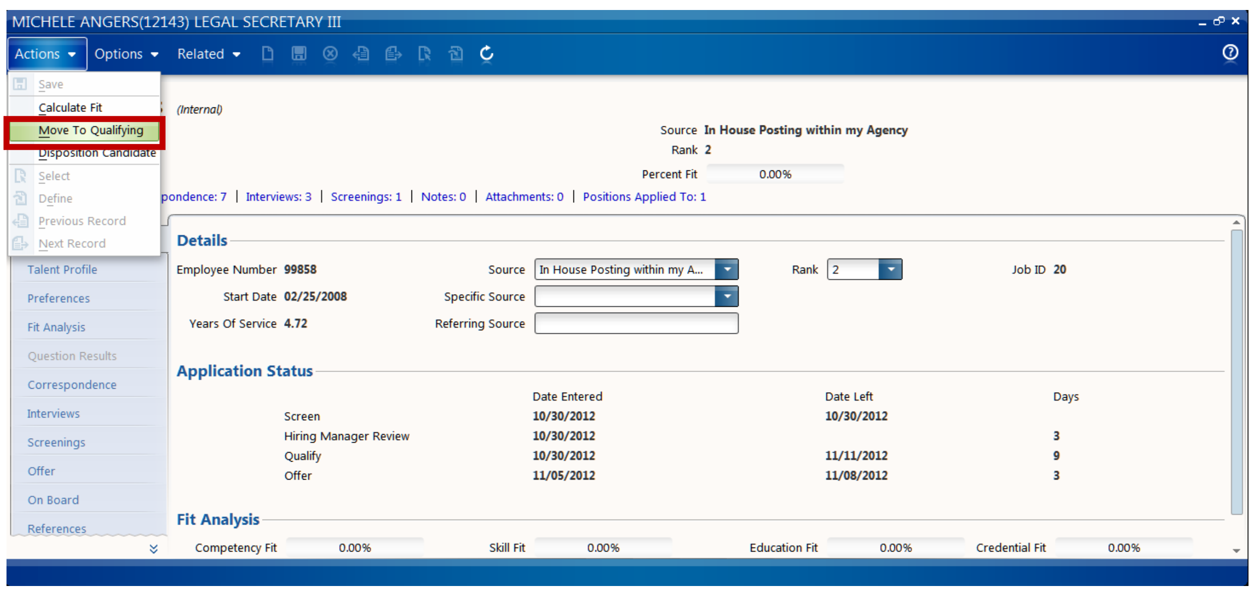
6. Click the **Hiring Manager Review** tab.



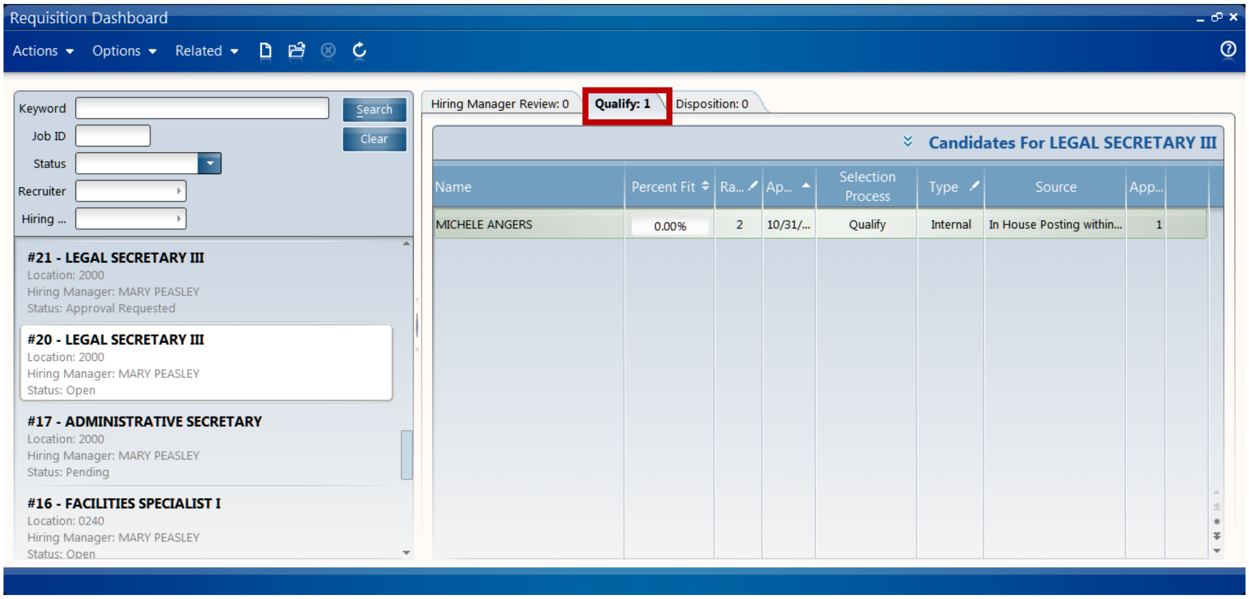
7. Double-click to open the candidate's application.



8. If the minimum qualifications for the position are met and the candidate passed the interview, click **Actions > Move to Qualifying**. If the minimum qualifications for the position are not met and/or failed the interview, click **Actions > Disposition Candidate**.



After closing the above window, you now see the candidate under the **Qualify** tab.

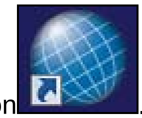


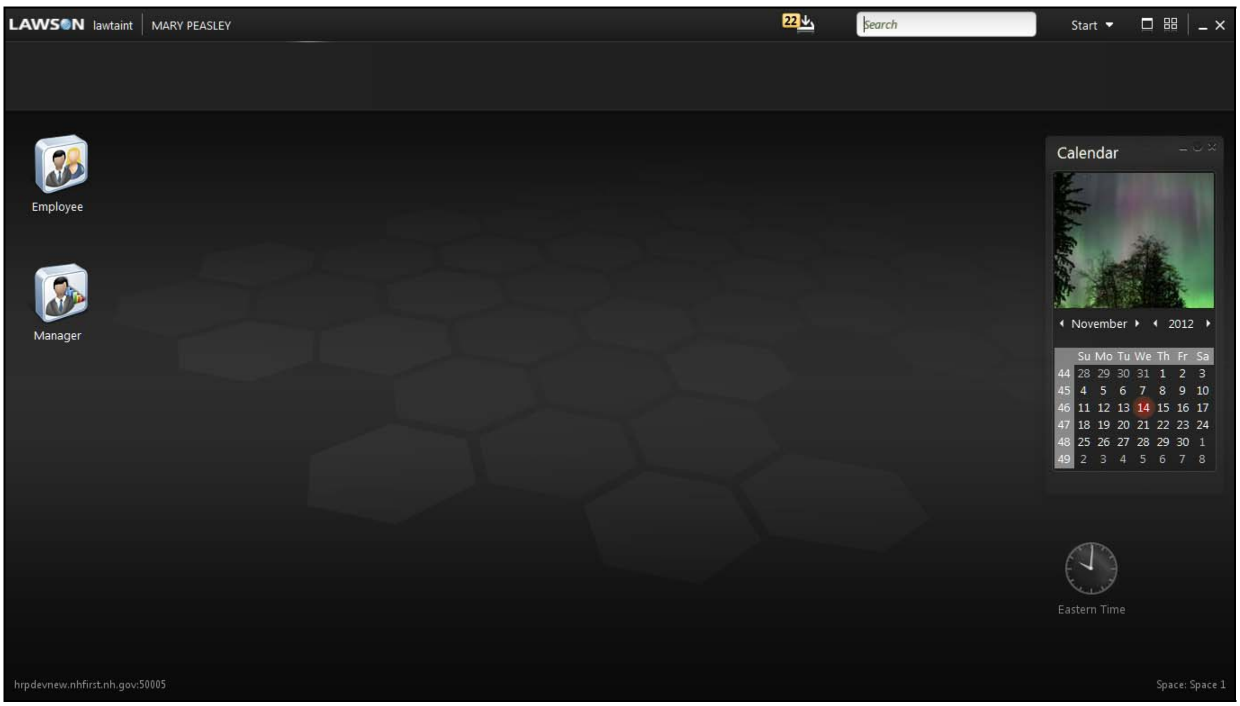
You have successfully completed this task.

LTM – Disposition

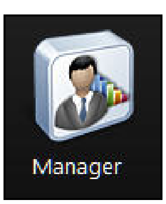
Purpose:	Managers will use the NHFIRST Manager Space to disposition a candidate.

Managers will use the NHFIRST Rich Client to disposition a candidate.

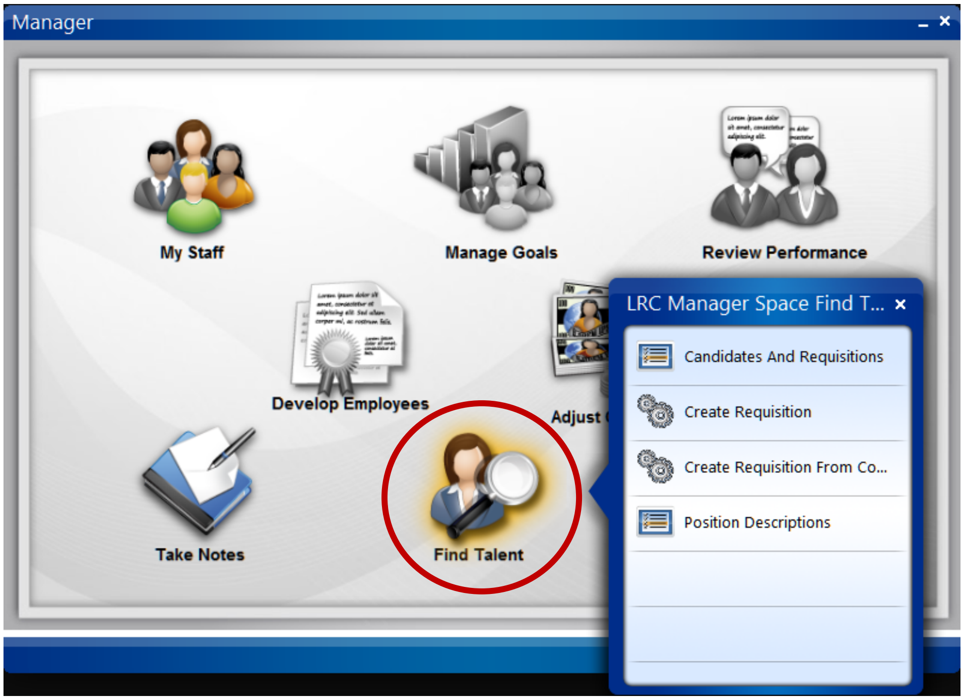
1. Click on the NHFIRST Rich Client icon . Login using your username and password.



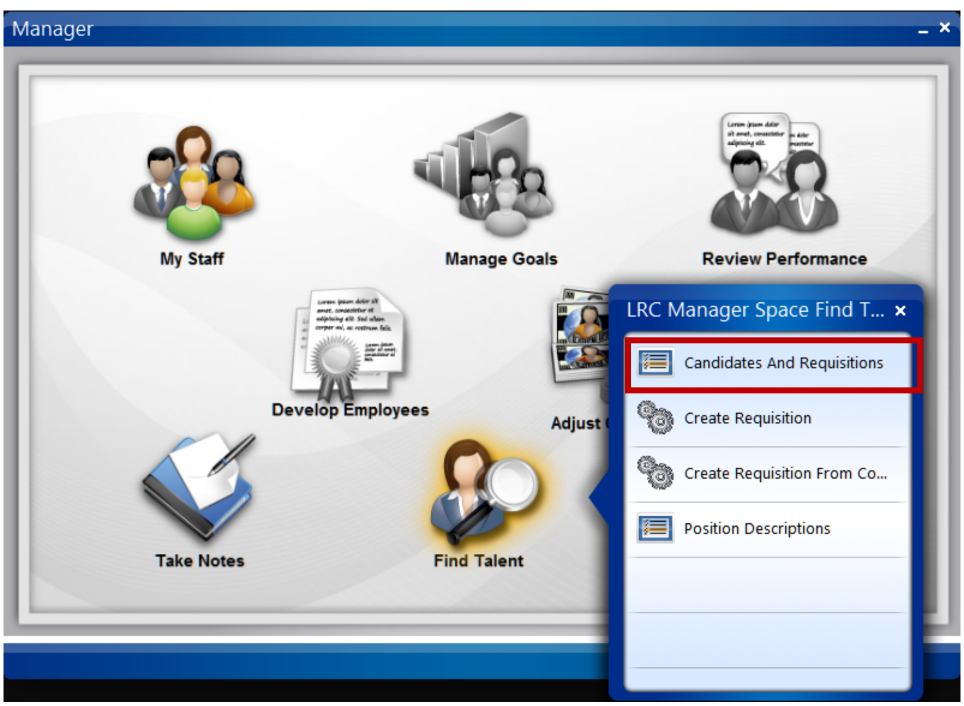
2. From the canvas, double-click the **Manager** icon:



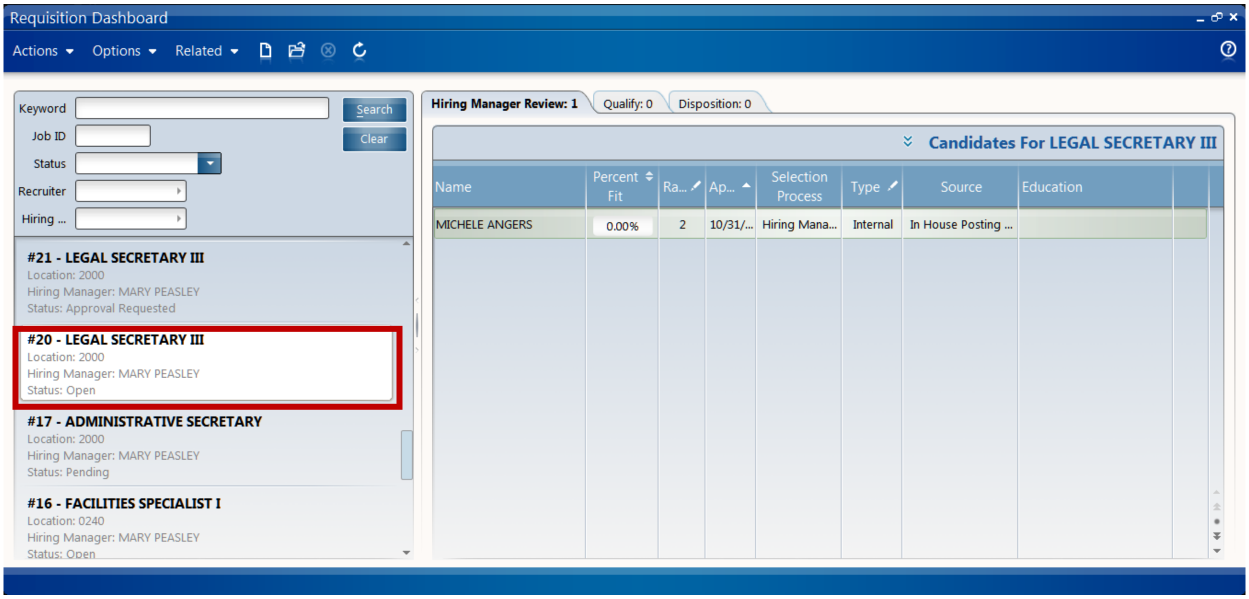
3. Hover your cursor over **Find Talent**.



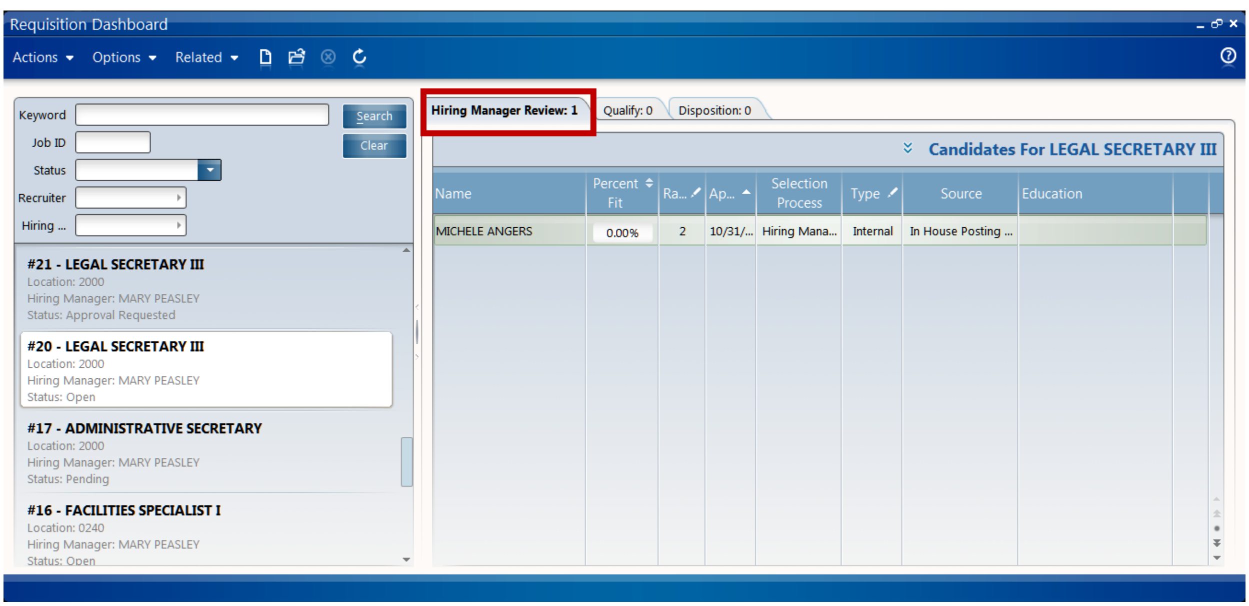
4. Click **Candidates and Requisitons**.



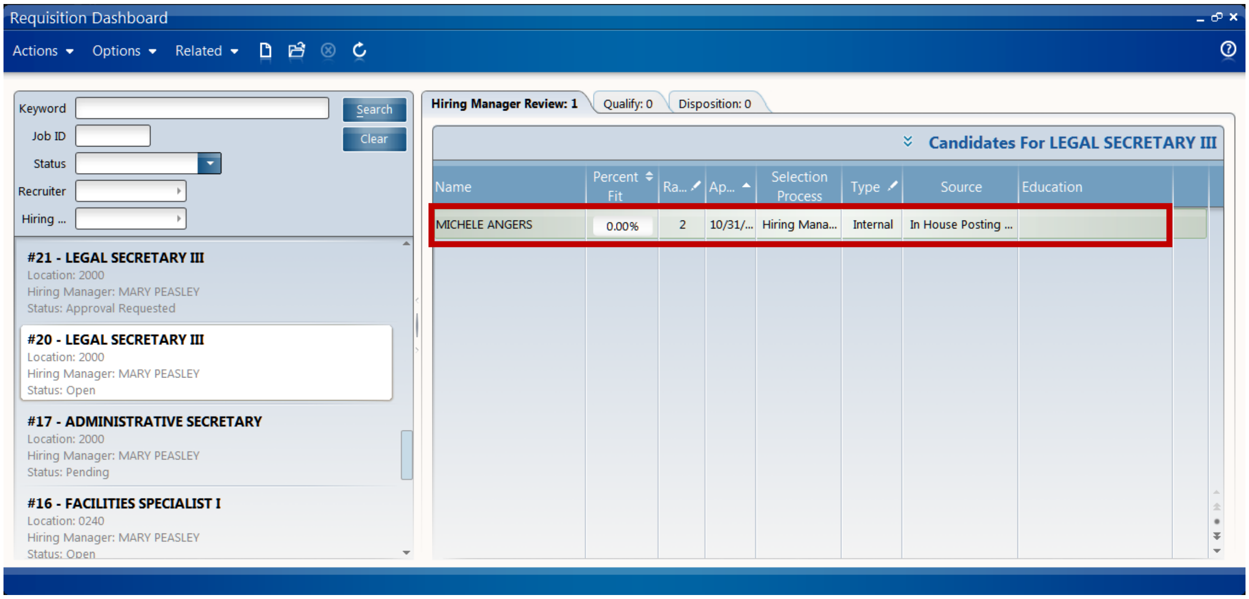
5. Click the Requisition the candidate applied for.



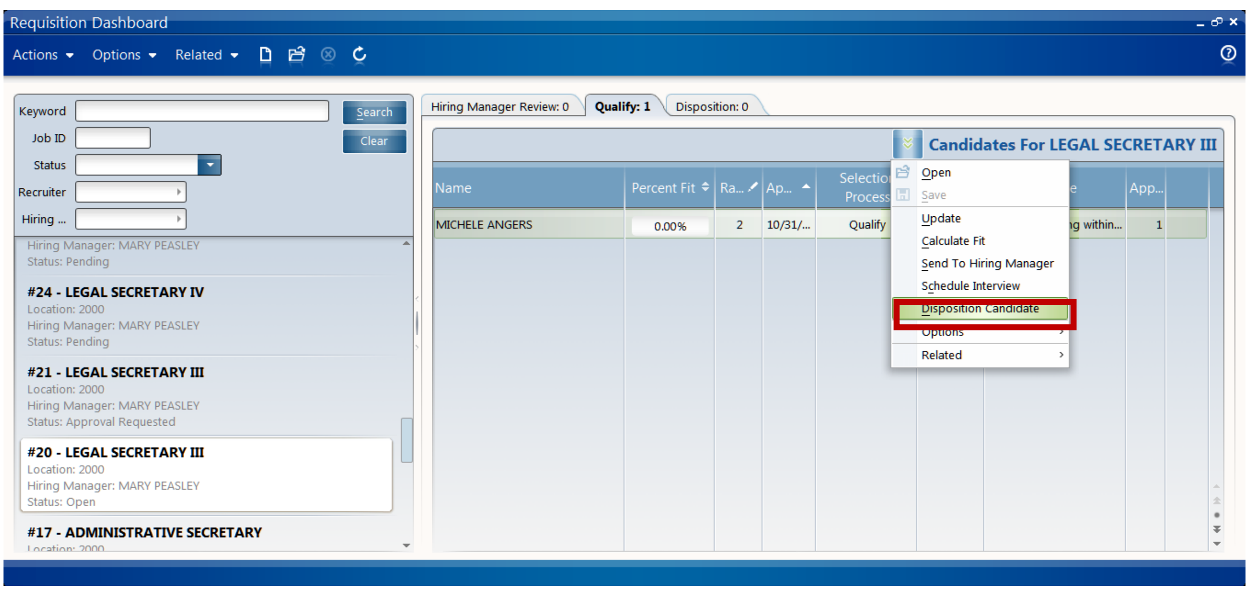
6. Click the **Hiring Manager Review** tab. (Note: To access, and disposition, candidates with a "Qualify" status, click on the **Qualify** tab – and follow the same process shown here.)



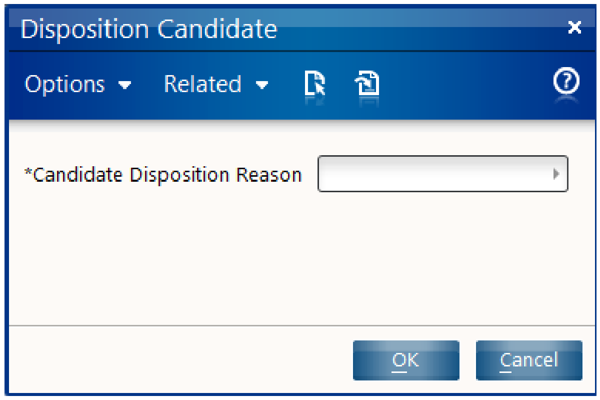
7. Click the applicant.



8. Click **All Actions > Disposition Candidate**.



9. Select a Disposition Reason and click OK.

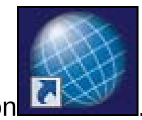


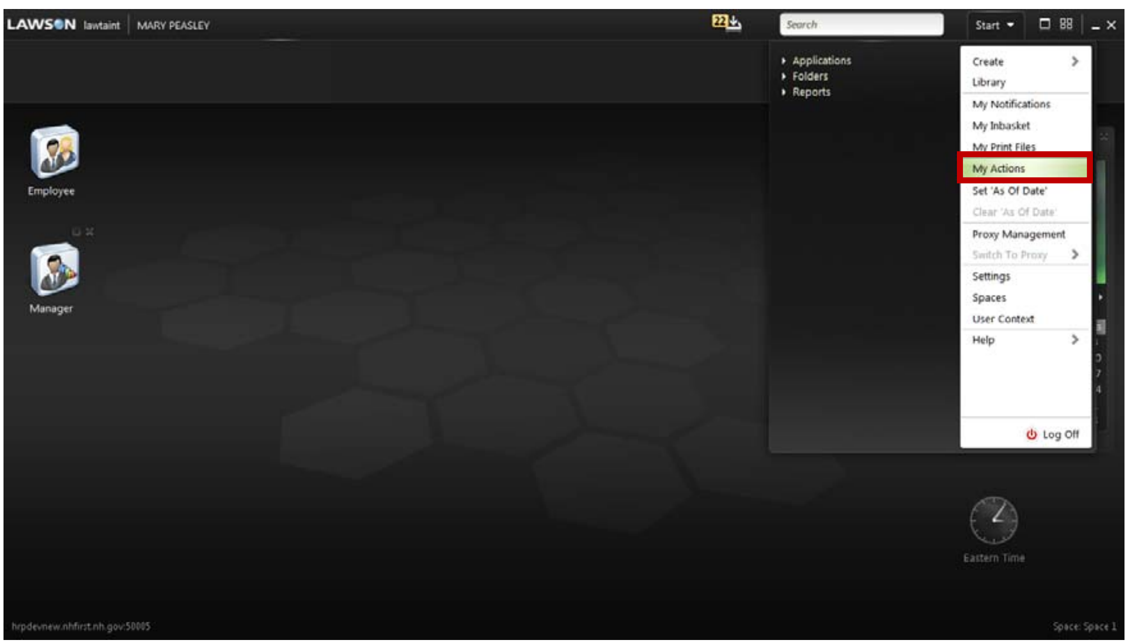
You have successfully completed this task.

LTM – My Action Requests

Purpose:	Managers will use the NHFIRST Manager Space to view the requests they have submitted.

Managers will use the NHFIRST Rich Client to view the requests they have submitted.

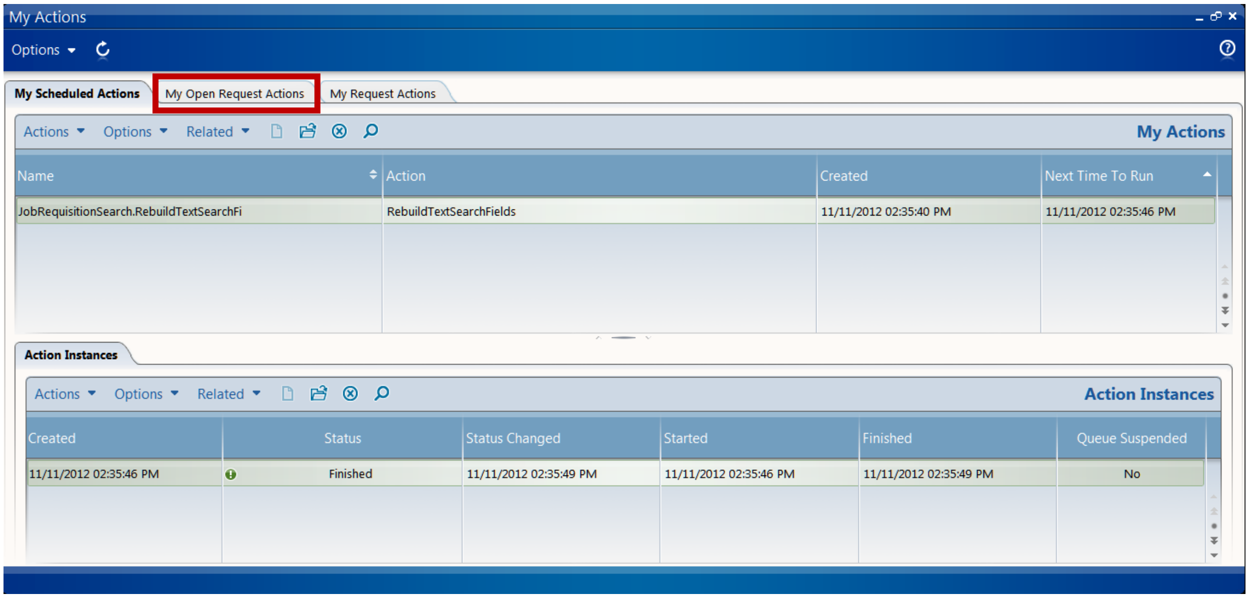
1. Click on the NHFIRST Rich Client icon . Login using your username and password. Click **Start > My Actions**.



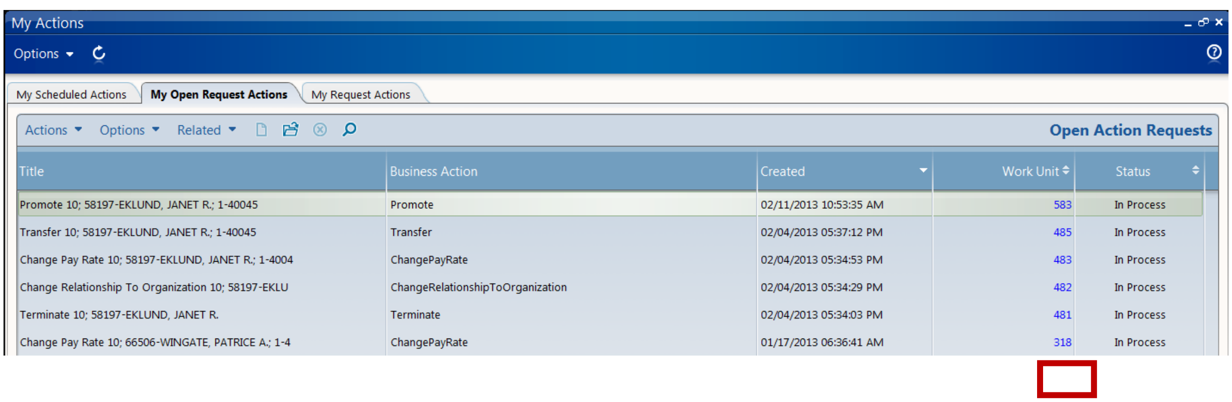
The **My Open Request Actions** tab displays your requests that are currently in process (for approval) or have been returned.

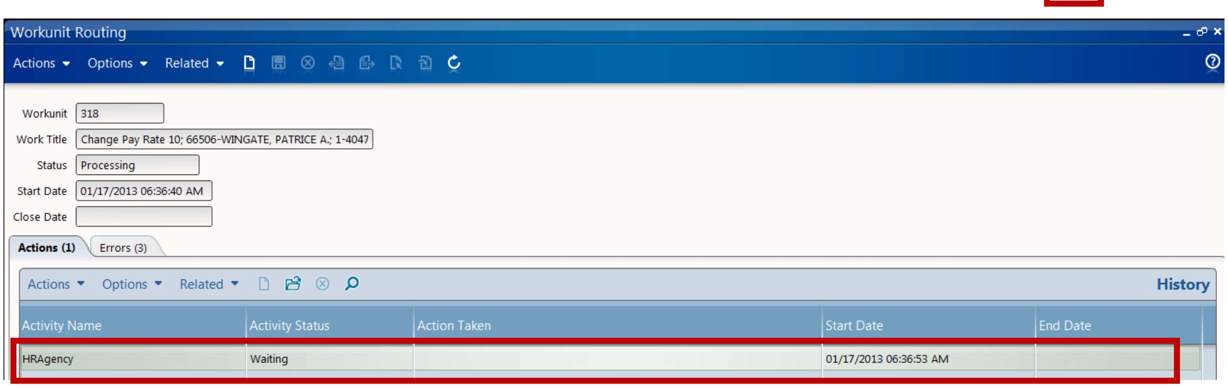
The **My Request Actions** tab displays all your requests, regardless of status.

2. Click the **My Open Request Actions** tab.

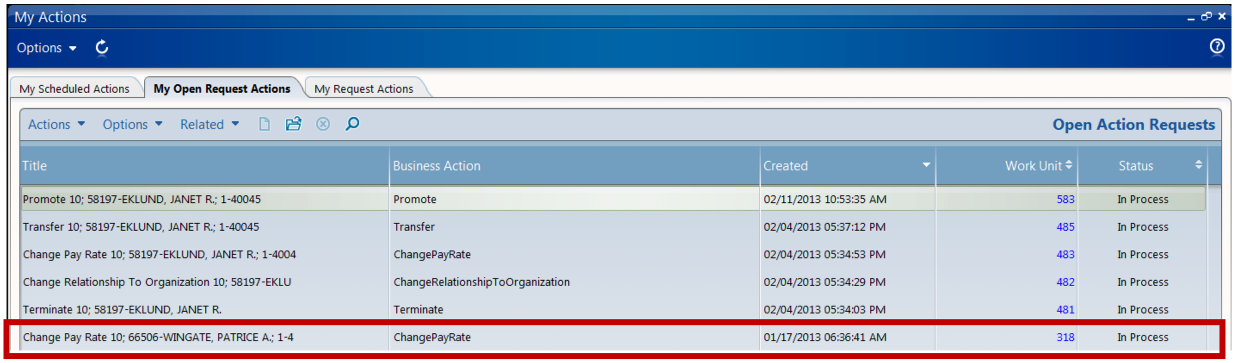


3. To view the current approver of the request, on the **My Open Request Actions** tab, click the workunit number link

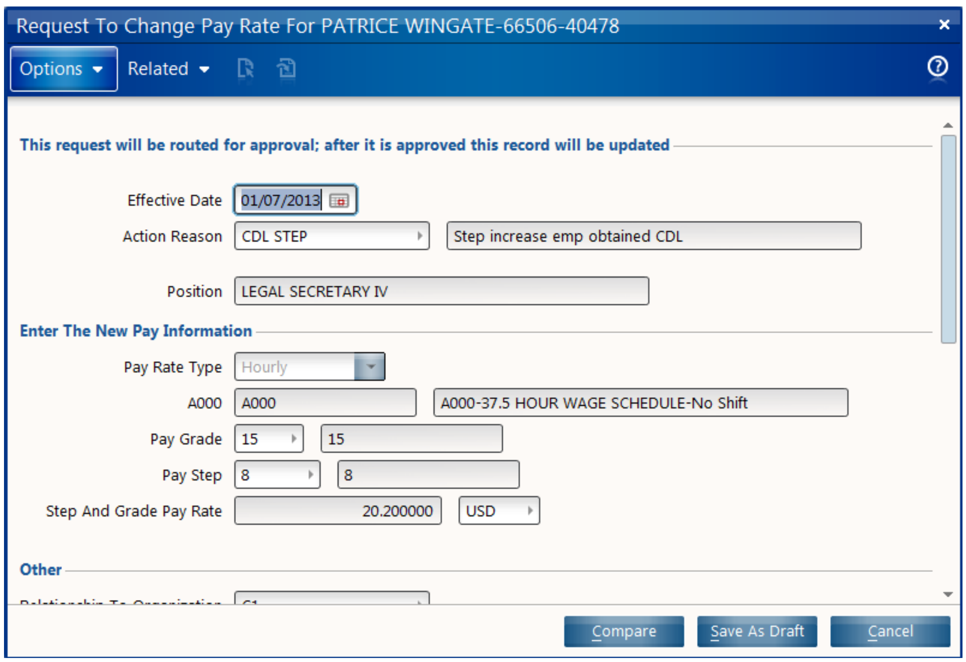




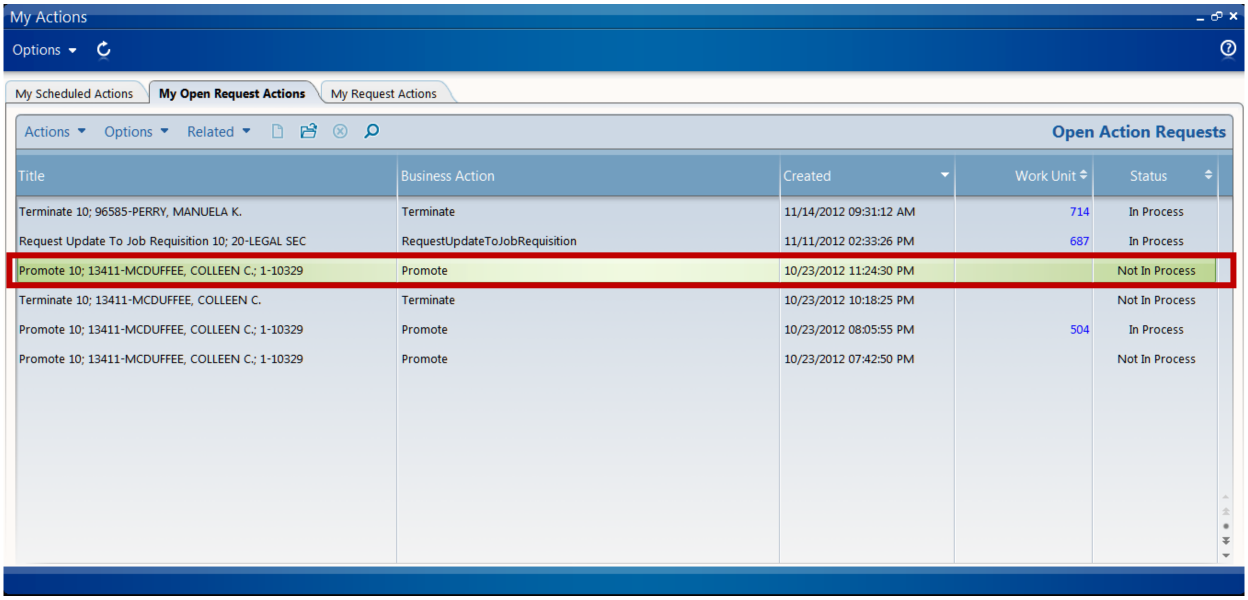
4. To view the details of the request submitted, on the **My Open Request Actions** tab, double click the request



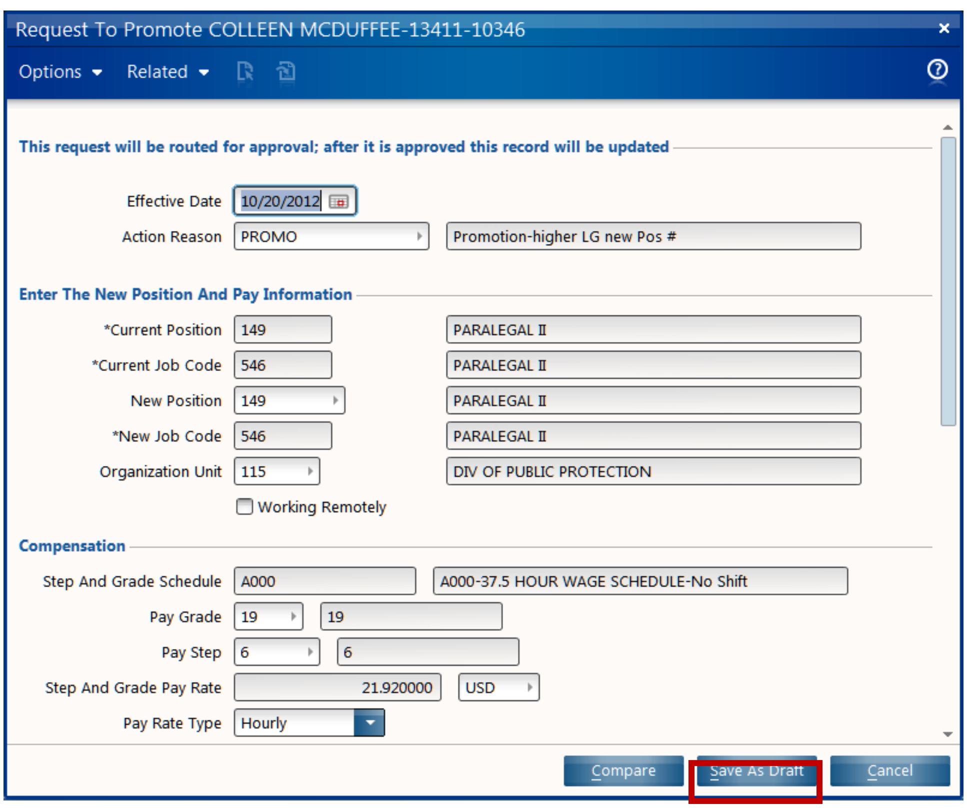
Request details display.



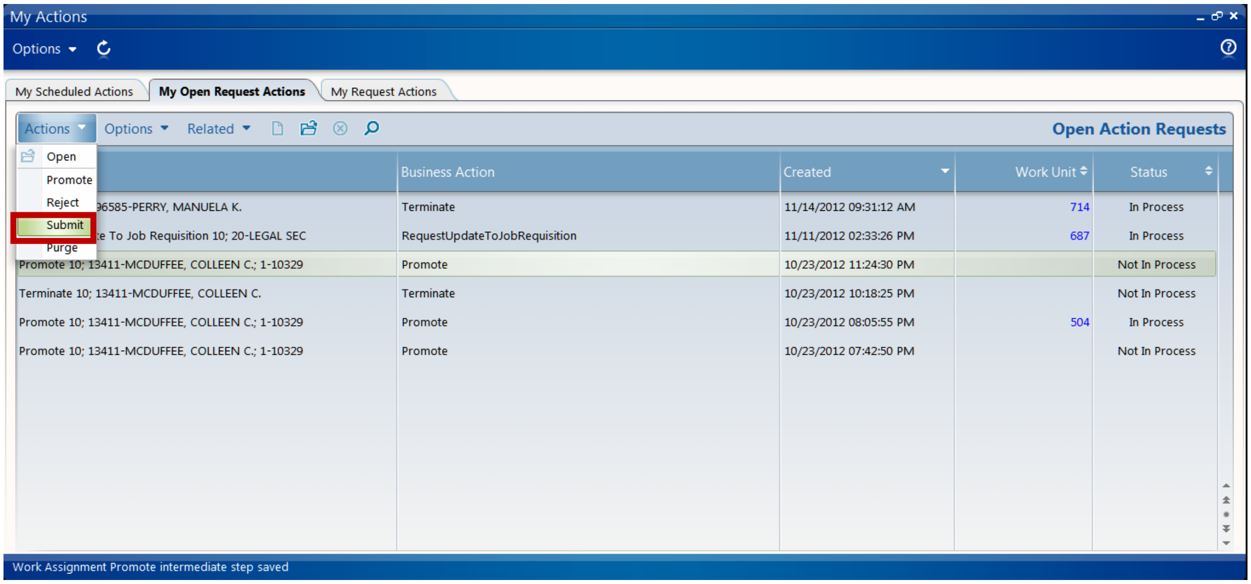
5. <u>To resubmit a returned request</u> (Status = Not in Process):
   a. Double click the request record.



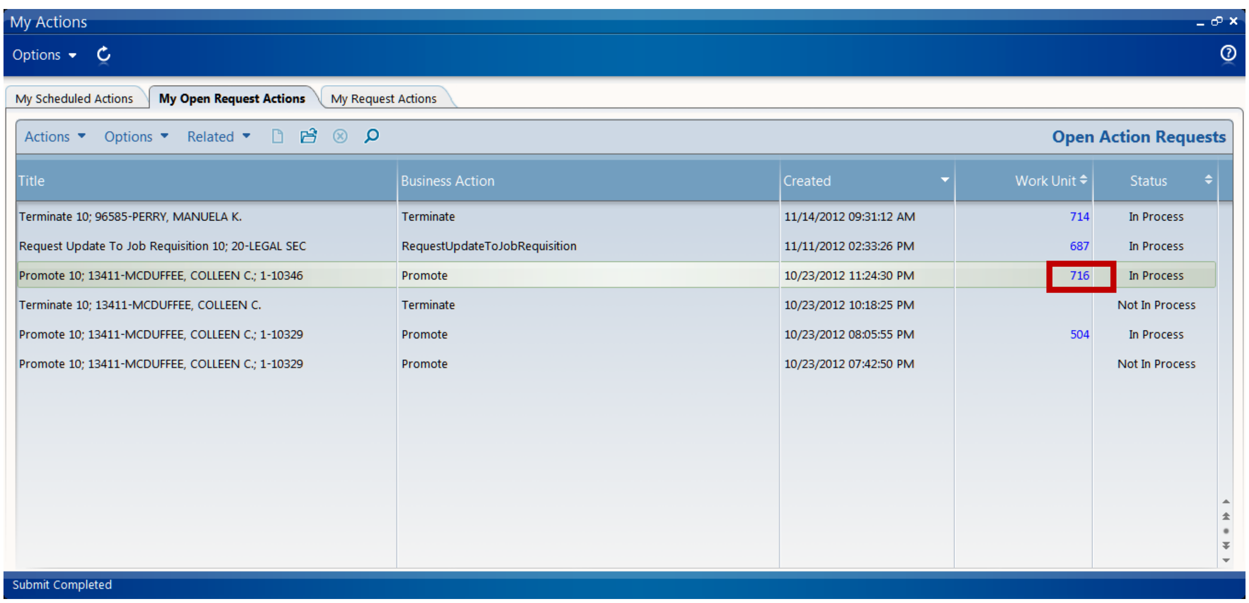
   b. Update the request as necessary. Click **Save as Draft**.



c. On the **My Open Request Actions** panel, click **Actions > Submit**.



A new workunit number is assigned.



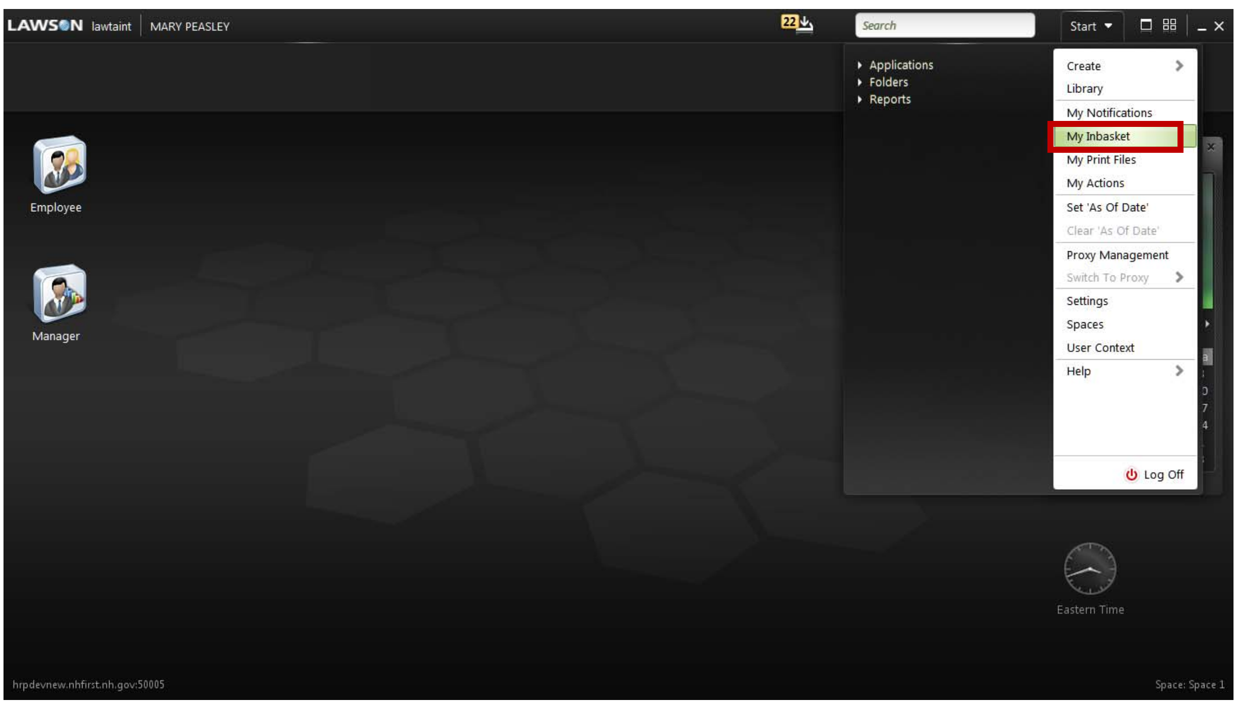
You have successfully completed this task.

LTM – My Inbasket

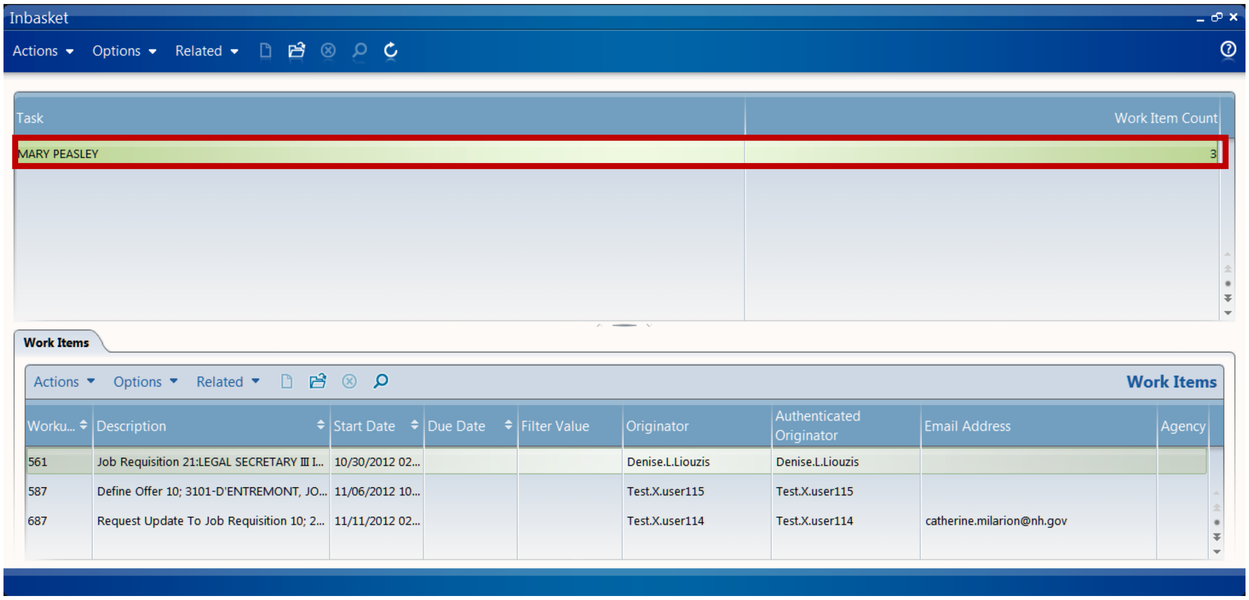
Purpose:	Managers will use the NHFIRST Manager Space to work with My Inbasket.

Managers will use the NHFIRST Rich Client to work with My Inbasket.

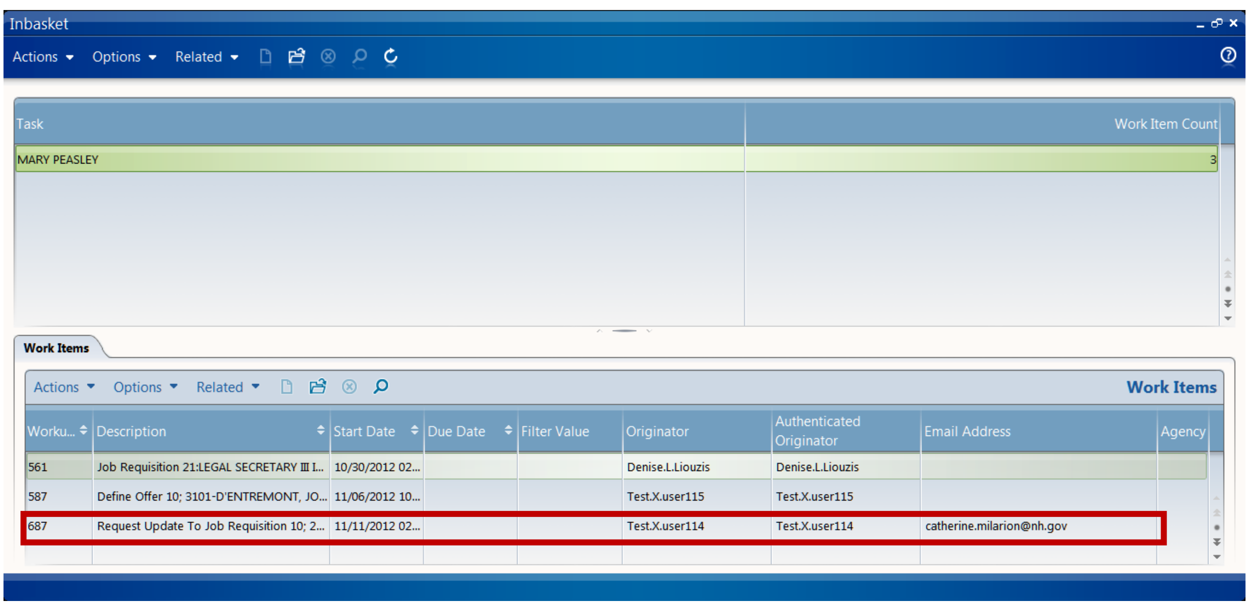
1. Click on the NHFIRST Rich Client icon . Login using your username and password. Click **Start > My Inbasket**.



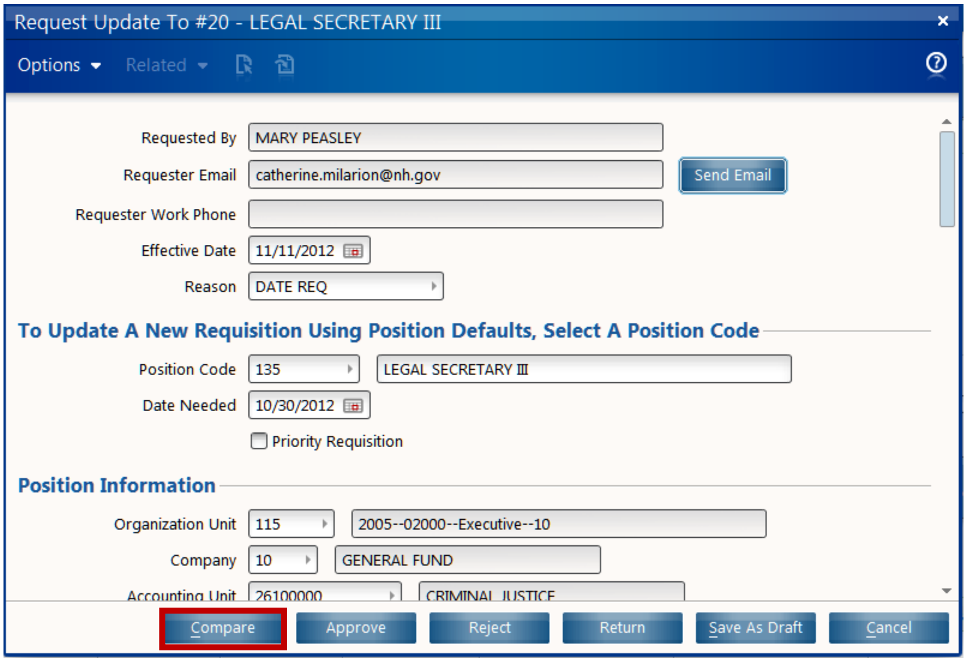
2. On the **Task** panel, click on a user task.



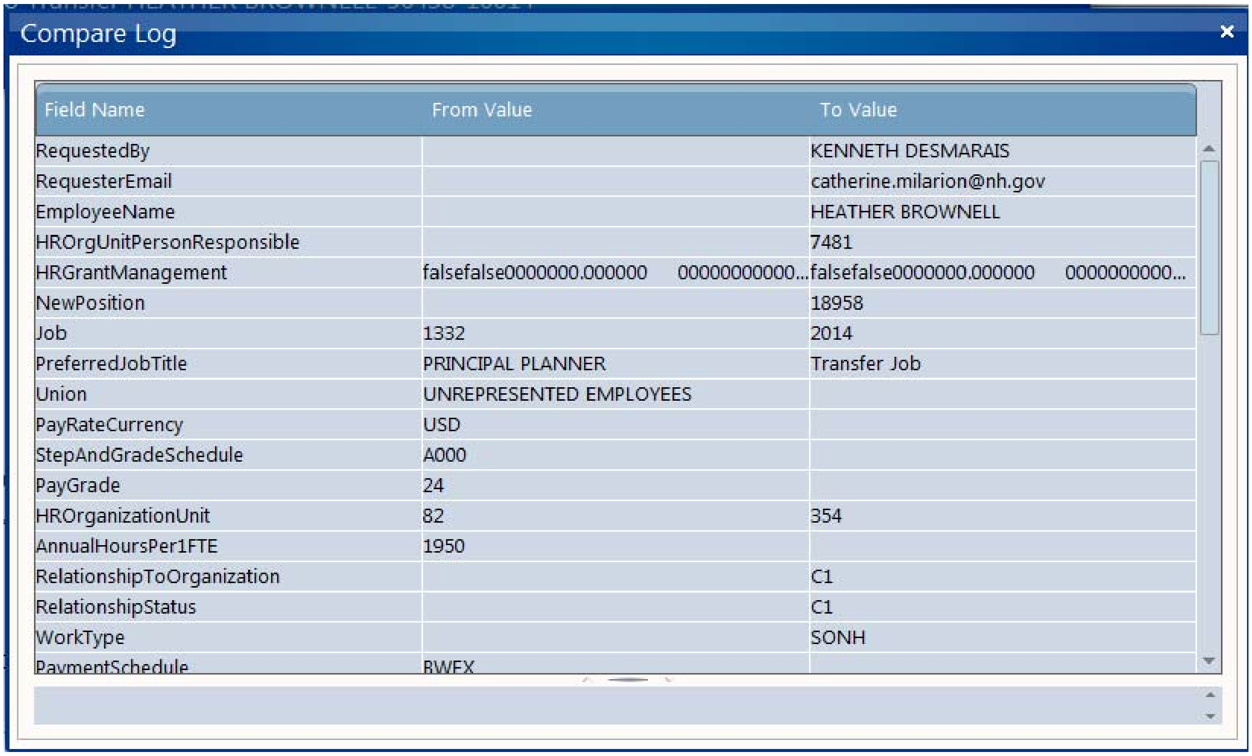
3. On the **Work Items** panel, double click to open the request to approve.



4. Review the request. To view intended requisition changes, click the **Compare** button.



5. Expand the Compare window to view more information.
6. After reviewing before and after values, close  the **Compare Log**.

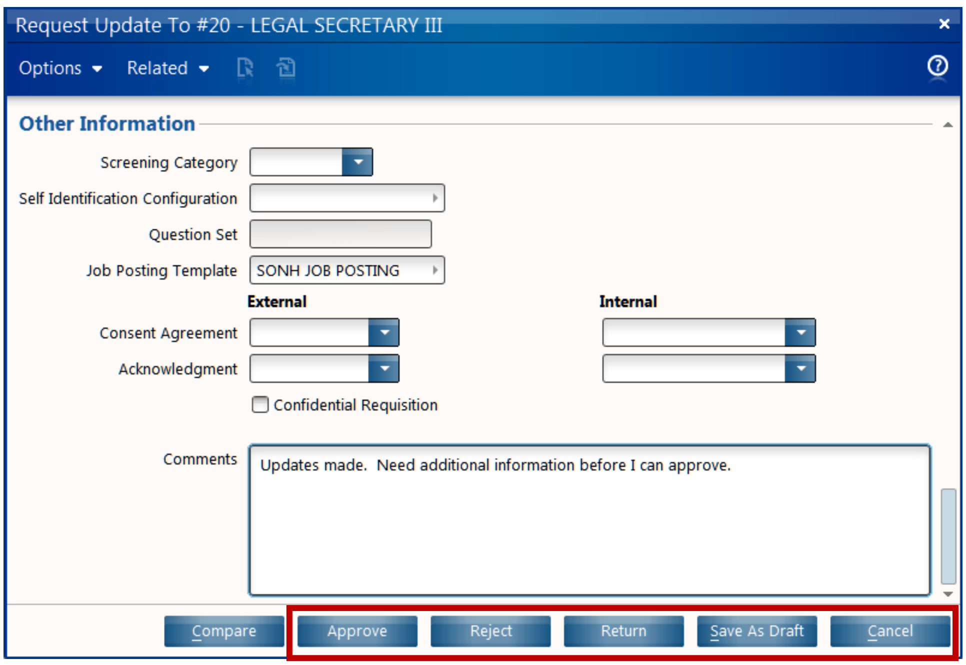


Compare Log

Field Name	From Value	To Value
RequestedBy		KENNETH DESMARAIS
RequesterEmail		catherine.milarion@nh.gov
EmployeeName		HEATHER BROWNELL
HROrgUnitPersonResponsible		7481
HRGrantManagement	falsefalse0000000.000000 00000000000...	falsefalse0000000.000000 0000000000...
NewPosition		18958
Job	1332	2014
PreferredJobTitle	PRINCIPAL PLANNER	Transfer Job
Union	UNREPRESENTED EMPLOYEES	
PayRateCurrency	USD	
StepAndGradeSchedule	A000	
PayGrade	24	
HROrganizationUnit	82	354
AnnualHoursPer1FTE	1950	
RelationshipToOrganization		C1
RelationshipStatus		C1
WorkType		SONH
PaymentSchedule	BWEX	

7. Scroll down to enter **Comments**. Using the buttons at the bottom of the form, several actions are available:

    a. **Cancel** – close the request without saving any changes. This action keeps the request in the Inbasket for future action.
    b. **Save as Draft** - Make updates to the request, as necessary. Click Save as Draft.
    c. **Reject** – This action ends the request.
    d. **Return** – If the current user is not the first approver, this action returns the request to the previous approver for modification. If the current user is the first approver, this action returns the request to the initiator for modification
    e. **Approve** – If the current user is not the final approver, this action sends the request to the next approver. If the current user is the final approver, this action saves the requested changes on the record.

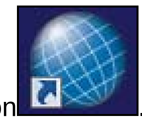


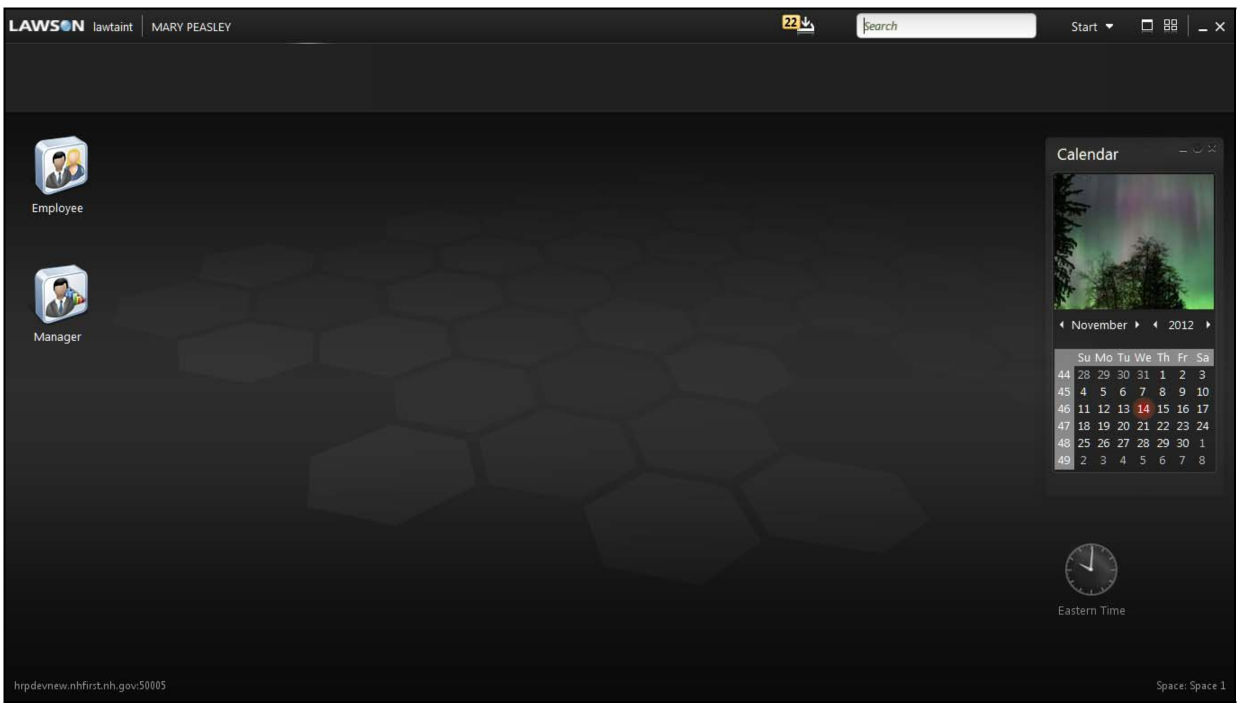
You have successfully completed this task.

LTM – Work Assignment: View Position Description, History, Pay Rate

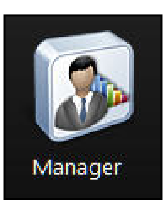
Purpose:	Managers will use the NHFIRST Manager Space for work assignments.

Managers will use the NHFIRST Rich Client to view position, description, history, and pay rate information.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

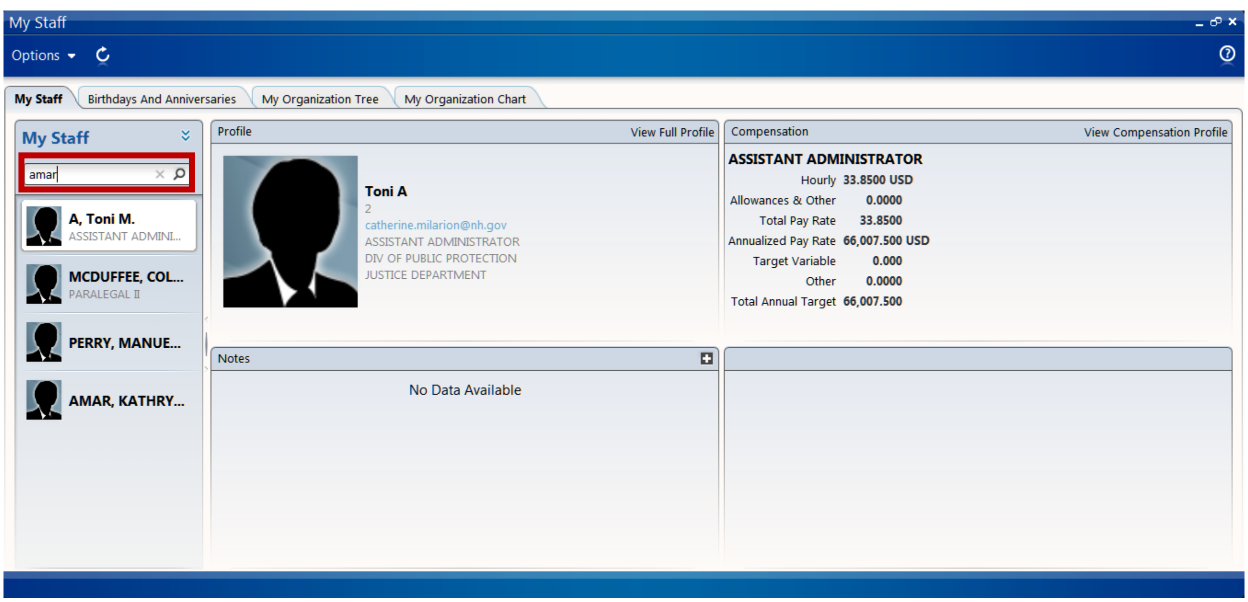


2. From the canvas, double-click the **Manager** icon:

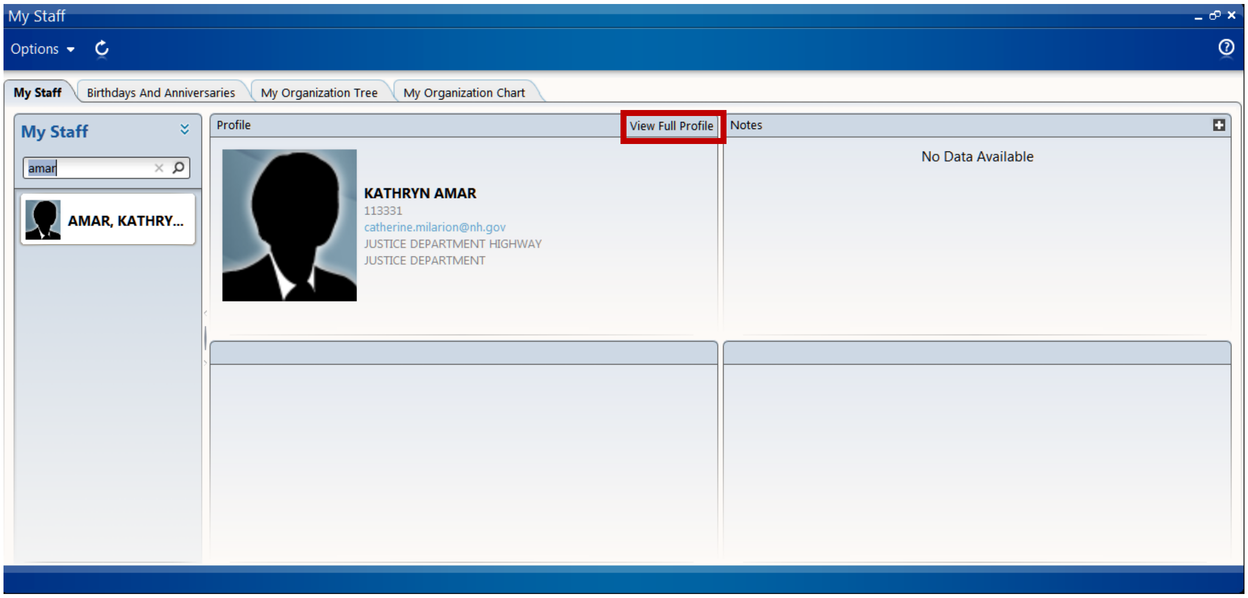


3. Click **My Staff**.

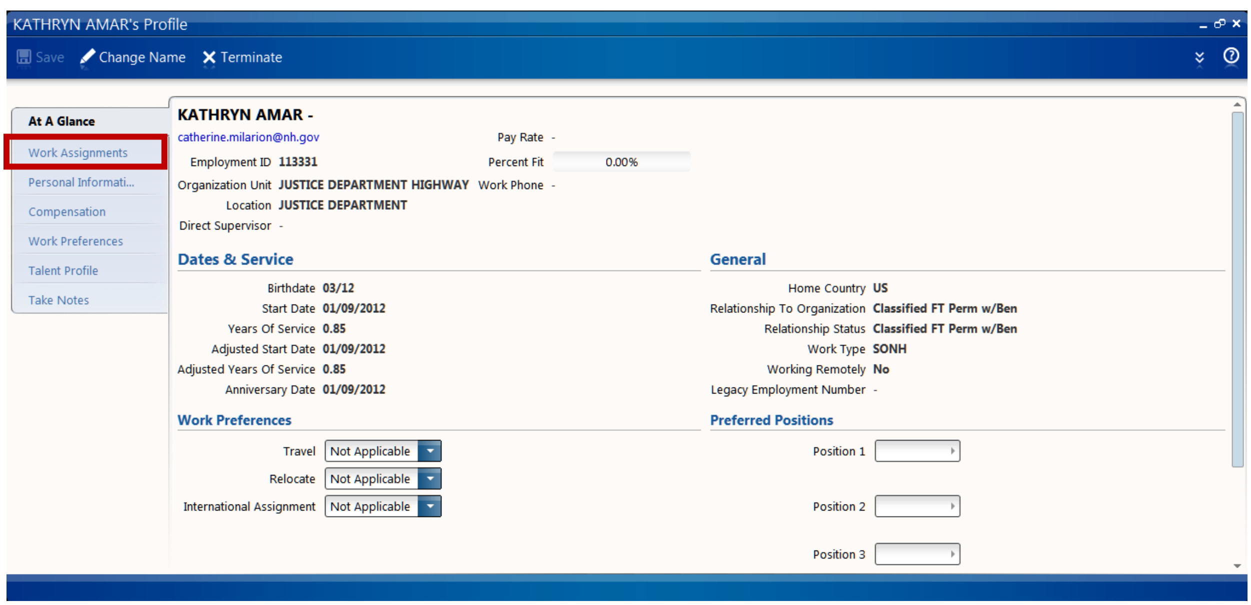
4. Search for the resource to work with. Enter a search name and click (or press Enter) to perform the search.



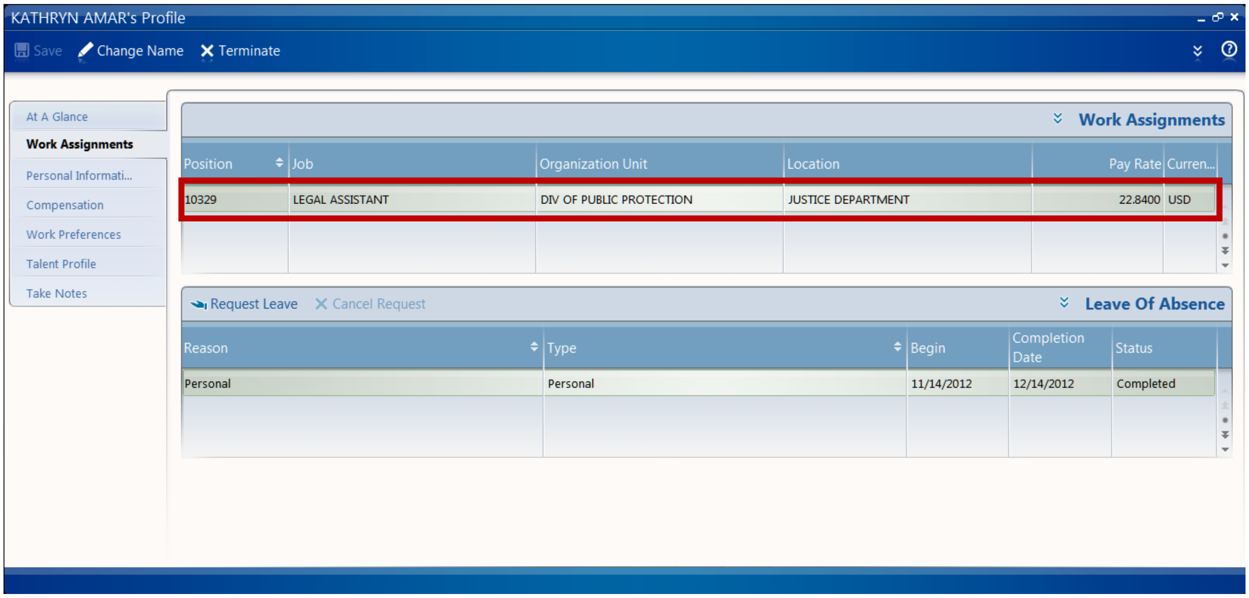
5. Click **View Full Profile**.



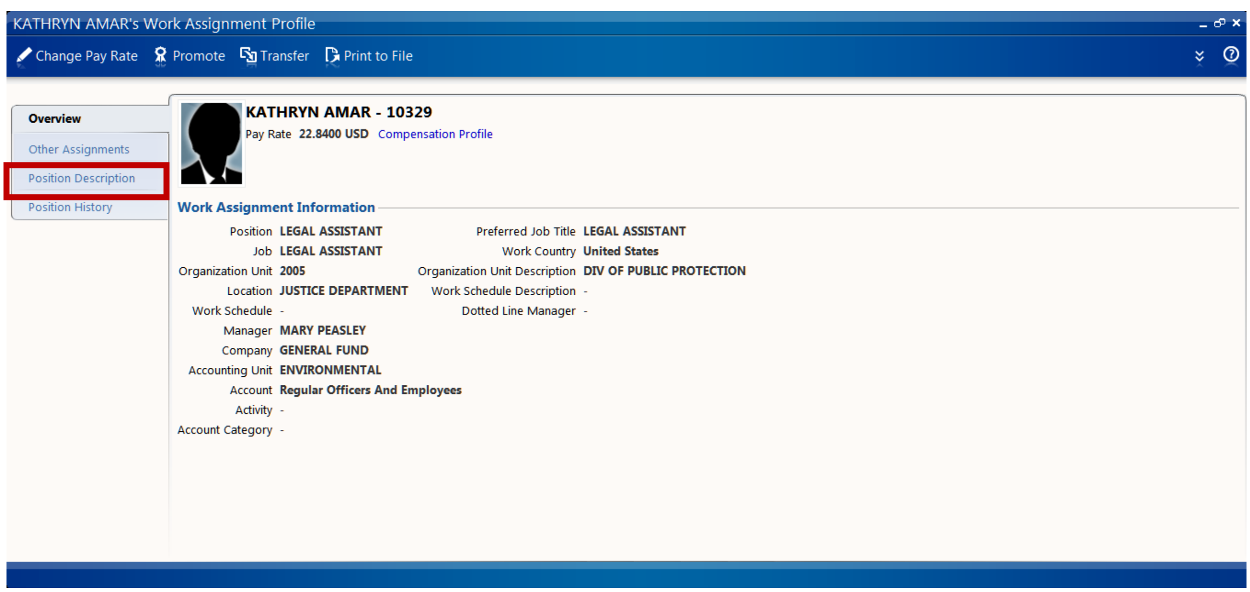
6. Click the **Work Assignments** tab.



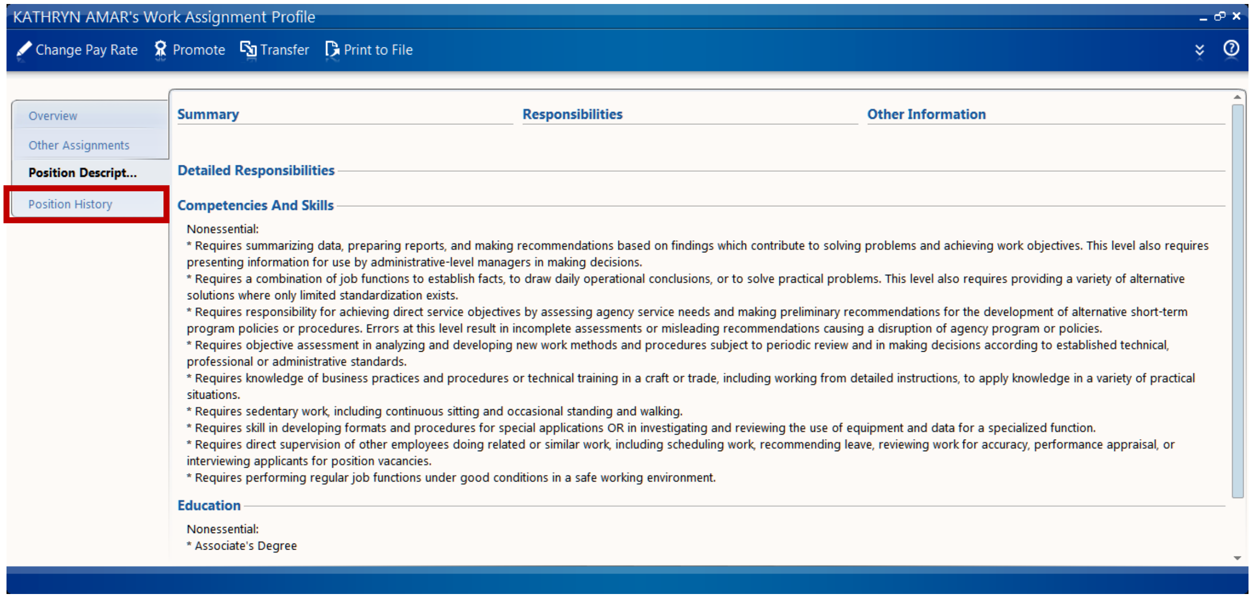
7. On the **Work Assignments** tab, double click to open the resource's work assignment.



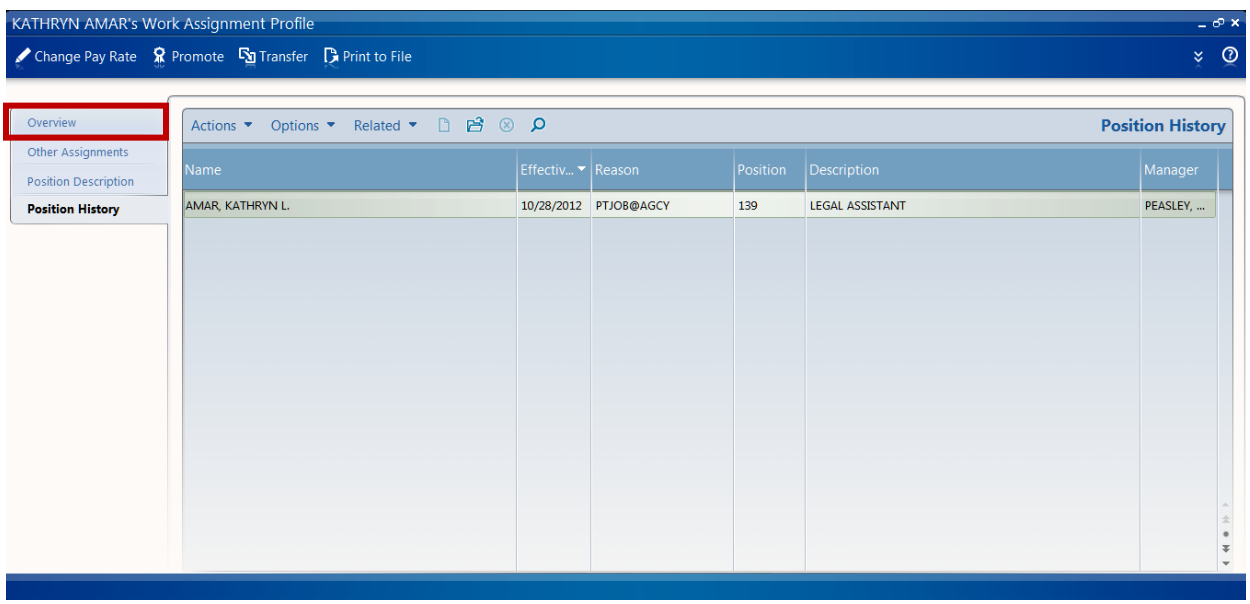
8. To review the position description, click the **Position Description** tab.



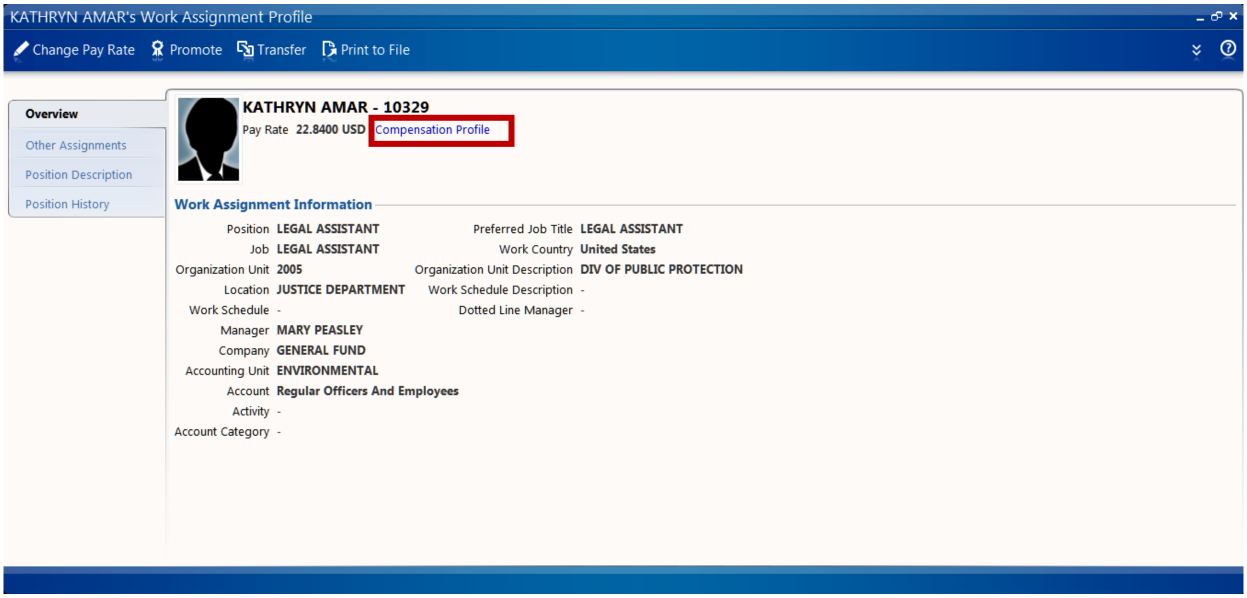
9. To review the position history, click the **Position History** tab. (Double click a Position to review.)



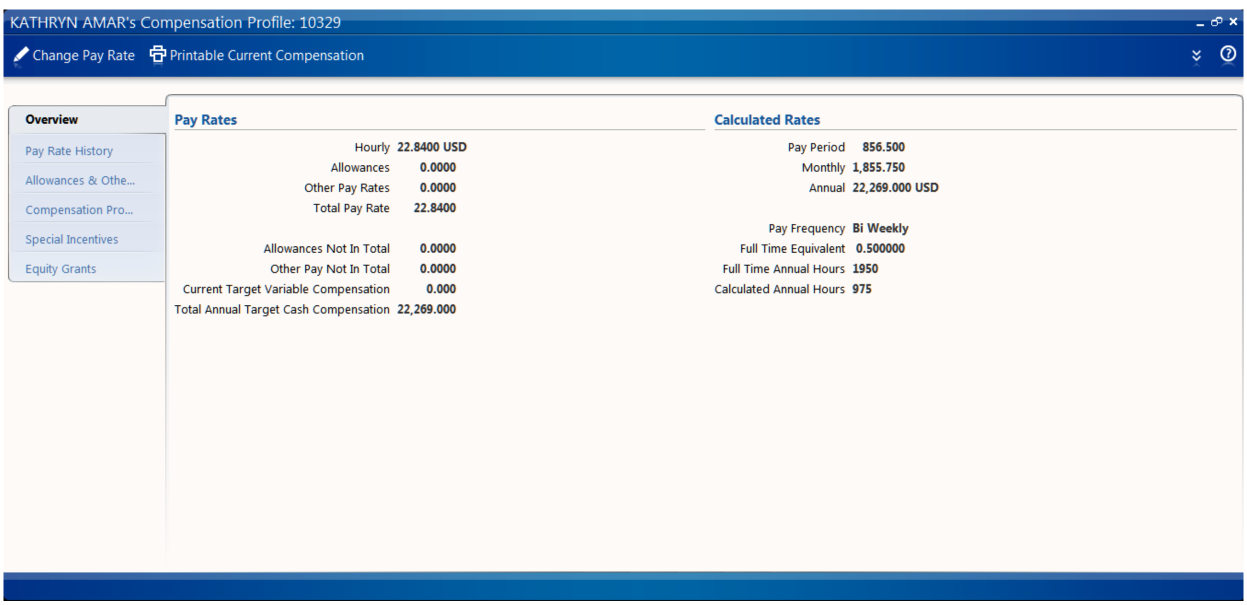
10. To review the Pay Rate, click the **Overview** tab.



11. Click the **Compensation Profile**.



12. Compensation detail displays.

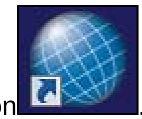


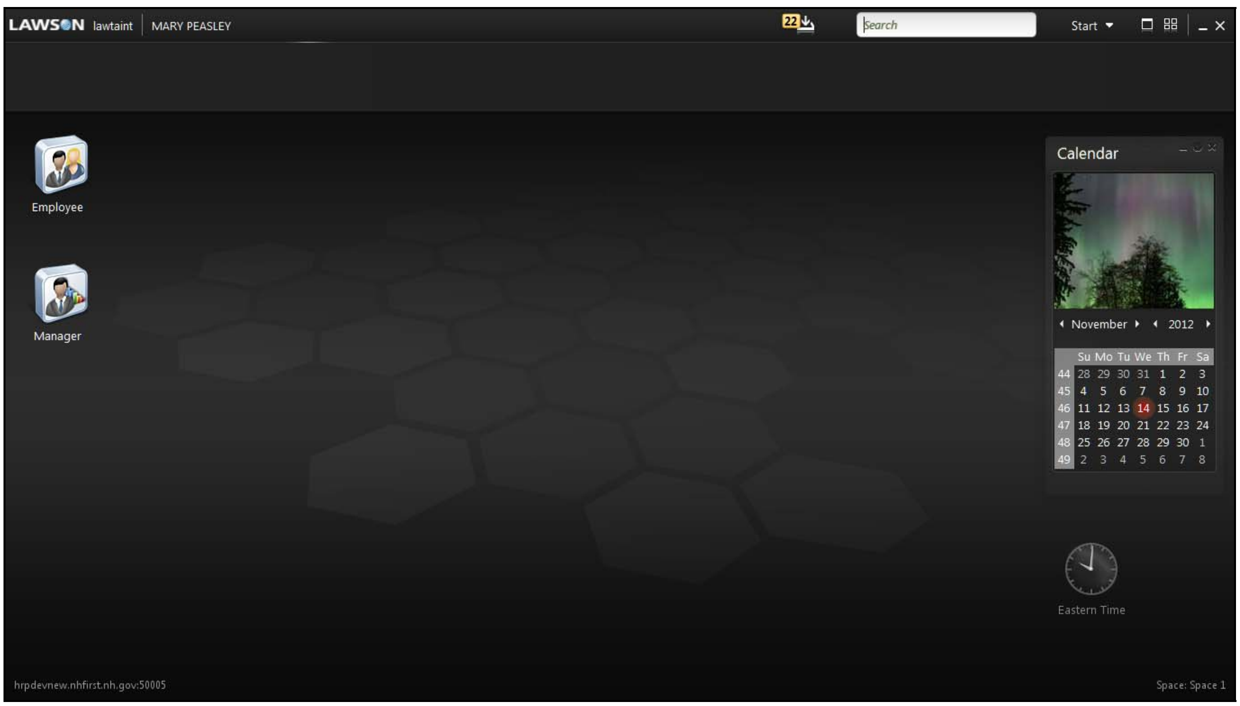
You have successfully completed this task.

LTM – Employment Action Request: Change Name

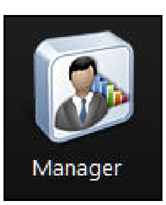
Purpose:	Managers will use the NHFIRST Manager Space for employee name changes.

Managers will use the NHFIRST Rich Client for employee name changes.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

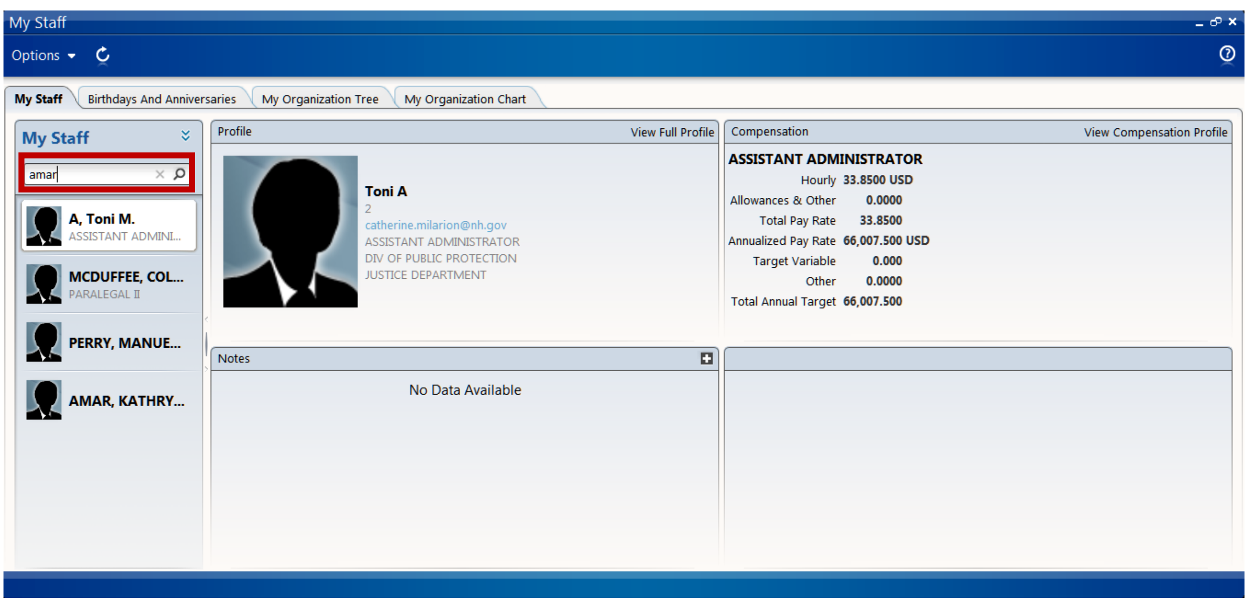


2. From the canvas, double-click the **Manager** icon:

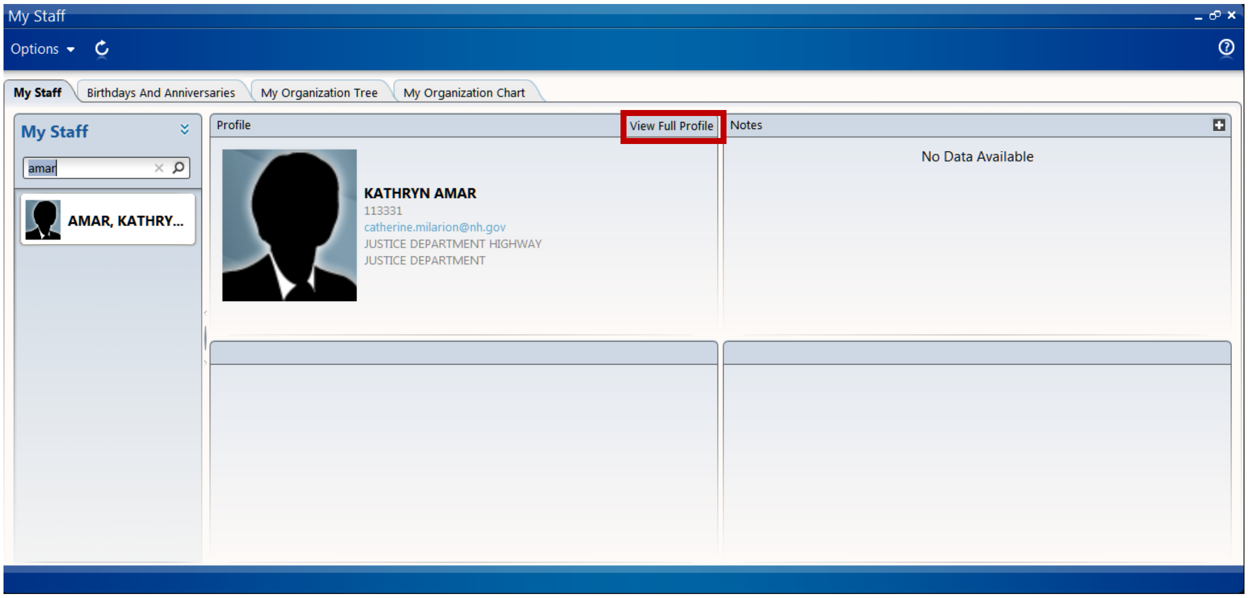


Click **My Staff**.

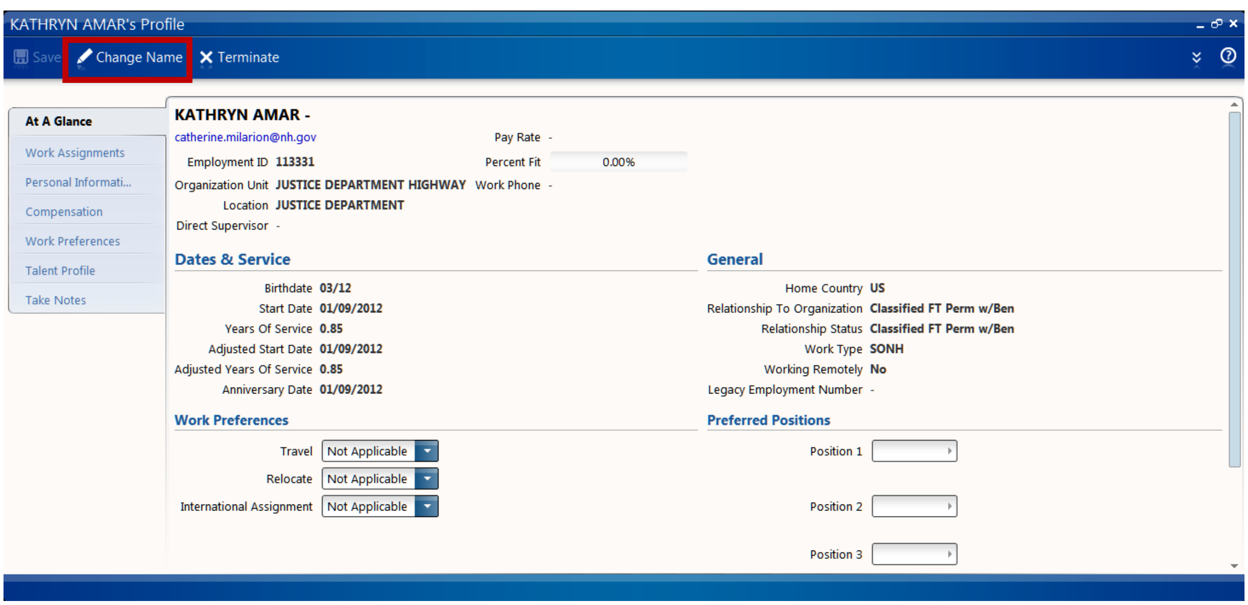
3. Search for the resource to work with. Enter a search name and click  (or press Enter) to perform the search.



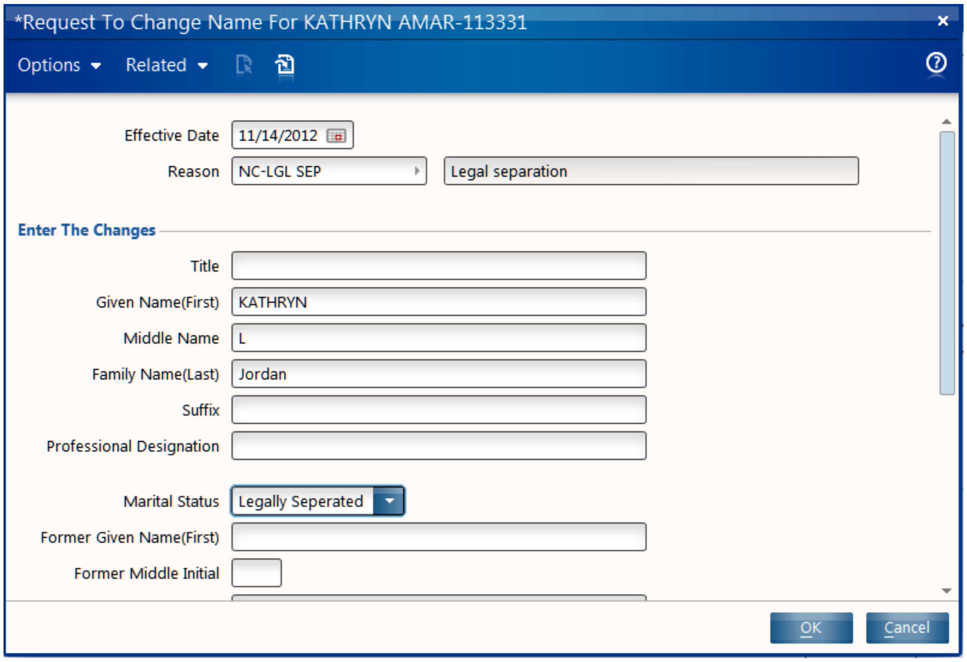
4. Click **View Full Profile**.



5. Click the **Change Name** button.



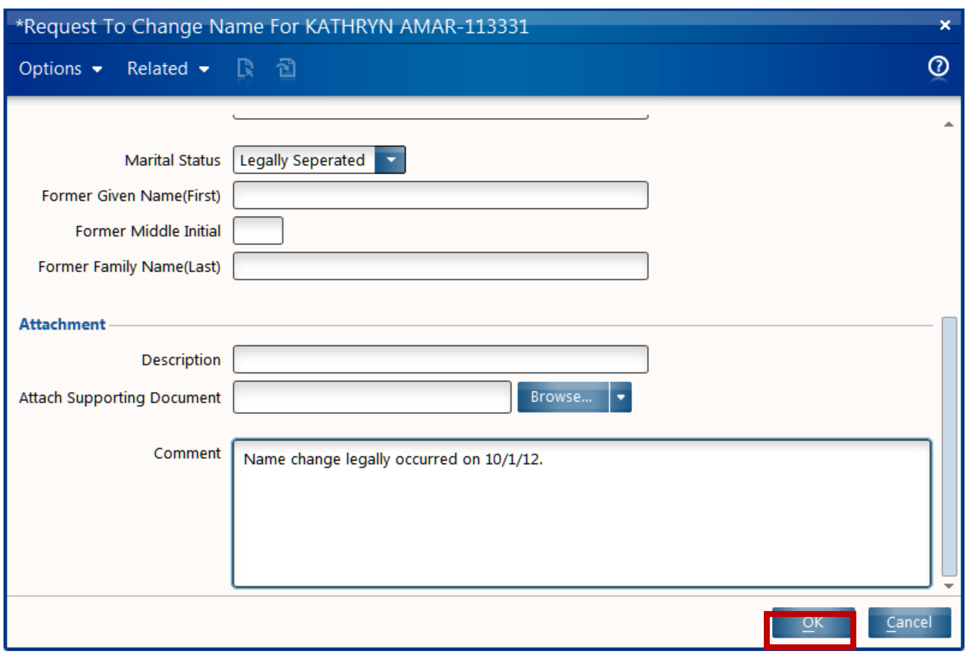
6. Using the table that follows as reference, fill out the form.



Field	Value
Effective Date	Select the effective date from the calendar, or enter the effective date in the format MMDDYYYY or MM/DD/YYYY
Reason	Select a reason for the name change
Title	Defaulted from Resource. If applicable, enter the new title of the employee
First Name	Defaulted from Resource. If applicable, enter the new first name of the employee
Middle Name	Defaulted from Resource. If applicable, enter the new middle name of the employee
Last Name	Defaulted from Resource. If applicable, enter the new last name of the employee
Suffix	Defaulted from Resource. If applicable, enter the new name suffix of the employee
Professional Designation	Defaulted from Resource. If applicable, enter the new professional designation of the employee

Field	Value
Marital Status	If applicable, select a new marital status
Former First Name	If applicable, enter the former first name of the employee
Former Middle Initial	If applicable, enter the former middle initial of the employee
Former Last Name	If applicable, enter the former last name of the employee
Description	Enter a description of the attachment. If left blank, defaults with the attachment file name.
Attach Supporting Document	Attach pertinent documentation, if necessary

7. After entering Comments for the form, click **OK**.



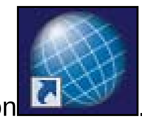
This request is routed to the HR Administrator.

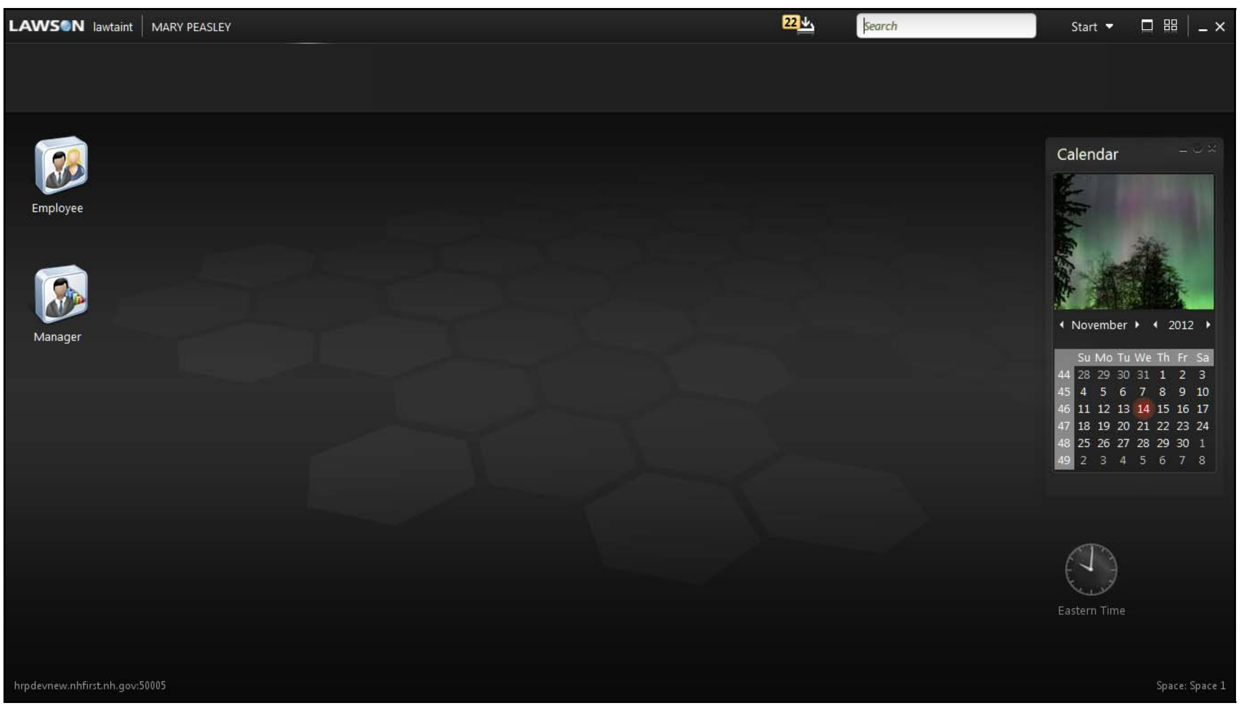
You have successfully completed this task.

LTM – Employment Action Request: Change Relationship to Org

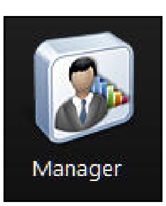
Purpose:	Managers will use the NHFIRST Manager Space to change resource relationships to the organization.

Managers will use the NHFIRST Rich Client for changes in employee status as a result of going on Leave, returning from Leave. Changing dates is also a common usage of this process..

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

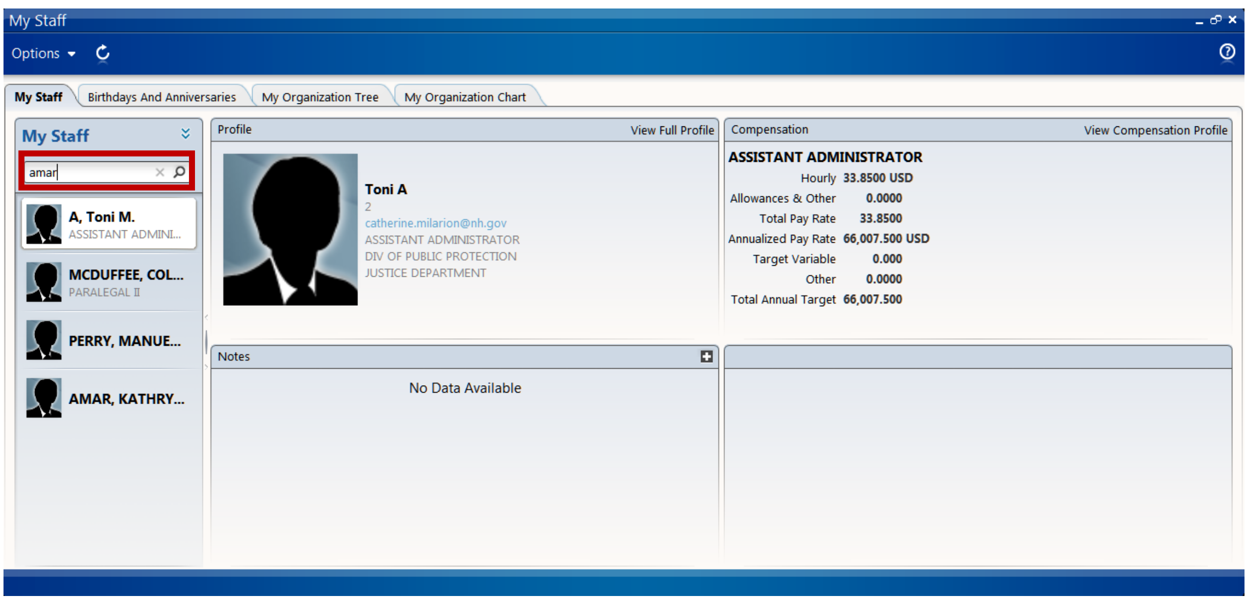


2. From the canvas, double-click the **Manager** icon:

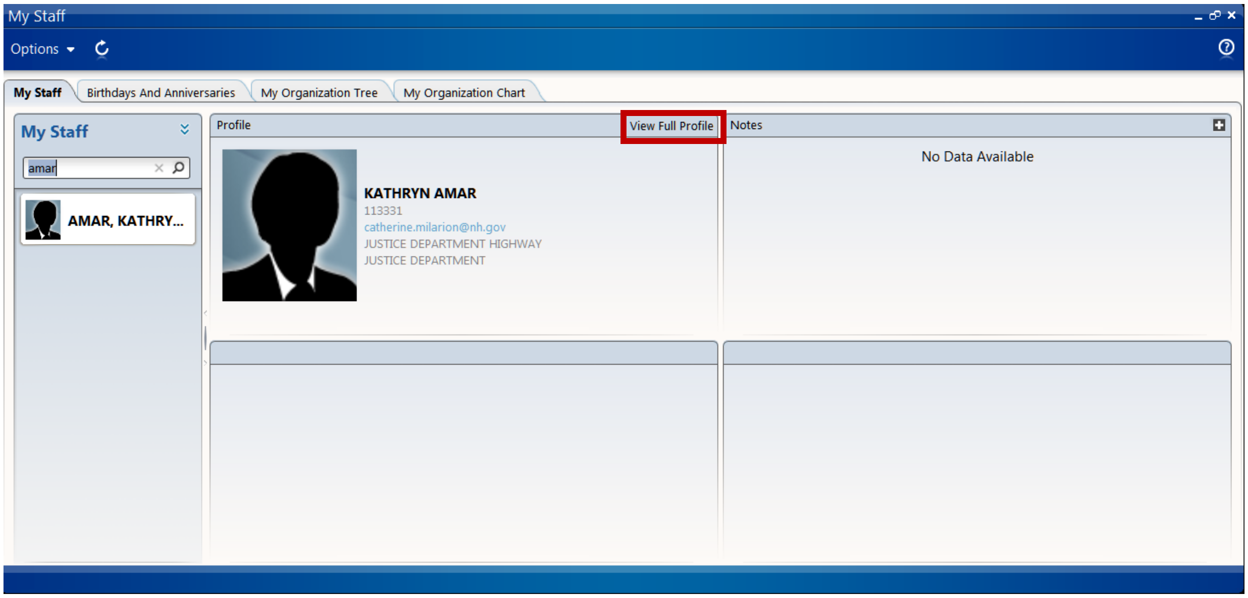


Click **My Staff**.

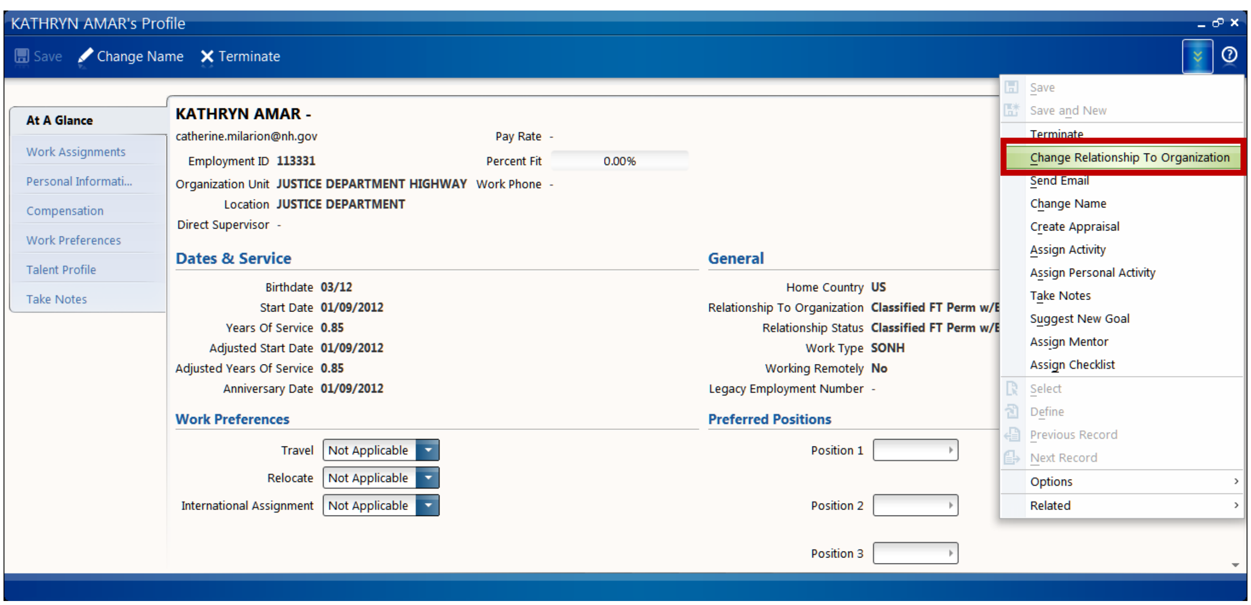
3. Search for the resource to work with. Enter a search name and click (or press Enter) to perform the search.



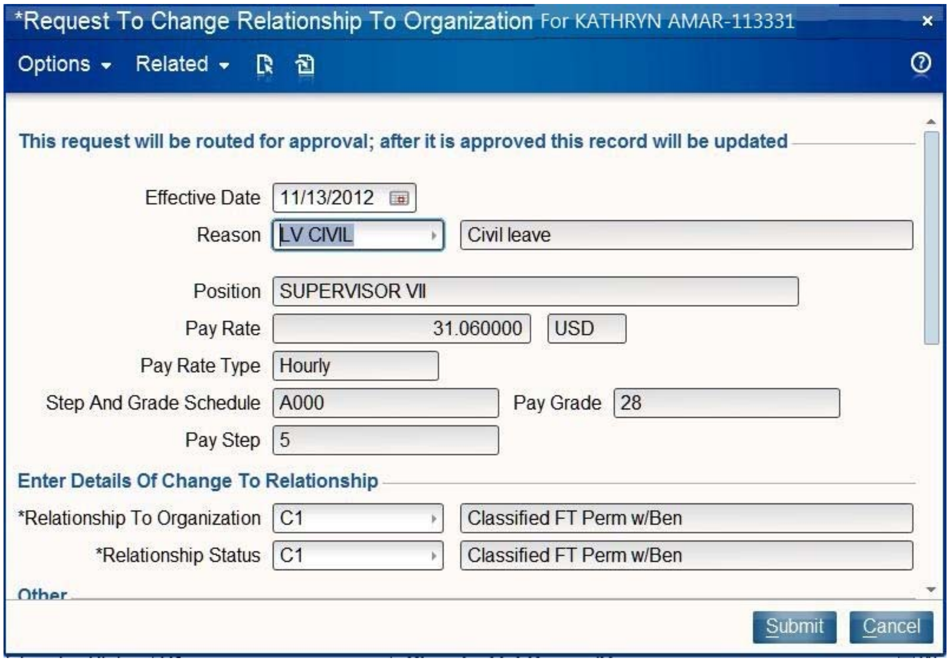
4. Click **View Full Profile**.



5. Click **All Actions > Change Relationship to Organization**.



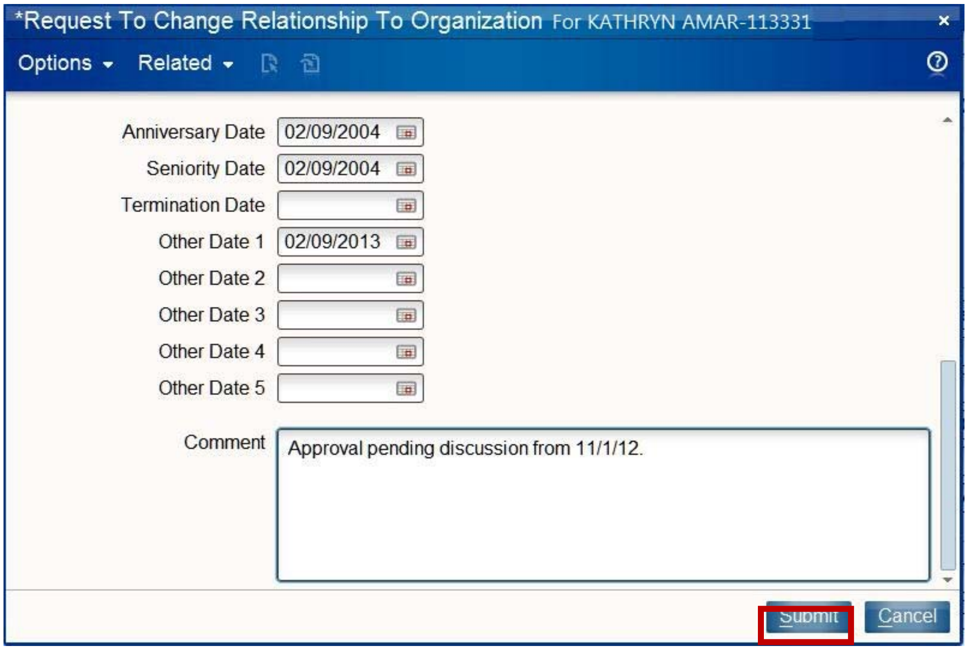
6. Using the table below as reference, fill out the form.



Field	Value
Effective Date	Select the effective date from the calendar, or enter the effective date in the format MMDDYYYY or MM/DD/YYYY
Action Reason	Select a reason for changing the resource status and/or dates
Relationship to Organization	If applicable, select a new Relationship to Organization for the employee
Relationship Status	If applicable, select a new the Relationship Status for the employee
Other	
Adjusted start date	If applicable, update the employee’s adjusted start date by selecting from the calendar, or enter the employee’s adjusted start date in the format MMDDYYYY or MM/DD/YYYY.
Anniversary date	If applicable, update the employee’s anniversary date by selecting from the calendar, or enter the employee’s anniversary date in the format MMDDYYYY or MM/DD/YYYY.

Seniority date	If applicable, update the employee’s seniority date by selecting from the calendar, or enter the employee’s seniority date in the format MMDDYYYY or MM/DD/YYYY.
Termination date	If applicable, update the employee’s termination date by selecting from the calendar, or enter the employee’s termination date in the format MMDDYYYY or MM/DD/YYYY.
Other date 1	If applicable, select the employee’s Increment date by selecting from the calendar, or enter the employee’s Increment date in the format MMDDYYYY or MM/DD/YYYY.
Other date 2	If applicable, select the employee’s Term End date by selecting from the calendar, or enter the employee’s Term End date in the format MMDDYYYY or MM/DD/YYYY.
Other date 3	If applicable, select the employee’s Performance Review date by selecting from the calendar, or enter the employee’s Performance Review date in the format MMDDYYYY or MM/DD/YYYY.
Other date 4	If applicable, select the employee’s Probationary Start date by selecting from the calendar, or enter the employee’s Probationary Start date in the format MMDDYYYY or MM/DD/YYYY.
Other date 5	If applicable, select the employee’s Probationary End date by selecting from the calendar, or enter the employee’s Probationary End date in the format MMDDYYYY or MM/DD/YYYY.

7. After entering Comments for the form , click **Submit**.



The request is routed to the Agency's Contacts before the HR Administrator.

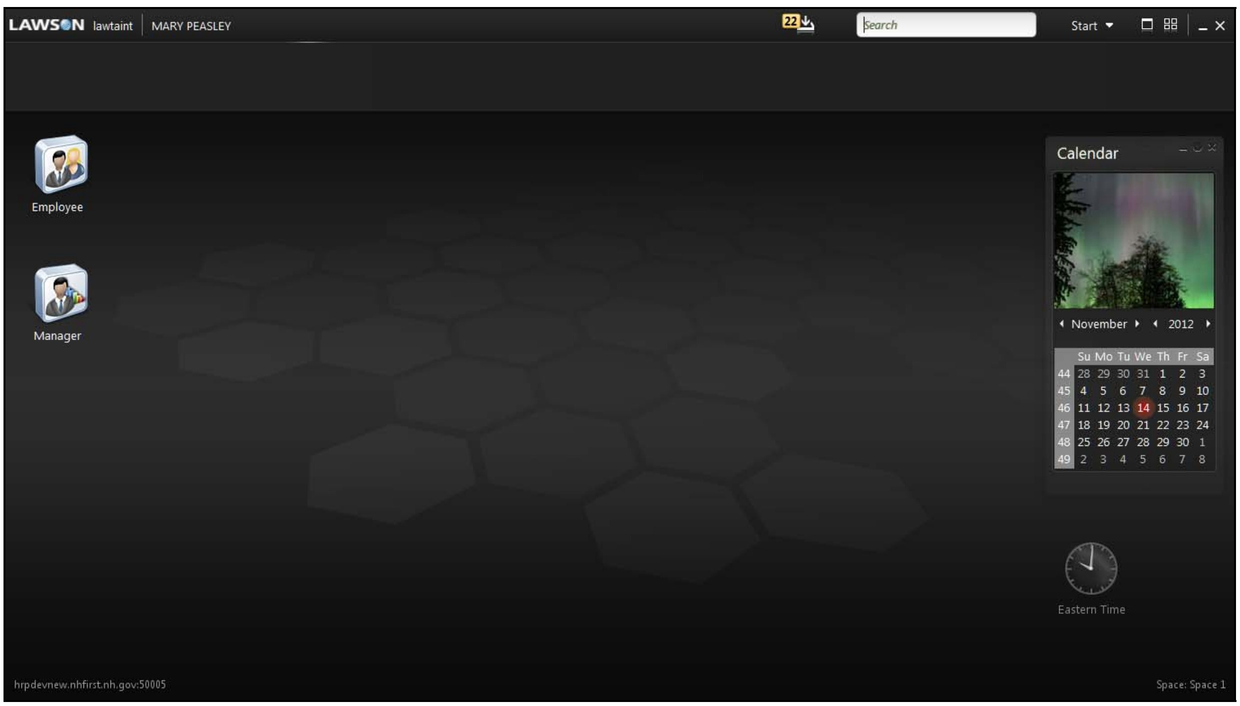
You have successfully completed this task.

LTM – Employment Action Request: Terminate

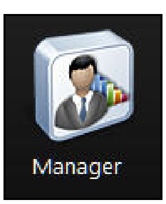
<u>Purpose:</u>	Managers will use the NHFIRST Manager Space to request to terminate an employee.

Managers will use the NHFIRST Rich Client to request to terminate an employee.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

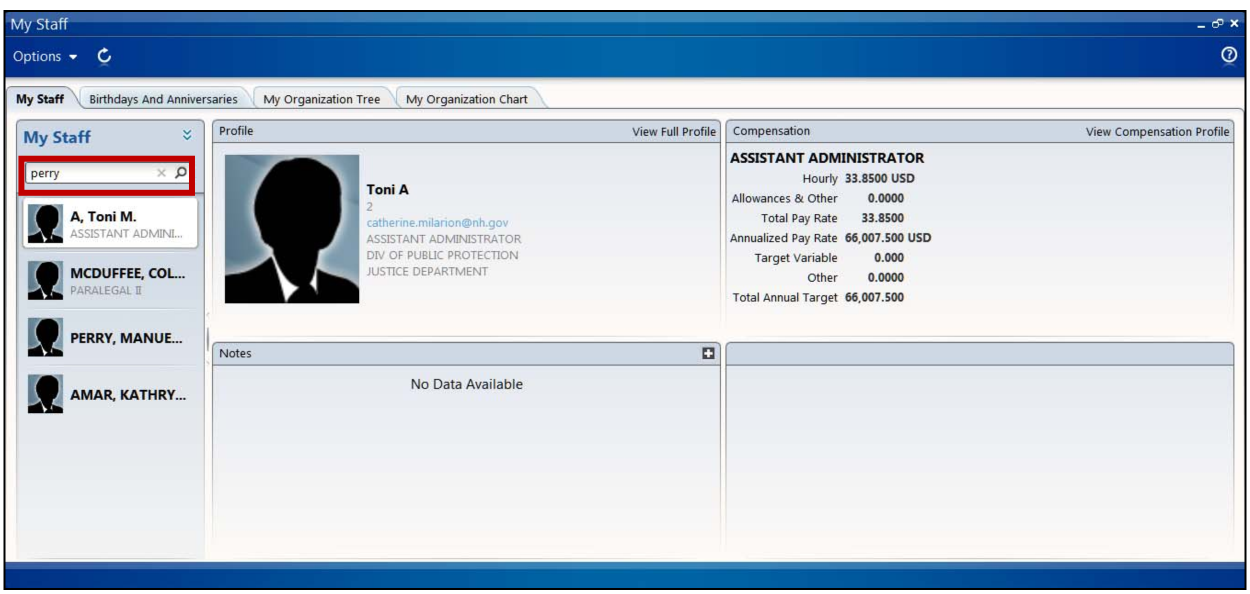


2. From the canvas, double-click the **Manager** icon:

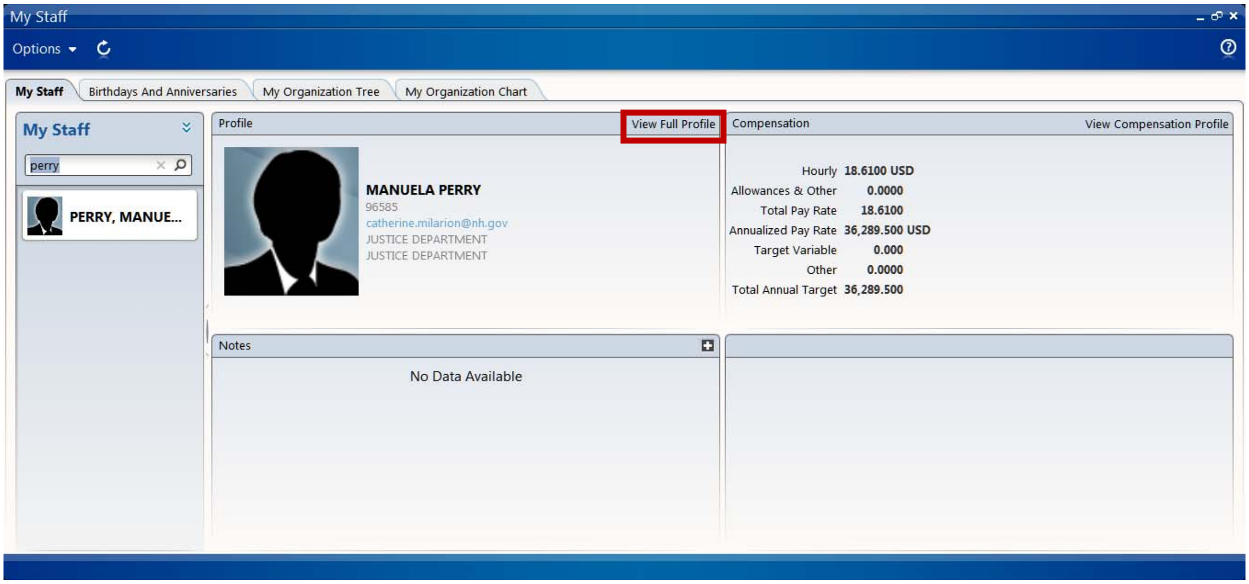


3. Click **My Staff**.

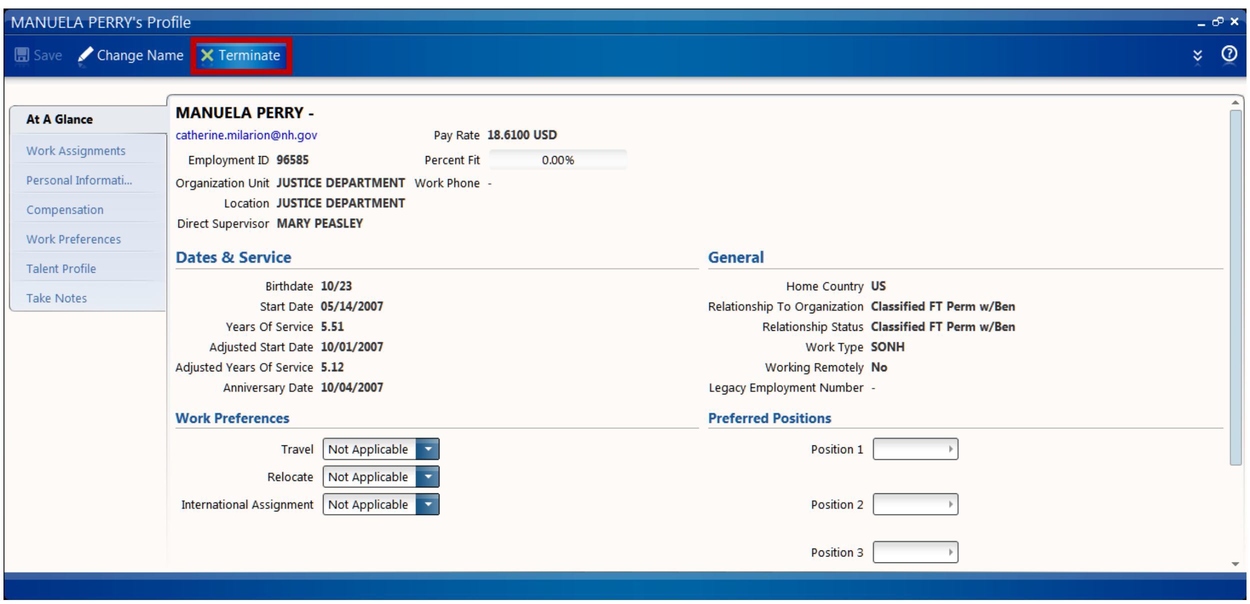
4. Search for the resource to terminate. Enter a search name and click (or press Enter) to perform the search.



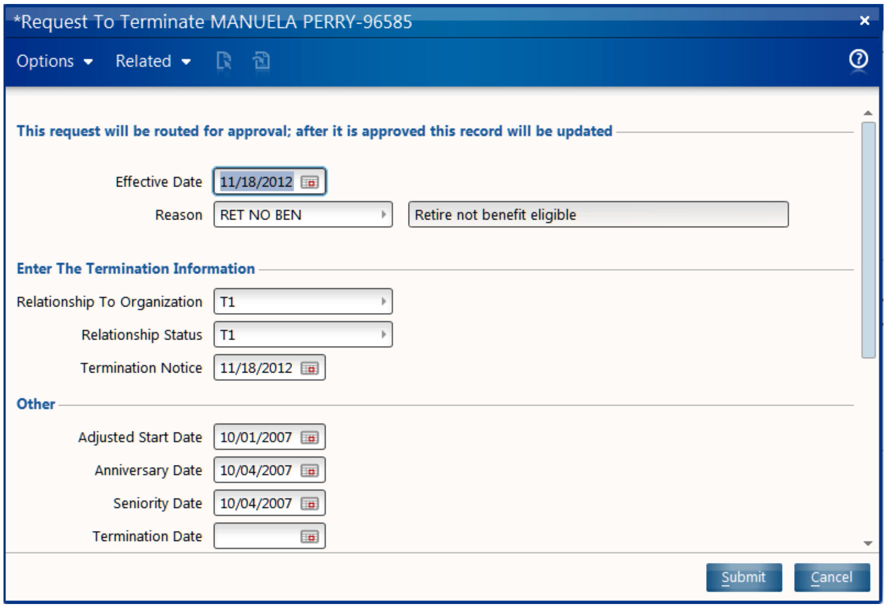
5. Click **View Full Profile**.



6. Click the **Terminate** button.



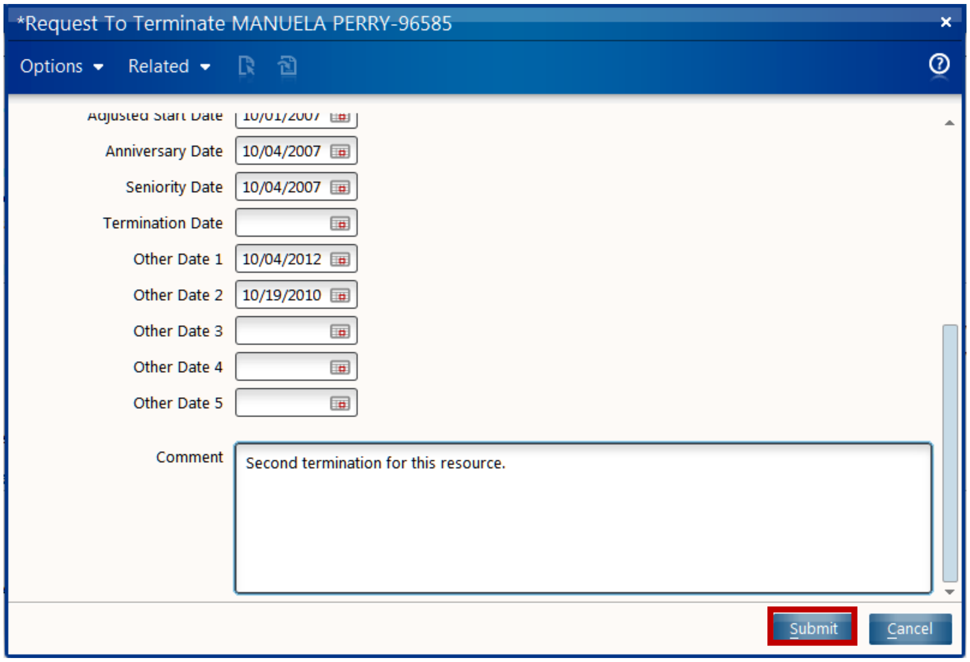
7. Using the table that follows for reference, fill out the form.



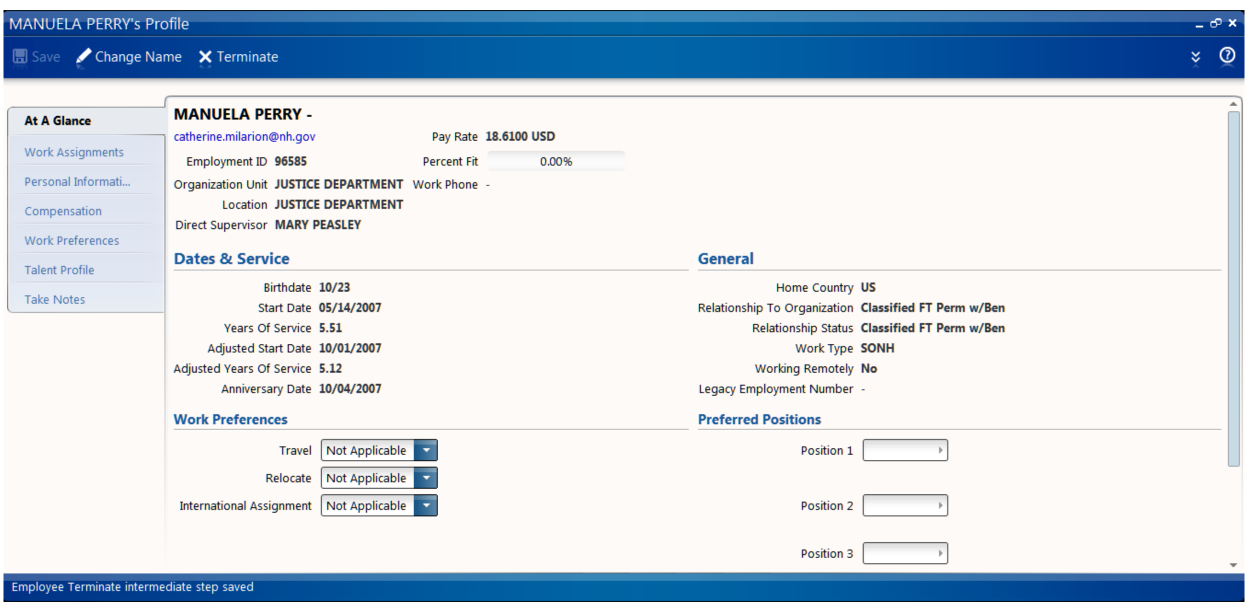
Field	Value
Effective Date	Select the effective date from the calendar, or enter the effective date in the format MMDDYYYY or MM/DD/YYYY
Reason	Select a reason for terminating the resource
Relationship to Org	Select a new Relationship to Organization for the employee
Relationship Status	Select a new Relationship Status for the employee
Other	
Adjusted start date	If applicable, update the employee’s adjusted start date by selecting from the calendar, or enter the employee’s adjusted start date in the format MMDDYYYY or MM/DD/YYYY.
Anniversary date	If applicable, update the employee’s anniversary date by selecting from the calendar, or enter the employee’s anniversary date in the format MMDDYYYY or MM/DD/YYYY.
Seniority date	If applicable, update the employee’s seniority date by selecting from the calendar, or enter the employee’s seniority date in the format MMDDYYYY

	or MM/DD/YYYY.
Termination date	If applicable, update the employee's termination date by selecting from the calendar, or enter the employee's termination date in the format MMDDYYYY or MM/DD/YYYY.
Other date 1	If applicable, select the employee's Increment date by selecting from the calendar, or enter the employee's Increment date in the format MMDDYYYY or MM/DD/YYYY.
Other date 2	If applicable, select the employee's Term End date by selecting from the calendar, or enter the employee's Term End date in the format MMDDYYYY or MM/DD/YYYY.
Other date 3	If applicable, select the employee's Performance Review date by selecting from the calendar, or enter the employee's Performance Review date in the format MMDDYYYY or MM/DD/YYYY.
Other date 4	If applicable, select the employee's Probationary Start date by selecting from the calendar, or enter the employee's Probationary Start date in the format MMDDYYYY or MM/DD/YYYY.
Other date 5	If applicable, select the employee's Probationary End date by selecting from the calendar, or enter the employee's Probationary End date in the format MMDDYYYY or MM/DD/YYYY.

8. After entering Comments for the form, click **Submit**.



The request is routed to the Agency's Contacts before the HR Administrator.



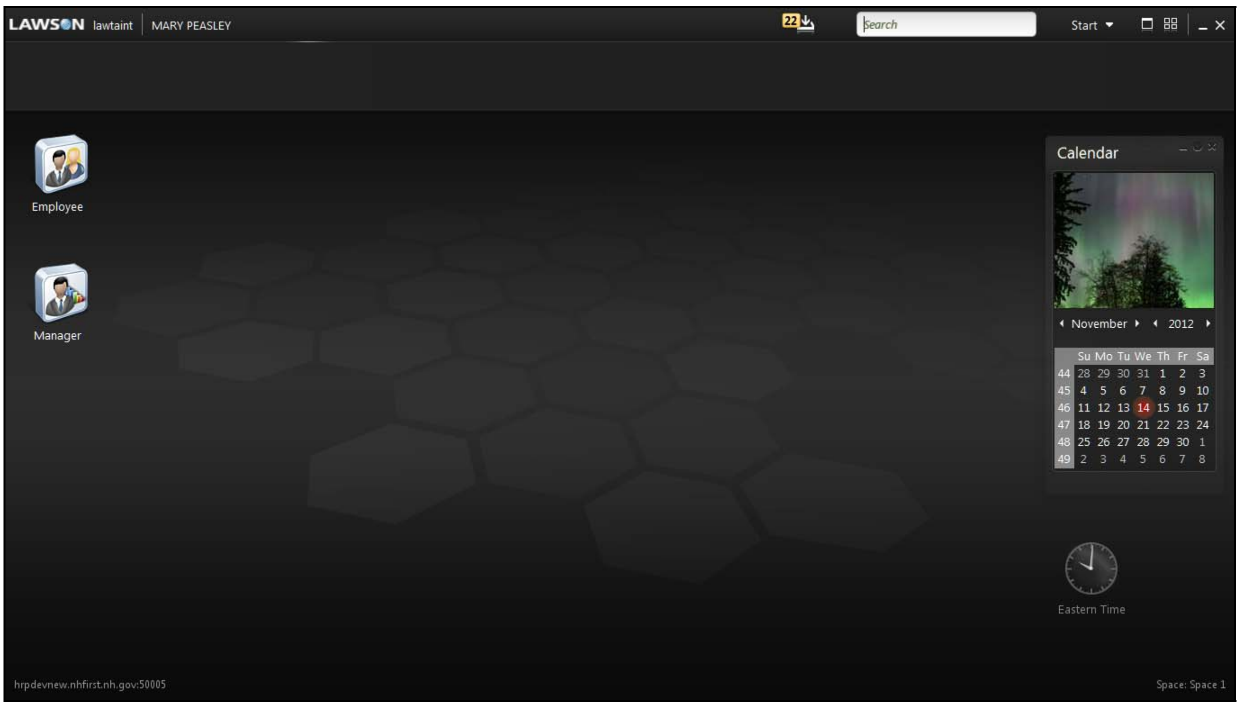
You have successfully completed this task.

LTM – My Organization Chart

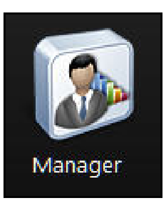
Purpose:	Managers will use the NHFIRST Manager Space to view the organization chart.

Managers will use the NHFIRST Rich Client to view the organization chart.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

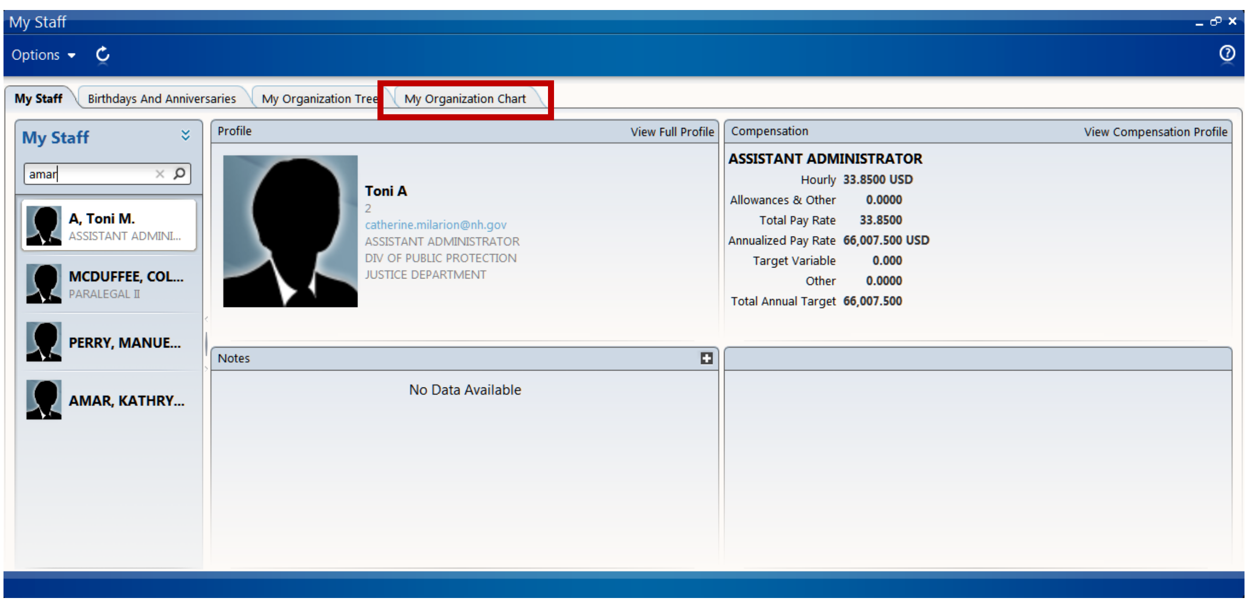


2. From the canvas, double-click the **Manager** icon:

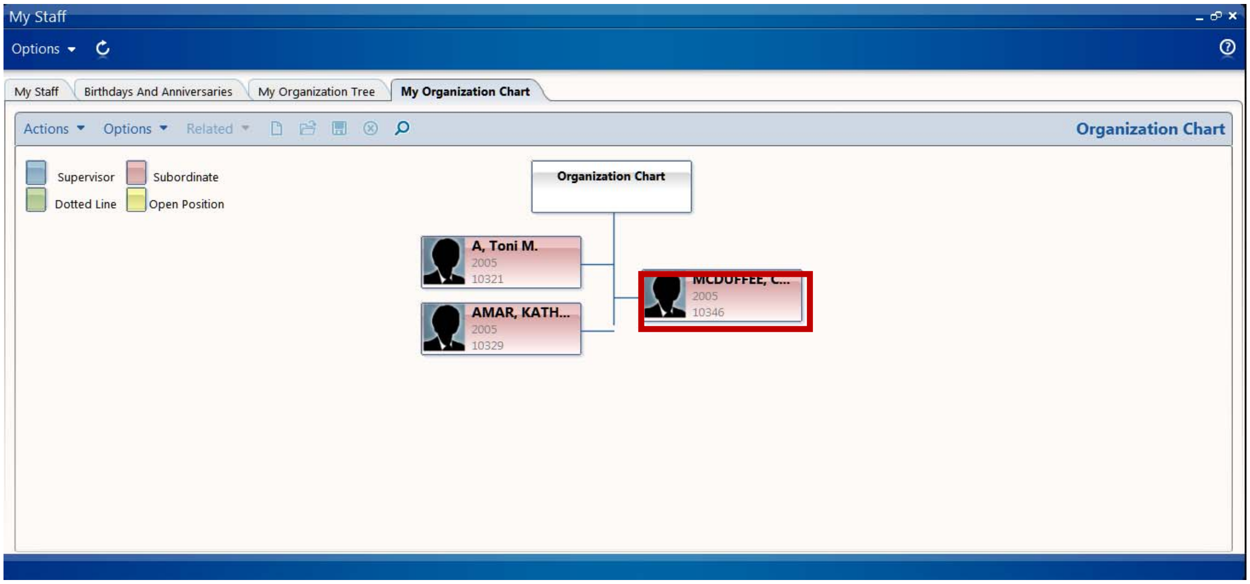


3. Click **My Staff**.

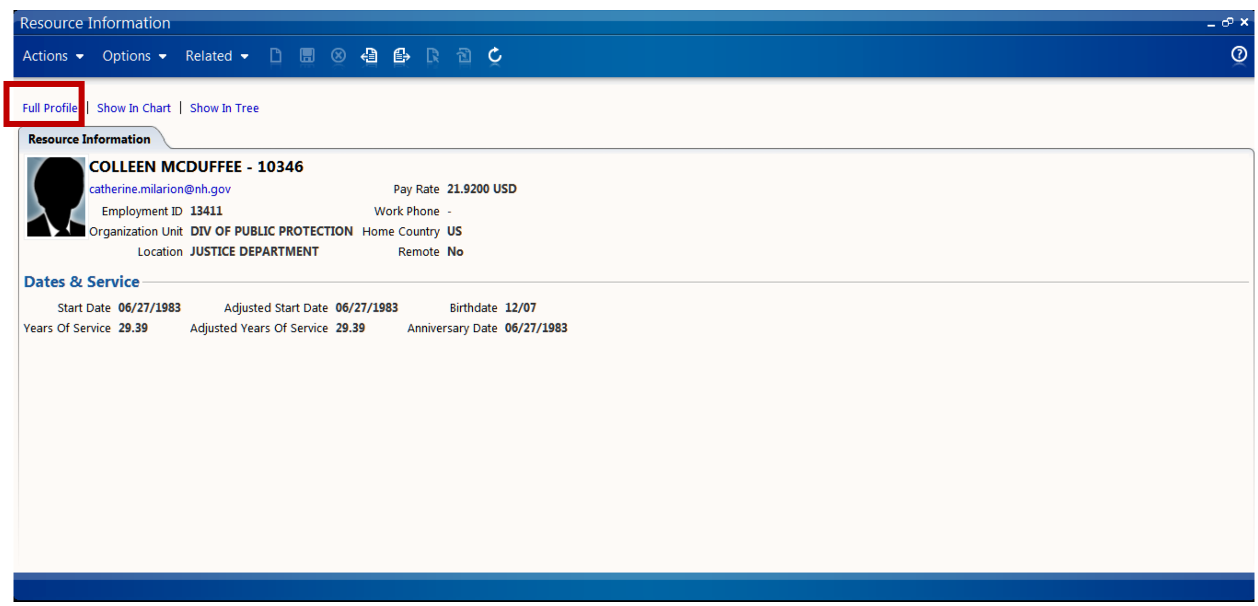
4. Click the **My Organization Chart** tab.



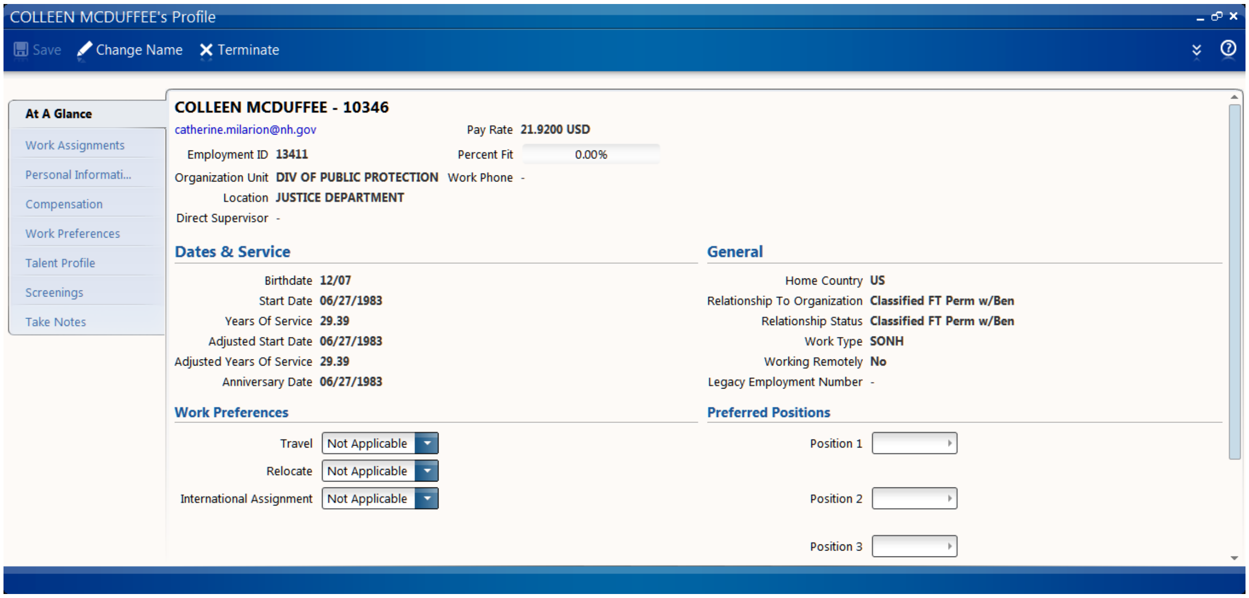
5. Double click a resource box to view the details.



6. Click **Full Profile**.



7. The resource full profile displays.

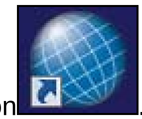


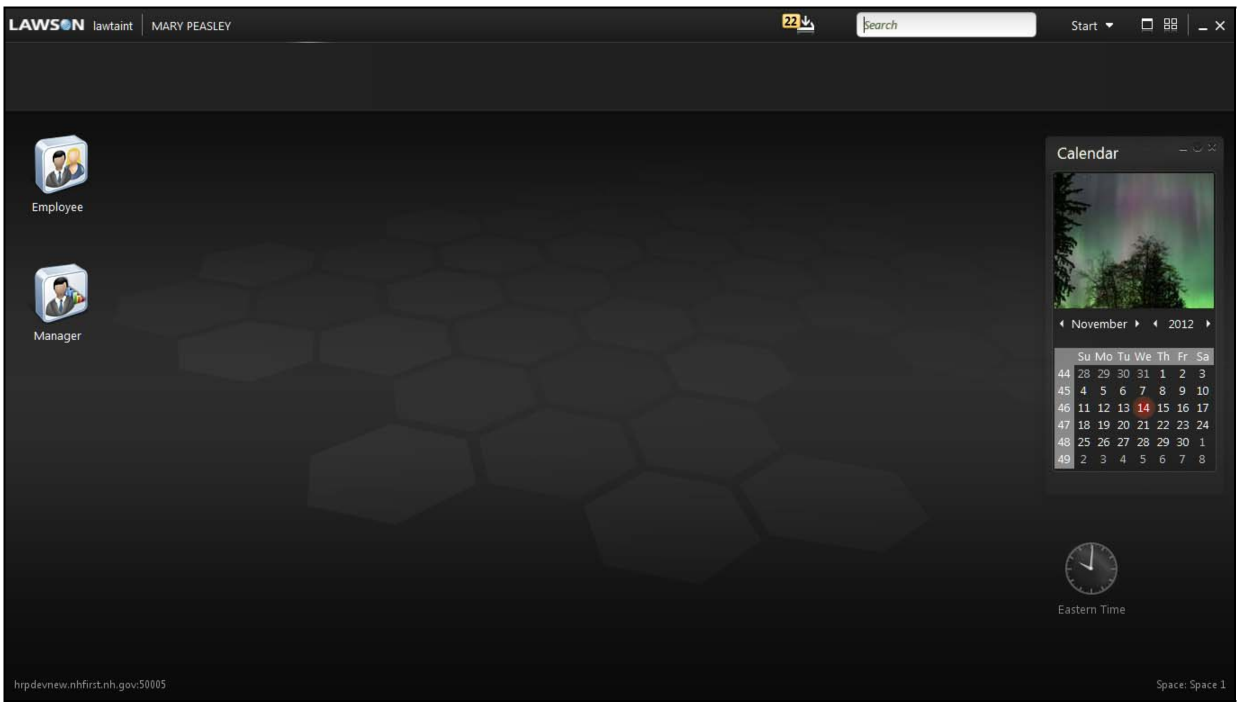
You have successfully completed this task.

LTM – My Organization Tree

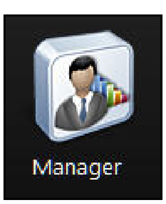
Purpose:	Managers will use the NHFIRST Manager Space to view the organization tree.

Managers will use the NHFIRST Rich Client to view the organization tree.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

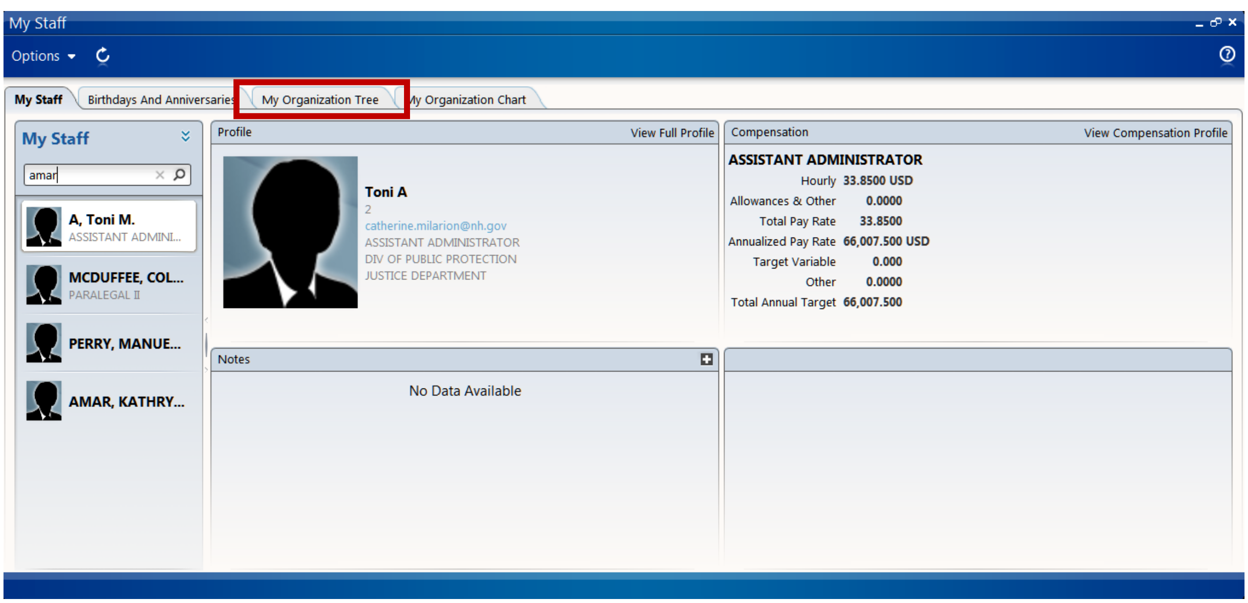


2. From the canvas, double-click the **Manager** icon:

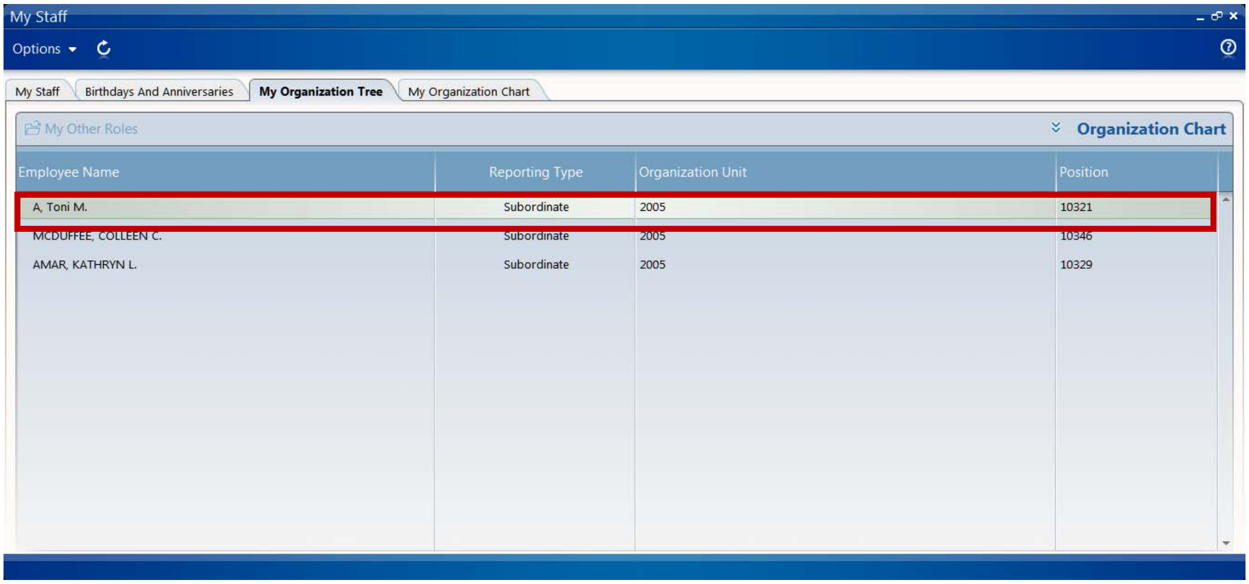


3. Click **My Staff**.

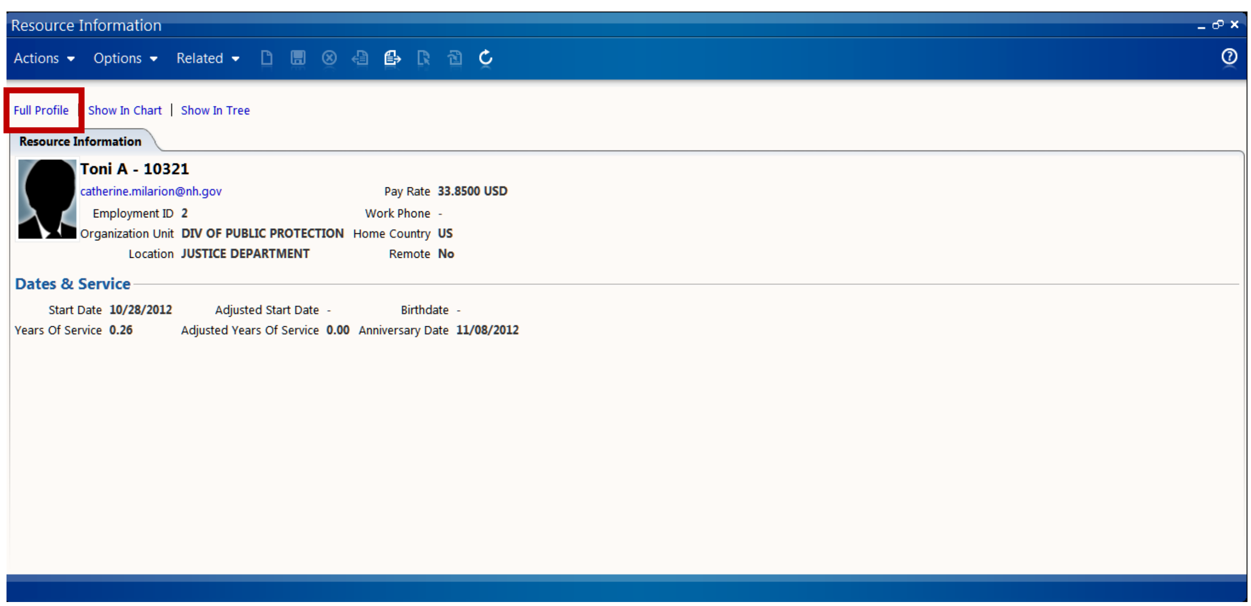
4. Click the **My Organization Tree** tab.



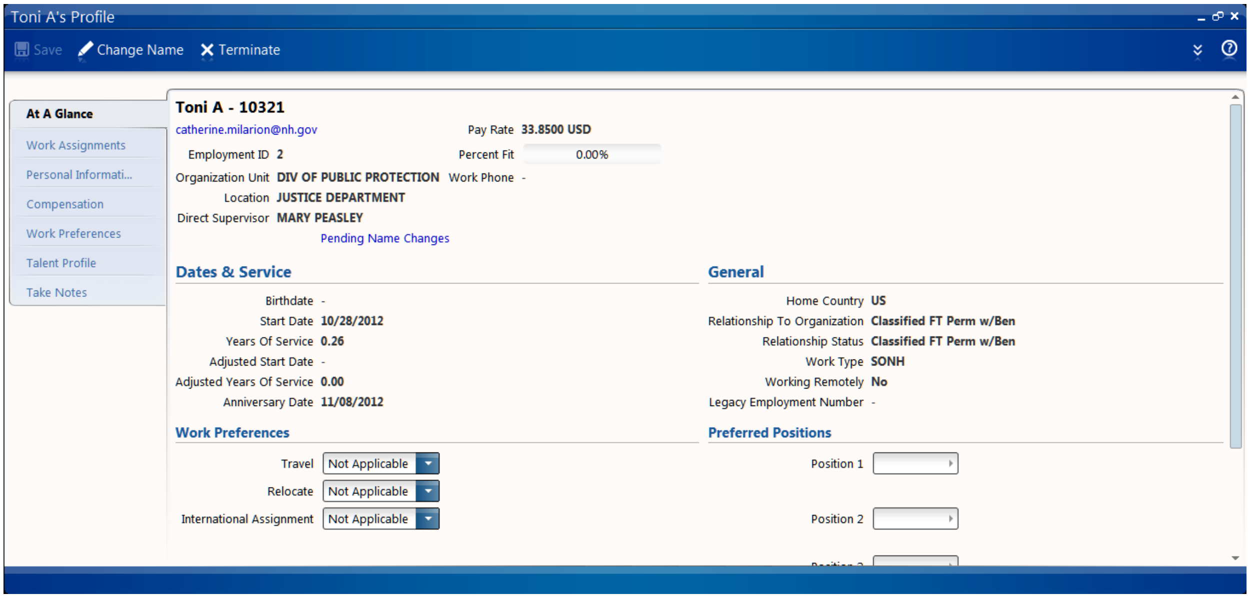
5. Double click a resource box to view the details.



6. Click **Full Profile**.



7. The resource full profile displays.

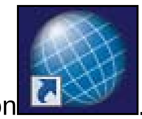


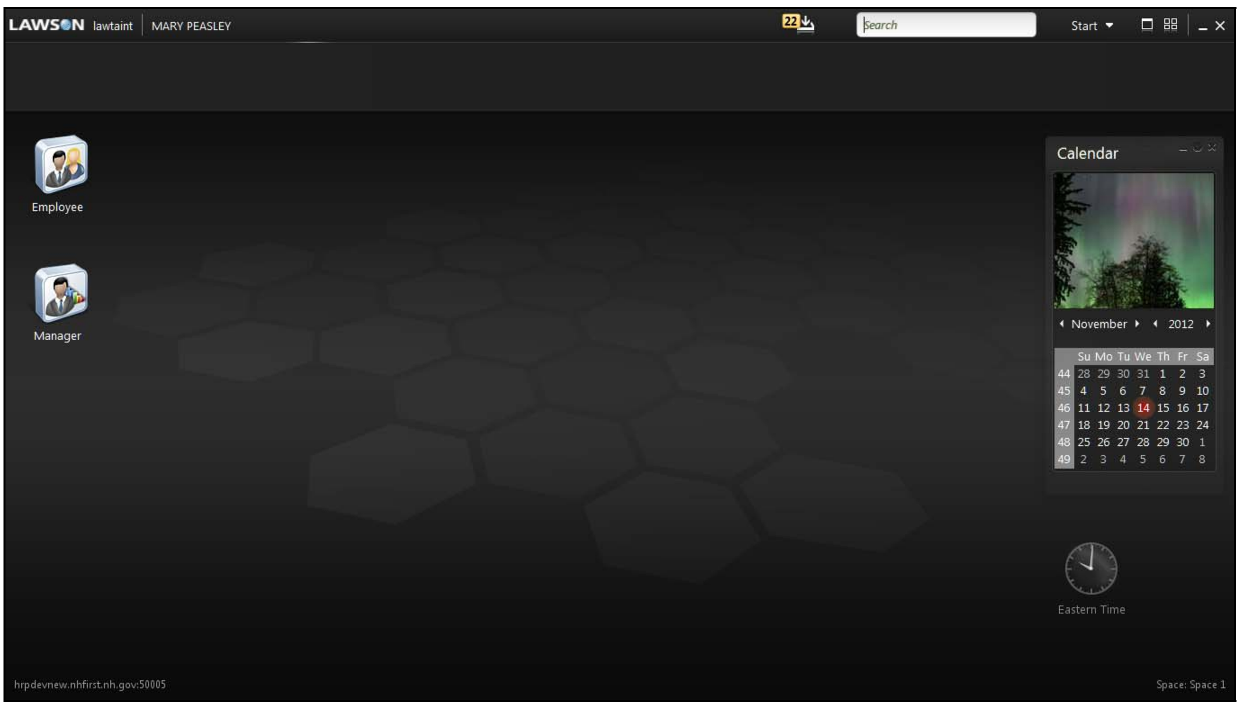
You have successfully completed this task.

LTM – Request, Cancel, Complete Leave of Absence

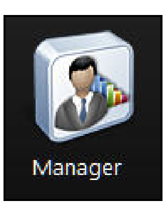
Purpose:	Managers will use the NHFIRST Manager Space to request or cancel a leave of absence in behalf of an employee, or complete a leave of absence.

Managers will use the NHFIRST Rich Client to request or cancel a leave of absence in behalf of an employee, or complete a leave of absence.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

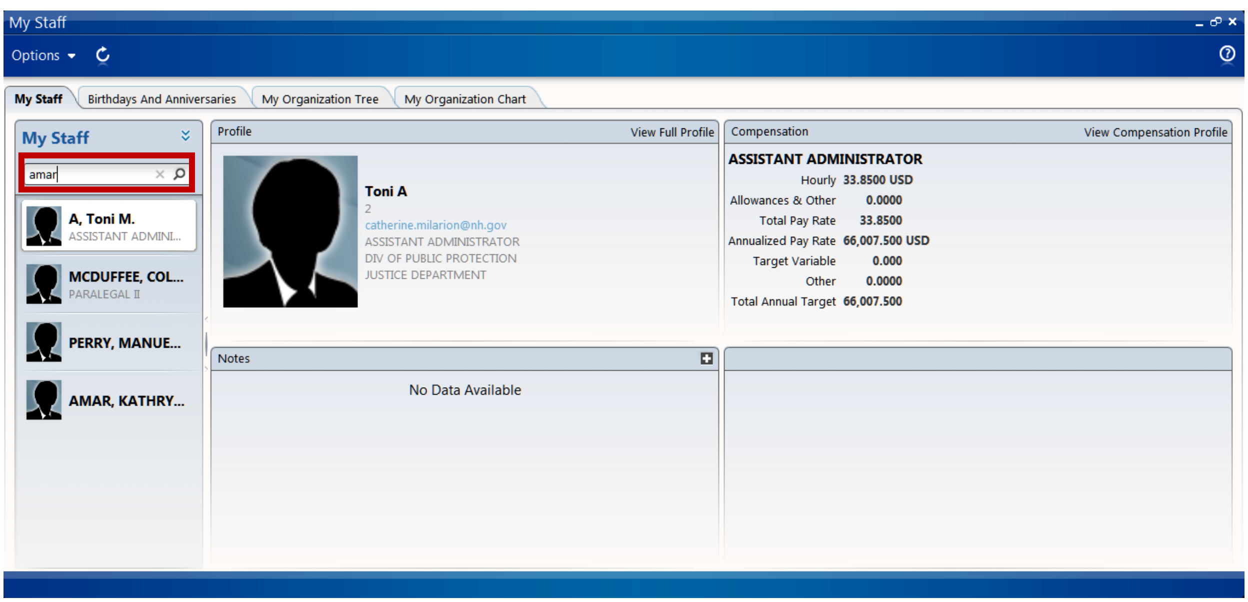


2. From the canvas, double-click the **Manager** icon:

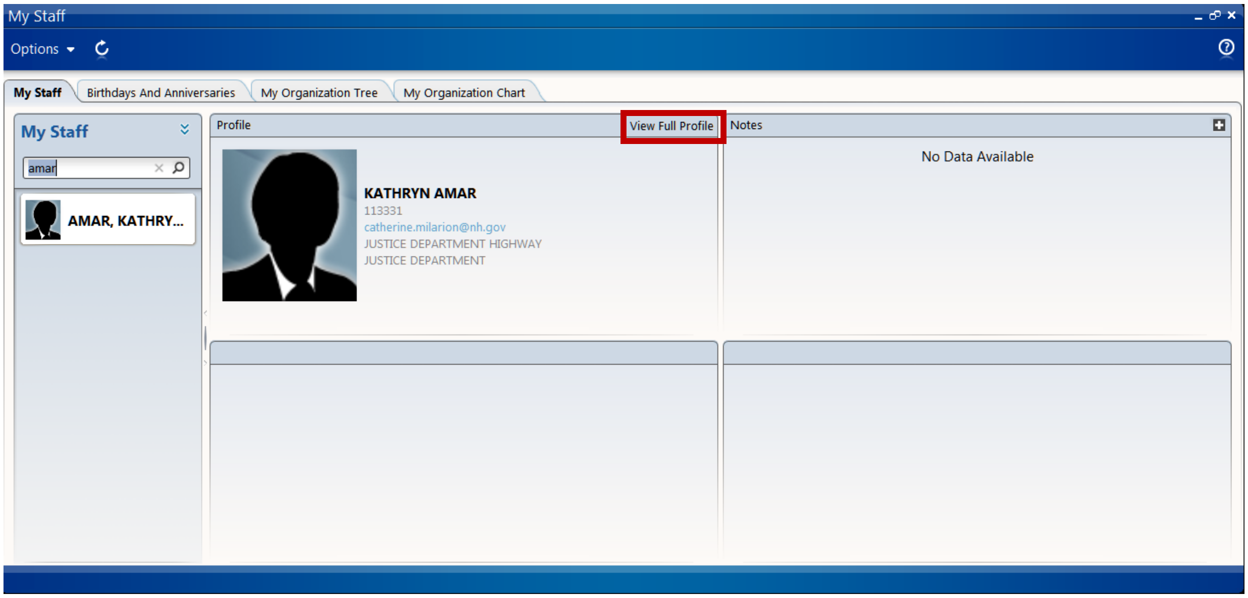


3. Click **My Staff**.

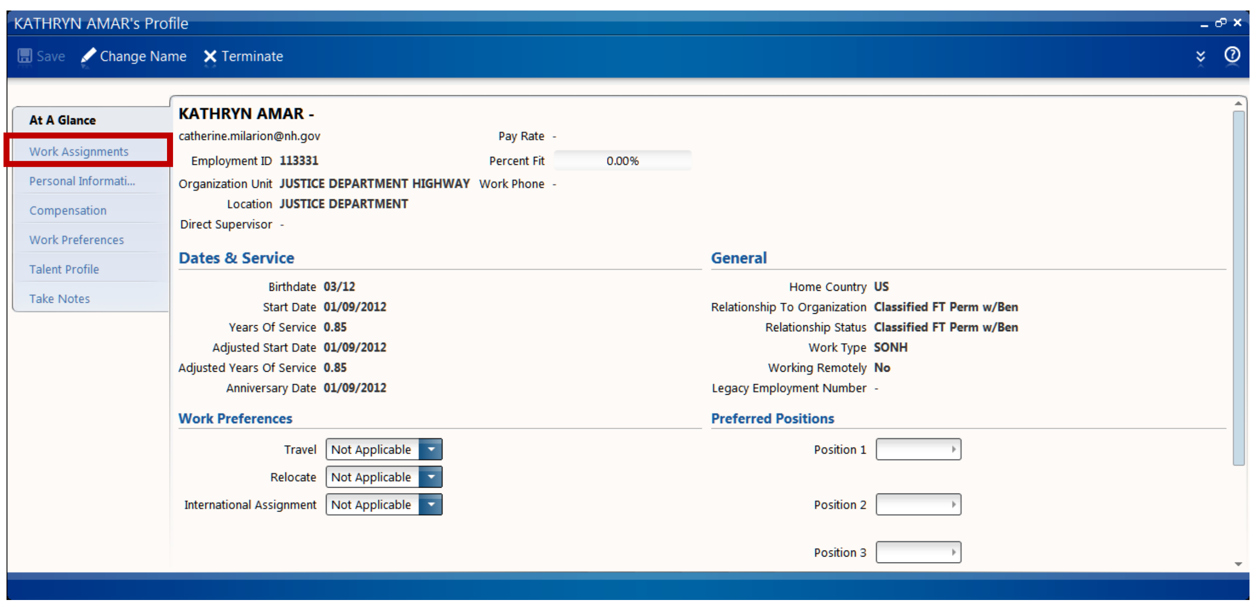
4. Search for the resource to work with. Enter a search name and click (or press Enter) to perform the search.



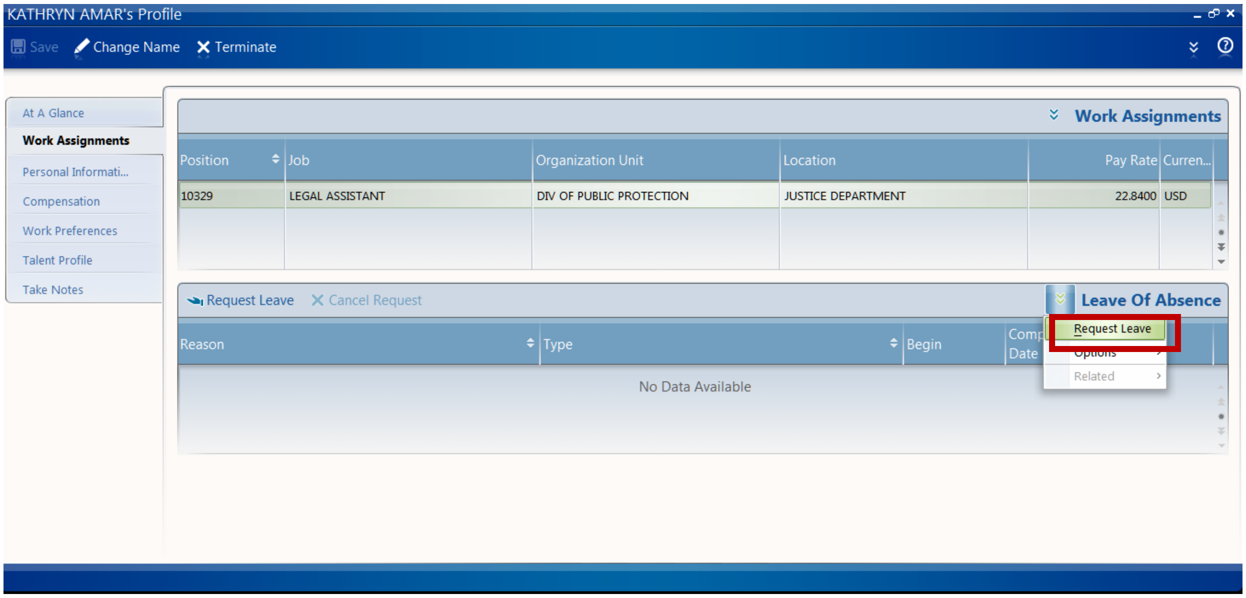
5. Click **View Full Profile**.



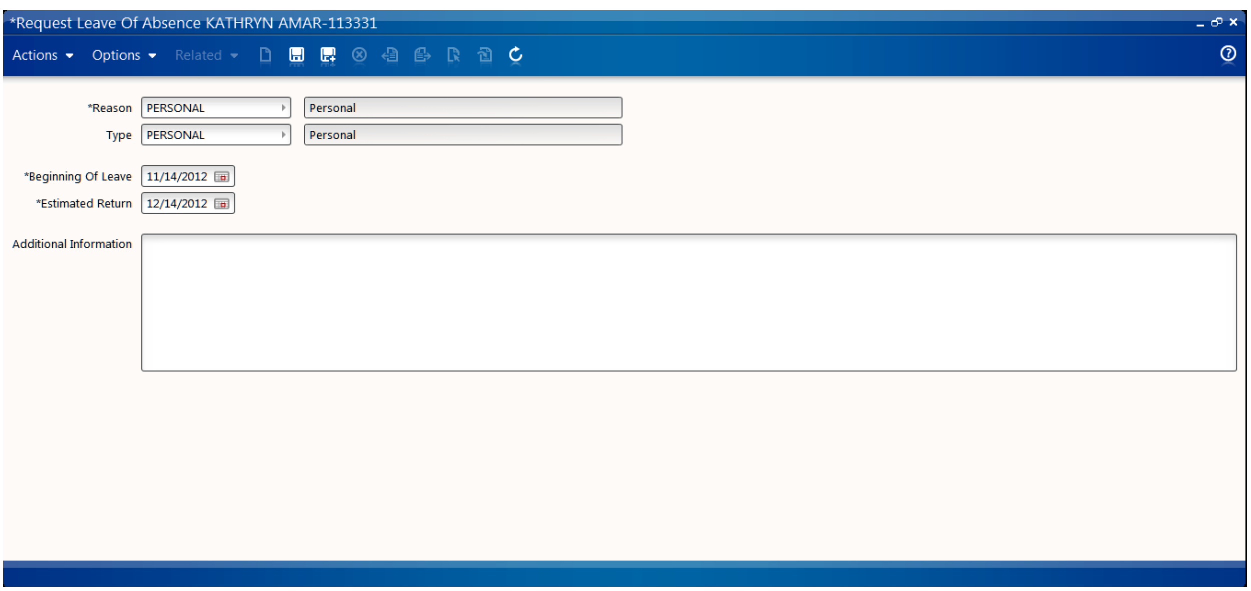
6. Click the **Work Assignments** tab.



7. <u>To request a new leave of absence</u>:
    a. On the **Leave of Absence** panel click the **Request Leave** button.

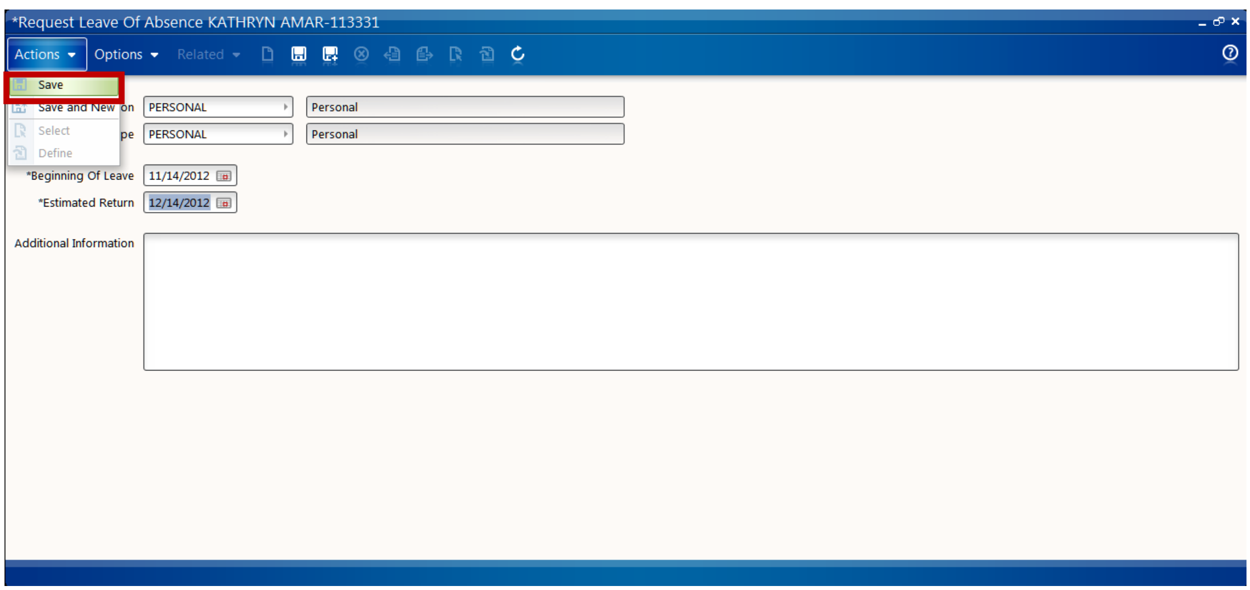


    b. Using the following table as reference, fill out the form.

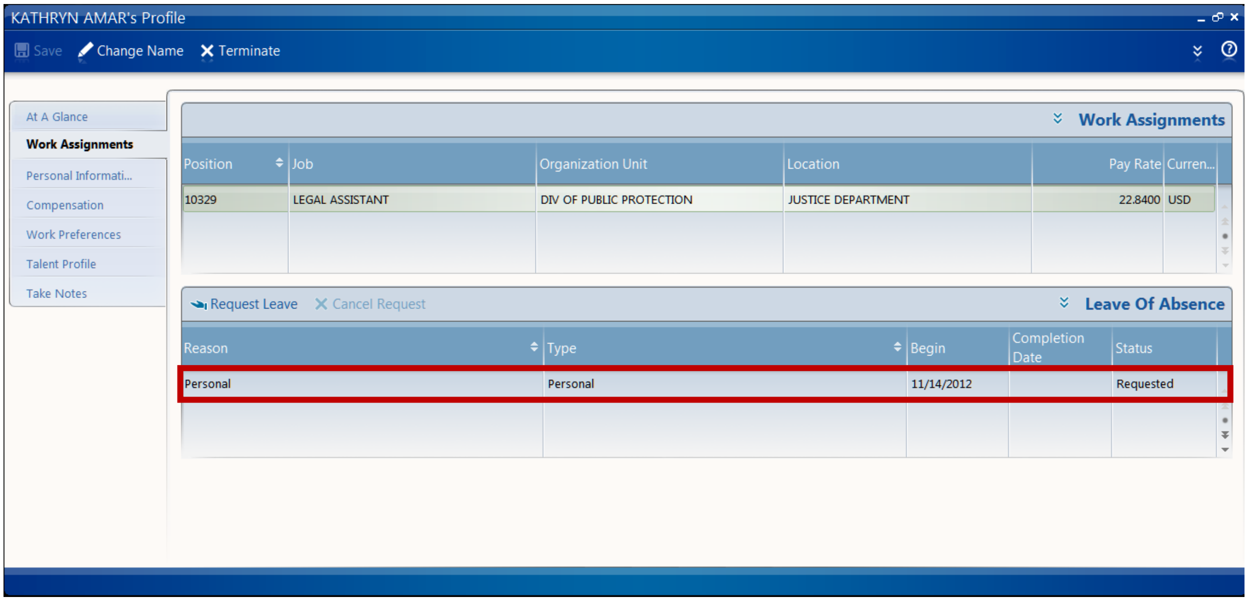


Field	Value
Reason	Select the Leave Reason
Type	Select the Type of Leave
Beginning of Leave	Select the beginning date of the leave from the calendar, or enter the beginning date of the leave in the format MMDDYYYY or MM/DD/YYYY
Estimated Return	Select the estimated date of return from leave from the calendar, or enter the estimated date of return from leave in the format MMDDYYYY or MM/DD/YYYY
Additional Information	If applicable, enter additional information for the leave.

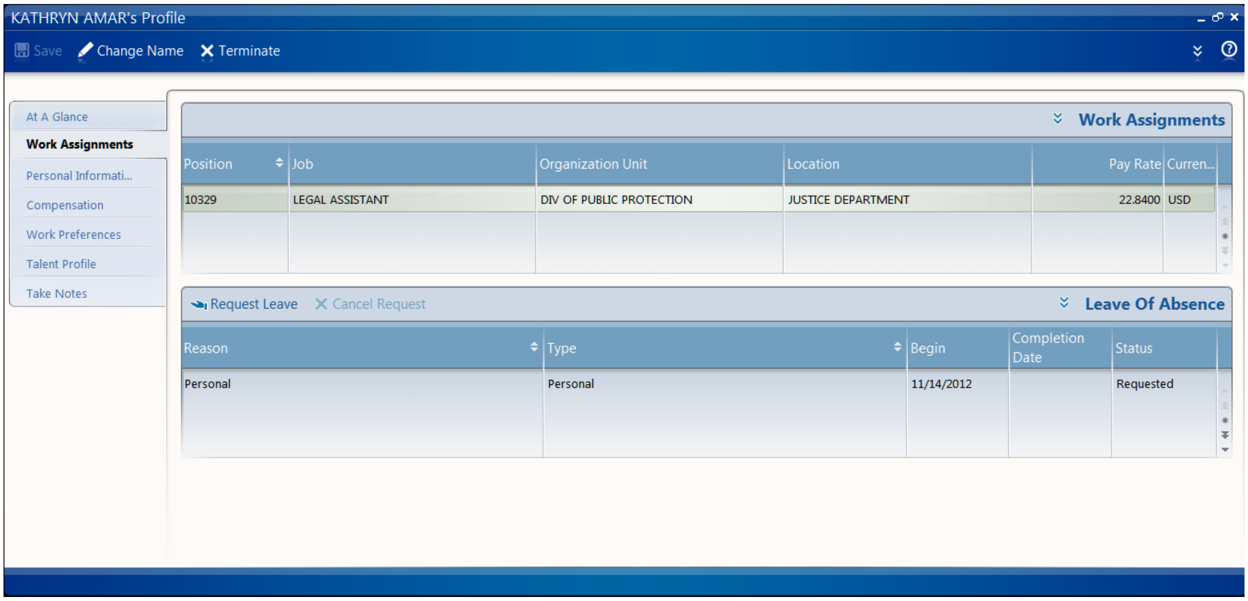
c. When finished, click **Actions > Save**.



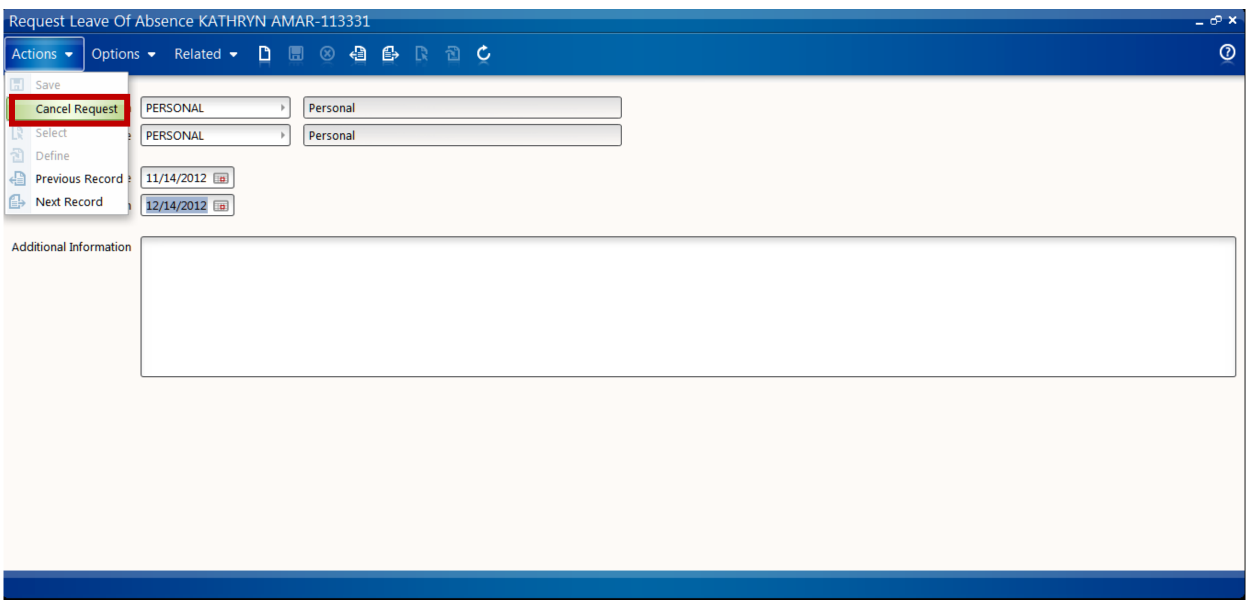
The leave displays on the **Leave of Absence** panel.


KATHRYN AMAR's Profile
Save
Change Name
Terminate
At A Glance
Work Assignments
Personal Informati...
Compensation
Work Preferences
Talent Profile
Take Notes
Work Assignments
Position
Job
Organization Unit
Location
Pay Rate
Curren...
10329
LEGAL ASSISTANT
DIV OF PUBLIC PROTECTION
JUSTICE DEPARTMENT
22.8400
USD
Request Leave
Cancel Request
Leave Of Absence
Reason
Type
Begin
Completion Date
Status
Personal
Personal
11/14/2012
Requested

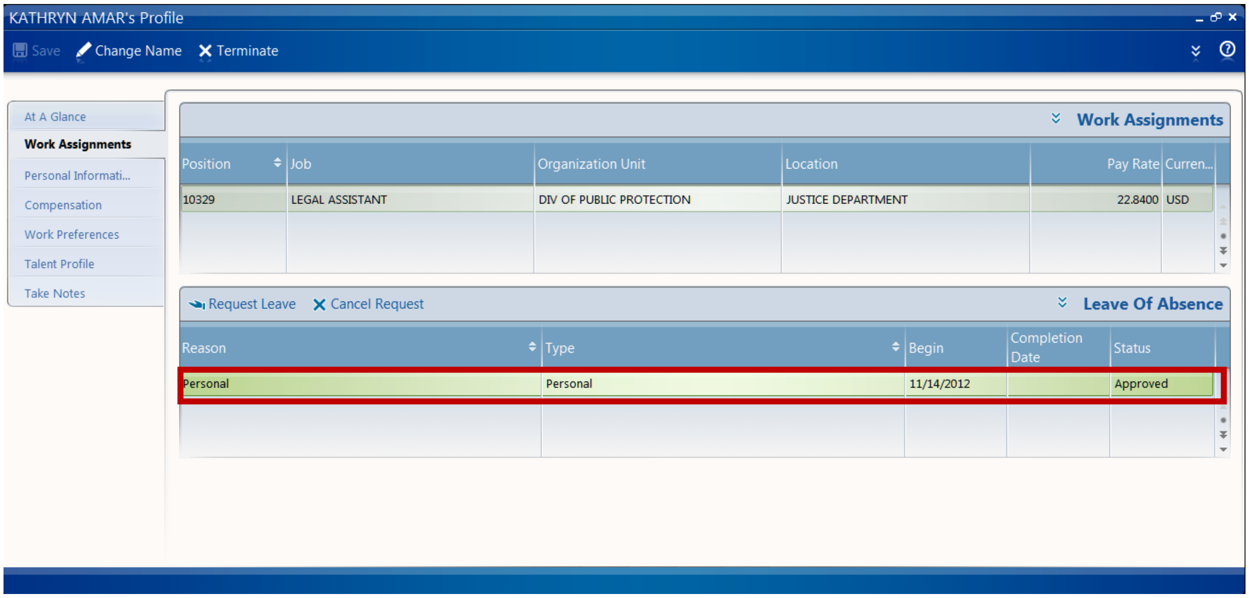
8. To cancel a saved leave request:
   a. Double click the leave record (note that the **Status** of the record must be "Requested").



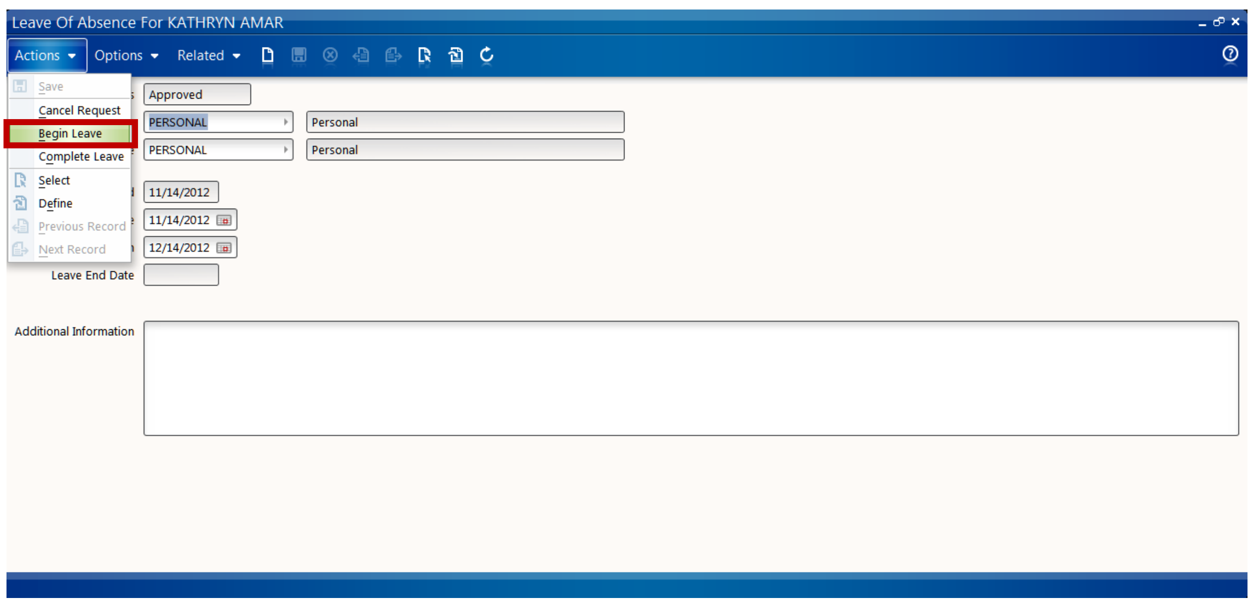
   b. Click **Actions > Cancel Request**.



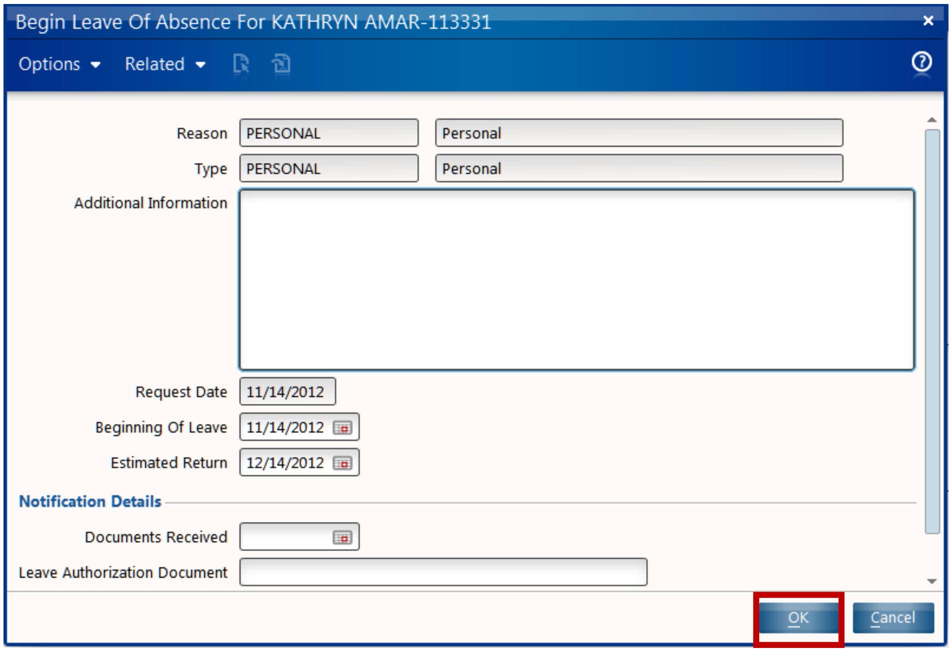
9. To mark the beginning of a leave:
   a. Double click the leave record (note that the **Status** of the record must be "Approved").



   b. Click **Actions > Begin Leave**.

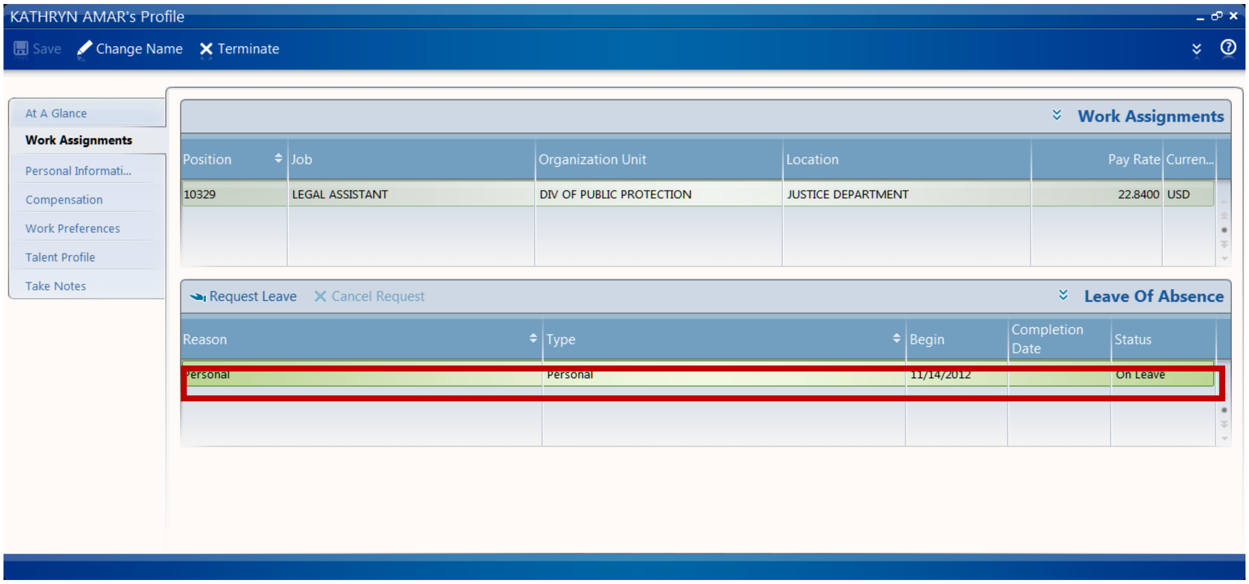


c. Using the table below as reference, fill out the form. When complete, click **OK**. Note: after this action, the status of the leave changes to "On Leave".

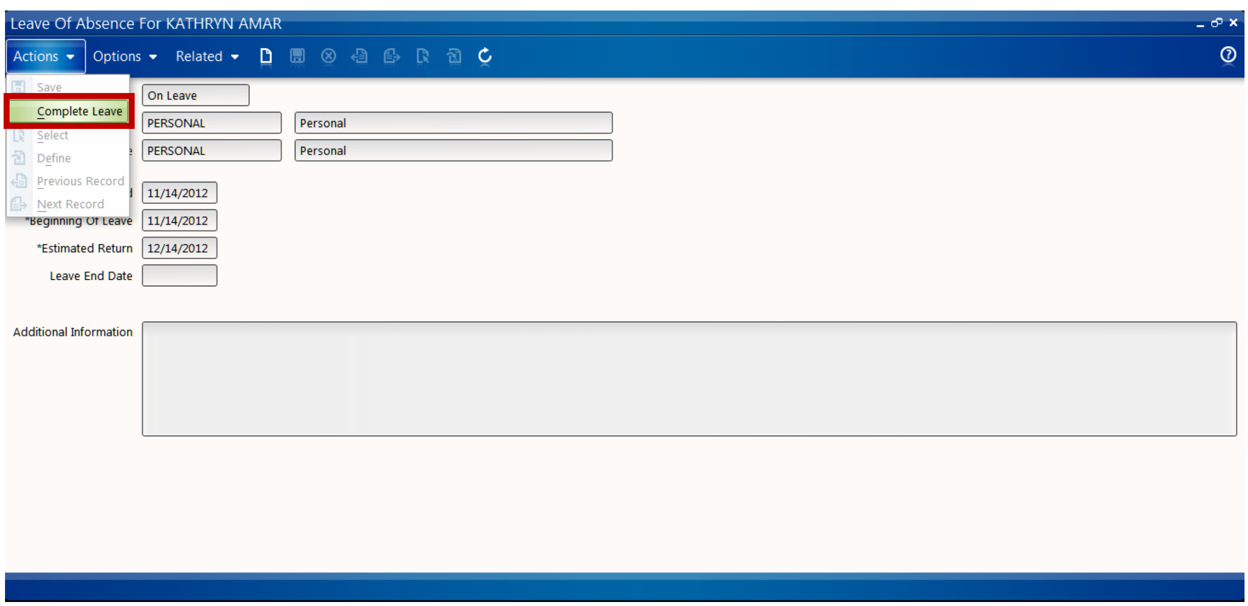


Field	Value
Additional Information	If applicable, enter additional information for the leave.
Beginning of Leave	Select the beginning date of the leave from the calendar, or enter the beginning date of the leave in the format MMDDYYYY or MM/DD/YYYY
Estimated Return	Select the estimated date of return from leave from the calendar, or enter the estimated date of return from leave in the format MMDDYYYY or MM/DD/YYYY
Documents Received	If documents for the leave were received, select the date the documents were received from the calendar, or enter the date the documents were received in the format MMDDYYYY or MM/DD/YYYY
Leave Authorization Document	If a leave authorization document was received, attach the document.

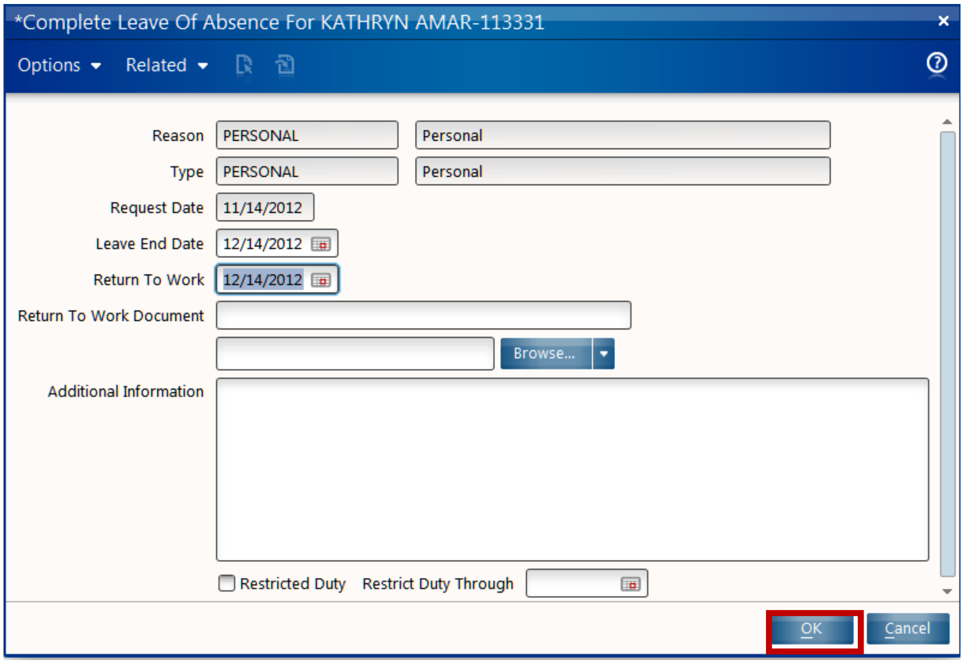
10. To mark the end of a leave:
    a. Double click the leave record (note that the **Status** of the record must be "On Leave").



    b. Click **Actions > Complete Leave**.

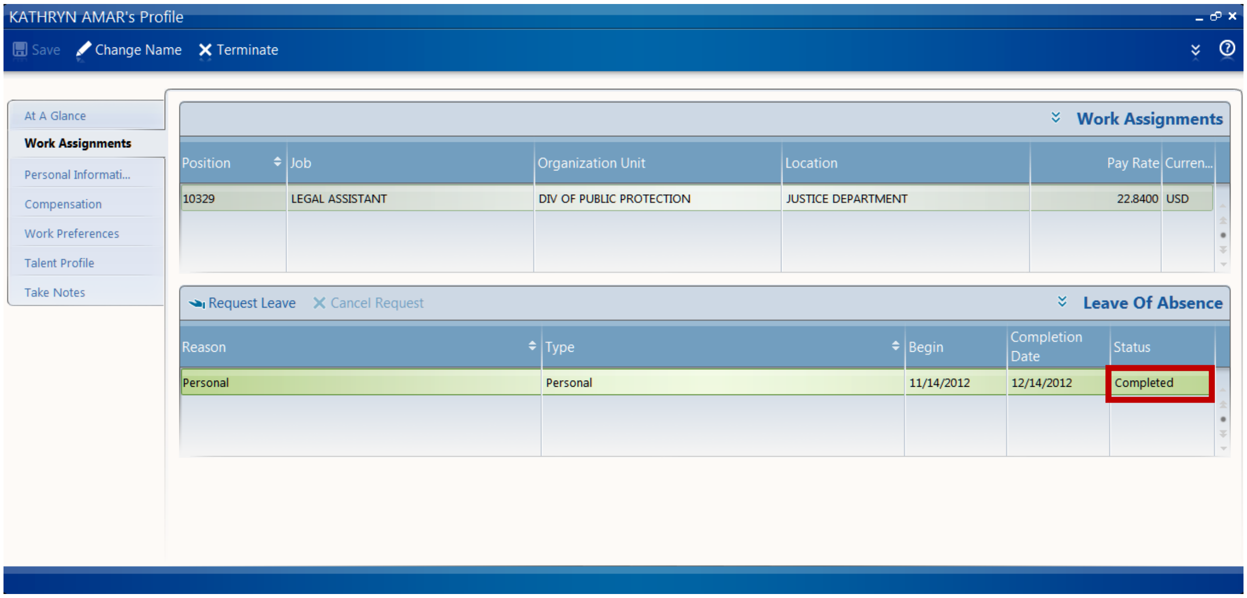


    c. Using the table below as reference, fill out the form. When complete, click **OK**.



11. **Field**	**Value**
Leave End Date	Select the end date of the leave from the calendar, or enter the end date of the leave in the format MMDDYYYY or MM/DD/YYYY
Return to Work	Select the end date of the leave from the calendar, or enter the end date of the leave in the format MMDDYYYY or MM/DD/YYYY
Return to Work Document	If Return to Work documents were received, attach the document.
Additional Information	If applicable, enter additional information for the leave.
Restrict Duty	Mark the checkbox if the employee is on restricted duty
Restrict Duty Through	Select the date until when the employee is on restricted duty from the calendar, or enter the date until when the employee is on restricted duty in the format MMDDYYYY or MM/DD/YYYY

The leave status changes to "Completed".

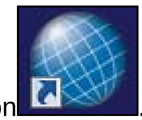


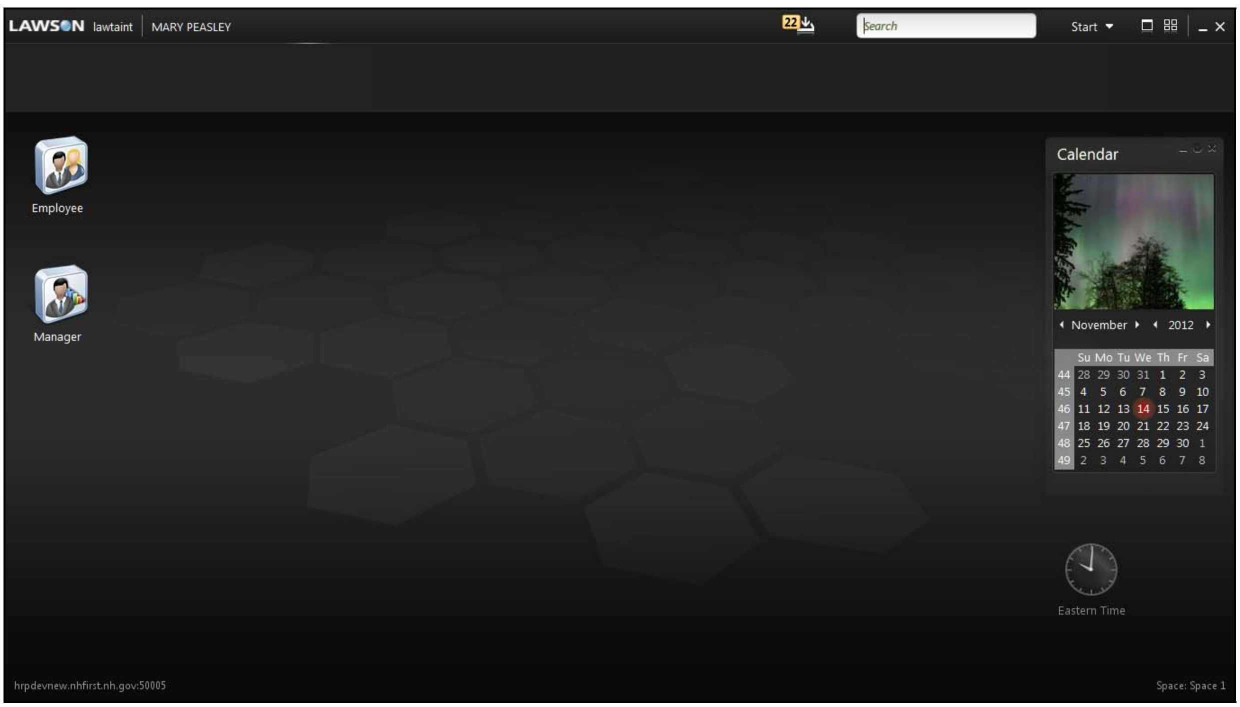
You have successfully completed this task.

LTM – Birthdays and Anniversaries – Create CSV Exports

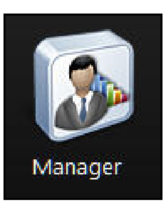
Purpose:	Managers will use the NHFIRST Manager Space to create CSV exports for birthdays and anniversaries.

Managers will use the NHFIRST Rich Client to create CSV exports for birthdays and anniversaries.

1. Click on the NHFIRST Rich Client icon . Login using your username and password.

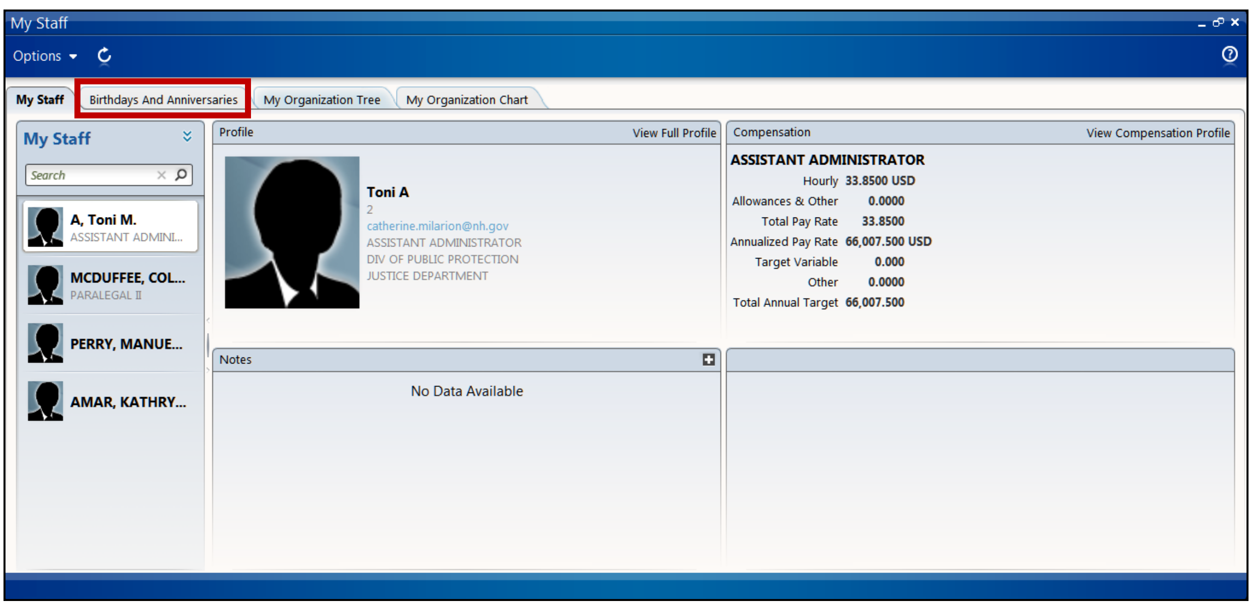


2. From the canvas, double-click the **Manager** icon:

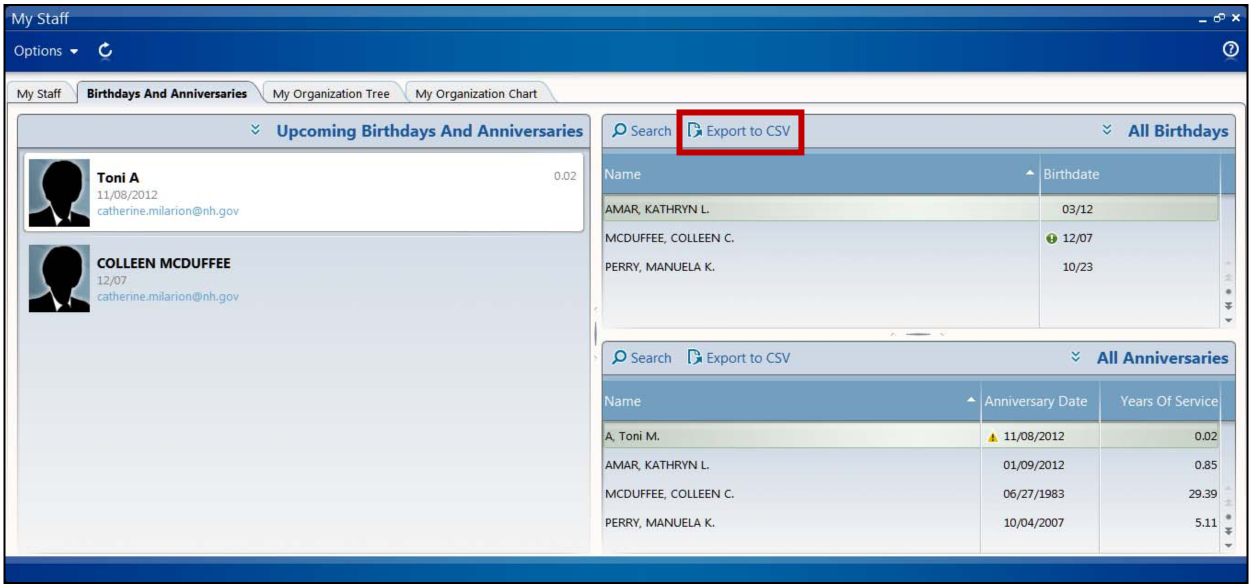


3. Click **My Staff**.

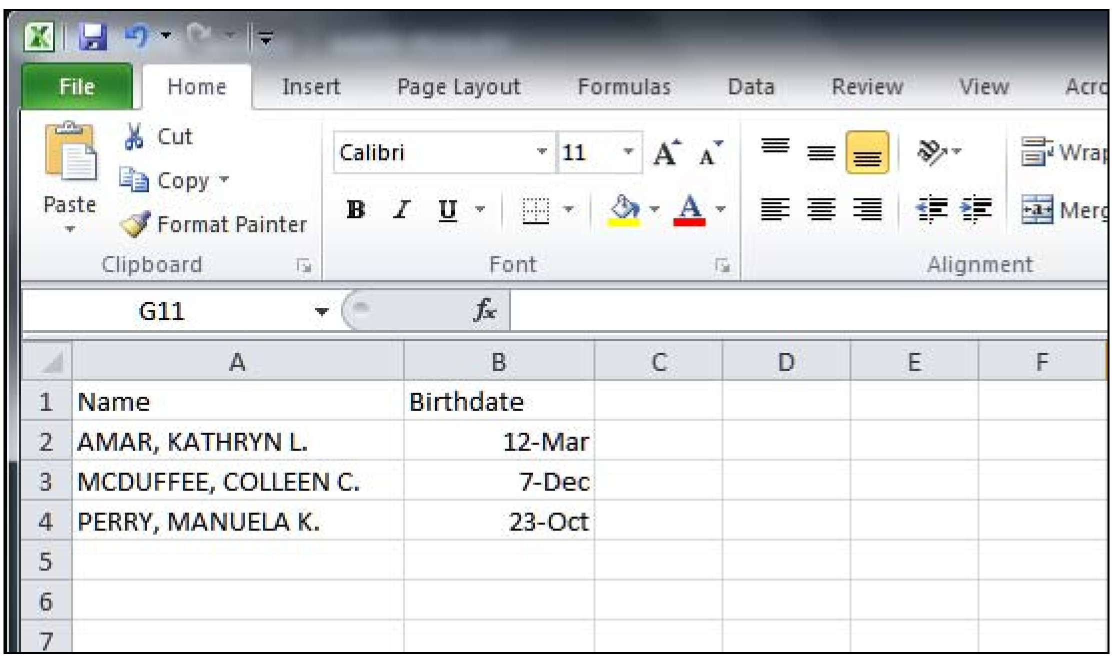
4. Click the **Birthdays and Anniversaries** tab.



5. To generate a report of the birthdays, on the All Birthdays panel, click the Export to CSV button.



6. An Excel report of the manager's staff anniversaries is displayed.



You have successfully completed this task.