

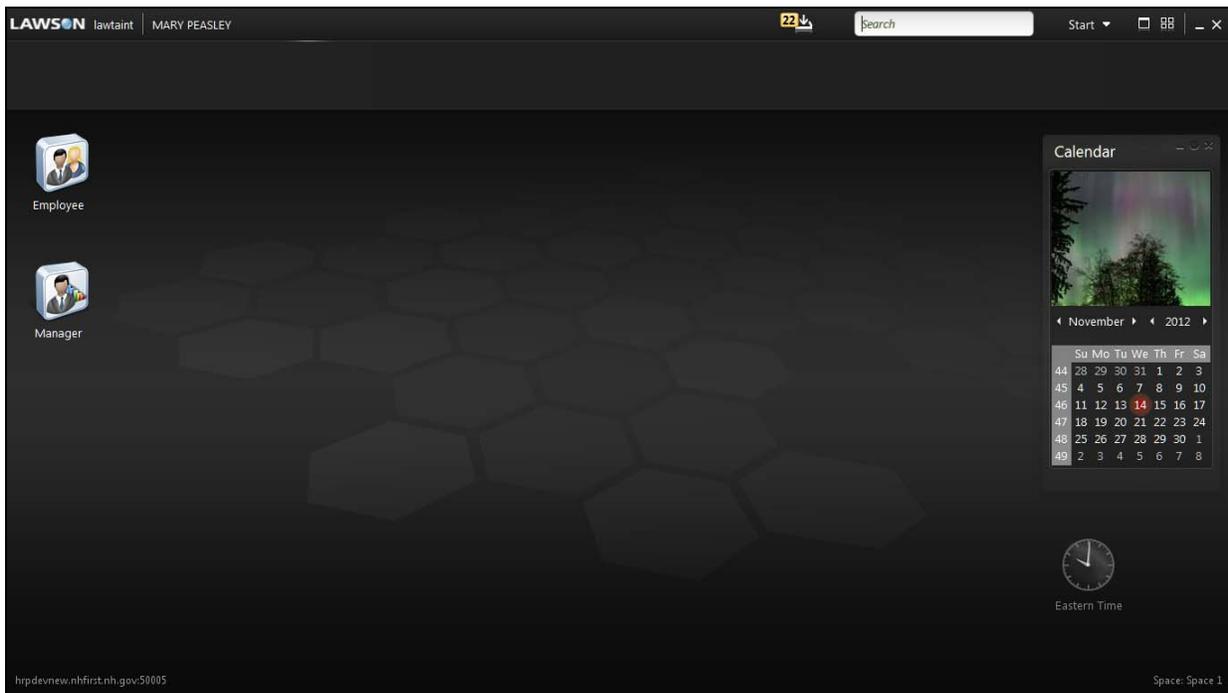
# LTM – Create Requisition

<b>Purpose:</b>	Managers will use the NHFIRST Manager Space to create requisitions.
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Managers will use the NHFIRST Rich Client to create requisitions.



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

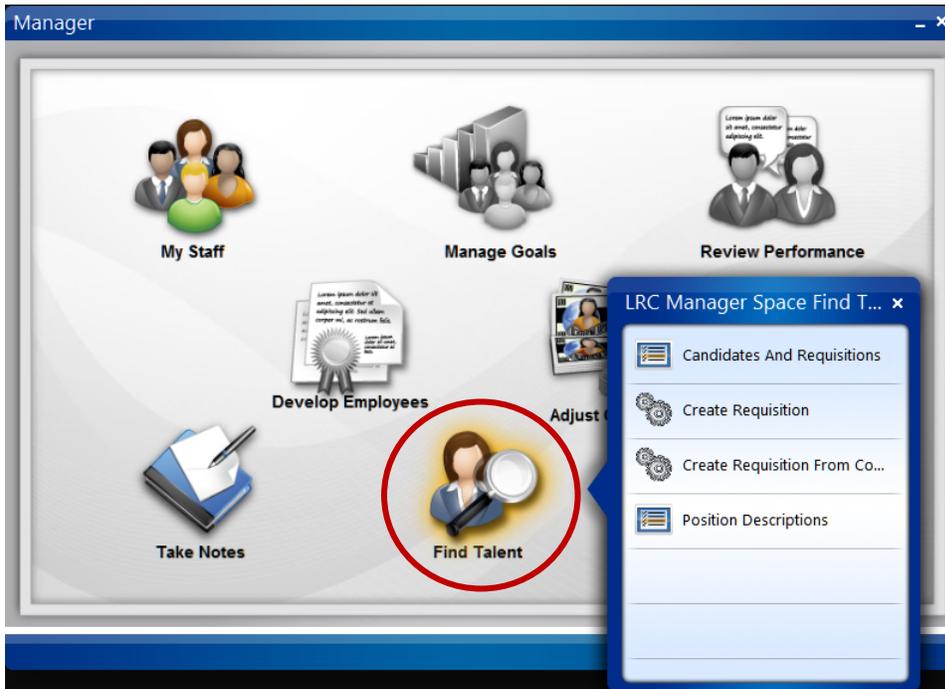


2. From the canvas, double-click the **Manager** icon:

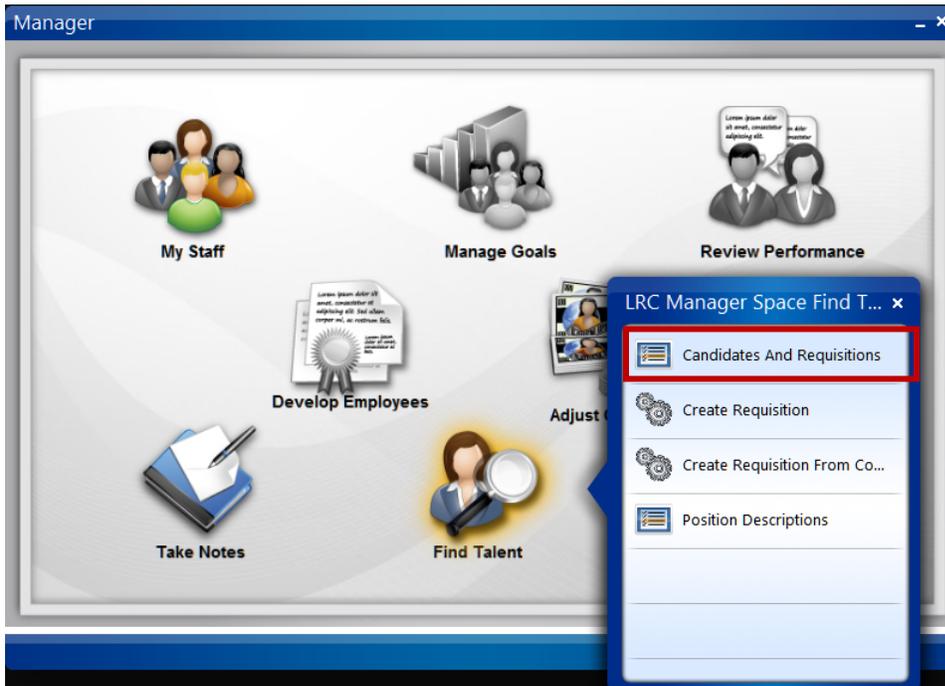


# LTM – Create Requisition

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

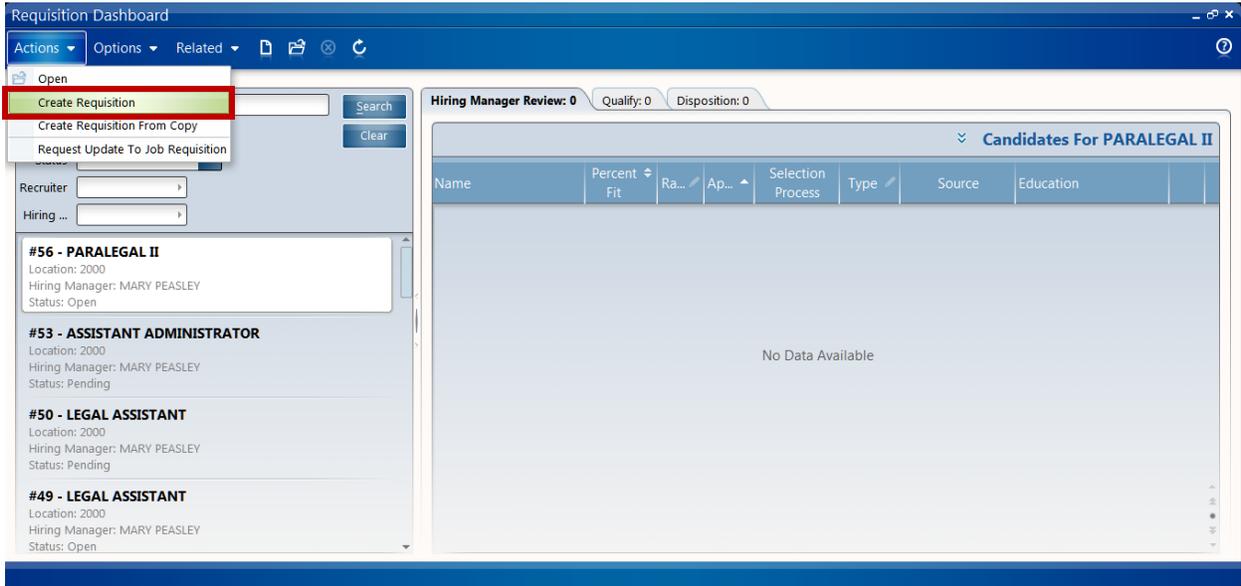


4. Click **Candidates and Requisitions**.



# LTM – Create Requisition

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



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

# LTM – Create Requisition

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
<b>Position Information</b>	
Position Code	Select the position to recruit for.
<b>Opening Information</b>	
Reason For Opening	Select the reason for creating the job requisition
<b>Contacts</b>	
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**.

# LTM – Create Requisition

The screenshot shows the 'Job Requisition' form in a web browser. The 'Actions' menu is open, and the 'Save' option is highlighted with a red box. The form fields include:

- Hiring Manager: [Dropdown]
- HR Contact: 38887
- Recruiter: 593 MCCARTHY, KEVIN J.
- Alternate Recruiter: [Dropdown]
- Approver 1: [Dropdown]
- Approver 2: [Dropdown]
- Approver 3: [Dropdown]

**Other Information**

- Screening Category: [Dropdown]
- Self Identification Configuration: [Dropdown]
- Question Set: ALL
- Consent Agreement: EXTERNAL CONSENT AGREEMENT
- Acknowledgment: EXTERNAL ACKNOWLEDGMENT
- Internal: ACKNOWLEDGMENT

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

The screenshot shows the 'Job Requisition #57 - LEGAL SECRETARY III' form. The 'Status' field is highlighted with a red box and contains the text 'Draft'. The form fields include:

- Date Needed: 12/10/2012
- Open Date: [Dropdown]
- Total Days Open: [Dropdown]
- Confidential Requisition:
- Priority Requisition:
- Position And Job Details | Notes: 0 | Attachments: 0 | Expenses: 0.00

**Requisition**

- Hiring Manager: 587 PEASLEY, MARY M.
- HR Contact: 38887 BARKER, MELANIE M.
- Recruiter: 593 MCCARTHY, KEVIN J.
- Alternate Recruiter: [Dropdown]
- Approver 1: [Dropdown]
- Approver 2: [Dropdown]
- Approver 3: [Dropdown]

**Other Information**

- Screening Category: [Dropdown]
- Self Identification Configuration: [Dropdown]
- Question Set: ALL
- Consent Agreement: EXTERNAL CONSENT AGREEMENT
- Acknowledgment: EXTERNAL ACKNOWLEDGMENT
- Internal: ACKNOWLEDGMENT

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

# LTM – Create Requisition

Job Requisition #57 - LEGAL SECRETARY III

Actions ▾ Options ▾ Related ▾ [Icons] [Refresh]

Save  
**Request Approval**  
Delete  
Select  
Define  
Previous Record  
Next Record

Status: **Approval Requested** Date Needed: 12/10/2012 Open Date: - Total Days Open: -

Confidential Requisition  Priority Requisition

Position And Job Details | Notes: 0 | Attachments: 0 | Expenses: 0.00

Hiring Manager: 587 PEASLEY, MARY M.  
HR Contact: 38887 BARKER, MELANIE M.  
Recruiter: 593 MCCARTHY, KEVIN J.  
Alternate Recruiter: [Dropdown]  
Approver 1: [Dropdown]  
Approver 2: [Dropdown]  
Approver 3: [Dropdown]

**Other Information**

Screening Category: [Dropdown]  
Self Identification Configuration: [Dropdown]  
Question Set: ALL [Dropdown]

Consent Agreement: **External** CONSENT AGREEMENT [Dropdown] **Internal** ACKNOWLEDGMENT [Dropdown]  
Acknowledgment: ACKNOWLEDGMENT [Dropdown] ACKNOWLEDGMENT [Dropdown]

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

Job Requisition #57 - LEGAL SECRETARY III

Actions ▾ Options ▾ Related ▾ [Icons] [Refresh]

Status: **Approval Requested** Date Needed: 12/10/2012 Open Date: - Total Days Open: -

Confidential Requisition  Priority Requisition

Position And Job Details | Notes: 0 | Attachments: 0 | Expenses: 0.00

**Requisition**  
Responsibilities

Hiring Manager: 587 PEASLEY, MARY M.  
HR Contact: 38887 BARKER, MELANIE M.  
Recruiter: 593 MCCARTHY, KEVIN J.  
Alternate Recruiter: [Dropdown]  
Approver 1: [Dropdown]  
Approver 2: [Dropdown]  
Approver 3: [Dropdown]

**Other Information**

Screening Category: [Dropdown]  
Self Identification Configuration: [Dropdown]  
Question Set: ALL [Dropdown]

Consent Agreement: **External** CONSENT AGREEMENT [Dropdown] **Internal** ACKNOWLEDGMENT [Dropdown]  
Acknowledgment: ACKNOWLEDGMENT [Dropdown] ACKNOWLEDGMENT [Dropdown]

Request Approval Completed

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

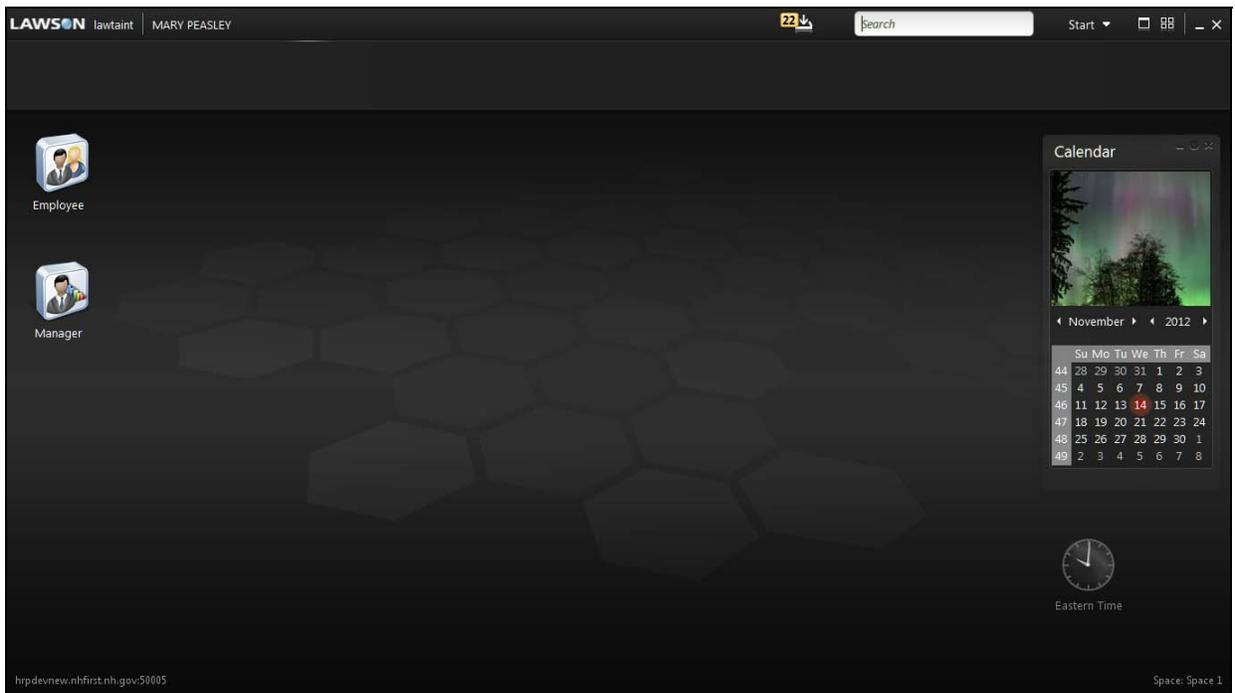
**Purpose:**

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

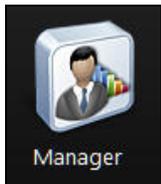
Managers will use the NHFIRST Rich Client to add notes to a requisition.



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

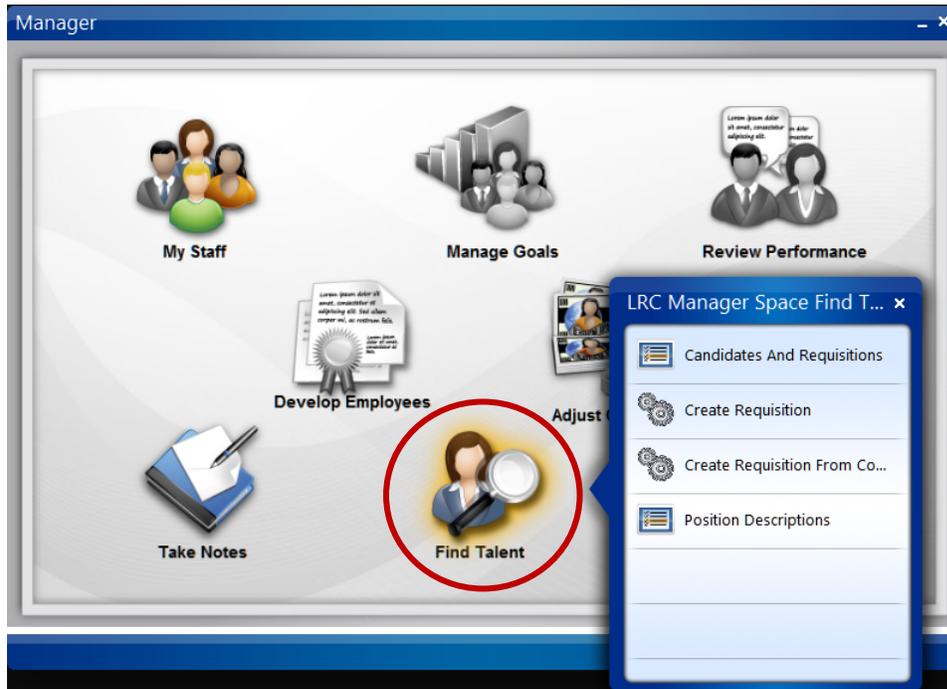


2. From the canvas, double-click the **Manager** icon:

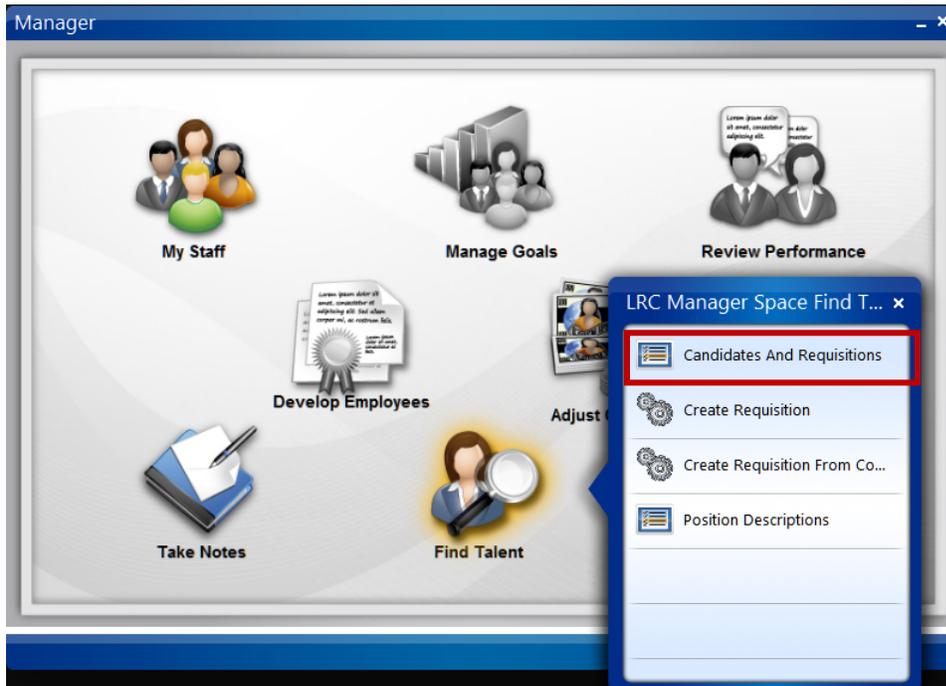


## LTM – Add Notes to Requisition

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



4. Click **Candidates and Requisitions**.



# LTM – Add Notes to Requisition

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

The screenshot shows the 'Requisition Dashboard' interface. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are three requisition entries:

- #21 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Approval Requested
- #20 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Open
- #17 - ADMINISTRATIVE SECRETARY  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Pending
- #16 - FACILITIES SPECIALIST I  
Location: 0240  
Hiring Manager: MARY PEASLEY  
Status: Open

On the right, the 'Hiring Manager Review: 1' section shows a table of candidates for 'LEGAL SECRETARY III':

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

6. Click the **Notes** link.

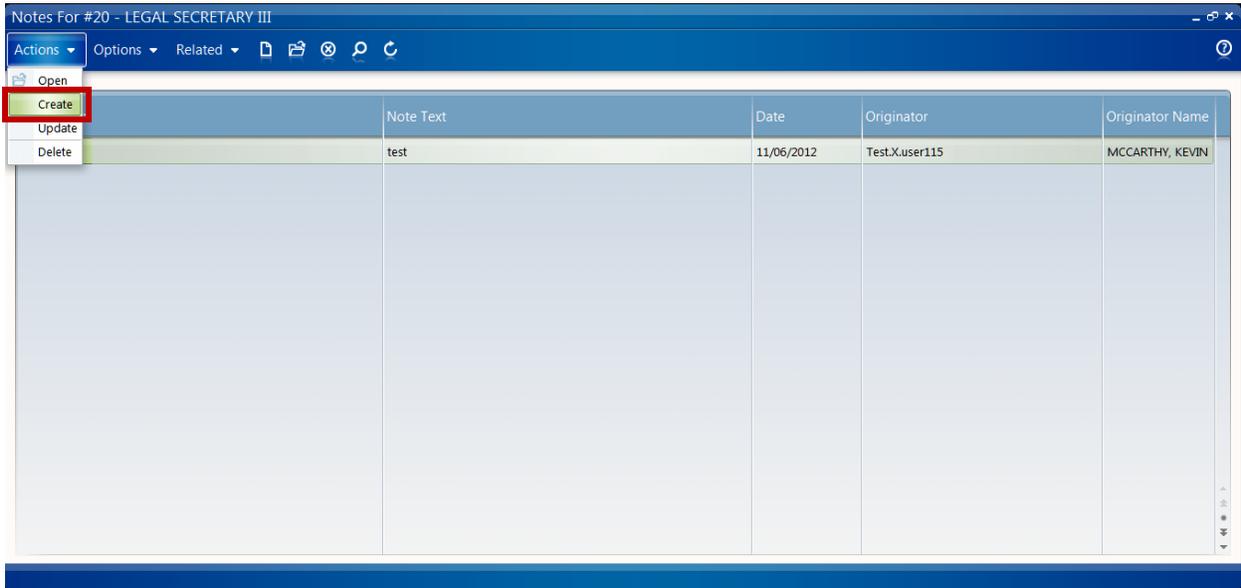
The screenshot shows the 'Job Requisition #20 - LEGAL SECRETARY III' page. At the top, the status is 'Open', with 'Date Needed' set to 10/30/2012 and 'Open Date' to 10/29/2012. Below this, there are links for 'Notes: 1', 'Attachments: 0', 'Expenses: 0.00', and 'Pending Updates'. The 'Notes: 1' link is highlighted with a red box.

The main content area is titled 'Position Information' and contains the following details:

- \*Position Code: 135 (LEGAL SECRETARY III)
- Organization Unit: 115 (2005-02000-Executive-10)
- Company: 10 (GENERAL FUND)
- Accounting Unit: 26100000 (CRIMINAL JUSTICE)
- Account: 500100^0 (Regular Officers And Employees)
- Activity: [Empty]
- Account Category: [Empty]
- Location: 2000
- Relationship To Organization: C1
- Work Type: SONH
- Work Schedule: [Empty]
- Standard Hours: [Empty]
- Category: [Empty]
- Sub Category: [Empty]
- Shift: [Empty]

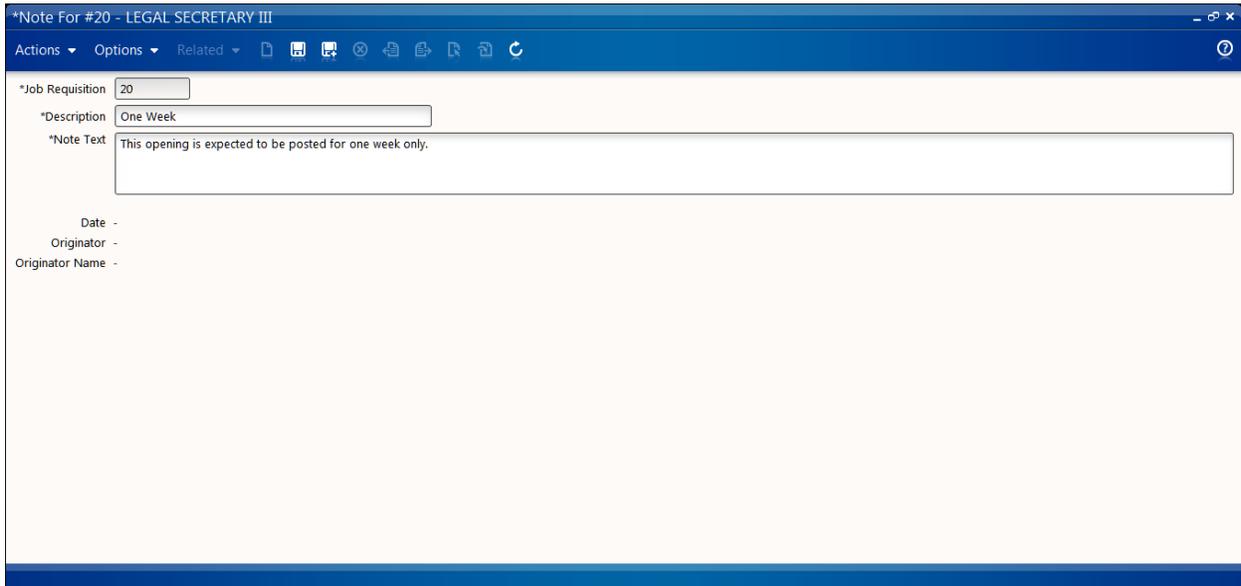
# LTM – Add Notes to Requisition

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



	Note Text	Date	Originator	Originator Name
test		11/06/2012	Test.Xuser115	MCCARTHY, KEVIN

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



\*Job Requisition: 20

\*Description: One Week

\*Note Text: This opening is expected to be posted for one week only.

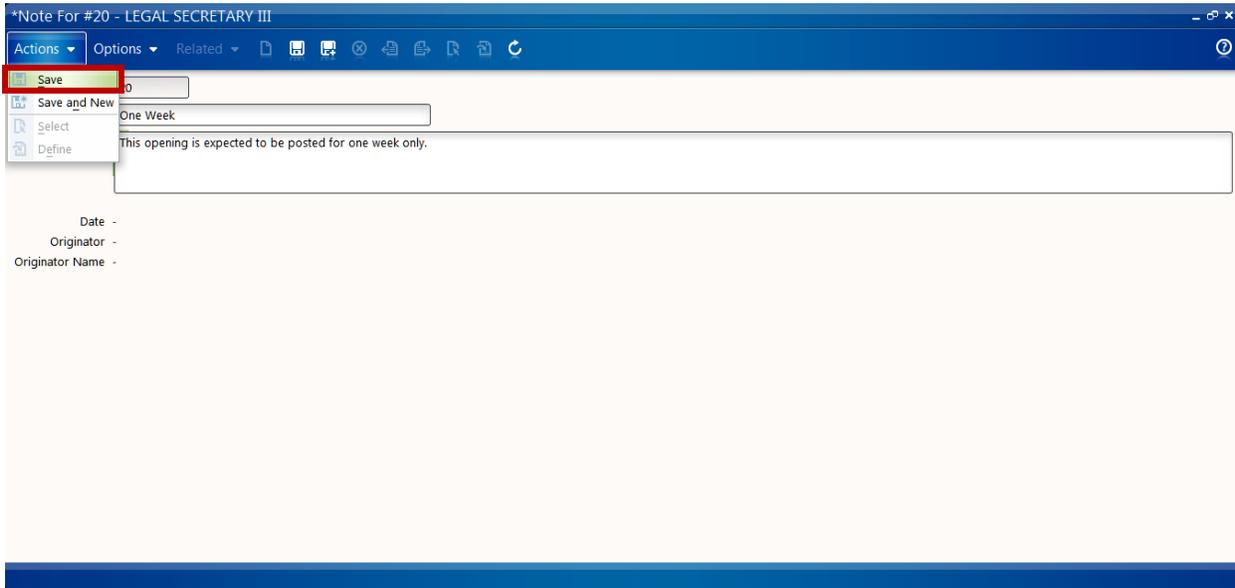
Date -

Originator -

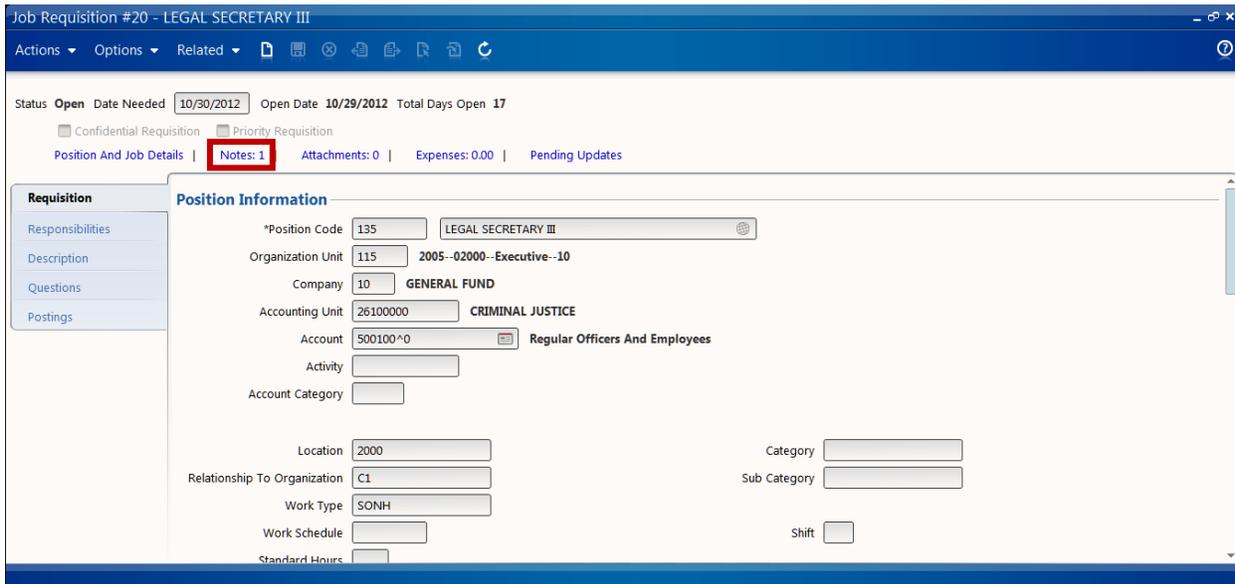
Originator Name -

# LTM – Add Notes to Requisition

## 9. Click Actions > Save

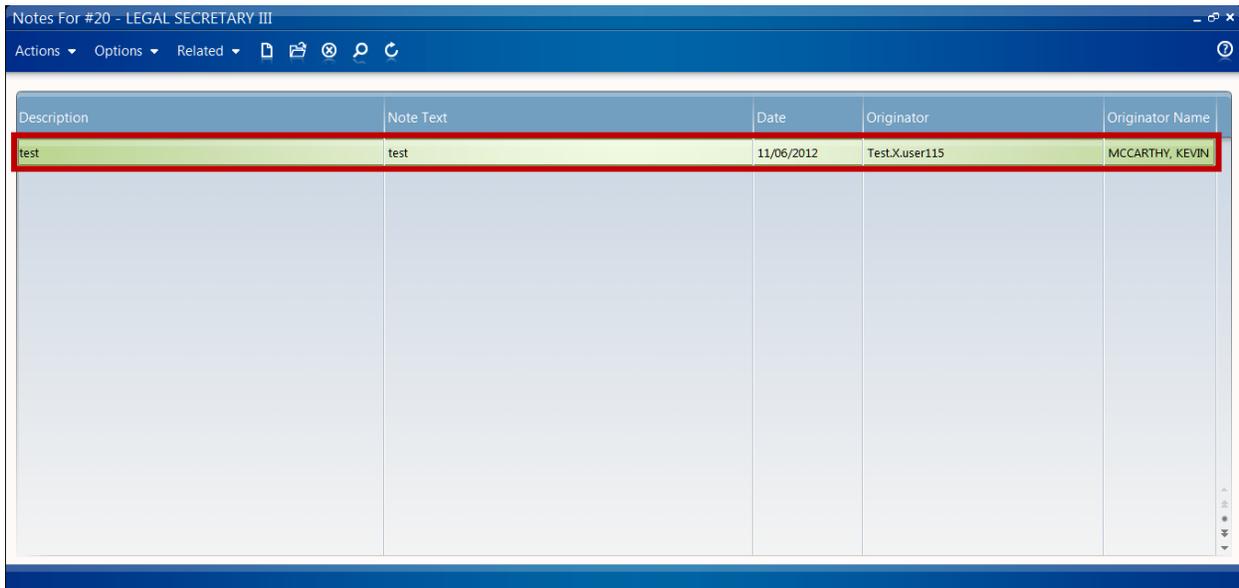


## 10. Notes that have been attached to a requisition can be viewed and updated from the requisition form. Click on the **Notes** link.



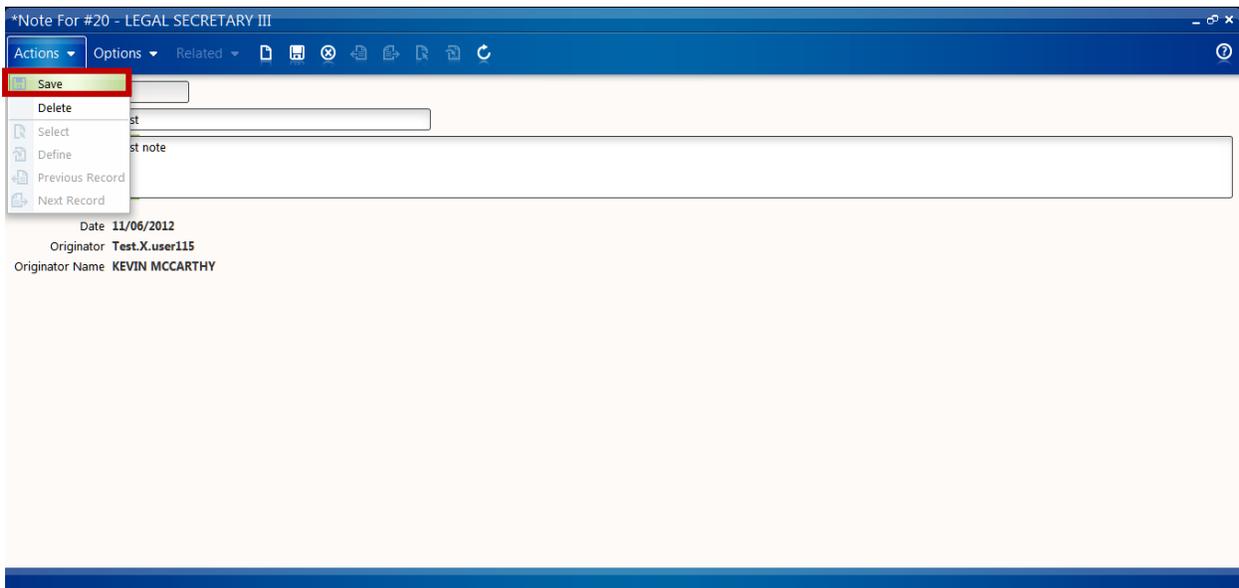
## LTM – Add Notes to Requisition

11. Double click on a note to view it.



Description	Note Text	Date	Originator	Originator Name
test	test	11/06/2012	Test.X.user115	MCCARTHY, KEVIN

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



\*Note For #20 - LEGAL SECRETARY III

Actions > Save

Delete

Select

Define

Previous Record

Next Record

Date 11/06/2012

Originator Test.X.user115

Originator Name KEVIN MCCARTHY

You have successfully completed this task.

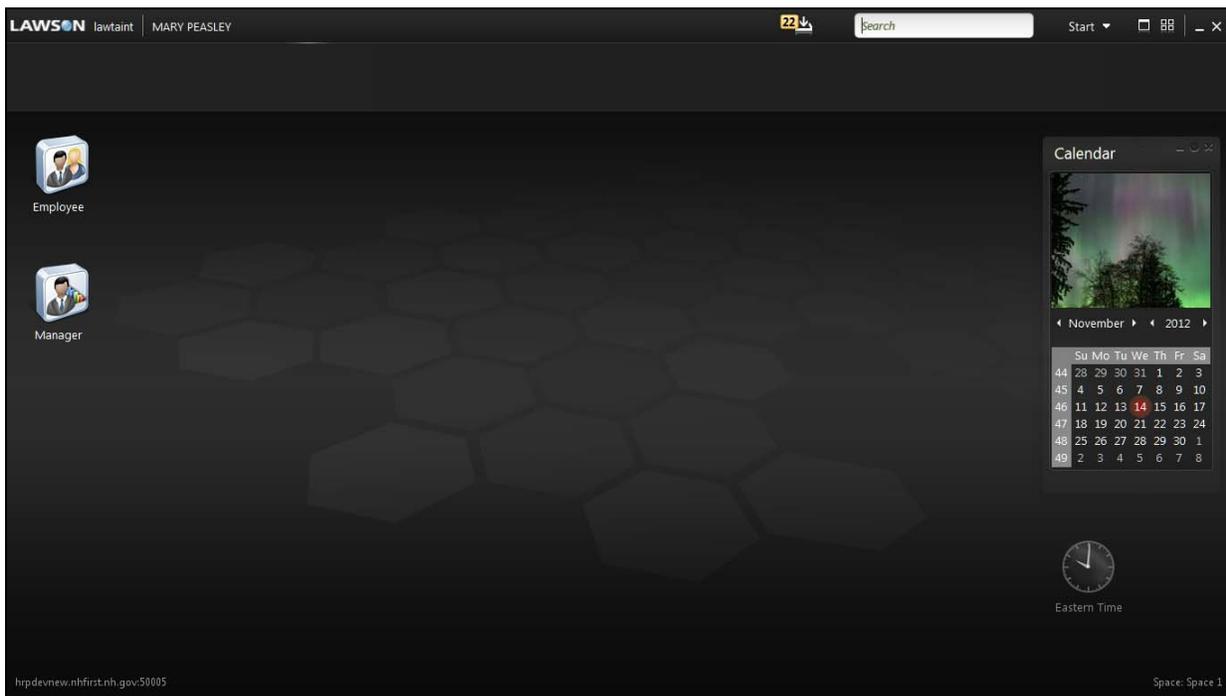
# LTM – Request Updates to Job Requisition

<b>Purpose:</b>	Managers will use the NHFIRST Manager Space to request updates to job requisitions.
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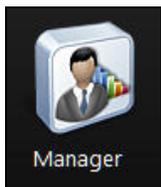
Managers will use the NHFIRST Rich Client to request updates to job requisitions.



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



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



# LTM – Request Updates to Job Requisition

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



4. Click **Candidates and Requisitions**.



# LTM – Request Updates to Job Requisition

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

The screenshot shows the 'Requisition Dashboard' interface. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are three requisition entries:

- #21 - LEGAL SECRETARY III (Status: Approval Requested)
- #20 - LEGAL SECRETARY III (Status: Open) - This entry is highlighted with a red box.
- #17 - ADMINISTRATIVE SECRETARY (Status: Pending)
- #16 - FACILITIES SPECIALIST I (Status: Open)

On the right, the 'Hiring Manager Review: 1' section shows a table of candidates for 'LEGAL SECRETARY III':

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

6. Click Actions > Request Update to Job Requisition.

The screenshot shows the 'Job Requisition #20 - LEGAL SECRETARY III' details page. The 'Actions' menu is open, and 'Request Update to Job Requisition' is highlighted with a red box. Other actions include Save, Select, Define, Previous Record, and Next Record. The main content area shows the following information:

Open Date: 10/29/2012 | Total Days Open: 16

Priority Requisition

Notes: 1 | Attachments: 0 | Expenses: 0.00 | Pending Updates

**Information**

- \*Position Code: 135 | LEGAL SECRETARY III
- Organization Unit: 115 | 2005--02000--Executive--10
- Company: 10 | GENERAL FUND
- Accounting Unit: 26100000 | CRIMINAL JUSTICE
- Account: 500100\*0 | Regular Officers And Employees
- Activity: [Empty]
- Account Category: [Empty]
- Location: 2000
- Relationship To Organization: CI
- Work Type: SONH
- Work Schedule: [Empty]
- Standard Hours: [Empty]
- Category: [Empty]
- Sub Category: [Empty]
- Shift: [Empty]

## LTM – Request Updates to Job Requisition

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

\*Request Update To #20 - LEGAL SECRETARY III

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date: 11/18/2012

Reason: DATE REQ

To Update A New Requisition Using Position Defaults, Select A Position Code

Position Code: 135 LEGAL SECRETARY III

Date Needed: 10/30/2012

Priority Requisition

Position Information

Organization Unit: 115 2005--02000--Executive--10

Company: 10 GENERAL FUND

Accounting Unit: 26100000 CRIMINAL JUSTICE

Account: 500100^0 Regular Officers And Employees

Activity:

Submit Cancel

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.

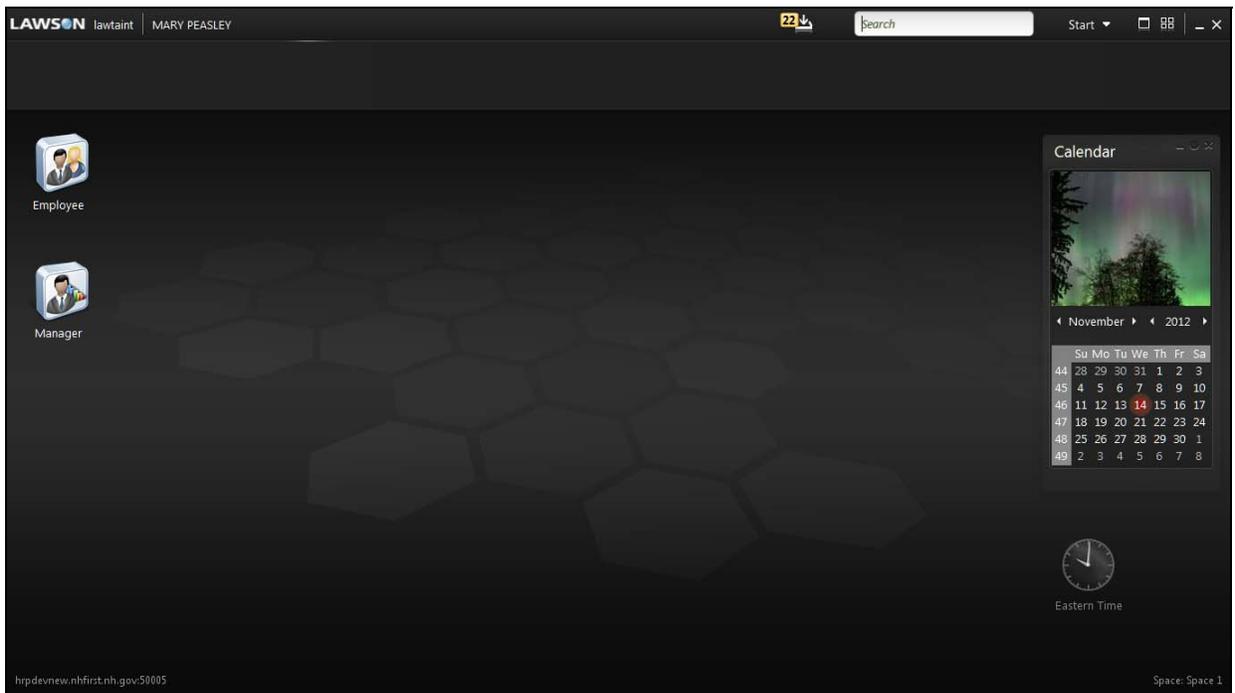
# LTM – Hiring Manager Review

<b>Purpose:</b>	Managers will use the NHFIRST Manager Space to review candidate qualifications.
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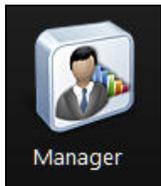
Managers will use the NHFIRST Rich Client to review candidate qualifications.



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

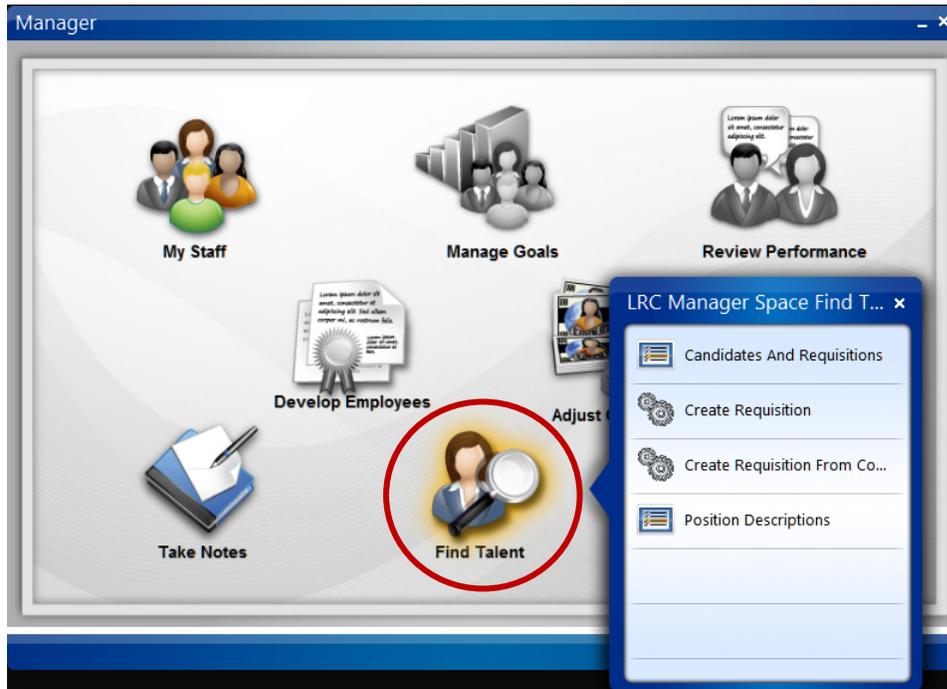


2. From the canvas, double-click the **Manager** icon:

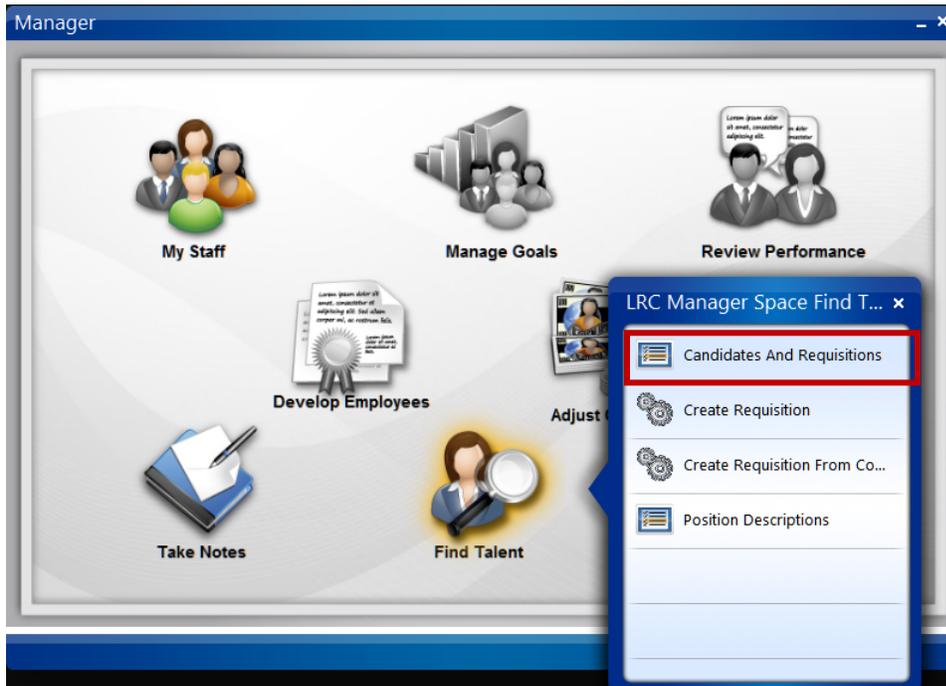


# LTM – Hiring Manager Review

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



4. Click **Candidates and Requisitions**.



# LTM – Hiring Manager Review

5. Click the Requisition the candidate applied for.

The screenshot shows the 'Requisition Dashboard' interface. On the left, there is a search panel with fields for Keyword, Job ID, Status, Recruiter, and Hiring Manager. Below this is a list of requisitions:

- #21 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Approval Requested
- #20 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Open
- #17 - ADMINISTRATIVE SECRETARY  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Pending
- #16 - FACILITIES SPECIALIST I  
Location: 0240  
Hiring Manager: MARY PEASLEY  
Status: Open

On the right, the 'Hiring Manager Review: 1' tab is active, showing a table of candidates for 'LEGAL SECRETARY III':

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

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

This screenshot is identical to the previous one, but the 'Hiring Manager Review: 1' tab in the top navigation area is highlighted with a red rectangular box, indicating the step to click on this tab.

# LTM – Hiring Manager Review

7. Double-click to open the candidate application.

The screenshot shows the 'Requisition Dashboard' for 'LEGAL SECRETARY III'. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are job details for positions #21, #20, #17, and #16. The main area displays a table of candidates. The first row, 'MICHELE ANGERS', is highlighted with a red border. The table columns are: Name, Percent Fit, Rank, Application Date, Selection Process, Type, Source, and Education.

Name	Percent Fit	Rank	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

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

The screenshot shows the candidate profile for 'MICHELE ANGERS (internal)'. It includes contact information, source ('In House Posting within my Agency'), rank (2), and percent fit (0.00%). A 'Details' section shows employee number (99858), start date (02/25/2008), and years of service (4.72). An 'Application Status' table shows the progression from Screen to Offer. A 'Fit Analysis' section at the bottom shows scores for Competency, Skill, Education, and Credential fit, all at 0.00%.

Application Status	Date Entered	Date Left	Days
Screen	10/30/2012	10/30/2012	
Hiring Manager Review	10/30/2012		3
Qualify	10/30/2012	11/11/2012	9
Offer	11/05/2012	11/08/2012	3

You have successfully completed this task.

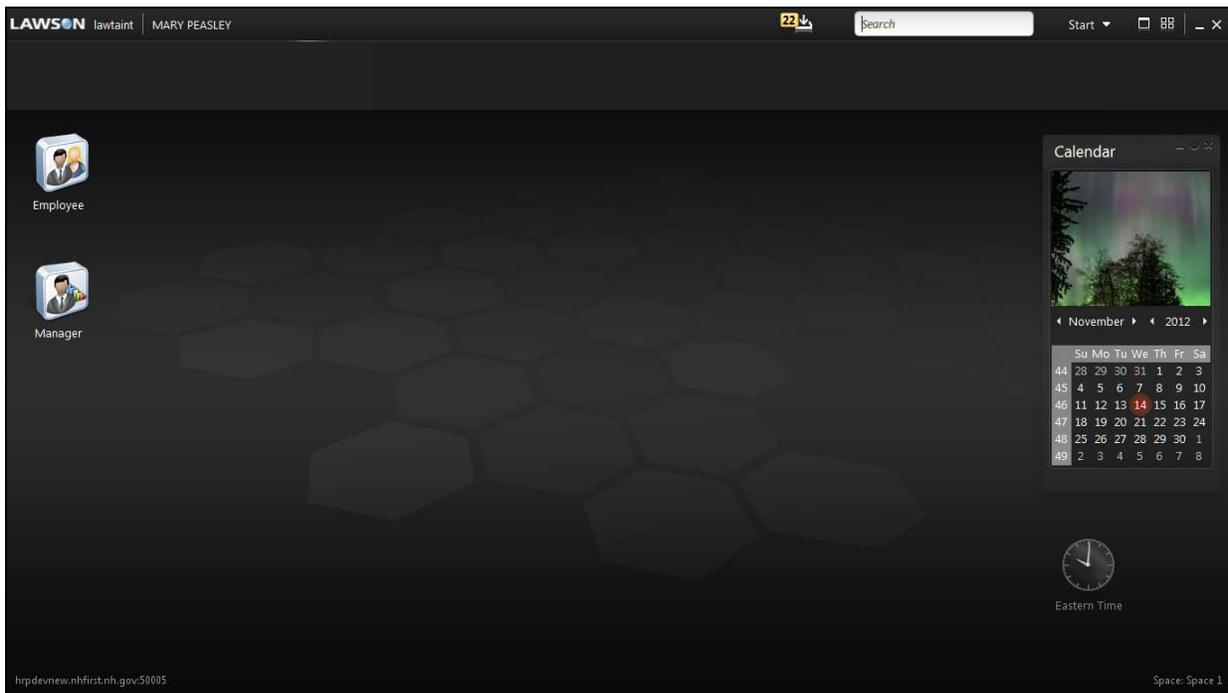
# LTM – Schedule Interview

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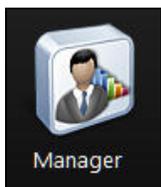
Managers will use the NHFIRST Rich Client to schedule interviews.



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

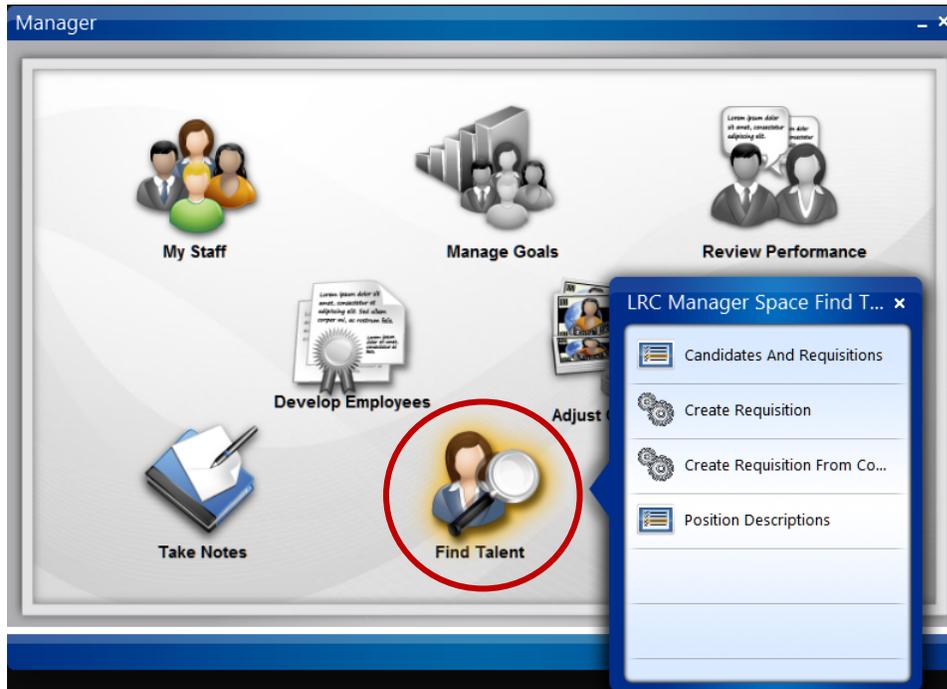


2. From the canvas, double-click the **Manager** icon:

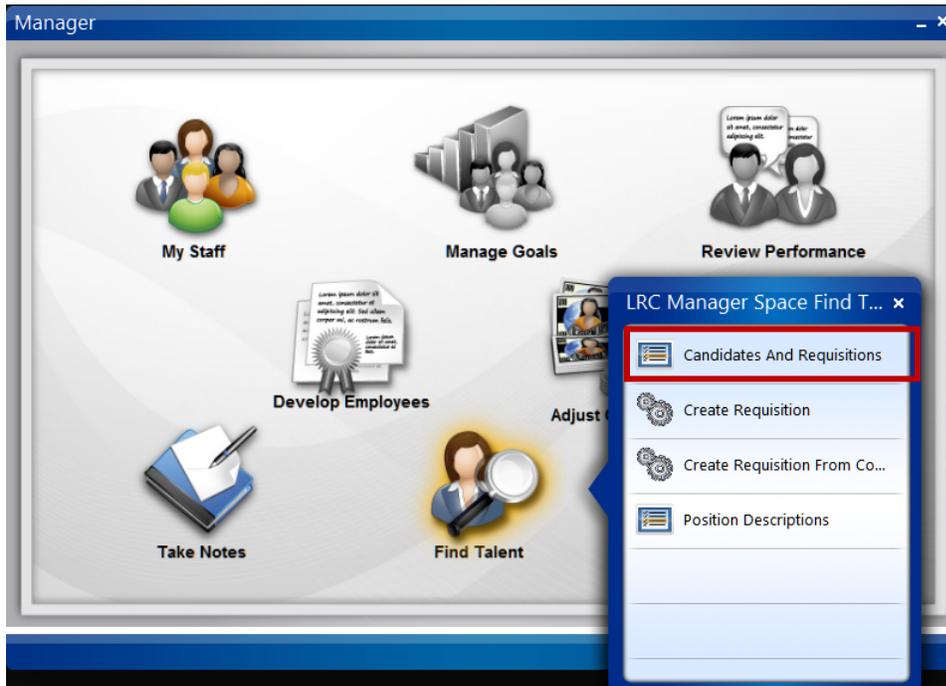


## LTM – Schedule Interview

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



4. Click **Candidates and Requisitions**.



# LTM – Schedule Interview

5. Click the Requisition the candidate applied for.

The screenshot shows the 'Requisition Dashboard' interface. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring Manager. Below these are four requisition entries: #21 - LEGAL SECRETARY III (Approval Requested), #20 - LEGAL SECRETARY III (Open), #17 - ADMINISTRATIVE SECRETARY (Pending), and #16 - FACILITIES SPECIALIST I (Open). The #20 requisition is highlighted with a red box. On the right, the 'Hiring Manager Review: 1' tab is active, showing a table of candidates for 'LEGAL SECRETARY III'. The table has columns for Name, Percent Fit, Ra..., Ap..., Selection Process, Type, Source, and Education. One candidate, MICHELE ANGERS, is listed with 0.00% fit and 2 applications.

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

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

This screenshot is identical to the one above, but the 'Hiring Manager Review: 1' tab is highlighted with a red box, indicating it is the selected view.

# LTM – Schedule Interview

7. Double-click to open the candidate application.

The screenshot shows the 'Requisition Dashboard' for 'LEGAL SECRETARY III'. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring Manager. Below these are details for three requisitions: #21 - LEGAL SECRETARY III (Status: Approval Requested), #20 - LEGAL SECRETARY III (Status: Open), and #17 - ADMINISTRATIVE SECRETARY (Status: Pending). The main area displays a table of candidates. The first row, for 'MICHELE ANGERS', is highlighted with a red border. The table columns include Name, Percent Fit (0.00%), Rank (2), Application Date (10/31/...), Selection Process (Hiring Mana...), Type (Internal), Source (In House Posting ...), and Education.

8. Click the **Interviews** tab.

The screenshot shows the candidate profile for 'MICHELE ANGERS (Internal)'. The profile includes contact information (catherine.milardon@nh.gov, concord, NH 03301), source ('In House Posting within my Agency'), rank (2), and percent fit (0.00%). A navigation bar shows 'Resume/ CV | Correspondence: 5 | Interviews: 2 | Screenings: 1 | Notes: 0 | Attachments: 0 | Positions Applied To: 1'. The 'At A Glance' sidebar on the left has the 'Interviews' tab highlighted with a red box. The main content area shows 'Details' (Employee Number: 99858, Start Date: 02/25/2008, Years Of Service: 4.72) and 'Application Status' with a table of events:

	Date Entered	Date Left	Days
Screen	10/30/2012	10/30/2012	
Hiring Manager Review	10/30/2012		3
Qualify	10/30/2012	11/11/2012	9
Offer	11/05/2012	11/08/2012	3

Below the table is the 'Fit Analysis' section with progress bars for Competency Fit (0.00%), Skill Fit (0.00%), Education Fit (0.00%), and Credential Fit (0.00%).

# LTM – Schedule Interview

## 9. Click All Actions > Create.

The screenshot displays a web application interface for managing candidate profiles and interviews. At the top, the candidate's name is MICHELE ANGERS (12143) LEGAL SECRETARY III. Below this, there are navigation options: Actions, Options, and Related. The candidate's contact information is catherine.milardon@nh.gov, and the location is concord, NH 03301. The source is In House Posting within my Agency, and the rank is 2. The percent fit is 0.00%. A sidebar on the left contains navigation links: At A Glance, Talent Profile, Preferences, Fit Analysis, Question Results, Correspondence, Interviews, Screenings, Offer, On Board, and References. The main area shows a table of interviews with columns for Type, Date, Interv..., Interviewer, Location, and Status. Two rows are visible: a Technical Interview on 10/31/... at 11:54... at the EXECUTIVE location, and another Technical Interview on 11/06/... at 09:10... at the EXECUTIVE location. A context menu is open over the first row, with the 'Create' option highlighted in red. Other options in the menu include Open, Save, Update, Delete, Options, and Related.

Type	Date	Interv...	Interviewer	Location	Status
Technical Interview	10/31/...	11:54:...		EXECUTIVE	Completed
Technical Interview	11/06/...	09:10:...			Completed

## LTM – Schedule Interview

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

The screenshot shows a web-based form titled '\*Create Interview'. The form has a blue header with navigation icons and a main content area with the following fields:

- Type:** A dropdown menu set to 'STRUCTURED' with the label 'Structured Interview'.
- Interview Date:** A date picker set to '11/27/2012'.
- Interview Time:** A time picker set to '03:00:00 PM'.
- Interviewer:** A dropdown menu set to '51687'.
- Location:** A dropdown menu set to '0240 OFFICE OF ENERGY & PLANNING'.
- Address:** Five empty text input boxes stacked vertically.
- Status:** A dropdown menu set to 'PENDING' with the label 'Pending Actual Interview'.
- Result:** An empty dropdown menu.
- Comments:** A large, empty text area for entering notes.

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

# LTM – Schedule Interview

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

The screenshot shows a web application window titled '\*Create Interview'. The interface includes a top navigation bar with 'Actions', 'Options', and 'Related' menus. The 'Actions' menu is open, and the 'Save' option is highlighted with a red box. Below the menu, the form contains several fields: 'Interviewer' (51687), 'Location' (0240 OFFICE OF ENERGY & PLANNING), 'Address' (four empty text boxes), 'Status' (PENDING Pending Actual Interview), 'Result' (empty dropdown), and 'Comments' (a large text area). The form also displays 'Structured Interview' and a date/time field set to 2/27/2012 00:00 PM.

## LTM – Schedule Interview

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.

**MICHELE ANGERS** (Internal)  
 Source: In House Posting within my Agency  
 Rank: 2  
 Percent Fit: 0.00%

Resume/ CV | **Correspondence: 5** | Interviews: 3 | Screenings: 1 | Notes: 0 | Attachments: 0 | Positions Applied To: 1

Type	Date	Interv...	Interviewer	Location	Status	Result
Technical Interview	10/31/...	11:54:...		EXECUTIVE	Completed	
Technical Interview	11/06/...	09:10:...			Completed	Passed
Structured Interview	11/27/...	03:00:...	ROBERT ABBOTT	OFFICE OF ENERGY & PLANNING	Pending Actual Interview	

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

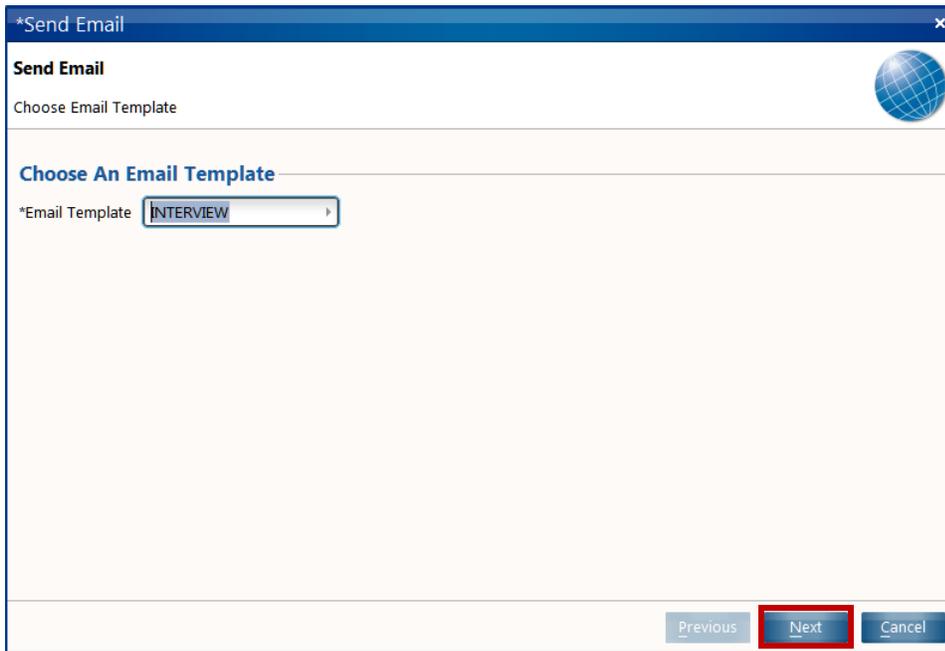
**Correspondence**

Create Email | Track Correspondence | Send | Delete | Print to File

Type	Subject	Email Template	Email Status	Date
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	10/30/2012 09:00:22 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/08/2012 04:07:45 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/11/2012 02:29:31 PM
Email	Interview	INTERVIEW	Sent	11/11/2012 02:46:27 PM
Email	Interview	INTERVIEW	Created	

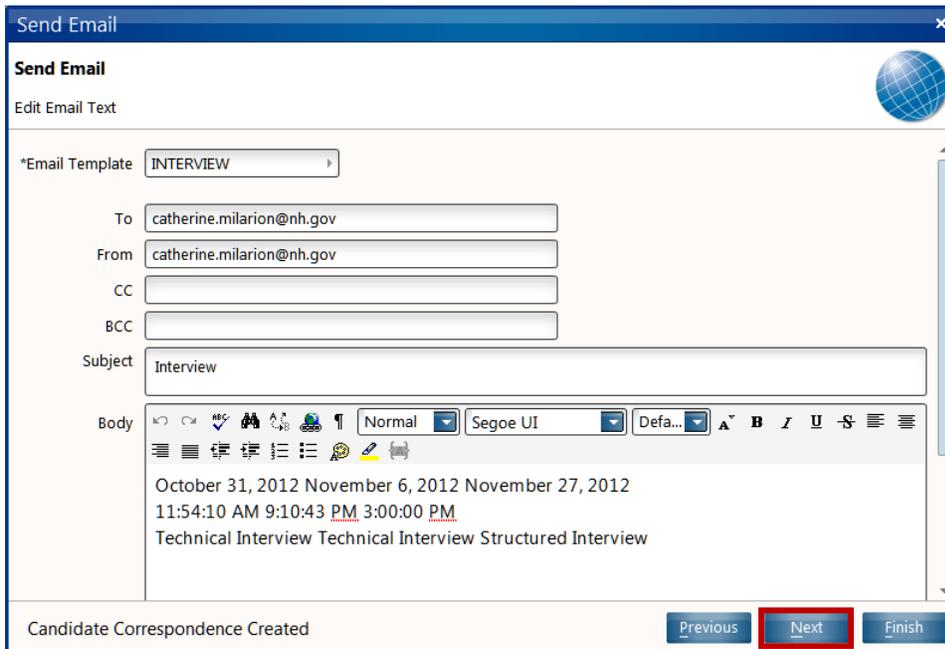
## LTM – Schedule Interview

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



The screenshot shows a window titled '\*Send Email'. The main heading is 'Send Email'. Below it, the instruction 'Choose Email Template' is displayed. A section titled 'Choose An Email Template' contains a dropdown menu labeled '\*Email Template' with 'INTERVIEW' selected. At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Cancel'.

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



The screenshot shows the 'Send Email' window in the 'Edit Email Text' stage. The '\*Email Template' dropdown is still set to 'INTERVIEW'. The 'To' field contains 'catherine.milarion@nh.gov', and the 'From' field also contains 'catherine.milarion@nh.gov'. The 'Subject' field is 'Interview'. The 'Body' text area contains the following text: 'October 31, 2012 November 6, 2012 November 27, 2012' followed by '11:54:10 AM 9:10:43 PM 3:00:00 PM' and 'Technical Interview Technical Interview Structured Interview'. A status bar at the bottom left reads 'Candidate Correspondence Created'. At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Finish'.

## LTM – Schedule Interview

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.

Send Email

To send the email now click Send and then click Exit.  
To send the email later from Candidate Correspondence click Exit.

**Send**

Email Template **INTERVIEW**

To **catherine.milarion@nh.gov**  
From **catherine.milarion@nh.gov**  
CC -  
BCC -

Subject **Interview**

Body October 31, 2012 November 6, 2012  
11:54:10 AM 9:10:43 PM  
Technical Interview Technical Interview

Attachment -

**Send**

**Previous** **Next** **Exit**

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

Correspondence

Create Email Track Correspondence Send Delete Print to File

Type	Subject	Email Template	Email Status	Date
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	10/30/2012 09:00:22 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/08/2012 04:07:45 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/11/2012 02:29:31 PM
Email	Interview	INTERVIEW	Sent	11/11/2012 02:46:27 PM
Email	Interview	INTERVIEW	Created	
Email	Interview	INTERVIEW	Sent	11/14/2012 04:53:57 PM
Email	Interview	INTERVIEW	Created	

Open  
Save  
Update  
**Send**  
Options >  
Related >

You have successfully completed this task.

# LTM – Send Email

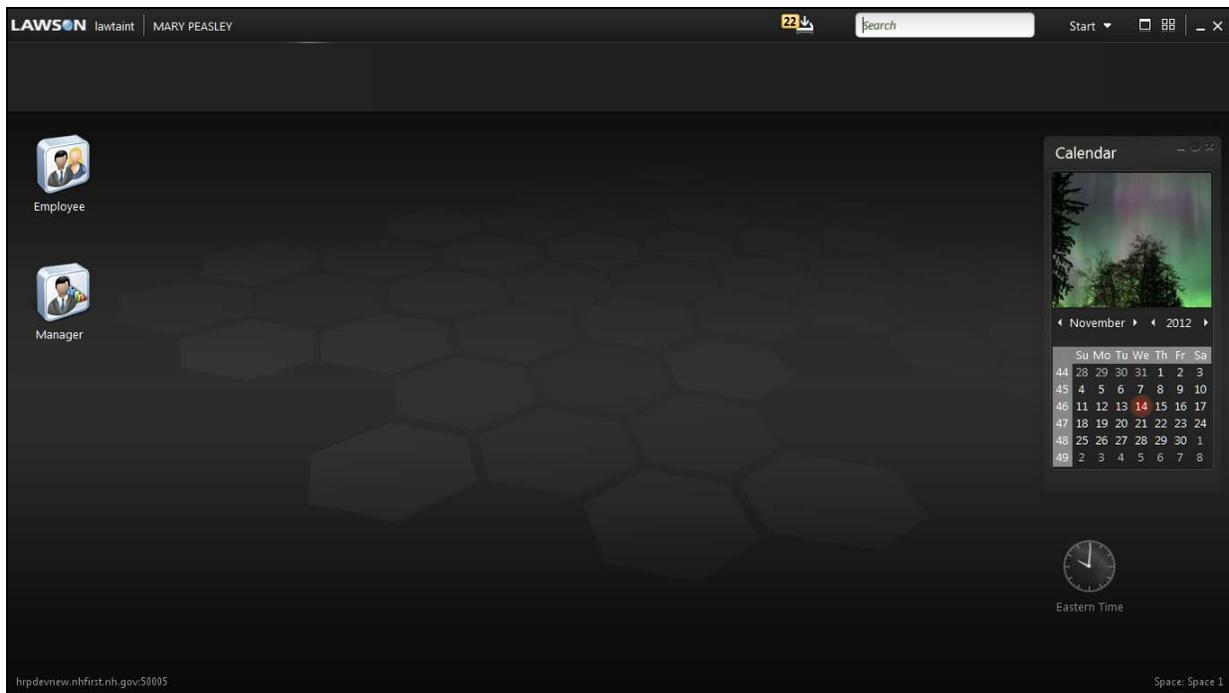
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<b>Purpose:</b>	Managers will use the NHFIRST Manager Space to send Email.
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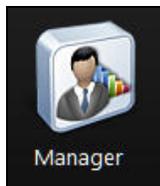
Managers will use the NHFIRST Rich Client to send Email.



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



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



## LTM – Send Email

3. To send an email to your current staff, click **My Staff**.



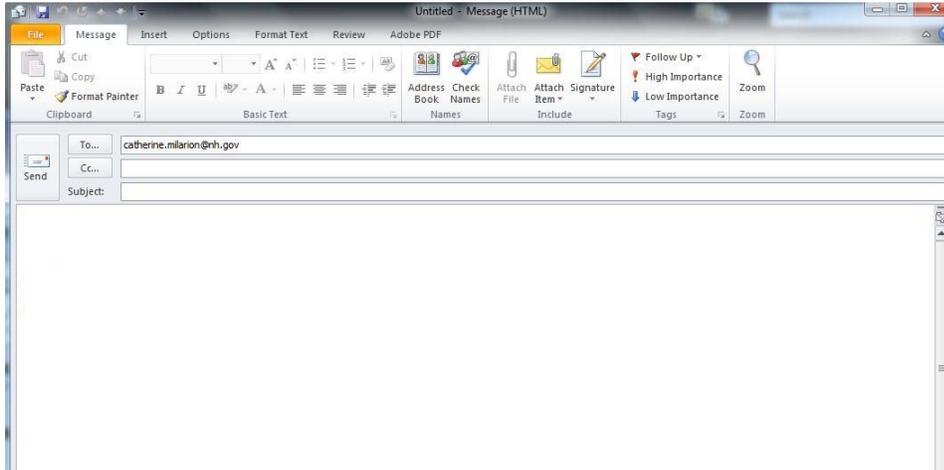
4. Click the email address of the resource. The email application will be launched.

The screenshot shows the 'My Staff' profile page for 'Toni A'. The email address 'catherine.milancon@nh.gov' is highlighted with a red box. The page also displays compensation information for the role of 'ASSISTANT ADMINISTRATOR'.

Compensation	
Hourly	33.8500 USD
Allowances & Other	0.0000
Total Pay Rate	33.8500
Annualized Pay Rate	66,007.500 USD
Target Variable	0.0000
Other	0.0000
Total Annual Target	66,007.500

## LTM – Send Email

5. Construct and send email as usual.

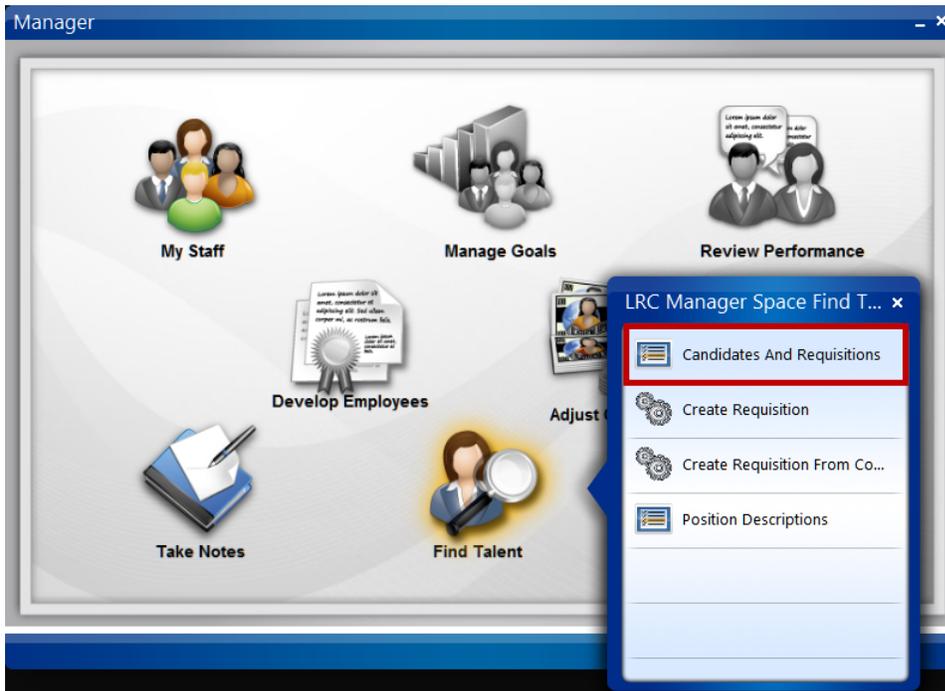


6. To send an email to a candidate, hover over **Find Talent**.

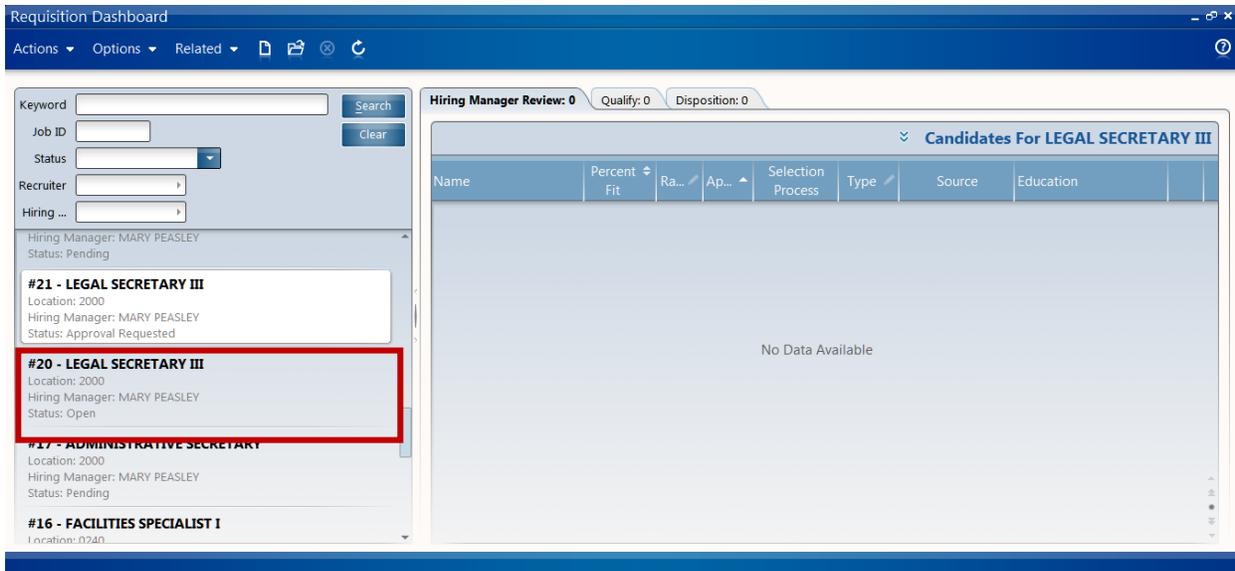


# LTM – Send Email

7. Click **Candidates and Requisitions**.



8. Click the requisition the candidate applied for.



# LTM – Send Email

9. Double click to open the candidate application.

The screenshot shows the 'Requisition Dashboard' for 'LEGAL SECRETARY III'. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are three job listings: #21 - LEGAL SECRETARY III (Status: Approval Requested), #20 - LEGAL SECRETARY III (Status: Open), and #16 - FACILITIES SPECIALIST I (Status: Open). The main area displays a table of candidates. The first row, for 'MICHELE ANGERS', is highlighted with a red border. The table columns are: Name, Percent Fit, Rank, Application Date, Selection Process, Type, Source, and Education.

Name	Percent Fit	Rank	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

10. Click the **Correspondence** tab.

The screenshot shows the candidate profile for 'MICHELE ANGERS (Internal)'. The profile includes contact information (catherine.milardon@nh.gov, concord, NH 03301), source information (In House Posting within my Agency, Rank 2), and a 'Percent Fit' of 0.00%. The 'Correspondence' tab is selected in the left sidebar. The main content area shows 'Application Status' with a table of events and 'Fit Analysis' with four categories, all showing 0.00% fit.

Application Status	Date Entered	Date Left	Days
Screen	10/30/2012	10/30/2012	
Hiring Manager Review	10/30/2012		3
Qualify	10/30/2012	11/11/2012	9
Offer	11/05/2012	11/08/2012	3

Fit Analysis	Value
Competency Fit	0.00%
Skill Fit	0.00%
Education Fit	0.00%
Credential Fit	0.00%

# LTM – Send Email

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

The screenshot shows the LTM interface for MICHELE ANGERS (12143) LEGAL SECRETARY III. The interface includes a navigation menu on the left with options like 'At A Glance', 'Talent Profile', 'Preferences', 'Fit Analysis', 'Question Results', 'Correspondence', 'Interviews', 'Screenings', 'Offer', 'On Board', and 'References'. The main area displays the candidate's profile with details such as 'Source: In House Posting within my Agency', 'Rank: 2', and 'Percent Fit: 0.00%'. Below this, there is a 'Correspondence' panel with a table of email entries. The 'Create Email' button is highlighted with a red box. The table has the following data:

Type	Subject	Email Template	Email Status	Date
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	10/30/2012 09:00:22 P...
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/08/2012 04:07:45 P...
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/11/2012 02:29:31 P...
Email	Interview	INTERVIEW	Sent	11/11/2012 02:46:27 P...

Below the correspondence table is an 'Attachments' section with columns for 'Type Of Document', 'File Name', and 'Date Uploaded'.

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

The screenshot shows the 'Send Email' dialog box. The title bar reads '\*Send Email'. The main content area is titled 'Send Email' and contains the instruction 'Choose Email Template'. Below this, there is a section titled 'Choose An Email Template' with a dropdown menu labeled '\*Email Template' that has 'INTERVIEW' selected. At the bottom of the dialog, there are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

## LTM – Send Email

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

\*Send Email

**Send Email**

Edit Email Text

\*Email Template: INTERVIEW

To: catherine.milarion@nh.gov

From: catherine.milarion@nh.gov

CC:

BCC:

Subject: Interview

Body: October 31, 2012 November 6, 2012  
11:54:10 AM 9:10:43 PM  
Technical Interview Technical Interview

Candidate Correspondence Created

Previous Next Finish

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.

Send Email

**Send Email**

To send the email now click Send and then click Exit.  
To send the email later from Candidate Correspondence click Exit.

Send

Email Template: INTERVIEW

To: catherine.milarion@nh.gov

From: catherine.milarion@nh.gov

CC: -

BCC: -

Subject: Interview

Body: October 31, 2012 November 6, 2012  
11:54:10 AM 9:10:43 PM  
Technical Interview Technical Interview

Attachment: -

Send

Previous Next Exit

## LTM – Send Email

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

The screenshot shows the LTM system interface for MICHELE ANGERS (Internal). The user is logged in as catherine.milarion@nh.gov. The interface displays a table of correspondence items. A context menu is open over the 'Created' email entry, with the 'Send' option highlighted in red. The table has the following columns: Type, Subject, Email Template, Email Status, and Date.

Type	Subject	Email Template	Email Status	Date
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	10/30/2012 09:00:22 P...
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/08/2012 04:07:45 P...
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/11/2012 02:29:31 P...
Interview	Interview	INTERVIEW	Sent	11/11/2012 02:46:27 P...
Email	Interview	INTERVIEW	Created	

The context menu options are: Open, Save, Update, Send (highlighted), Options >, and Related >.

You have successfully completed this task.

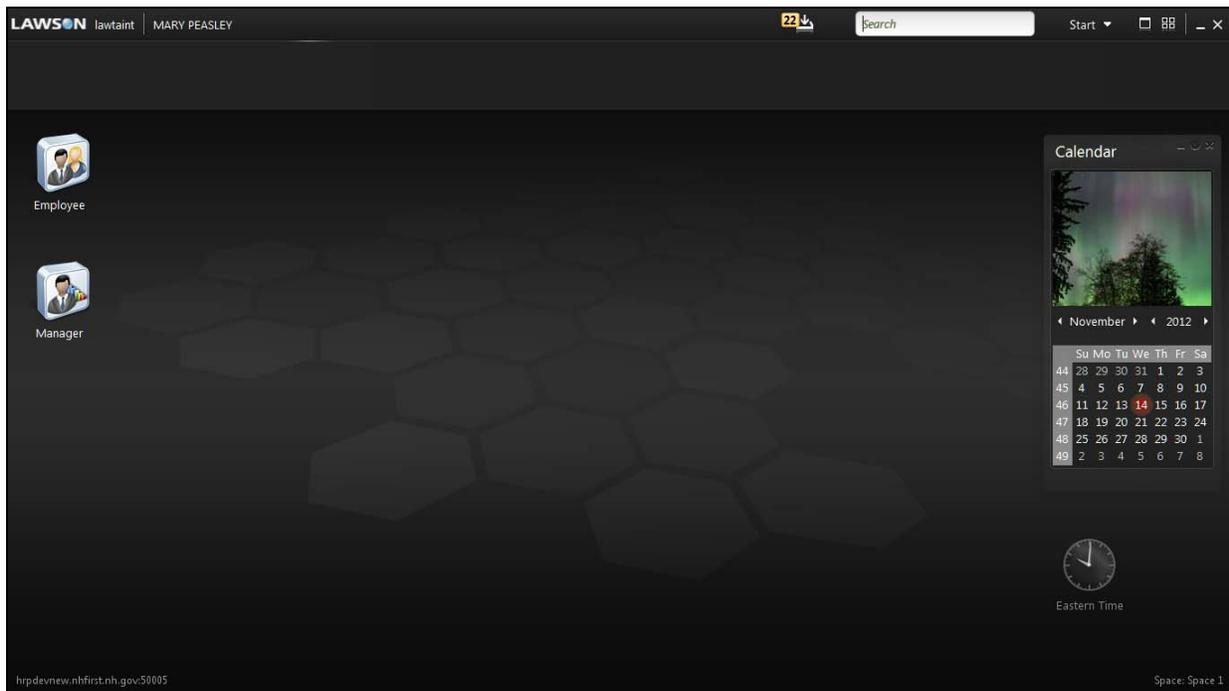
# LTM – Update Interview Statuses

<b>Purpose:</b>	Managers will use the NHFIRST Manager Space to update interview statuses.
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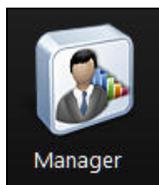
Managers will use the NHFIRST Rich Client to update interview statuses.



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



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

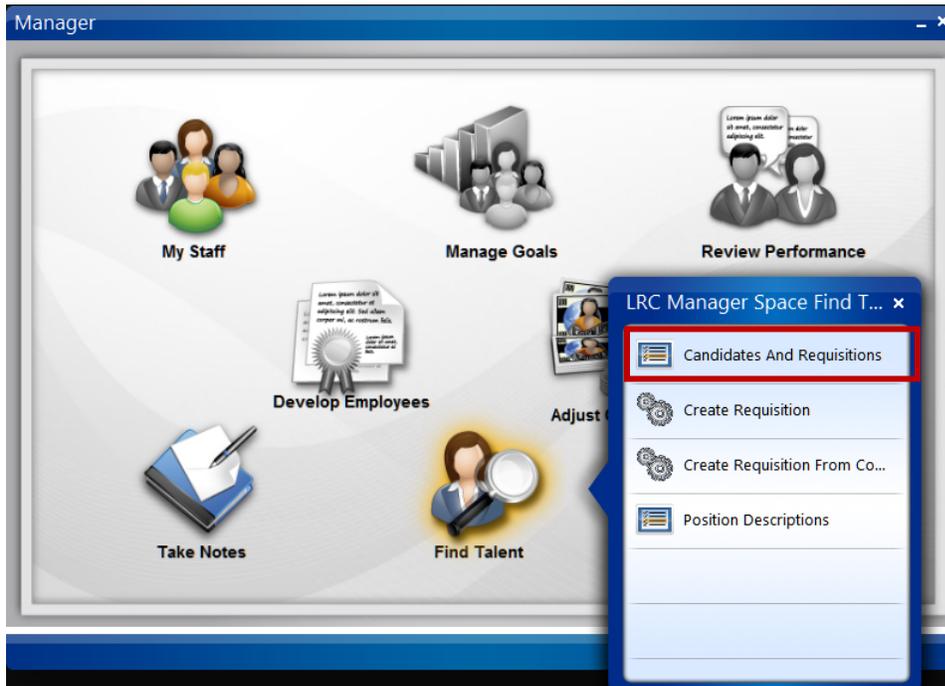


## LTM – Update Interview Statuses

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



4. Click **Candidates and Requisitions**.



# LTM – Update Interview Statuses

5. Click the Requisition the candidate applied for.

The screenshot shows the 'Requisition Dashboard' interface. On the left, there is a search panel with fields for Keyword, Job ID, Status, Recruiter, and Hiring. Below this is a list of requisitions: #21 - LEGAL SECRETARY III (Status: Approval Requested), #20 - LEGAL SECRETARY III (Status: Open, highlighted with a red box), #17 - ADMINISTRATIVE SECRETARY (Status: Pending), and #16 - FACILITIES SPECIALIST I (Status: Open). On the right, the 'Hiring Manager Review: 1' tab is active, showing a table of candidates for 'LEGAL SECRETARY III'. The table has columns for Name, Percent Fit, Ra..., Ap..., Selection Process, Type, Source, and Education. One candidate, MICHELE ANGERS, is listed with 0.00% fit, 2 ratings, and an application date of 10/31/...

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

This screenshot is identical to the one above, but the 'Hiring Manager Review: 1' tab is now highlighted with a red box, indicating it has been selected. The rest of the interface, including the search panel and the list of requisitions, remains the same.

# LTM – Update Interview Statuses

7. Double-click to open the candidate application.

The screenshot shows the 'Requisition Dashboard' for 'LEGAL SECRETARY III'. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring Manager. Below these are details for three requisitions: #21 - LEGAL SECRETARY III (Status: Approval Requested), #20 - LEGAL SECRETARY III (Status: Open), and #17 - ADMINISTRATIVE SECRETARY (Status: Pending). The main area displays a table of candidates. The first row, for 'MICHELE ANGERS', is highlighted with a red border. The table columns include Name, Percent Fit (0.00%), Rank (2), Application Date (10/31/...), Selection Process (Hiring Mana...), Type (Internal), Source (In House Posting ...), and Education.

8. Click the **Interviews** tab.

The screenshot shows the candidate profile for 'MICHELE ANGERS (Internal)'. The profile includes contact information (catherine.milardon@nh.gov, concord, NH 03301), source information (In House Posting within my Agency), and rank (2). The 'Interviews' tab is selected in the left sidebar. The main content area shows 'Application Status' with a table of interview events:

	Date Entered	Date Left	Days
Screen	10/30/2012	10/30/2012	
Hiring Manager Review	10/30/2012		3
Qualify	10/30/2012	11/11/2012	9
Offer	11/05/2012	11/08/2012	3

Below the table is the 'Fit Analysis' section, showing scores for Competency Fit (0.00%), Skill Fit (0.00%), Education Fit (0.00%), and Credential Fit (0.00%).

# LTM – Update Interview Statuses

9. Double click to open the interview to update.

MICHELE ANGERS(12143) LEGAL SECRETARY III

Actions Options Related

**MICHELE ANGERS** (Internal)

catherine.milarion@nh.gov

Source In House Posting within my Agency

Rank 2

Percent Fit 0.00%

concord, NH 03301

Resume/ CV | Correspondence: 7 | Interviews: 3 | Screenings: 1 | Notes: 0 | Attachments: 0 | Positions Applied To: 1

At A Glance

Talent Profile

Preferences

Fit Analysis

Question Results

Correspondence

**Interviews**

Screenings

Offer

On Board

References

Type	Date	Interv...	Interviewer	Location	Status	Result
Technical Interview	10/31/...	11:54:...		EXECUTIVE	Completed	
Technical Interview	11/06/...	09:10:...			Completed	Passed
Structured Interview	11/27/...	03:00:...	ROBERT ABBOTT	OFFICE OF ENERGY & PLANNING	Pending Actual Interview	

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

\*Update Interview

Actions Options Related

Save

Delete

Select

Define

Previous Record 7

Next Record

Structured Interview

7/2012

00 PM

ROBERT ABBOTT

OFFICE OF ENERGY & PLANNING

Address

78 REGIONAL DRIVE

62-REGIONAL DRIVE

CONCORD, NH (PostalCode)

Status COMPLETED Completed

Result PASSED Passed

Comments Great candidate. Very good experience and attitude.

# LTM – Update Interview Statuses

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.

MICHELE ANGERS (Internal)  
catherine.milarton@nh.gov  
concord, NH 03301  
Source: In House Posting within my Agency  
Rank: 2  
Percent Fit: 0.00%

Resume/ CV | **Correspondence: 5** | Interviews: 3 | Screenings: 1 | Notes: 0 | Attachments: 0 | Positions Applied To: 1

Type	Date	Interv...	Interviewer	Location	Status	Result
Technical Interview	10/31/...	11:54:...		EXECUTIVE	Completed	
Technical Interview	11/06/...	09:10:...			Completed	Passed
Structured Interview	11/27/...	03:00:...	ROBERT ABBOTT	OFFICE OF ENERGY & PLANNING	Pending Actual Interview	

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

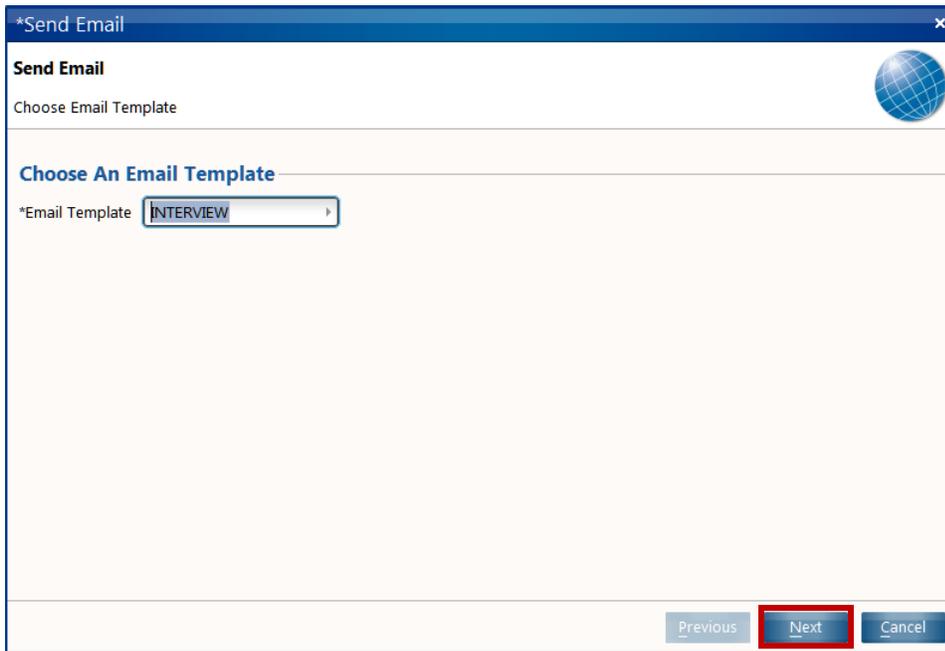
Correspondence

**Create Email** | Track Correspondence | Send | Delete | Print to File

Type	Subject	Email Template	Email Status	Date
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	10/30/2012 09:00:22 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/08/2012 04:07:45 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/11/2012 02:29:31 PM
Email	Interview	INTERVIEW	Sent	11/11/2012 02:46:27 PM
Email	Interview	INTERVIEW	Created	

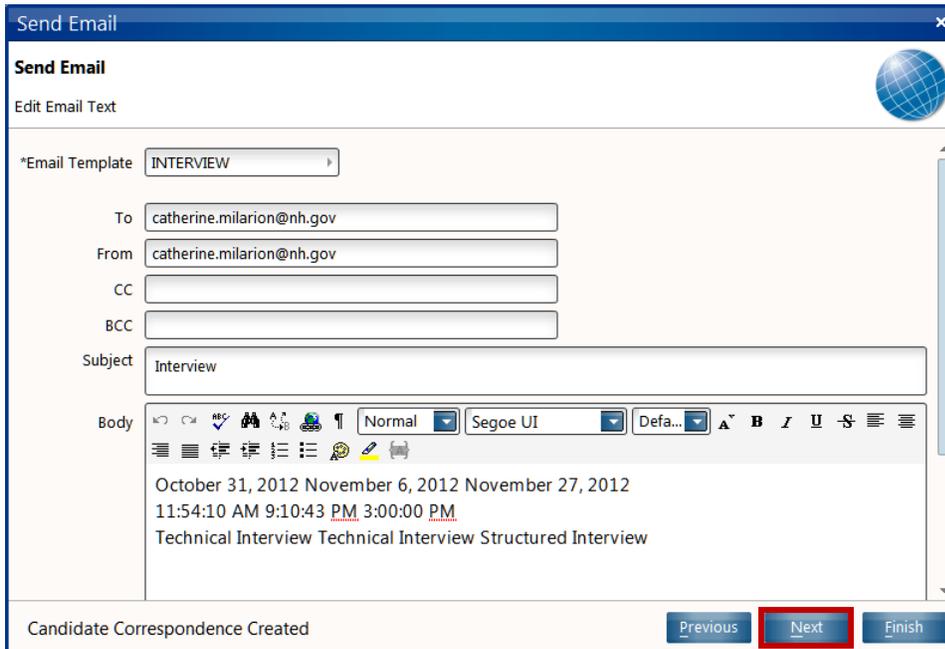
## LTM – Update Interview Statuses

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



The screenshot shows a window titled '\*Send Email'. Below the title bar, it says 'Send Email' and 'Choose Email Template'. There is a globe icon in the top right corner. The main area is titled 'Choose An Email Template' and contains a dropdown menu labeled '\*Email Template' with 'INTERVIEW' selected. At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Cancel'.

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



The screenshot shows the same window titled 'Send Email', but now it says 'Edit Email Text'. The '\*Email Template' dropdown still shows 'INTERVIEW'. Below this are fields for 'To' (catherine.milarion@nh.gov), 'From' (catherine.milarion@nh.gov), 'CC', and 'BCC'. The 'Subject' field contains 'Interview'. Below the subject field is a rich text editor with a toolbar and the following text: 'October 31, 2012 November 6, 2012 November 27, 2012', '11:54:10 AM 9:10:43 PM 3:00:00 PM', and 'Technical Interview Technical Interview Structured Interview'. At the bottom left, it says 'Candidate Correspondence Created'. At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Finish'.

## LTM – Update Interview Statuses

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.

Send Email

To send the email now click Send and then click Exit.  
To send the email later from Candidate Correspondence click Exit.

**Send**

Email Template **INTERVIEW**

To **catherine.milarion@nh.gov**  
From **catherine.milarion@nh.gov**  
CC -  
BCC -

Subject **Interview**

Body **October 31, 2012 November 6, 2012**  
11:54:10 AM 9:10:43 PM  
Technical Interview Technical Interview

Attachment -

**Send**

**Previous** **Next** **Exit**

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

Correspondence

Create Email Track Correspondence Send Delete Print to File

Type	Subject	Email Template	Email Status	Date
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	10/30/2012 09:00:22 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/08/2012 04:07:45 PM
Email	A candidate has been sent for your review	HIRING MANAGER	Sent	11/11/2012 02:29:31 PM
Email	Interview	INTERVIEW	Sent	11/11/2012 02:46:27 PM
Email	Interview	INTERVIEW	Created	
Email	Interview	INTERVIEW	Sent	11/14/2012 04:53:57 PM
Email	Interview	INTERVIEW	Created	

Open  
Save  
Update  
**Send**  
Options >  
Related >

You have successfully completed this task.

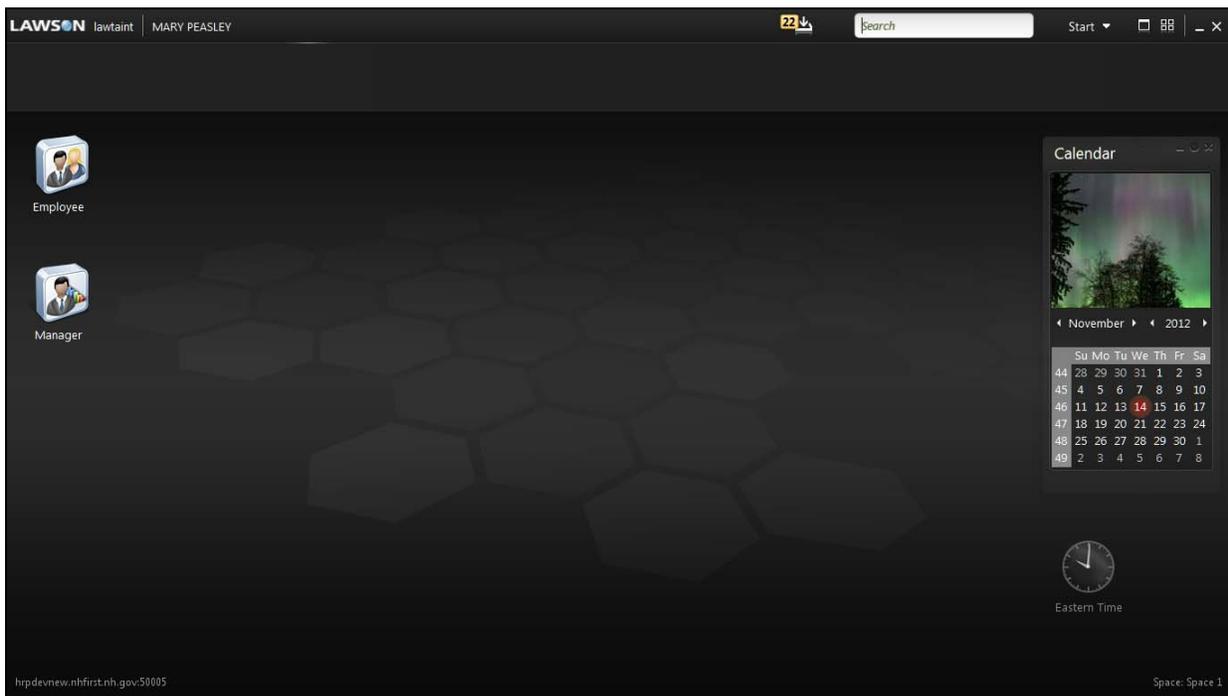
# LTM – Move to Qualifying

<b>Purpose:</b>	Managers will use the NHFIRST Manager Space to move a candidate to "qualifying" status..
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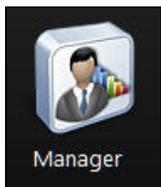
Managers will use the NHFIRST Rich Client to move a candidate to "qualifying" status.



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



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

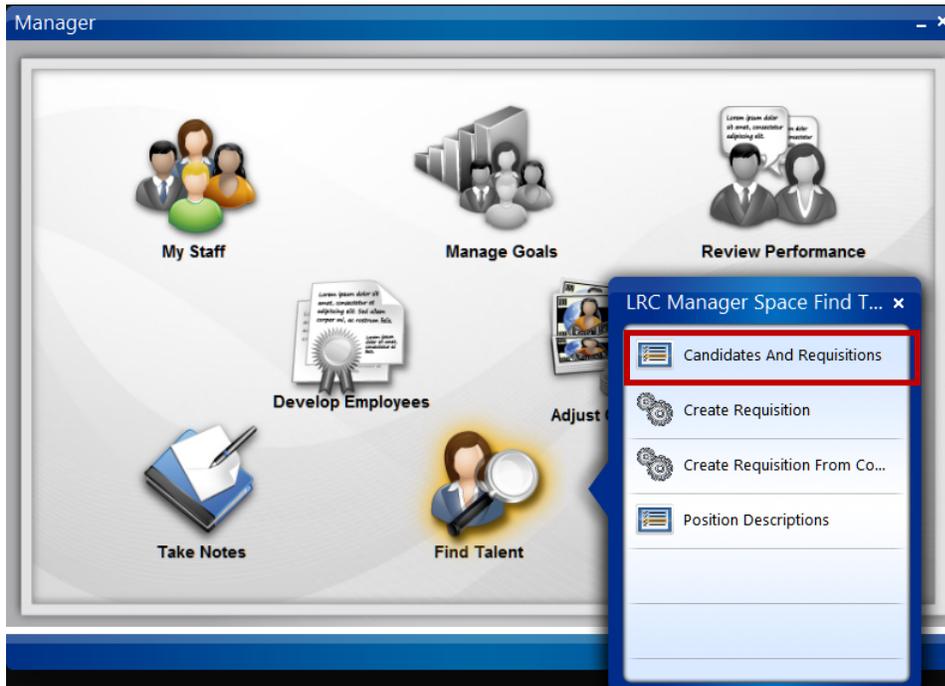


## LTM – Move to Qualifying

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



4. Click **Candidates and Requisitions**.



# LTM – Move to Qualifying

5. Click the Requisition the candidate applied for.

The screenshot shows the 'Requisition Dashboard' interface. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are four requisitions listed: #21 - LEGAL SECRETARY III (Status: Approval Requested), #20 - LEGAL SECRETARY III (Status: Open, highlighted with a red box), #17 - ADMINISTRATIVE SECRETARY (Status: Pending), and #16 - FACILITIES SPECIALIST I (Status: Open). On the right, the 'Hiring Manager Review: 1' tab is active, showing a table of candidates for 'LEGAL SECRETARY III'. The table has columns for Name, Percent Fit, Ra..., Ap..., Selection Process, Type, Source, and Education. One candidate, MICHELE ANGERS, is listed with 0.00% fit and 2 applications.

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

This screenshot is identical to the one above, but the 'Hiring Manager Review: 1' tab is now highlighted with a red box, indicating it has been selected.

# LTM – Move to Qualifying

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

The screenshot shows the 'Requisition Dashboard' for 'LEGAL SECRETARY III'. On the left, there are filters for Keyword, Job ID, Status, Recruiter, and Hiring Manager. Below these are details for requisitions #21, #20, #17, and #16. The main area displays a table of candidates:

Name	Percent Fit	Rank	App...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

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**.

The screenshot shows the candidate application page for 'MICHELE ANGERS(12143) LEGAL SECRETARY III'. The 'Actions' menu is open, and 'Move To Qualifying' is highlighted. The page displays details for the candidate, including their source, rank, and job ID. Below this is a table of application status events:

	Date Entered	Date Left	Days
Screen	10/30/2012	10/30/2012	
Hiring Manager Review	10/30/2012		3
Qualify	10/30/2012	11/11/2012	9
Offer	11/05/2012	11/08/2012	3

At the bottom, there is a 'Fit Analysis' section showing scores for Competency Fit (0.00%), Skill Fit (0.00%), Education Fit (0.00%), and Credential Fit (0.00%).

# LTM – Move to Qualifying

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

The screenshot shows the 'Requisition Dashboard' interface. On the left, there are search filters for Keyword, Job ID, Status, Recruiter, and Hiring. Below these are four job requisitions listed:

- #21 - LEGAL SECRETARY III (Location: 2000, Hiring Manager: MARY PEASLEY, Status: Approval Requested)
- #20 - LEGAL SECRETARY III (Location: 2000, Hiring Manager: MARY PEASLEY, Status: Open)
- #17 - ADMINISTRATIVE SECRETARY (Location: 2000, Hiring Manager: MARY PEASLEY, Status: Pending)
- #16 - FACILITIES SPECIALIST I (Location: 0240, Hiring Manager: MARY PEASLEY, Status: Open)

The main area displays a table of candidates for 'LEGAL SECRETARY III'. The 'Qualify' tab is selected and highlighted with a red box. The table shows one candidate, MICHELE ANGERS, with a 0.00% fit, 2 ratings, and 10/31/... applications. The selection process is 'Qualify', the type is 'Internal', and the source is 'In House Posting within...'. The application number is 1.

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	App...
MICHELE ANGERS	0.00%	2	10/31/...	Qualify	Internal	In House Posting within...	1

You have successfully completed this task.

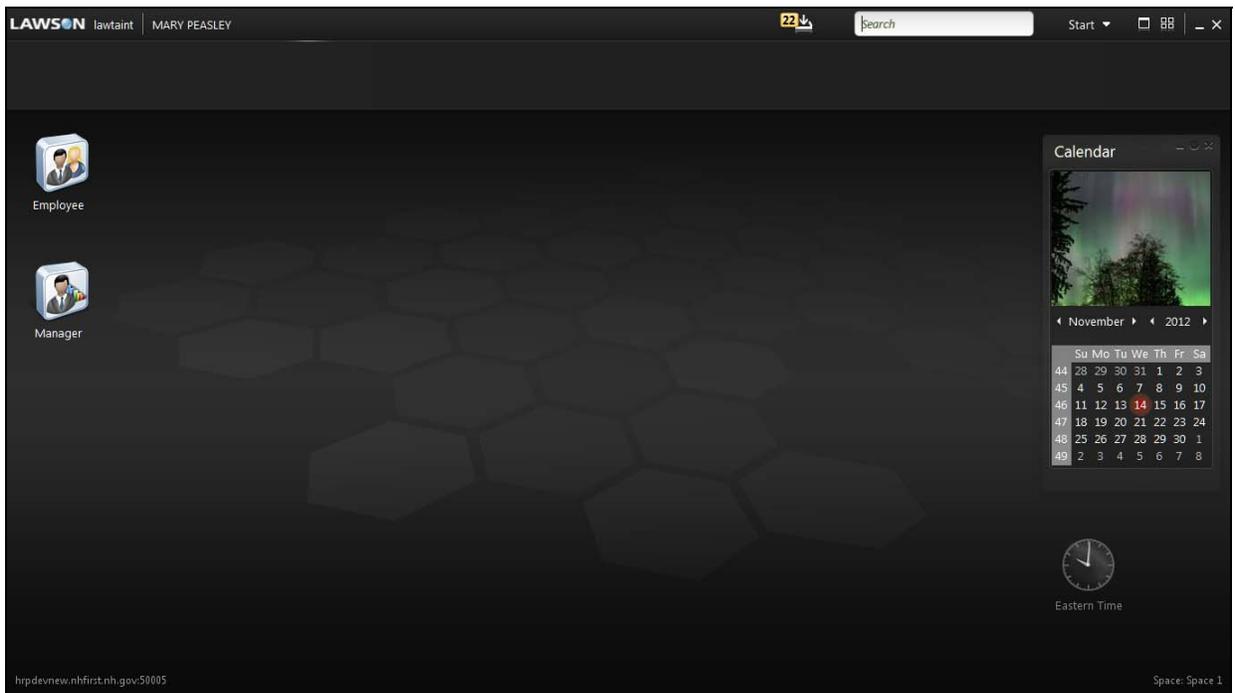
# LTM – Disposition

<b>Purpose:</b>	Managers will use the NHFIRST Manager Space to disposition a candidate.
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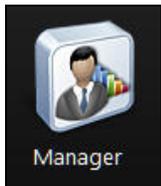
Managers will use the NHFIRST Rich Client to disposition a candidate.



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

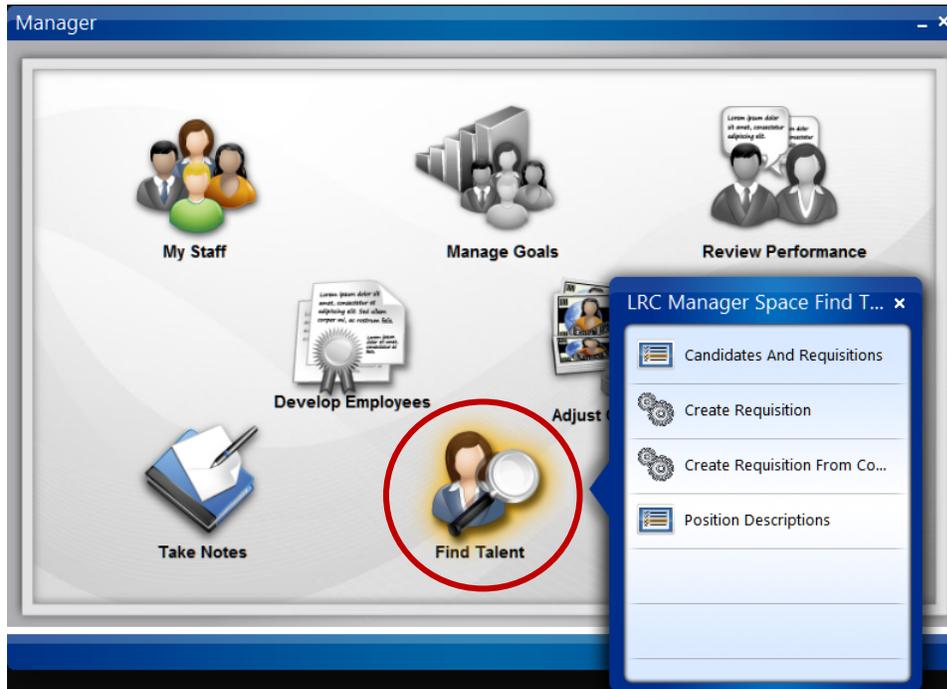


2. From the canvas, double-click the **Manager** icon:

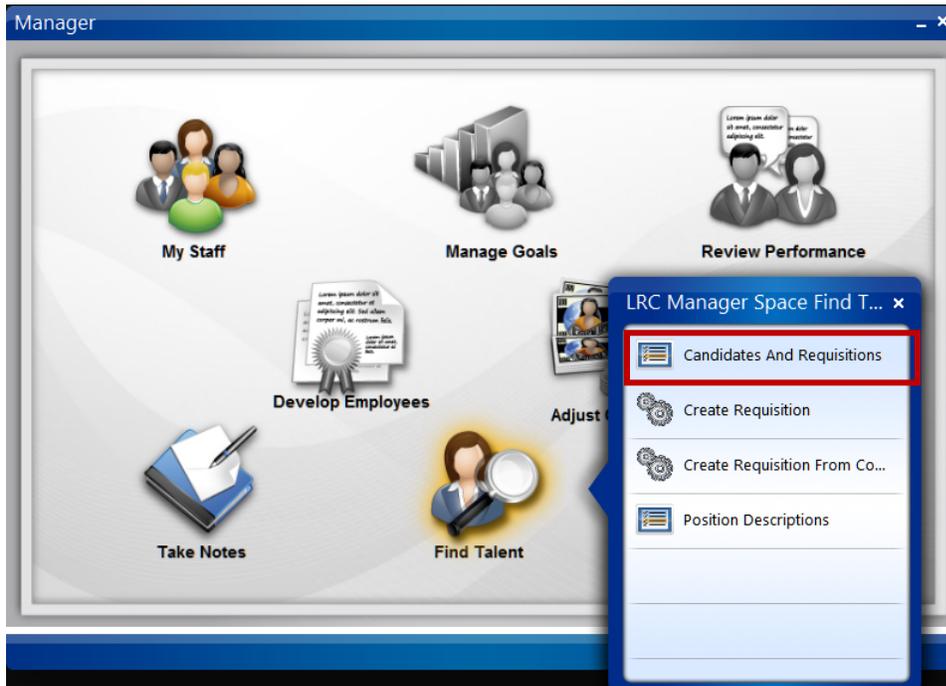


# LTM – Disposition

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



4. Click **Candidates and Requisitions**.



# LTM – Disposition

5. Click the Requisition the candidate applied for.

The screenshot shows the 'Requisition Dashboard' interface. On the left, there is a search and filter section with fields for Keyword, Job ID, Status, Recruiter, and Hiring. Below this is a list of requisitions:

- #21 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Approval Requested
- #20 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Open
- #17 - ADMINISTRATIVE SECRETARY  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Pending
- #16 - FACILITIES SPECIALIST I  
Location: 0240  
Hiring Manager: MARY PEASLEY  
Status: Open

On the right, the 'Hiring Manager Review: 1' tab is active, showing a table of candidates for 'LEGAL SECRETARY III'. The table has columns: Name, Percent Fit, Ra..., Ap..., Selection Process, Type, Source, and Education. One candidate is listed:

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

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.)

This screenshot is similar to the previous one, but the 'Hiring Manager Review: 1' tab is highlighted with a red box. The 'Qualify' tab is also visible next to it. The requisition list on the left is the same, with #20 - LEGAL SECRETARY III highlighted. The candidate table on the right is also the same.

# LTM – Disposition

7. Click the applicant.

Requisition Dashboard

Actions Options Related

Keyword Search  
Job ID Clear  
Status  
Recruiter  
Hiring ...

Hiring Manager Review: 1 Qualify: 0 Disposition: 0

Candidates For LEGAL SECRETARY III

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Hiring Mana...	Internal	In House Posting ...	

#21 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Approval Requested

#20 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Open

#17 - ADMINISTRATIVE SECRETARY  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Pending

#16 - FACILITIES SPECIALIST I  
Location: 0240  
Hiring Manager: MARY PEASLEY  
Status: Open

8. Click All Actions > Disposition Candidate.

Requisition Dashboard

Actions Options Related

Keyword Search  
Job ID Clear  
Status  
Recruiter  
Hiring ...

Hiring Manager Review: 0 Qualify: 1 Disposition: 0

Candidates For LEGAL SECRETARY III

Name	Percent Fit	Ra...	Ap...	Selection Process	Type	Source	Education
MICHELE ANGERS	0.00%	2	10/31/...	Qualify			

- Open
- Save
- Update
- Calculate Fit
- Send To Hiring Manager
- Schedule Interview
- Disposition Candidate
- Options
- Related

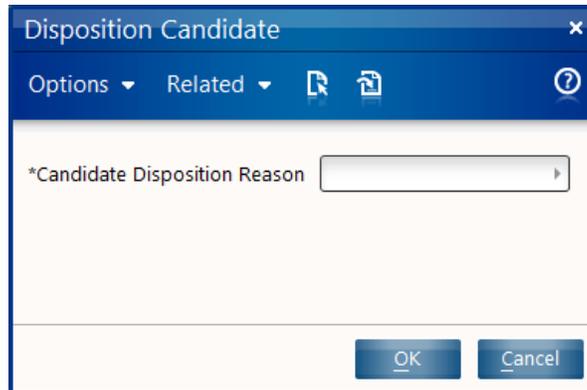
#24 - LEGAL SECRETARY IV  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Pending

#21 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Approval Requested

#20 - LEGAL SECRETARY III  
Location: 2000  
Hiring Manager: MARY PEASLEY  
Status: Open

#17 - ADMINISTRATIVE SECRETARY  
Location: 2000

9. Select a Disposition Reason and click OK.



The image shows a software dialog box titled "Disposition Candidate". The title bar includes a close button (X). Below the title bar is a ribbon with two dropdown menus labeled "Options" and "Related", and two icons: a document with a magnifying glass and a document with a plus sign. The main area of the dialog contains a label "\*Candidate Disposition Reason" followed by a text input field with a dropdown arrow on the right. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

You have successfully completed this task.

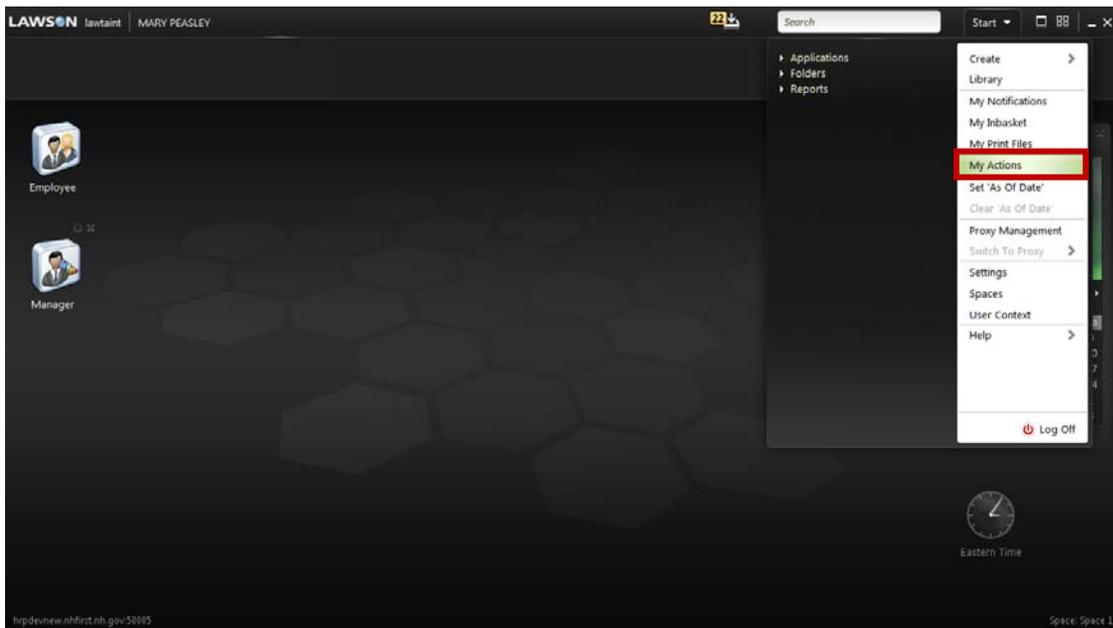
# LTM – My Action Requests

<b>Purpose:</b>	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**.



# LTM – My Action Requests

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.

The screenshot shows the 'My Actions' application window. The 'My Open Request Actions' tab is selected and highlighted with a red box. Below the tabs, there are two main sections: 'My Actions' and 'Action Instances'. The 'My Actions' section contains a table with the following data:

Name	Action	Created	Next Time To Run
JobRequisitionSearch.RebuildTextSearchFI	RebuildTextSearchFields	11/11/2012 02:35:40 PM	11/11/2012 02:35:46 PM

The 'Action Instances' section contains a table with the following data:

Created	Status	Status Changed	Started	Finished	Queue Suspended
11/11/2012 02:35:46 PM	Finished	11/11/2012 02:35:49 PM	11/11/2012 02:35:46 PM	11/11/2012 02:35:49 PM	No

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

The screenshot shows the 'My Actions' application window with the 'My Open Request Actions' tab selected. Below the tabs, there is a table titled 'Open Action Requests' with the following data:

Title	Business Action	Created	Work Unit	Status
Promote 10; 58197-EKLUND, JANET R.; 1-40045	Promote	02/11/2013 10:53:35 AM	583	In Process
Transfer 10; 58197-EKLUND, JANET R.; 1-40045	Transfer	02/04/2013 05:37:12 PM	485	In Process
Change Pay Rate 10; 58197-EKLUND, JANET R.; 1-4004	ChangePayRate	02/04/2013 05:34:53 PM	483	In Process
Change Relationship To Organization 10; 58197-EKLU	ChangeRelationshipToOrganization	02/04/2013 05:34:29 PM	482	In Process
Terminate 10; 58197-EKLUND, JANET R.	Terminate	02/04/2013 05:34:03 PM	481	In Process
Change Pay Rate 10; 66506-WINGATE, PATRICE A.; 1-4	ChangePayRate	01/17/2013 06:36:41 AM	318	In Process

The screenshot shows the 'Workunit Routing' application window. The 'Workunit' field is set to '318'. The 'Work Title' is 'Change Pay Rate 10; 66506-WINGATE, PATRICE A.; 1-4047'. The 'Status' is 'Processing'. The 'Start Date' is '01/17/2013 06:36:40 AM'. The 'Close Date' is empty. Below, the 'Actions' section shows a table with one row:

Activity Name	Activity Status	Action Taken	Start Date	End Date
HRAgency	Waiting		01/17/2013 06:36:53 AM	

# LTM – My Action Requests

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

Title	Business Action	Created	Work Unit	Status
Promote 10; 58197-EKLUND, JANET R.; 1-40045	Promote	02/11/2013 10:53:35 AM	583	In Process
Transfer 10; 58197-EKLUND, JANET R.; 1-40045	Transfer	02/04/2013 05:37:12 PM	485	In Process
Change Pay Rate 10; 58197-EKLUND, JANET R.; 1-4004	ChangePayRate	02/04/2013 05:34:53 PM	483	In Process
Change Relationship To Organization 10; 58197-EKLU	ChangeRelationshipToOrganization	02/04/2013 05:34:29 PM	482	In Process
Terminate 10; 58197-EKLUND, JANET R.	Terminate	02/04/2013 05:34:03 PM	481	In Process
Change Pay Rate 10; 66506-WINGATE, PATRICE A; 1-4	ChangePayRate	01/17/2013 06:36:41 AM	318	In Process

Request details display.

**Request To Change Pay Rate For PATRICE WINGATE-66506-40478**

This request will be routed for approval; after it is approved this record will be updated

Effective Date: 01/07/2013

Action Reason: CDL STEP | Step increase emp obtained CDL

Position: LEGAL SECRETARY IV

**Enter The New Pay Information**

Pay Rate Type: Hourly

A000: A000 | A000-37.5 HOUR WAGE SCHEDULE-No Shift

Pay Grade: 15

Pay Step: 8

Step And Grade Pay Rate: 20.200000 | USD

Other: Relationship To Organization

Buttons: Compare, Save As Draft, Cancel

# LTM – My Action Requests

5. To resubmit a returned request (Status = Not in Process):
  - a. Double click the request record.

Title	Business Action	Created	Work Unit	Status
Terminate 10; 95585-PERRY, MANUELA K.	Terminate	11/14/2012 09:31:12 AM	714	In Process
Request Update To Job Requisition 10; 20-LEGAL SEC	RequestUpdateToJobRequisition	11/11/2012 02:33:26 PM	687	In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 11:24:30 PM		Not In Process
Terminate 10; 13411-MCDUFFEE, COLLEEN C.	Terminate	10/23/2012 10:18:25 PM		Not In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 08:05:55 PM	504	In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 07:42:50 PM		Not In Process

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

**Request To Promote COLLEEN MCDUFFEE-13411-10346**

This request will be routed for approval; after it is approved this record will be updated

Effective Date: 10/20/2012

Action Reason: PROMO | Promotion-higher LG new Pos #

**Enter The New Position And Pay Information**

\*Current Position: 149 | PARALEGAL II

\*Current Job Code: 546 | PARALEGAL II

New Position: 149 | PARALEGAL II

\*New Job Code: 546 | PARALEGAL II

Organization Unit: 115 | DIV OF PUBLIC PROTECTION

Working Remotely

**Compensation**

Step And Grade Schedule: A000 | A000-37.5 HOUR WAGE SCHEDULE-No Shift

Pay Grade: 19 | 19

Pay Step: 6 | 6

Step And Grade Pay Rate: 21.920000 | USD

Pay Rate Type: Hourly

Buttons: Compare, **Save As Draft**, Cancel

# LTM – My Action Requests

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

The screenshot shows the 'My Open Request Actions' panel with a table of 'Open Action Requests'. The 'Actions' dropdown menu is open, and the 'Submit' option is highlighted with a red box. The table contains the following data:

Title	Business Action	Created	Work Unit	Status
Terminate 10; 96585-PERRY, MANUELA K.	Terminate	11/14/2012 09:31:12 AM	714	In Process
Request Update To Job Requisition 10; 20-LEGAL SEC	RequestUpdateToJobRequisition	11/11/2012 02:33:26 PM	687	In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 11:24:30 PM		Not In Process
Terminate 10; 13411-MCDUFFEE, COLLEEN C.	Terminate	10/23/2012 10:18:25 PM		Not In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 08:05:55 PM	504	In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 07:42:50 PM		Not In Process

A new workunit number is assigned.

The screenshot shows the 'My Open Request Actions' panel with the same table of 'Open Action Requests'. The 'Work Unit' value '716' for the row 'Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10346' is highlighted with a red box. The table contains the following data:

Title	Business Action	Created	Work Unit	Status
Terminate 10; 96585-PERRY, MANUELA K.	Terminate	11/14/2012 09:31:12 AM	714	In Process
Request Update To Job Requisition 10; 20-LEGAL SEC	RequestUpdateToJobRequisition	11/11/2012 02:33:26 PM	687	In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10346	Promote	10/23/2012 11:24:30 PM	716	In Process
Terminate 10; 13411-MCDUFFEE, COLLEEN C.	Terminate	10/23/2012 10:18:25 PM		Not In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 08:05:55 PM	504	In Process
Promote 10; 13411-MCDUFFEE, COLLEEN C.; 1-10329	Promote	10/23/2012 07:42:50 PM		Not In Process

You have successfully completed this task.

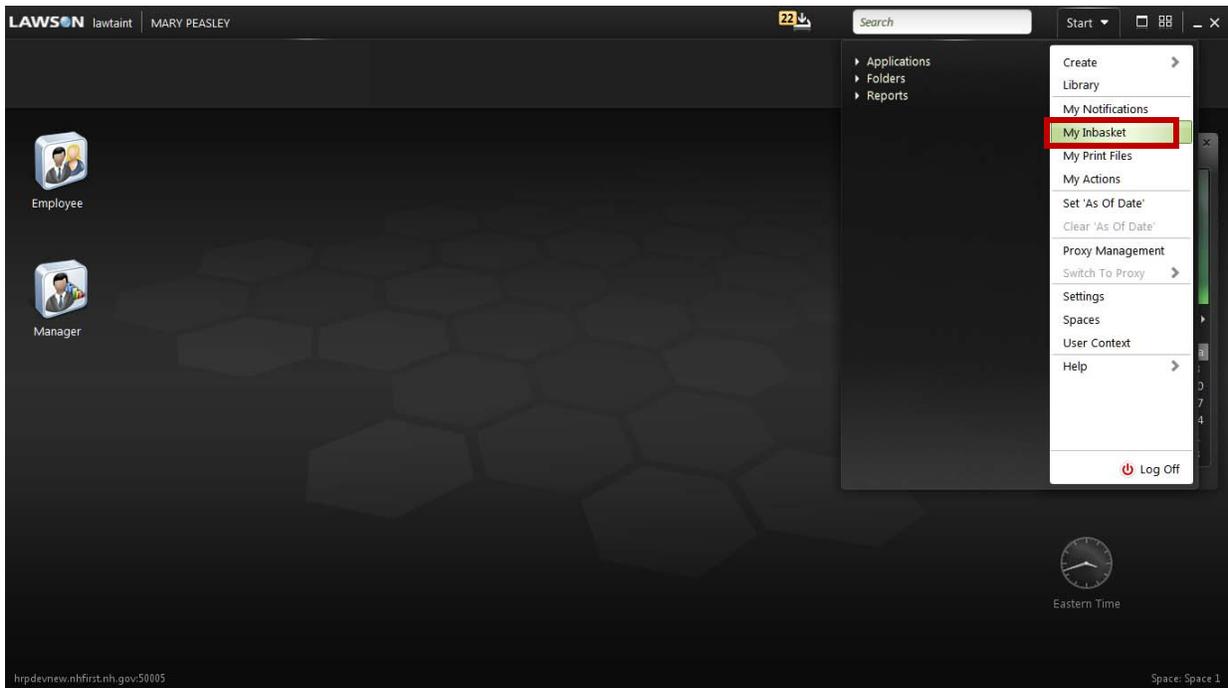
# LTM – My Inbasket

<b>Purpose:</b>	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**.



# LTM – My Inbasket

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

The screenshot shows the 'Inbasket' application interface. At the top, there is a navigation bar with 'Actions', 'Options', and 'Related' menus, along with several icons. Below this is the 'Task' panel, which contains a single entry: 'MARY PEASLEY' with a 'Work Item Count' of 3. This entry is highlighted with a red border. Below the 'Task' panel is the 'Work Items' panel, which contains a table with the following data:

Worku...	Description	Start Date	Due Date	Filter Value	Originator	Authenticated Originator	Email Address	Agency
561	Job Requisition 21:LEGAL SECRETARY III L...	10/30/2012 02...			Denise.L.Liouzis	Denise.L.Liouzis		
587	Define Offer 10; 3101-D'ENTREMONT, JO...	11/06/2012 10...			Test.X.user115	Test.X.user115		
687	Request Update To Job Requisition 10; 2...	11/11/2012 02...			Test.X.user114	Test.X.user114	catherine.milarion@nh.gov	

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

This screenshot is identical to the one above, but with the row for 'Request Update To Job Requisition 10; 2...' (ID 687) highlighted with a red border in the 'Work Items' table. The 'Task' panel remains the same.

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

Request Update To #20 - LEGAL SECRETARY III

Options ▾ Related ▾ [Print] [Refresh] [Help]

Requested By: MARY PEASLEY  
Requester Email: catherine.milarion@nh.gov [Send Email]  
Requester Work Phone: [Empty]  
Effective Date: 11/11/2012 [Calendar]  
Reason: DATE REQ ▾

**To Update A New Requisition Using Position Defaults, Select A Position Code**

Position Code: 135 ▾ LEGAL SECRETARY III  
Date Needed: 10/30/2012 [Calendar]  
 Priority Requisition

**Position Information**

Organization Unit: 115 ▾ 2005--02000--Executive--10  
Company: 10 ▾ GENERAL FUND  
Accounting Unit: 26100000 ▾ CRIMINAL JUSTICE

[Compare] [Approve] [Reject] [Return] [Save As Draft] [Cancel]

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

Field Name	From Value	To Value
RequestedBy		KENNETH DESMARAIS
RequesterEmail		catherine.milarion@nh.gov
EmployeeName		HEATHER BROWNELL
HROrgUnitPersonResponsible		7481
HRGrantManagement	falsefalse0000000.000000 000000000000...	falsefalse0000000.000000 000000000000...
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	RWEX	

7. Scroll down to enter **Comments**. Using the buttons at the bottom of the form, several actions are available:
- Cancel** – close the request without saving any changes. This action keeps the request in the Inbasket for future action.
  - Save as Draft** - Make updates to the request, as necessary. Click Save as Draft.
  - Reject** – This action ends the request.
  - 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
  - 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.

Request Update To #20 - LEGAL SECRETARY III

Options ▾ Related ▾

**Other Information**

Screening Category ▾

Self Identification Configuration

Question Set

Job Posting Template SONH JOB POSTING ▾

**External**

Consent Agreement ▾

Acknowledgment ▾

Confidential Requisition

**Internal**

Consent Agreement ▾

Acknowledgment ▾

Comments  
Updates made. Need additional information before I can approve.

Compare Approve Reject Return Save As Draft Cancel

You have successfully completed this task.

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

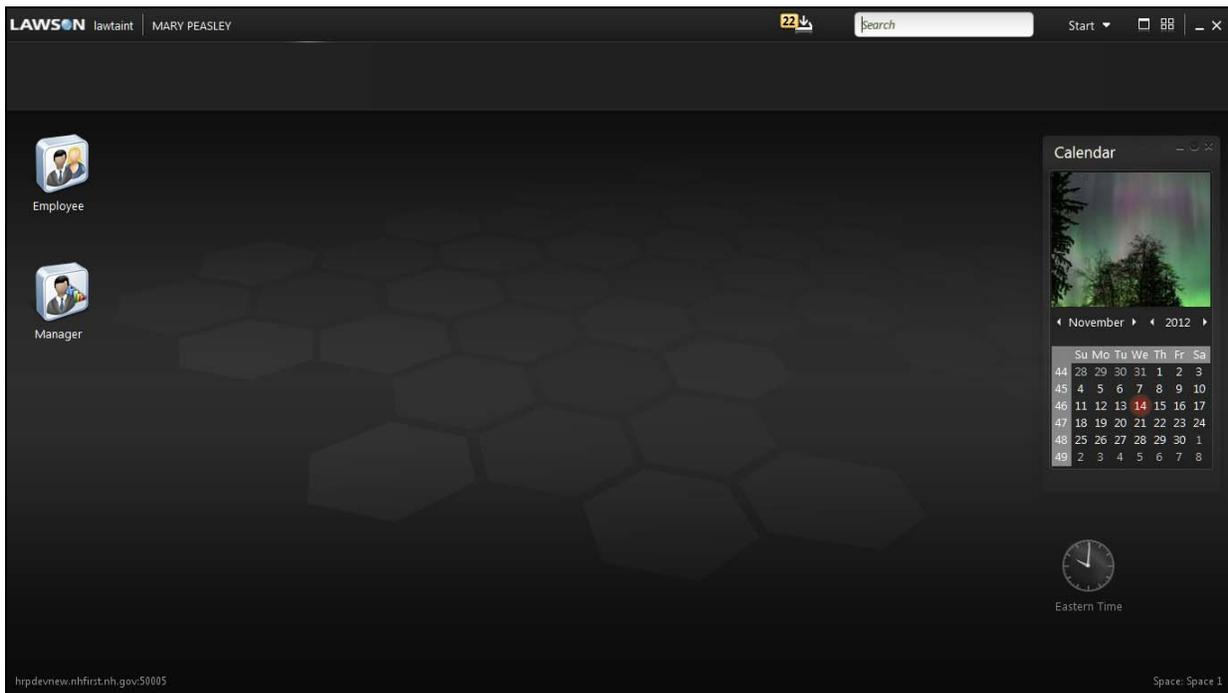
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<b><u>Purpose:</u></b>	Managers will use the NHFIRST Manager Space for work assignments.
------------------------	-------------------------------------------------------------------

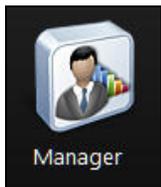
Managers will use the NHFIRST Rich Client to view position, description, history, and pay rate information.



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



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

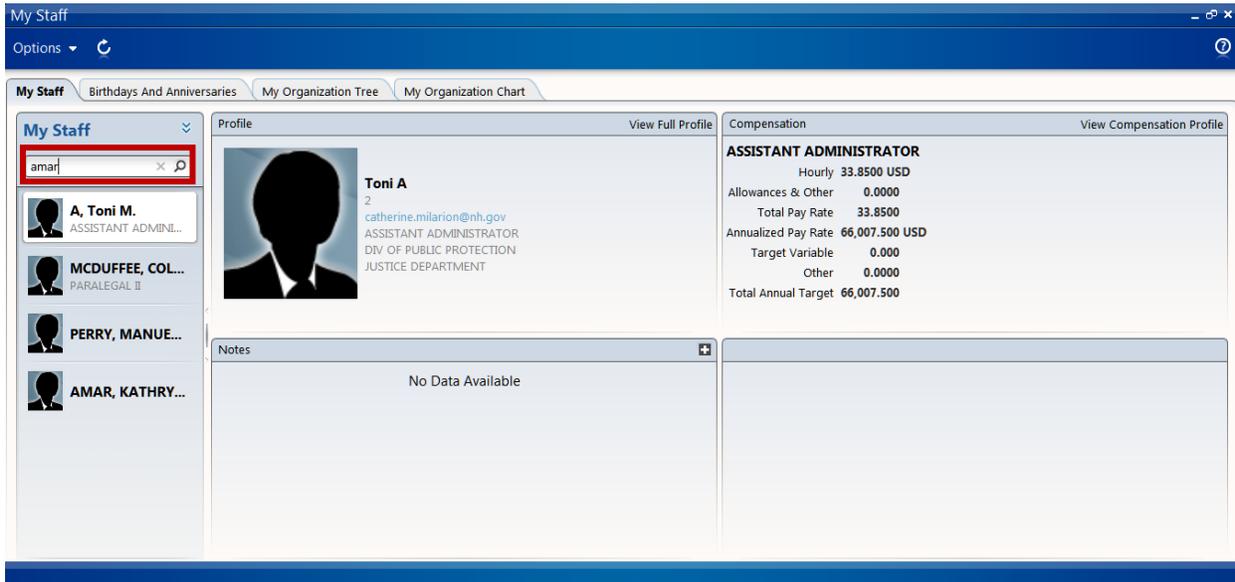


# LTM – Work Assignment: View Position Description, History, Pay Rate

3. Click **My Staff**.

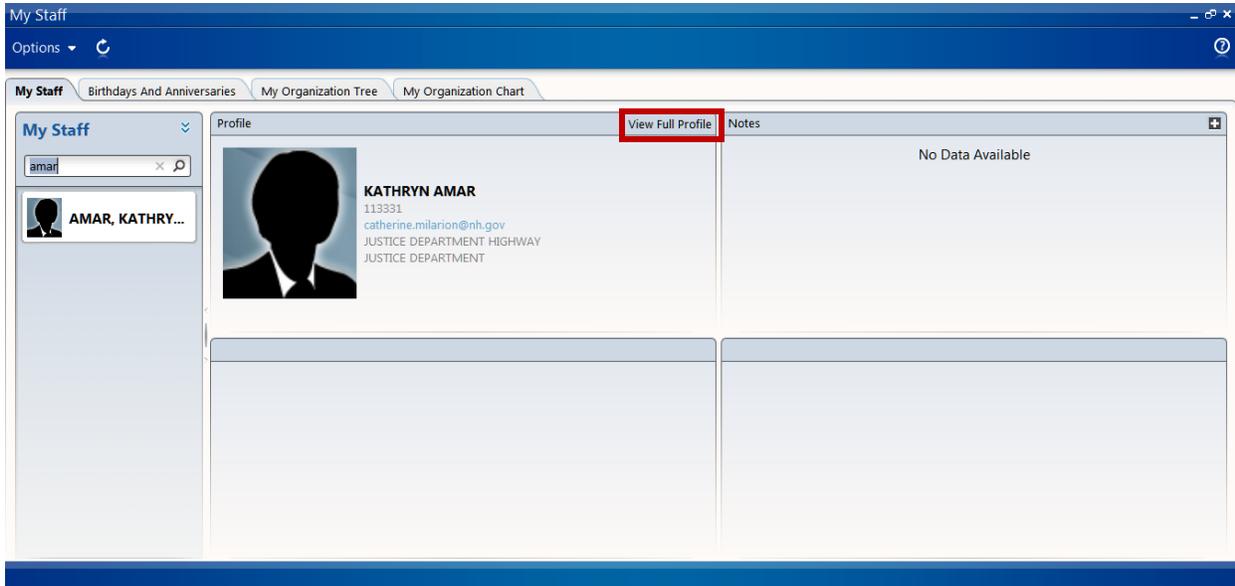


4. Search for the resource to work with. Enter a search name and click  (or press Enter) to perform the search.

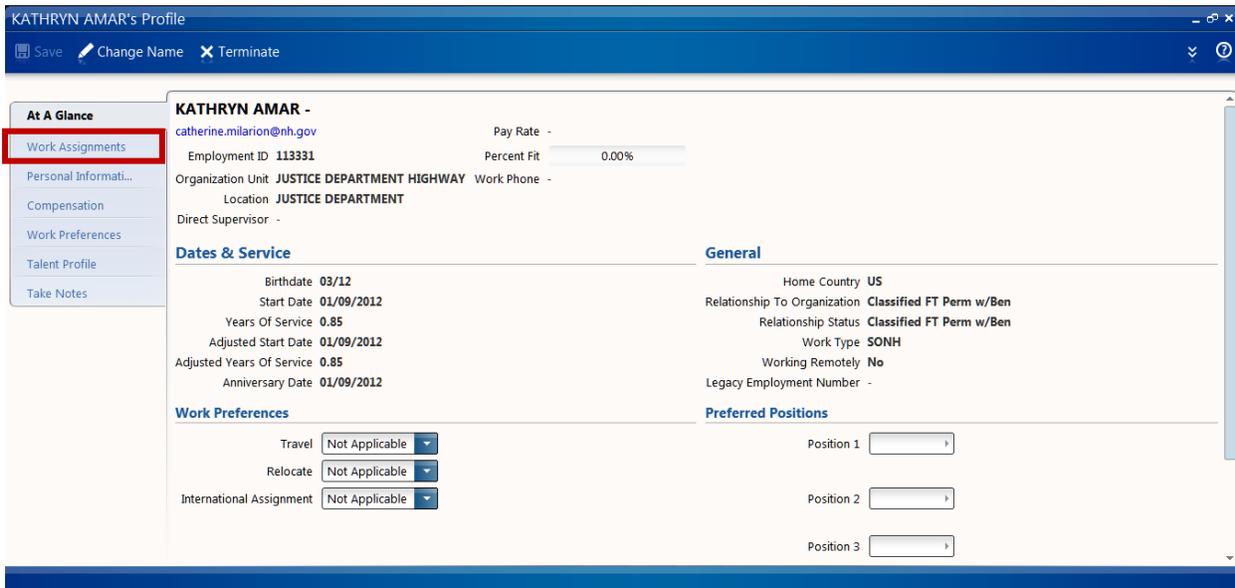


# LTM – Work Assignment: View Position Description, History, Pay Rate

5. Click **View Full Profile**.



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



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

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

KATHRYN AMAR's Profile

Save Change Name Terminate

At A Glance

**Work Assignments**

Position	Job	Organization Unit	Location	Pay Rate	Curre...
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	12/14/2012	Completed

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

KATHRYN AMAR's Work Assignment Profile

Change Pay Rate Promote Transfer Print to File

**Overview**

Other Assignments

**Position Description**

Position History

**KATHRYN AMAR - 10329**  
Pay Rate 22.8400 USD Compensation Profile

**Work Assignment Information**

Position	LEGAL ASSISTANT	Preferred Job Title	LEGAL ASSISTANT
Job	LEGAL ASSISTANT	Work Country	United States
Organization Unit	2005	Organization Unit Description	DIV OF PUBLIC PROTECTION
Location	JUSTICE DEPARTMENT	Work Schedule Description	-
Work Schedule	-	Dotted Line Manager	-
Manager	MARY PEASLEY		
Company	GENERAL FUND		
Accounting Unit	ENVIRONMENTAL		
Account	Regular Officers And Employees		
Activity	-		
Account Category	-		

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

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

KATHRYN AMAR's Work Assignment Profile

Change Pay Rate Promote Transfer Print to File

Overview  
Other Assignments  
**Position Descript...**  
Position History

Summary Responsibilities Other Information

**Detailed Responsibilities**

**Competencies And Skills**

Nonessential:  
 \* Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.  
 \* Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.  
 \* Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency program or policies.  
 \* Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.  
 \* Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.  
 \* Requires sedentary work, including continuous sitting and occasional standing and walking.  
 \* Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.  
 \* Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.  
 \* Requires performing regular job functions under good conditions in a safe working environment.

**Education**

Nonessential:  
 \* Associate's Degree

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

KATHRYN AMAR's Work Assignment Profile

Change Pay Rate Promote Transfer Print to File

Overview  
Other Assignments  
Position Description  
**Position History**

Actions Options Related

**Position History**

Name	Effectiv...	Reason	Position	Description	Manager
AMAR, KATHRYN L.	10/28/2012	PTJOB@AGCY	139	LEGAL ASSISTANT	PEASLEY, ...

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

11. Click the **Compensation Profile**.

KATHRYN AMAR's Work Assignment Profile

Change Pay Rate Promote Transfer Print to File

**Overview**

- Other Assignments
- Position Description
- Position History

**KATHRYN AMAR - 10329**  
 Pay Rate 22.8400 USD **Compensation Profile**

**Work Assignment Information**

Position	LEGAL ASSISTANT	Preferred Job Title	LEGAL ASSISTANT
Job	LEGAL ASSISTANT	Work Country	United States
Organization Unit	2005	Organization Unit Description	DIV OF PUBLIC PROTECTION
Location	JUSTICE DEPARTMENT	Work Schedule Description	-
Work Schedule	-	Dotted Line Manager	-
Manager	MARY PEASLEY		
Company	GENERAL FUND		
Accounting Unit	ENVIRONMENTAL		
Account	Regular Officers And Employees		
Activity	-		
Account Category	-		

12. Compensation detail displays.

KATHRYN AMAR's Compensation Profile: 10329

Change Pay Rate Printable Current Compensation

**Overview**

- Pay Rate History
- Allowances & Othe...
- Compensation Pro...
- Special Incentives
- Equity Grants

**Pay Rates**

Hourly	22.8400 USD
Allowances	0.0000
Other Pay Rates	0.0000
<b>Total Pay Rate</b>	<b>22.8400</b>
Allowances Not In Total	0.0000
Other Pay Not In Total	0.0000
Current Target Variable Compensation	0.000
<b>Total Annual Target Cash Compensation</b>	<b>22,269.000</b>

**Calculated Rates**

Pay Period	856.500
Monthly	1,855.750
<b>Annual</b>	<b>22,269.000 USD</b>
Pay Frequency	Bi Weekly
Full Time Equivalent	0.500000
Full Time Annual Hours	1950
Calculated Annual Hours	975

You have successfully completed this task.

# LTM – Employment Action Request: Change Name

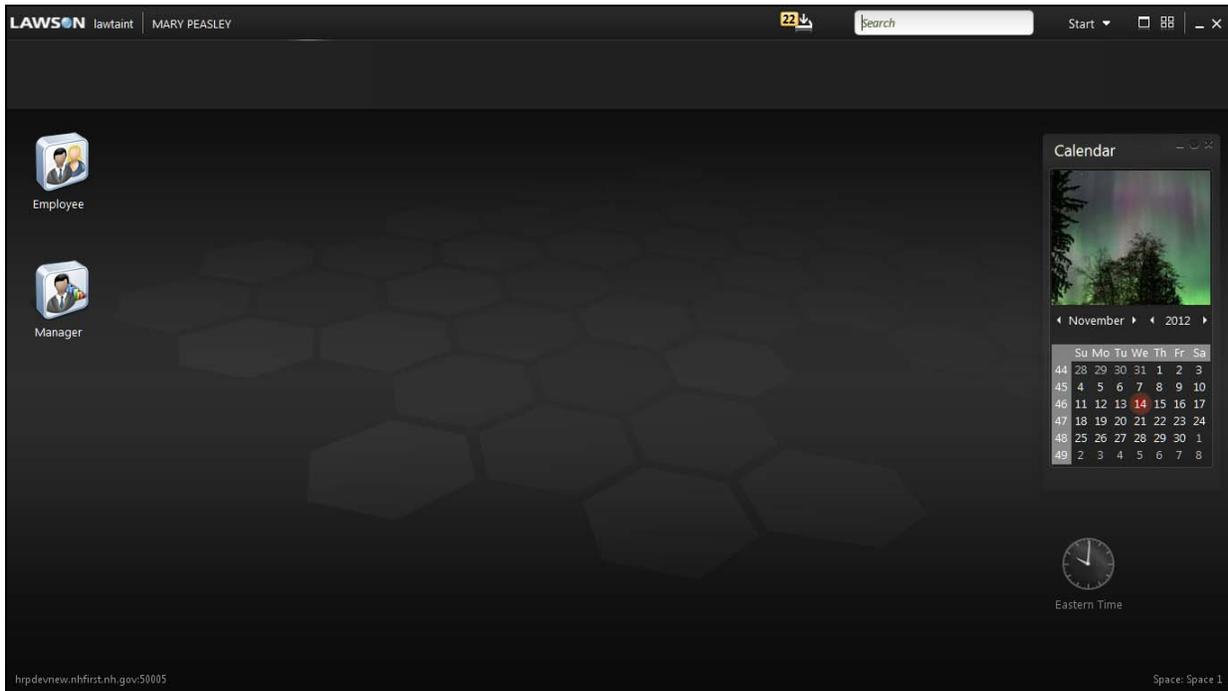
---

<b><u>Purpose:</u></b>	Managers will use the NHFIRST Manager Space for employee name changes.
------------------------	------------------------------------------------------------------------

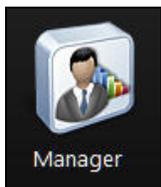
Managers will use the NHFIRST Rich Client for employee name changes.



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

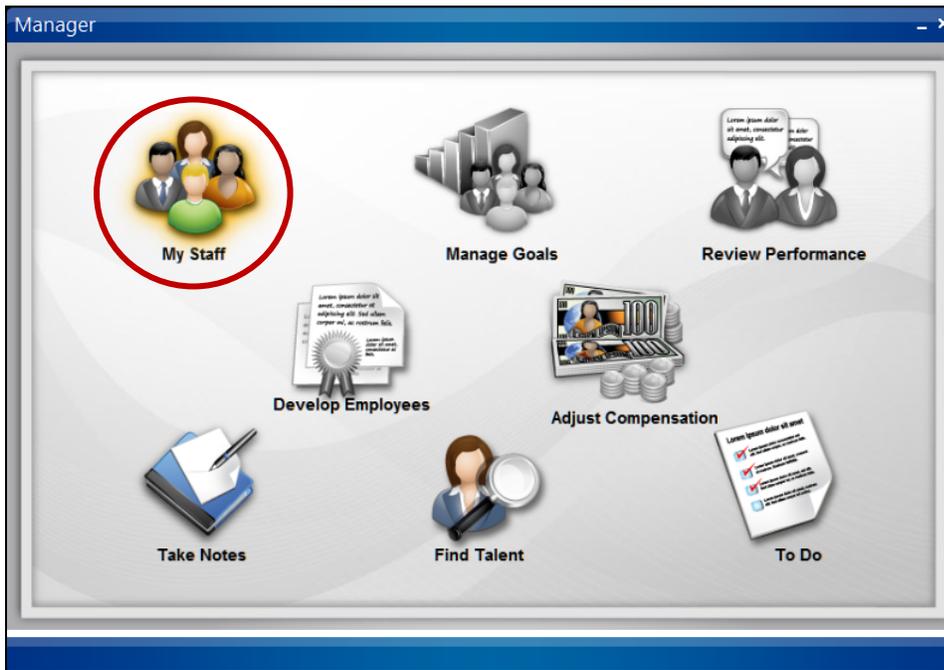


2. From the canvas, double-click the **Manager** icon:

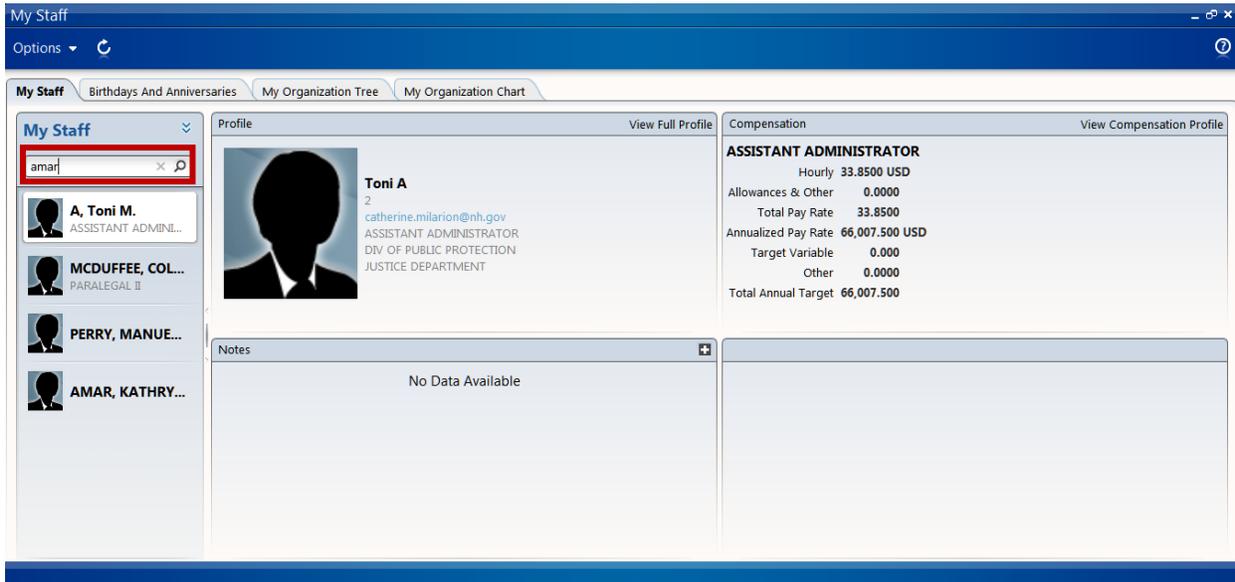


# LTM – Employment Action Request: Change Name

Click **My Staff**.

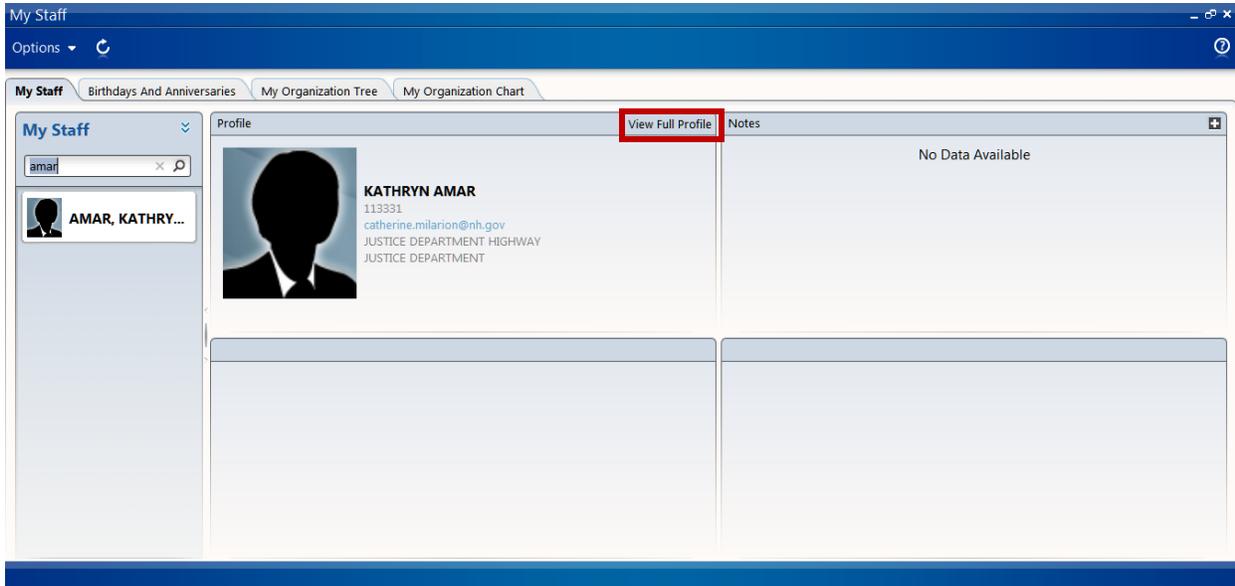


3. Search for the resource to work with. Enter a search name and click  (or press Enter) to perform the search.

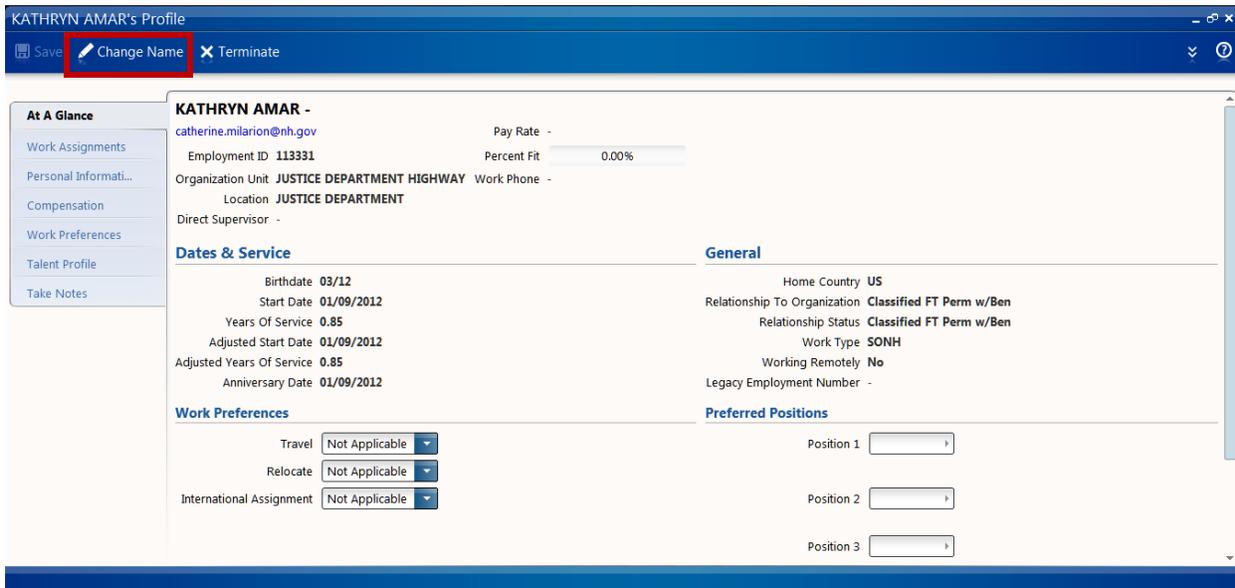


# LTM – Employment Action Request: Change Name

4. Click **View Full Profile**.



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



## LTM – Employment Action Request: Change Name

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

\*Request To Change Name For KATHRYN AMAR-113331

Options ▾ Related ▾

Effective Date: 11/14/2012

Reason: NC-LGL SEP (Legal separation)

**Enter The Changes**

Title: \_\_\_\_\_

Given Name(First): KATHRYN

Middle Name: L

Family Name(Last): Jordan

Suffix: \_\_\_\_\_

Professional Designation: \_\_\_\_\_

Marital Status: Legally Separated

Former Given Name(First): \_\_\_\_\_

Former Middle Initial: \_\_\_\_\_

OK Cancel

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

## LTM – Employment Action Request: Change Name

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**.

\*Request To Change Name For KATHRYN AMAR-113331

Options ▾ Related ▾

Marital Status: Legally Separated ▾

Former Given Name(First):

Former Middle Initial:

Former Family Name(Last):

**Attachment**

Description:

Attach Supporting Document:  Browse... ▾

Comment: Name change legally occurred on 10/1/12.

OK Cancel

This request is routed to the HR Administrator.

You have successfully completed this task.

# LTM – Employment Action Request: Change Relationship to Org

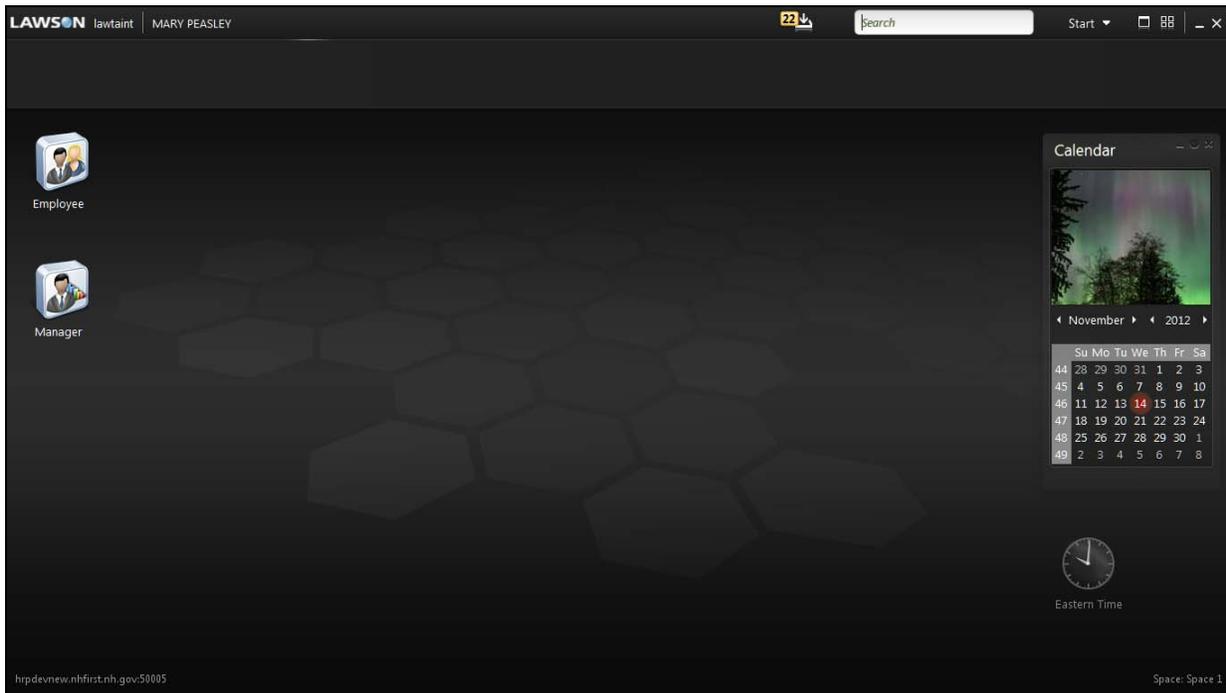
---

<b><u>Purpose:</u></b>	Managers will use the NHFIRST Manager Space to change resource relationships to the organization.
------------------------	---------------------------------------------------------------------------------------------------

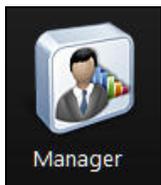
Managers will use the NHFIRST Rich Client for changes in employee status as a result of going on Leave, returning from Leave. Changing dates is also a common usage of this process..



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



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

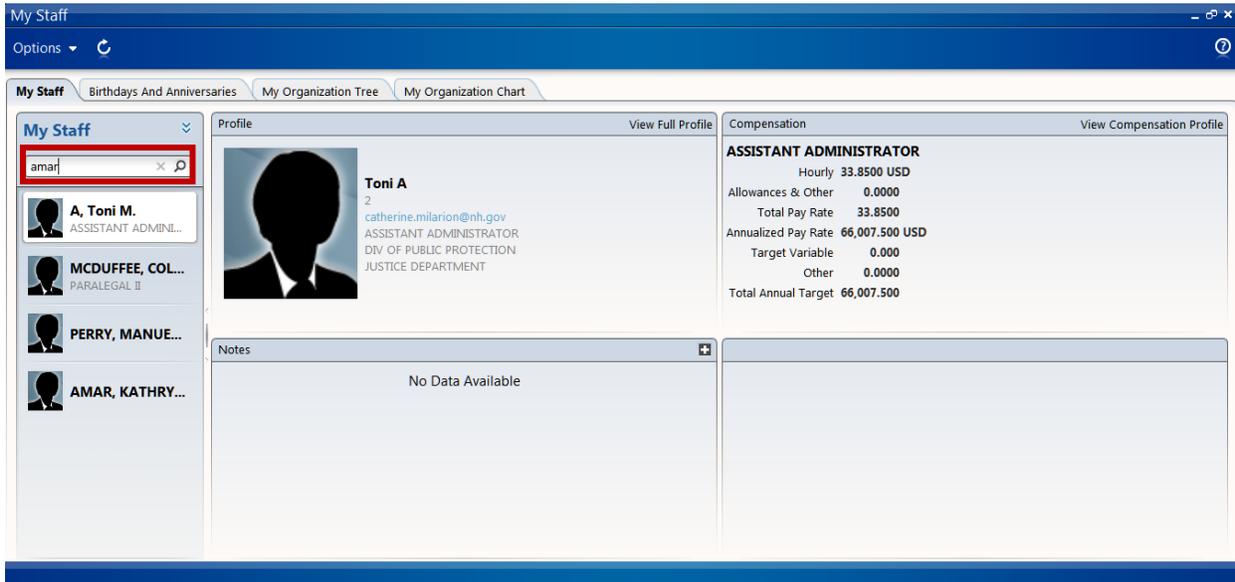


# LTM – Employment Action Request: Change Relationship to Org

Click **My Staff**.

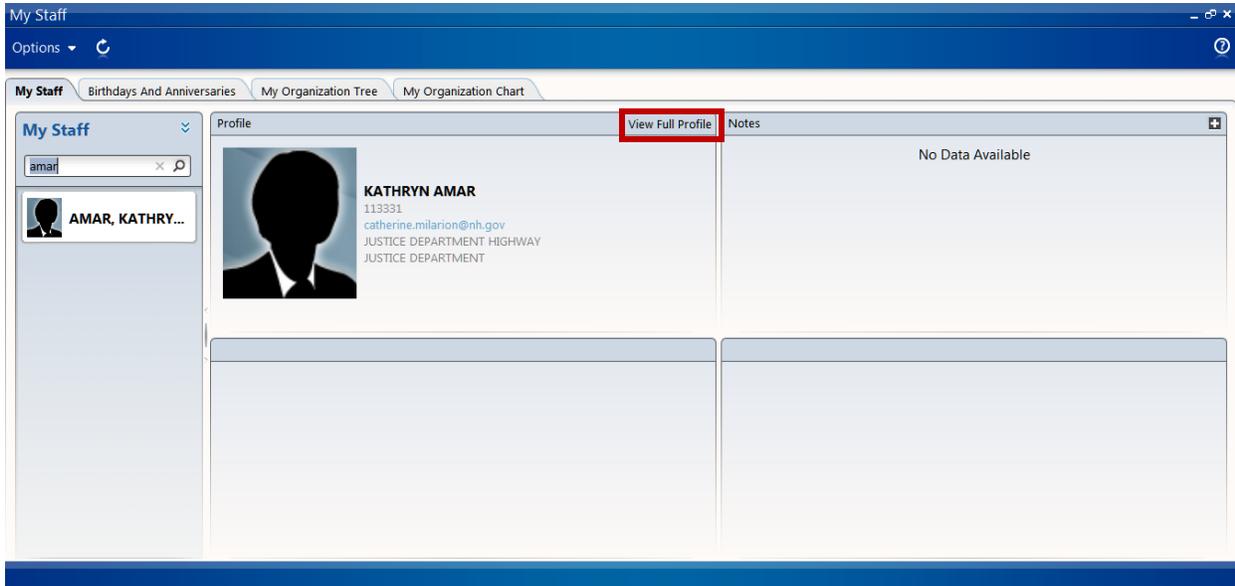


3. Search for the resource to work with. Enter a search name and click  (or press Enter) to perform the search.

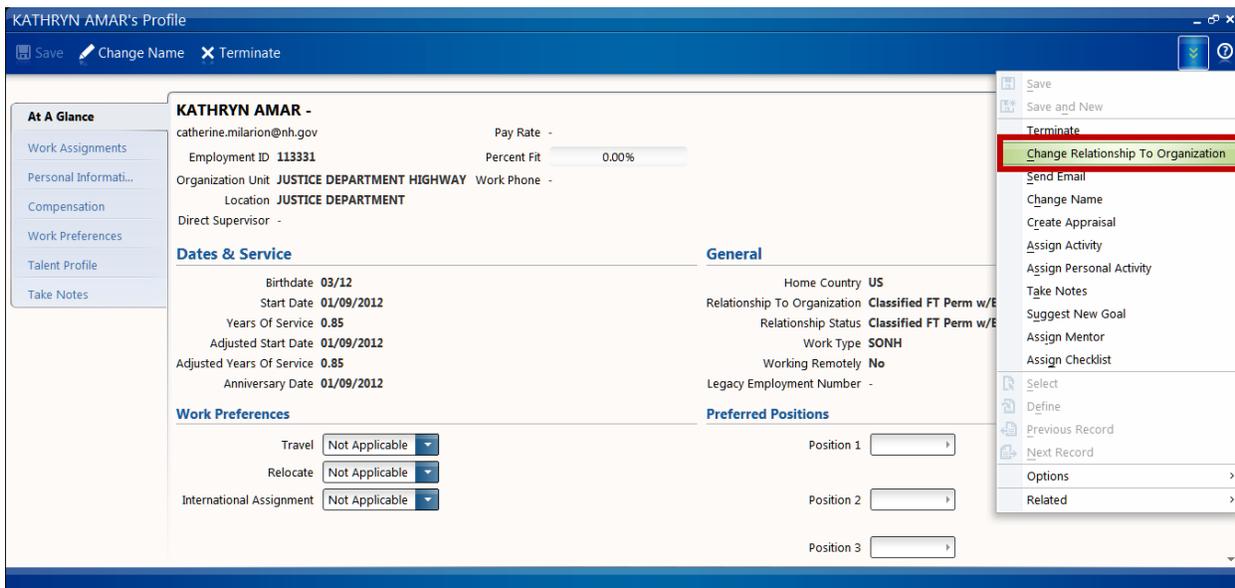


# LTM – Employment Action Request: Change Relationship to Org

4. Click **View Full Profile**.



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



## LTM – Employment Action Request: Change Relationship to Org

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

\*Request To Change Relationship To Organization For KATHRYN AMAR-113331

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date: 11/13/2012

Reason: LV CIVL Civil leave

Position: SUPERVISOR VII

Pay Rate: 31.060000 USD

Pay Rate Type: Hourly

Step And Grade Schedule: A000 Pay Grade: 28

Pay Step: 5

Enter Details Of Change To Relationship

\*Relationship To Organization: C1 Classified FT Perm w/Ben

\*Relationship Status: C1 Classified FT Perm w/Ben

Other

Submit Cancel

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
<b>Other</b>	
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.

## LTM – Employment Action Request: Change Relationship to Org

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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.

## LTM – Employment Action Request: Change Relationship to Org

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

\*Request To Change Relationship To Organization For KATHRYN AMAR-113331

Options ▾ Related ▾

Anniversary Date

Seniority Date

Termination Date

Other Date 1

Other Date 2

Other Date 3

Other Date 4

Other Date 5

Comment

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

You have successfully completed this task.

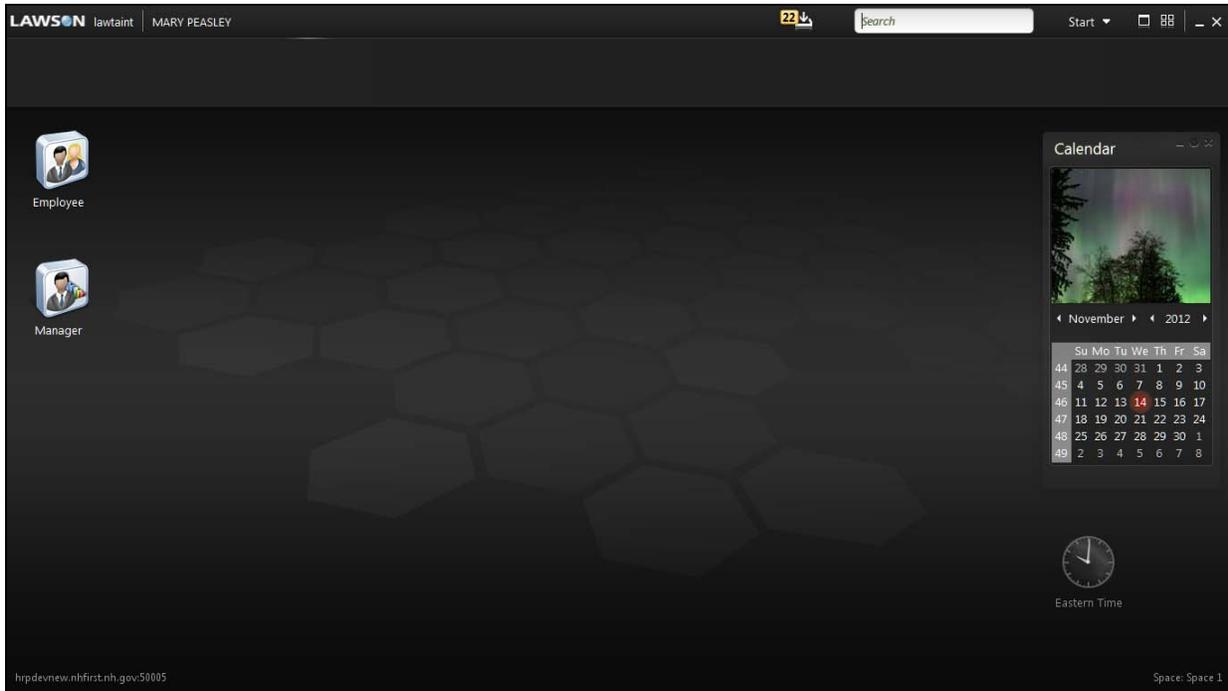
# LTM – Employment Action Request: Terminate

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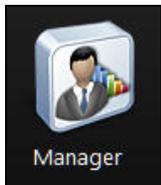
Managers will use the NHFIRST Rich Client to request to terminate an employee.



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



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



# LTM – Employment Action Request: Terminate

3. Click **My Staff**.



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



# LTM – Employment Action Request: Terminate

## 5. Click View Full Profile.

The screenshot shows the 'My Staff' application interface. At the top, there are tabs for 'My Staff', 'Birthdays And Anniversaries', 'My Organization Tree', and 'My Organization Chart'. The main content area is divided into three sections: 'Profile', 'Compensation', and 'Notes'. The 'Profile' section displays a placeholder for a photo and the following information: **MANUELA PERRY**, ID 96585, email catherine.milarion@nh.gov, and her position as JUSTICE DEPARTMENT. The 'Compensation' section shows: Hourly 18.6100 USD, Allowances & Other 0.0000, Total Pay Rate 18.6100, Annualized Pay Rate 36,289.500 USD, Target Variable 0.000, Other 0.0000, and Total Annual Target 36,289.500. The 'Notes' section is empty with the text 'No Data Available'. A red box highlights the 'View Full Profile' button in the top right of the profile section.

## 6. Click the Terminate button.

The screenshot shows the 'MANUELA PERRY's Profile' application. At the top, there are buttons for 'Save', 'Change Name', and 'Terminate'. The 'Terminate' button is highlighted with a red box. The main content area is divided into several sections: 'At A Glance', 'Dates & Service', 'Work Preferences', 'General', and 'Preferred Positions'. The 'At A Glance' section shows: **MANUELA PERRY -**, email catherine.milarion@nh.gov, Pay Rate 18.6100 USD, Employment ID 96585, Percent Fit 0.00%, Organization Unit JUSTICE DEPARTMENT, Location JUSTICE DEPARTMENT, and Direct Supervisor MARY PEASLEY. The 'Dates & Service' section shows: Birthdate 10/23, Start Date 05/14/2007, Years Of Service 5.51, Adjusted Start Date 10/01/2007, Adjusted Years Of Service 5.12, and Anniversary Date 10/04/2007. The 'Work Preferences' section shows: Travel Not Applicable, Relocate Not Applicable, and International Assignment Not Applicable. The 'General' section shows: Home Country US, Relationship To Organization Classified FT Perm w/Ben, Relationship Status Classified FT Perm w/Ben, Work Type SONH, Working Remotely No, and Legacy Employment Number -. The 'Preferred Positions' section shows three dropdown menus for Position 1, Position 2, and Position 3.

## LTM – Employment Action Request: Terminate

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

\*Request To Terminate MANUELA PERRY-96585

Options ▾ Related ▾

This request will be routed for approval; after it is approved this record will be updated

Effective Date: 11/18/2012

Reason: RET NO BEN (Retire not benefit eligible)

Enter The Termination Information

Relationship To Organization: T1

Relationship Status: T1

Termination Notice: 11/18/2012

Other

Adjusted Start Date: 10/01/2007

Anniversary Date: 10/04/2007

Seniority Date: 10/04/2007

Termination Date:

Submit Cancel

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
<b>Other</b>	
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

## LTM – Employment Action Request: Terminate

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	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.

# LTM – Employment Action Request: Terminate

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

\*Request To Terminate MANUELA PERRY-96585

Options ▾ Related ▾

Adjusted Start Date

Anniversary Date

Seniority Date

Termination Date

Other Date 1

Other Date 2

Other Date 3

Other Date 4

Other Date 5

Comment

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

MANUELA PERRY's Profile

Save Change Name Terminate

**At A Glance**

- Work Assignments
- Personal Informati...
- Compensation
- Work Preferences
- Talent Profile
- Take Notes

**MANUELA PERRY -**  
catherine.milarion@nh.gov Pay Rate **18.6100 USD**  
Employment ID **96585** Percent Fit **0.00%**  
Organization Unit **JUSTICE DEPARTMENT** Work Phone -  
Location **JUSTICE DEPARTMENT**  
Direct Supervisor **MARY PEASLEY**

**Dates & Service**

Birthdate **10/23**  
Start Date **05/14/2007**  
Years Of Service **5.51**  
Adjusted Start Date **10/01/2007**  
Adjusted Years Of Service **5.12**  
Anniversary Date **10/04/2007**

**Work Preferences**

Travel

Relocate

International Assignment

**General**

Home Country **US**  
Relationship To Organization **Classified FT Perm w/Ben**  
Relationship Status **Classified FT Perm w/Ben**  
Work Type **SONH**  
Working Remotely **No**  
Legacy Employment Number -

**Preferred Positions**

Position 1

Position 2

Position 3

Employee Terminate intermediate step saved

You have successfully completed this task.

# LTM – My Organization Chart

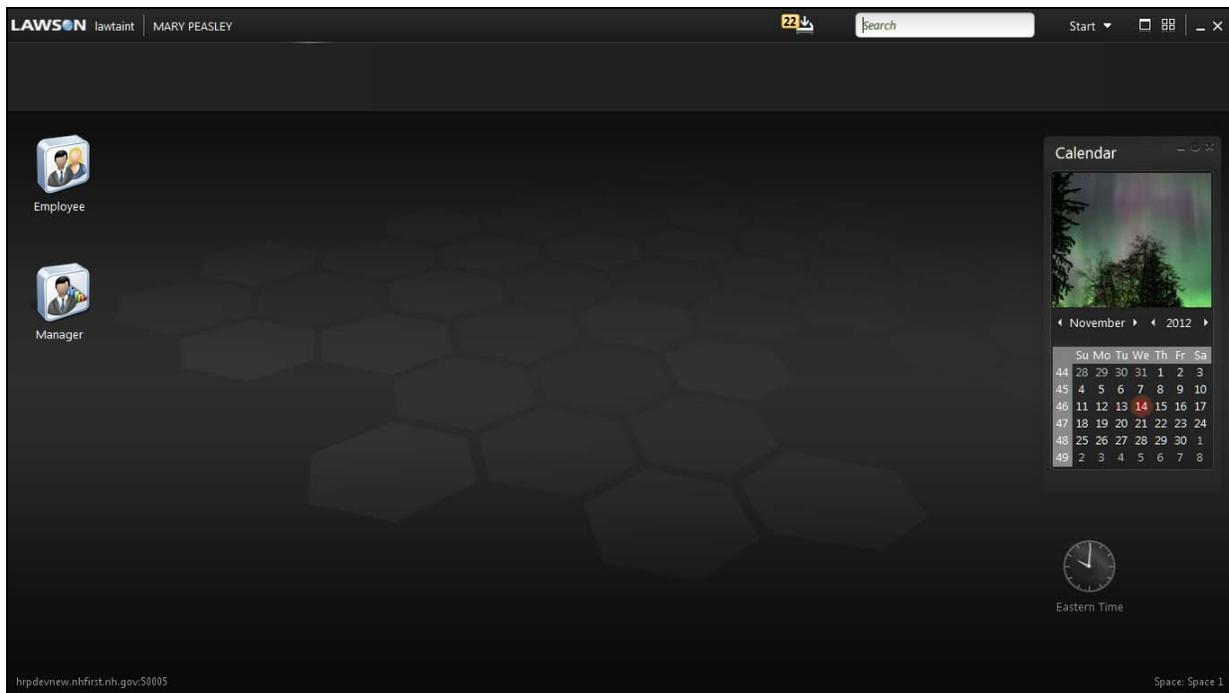
**Purpose:**

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

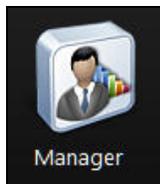
Managers will use the NHFIRST Rich Client to view the organization chart.



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



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

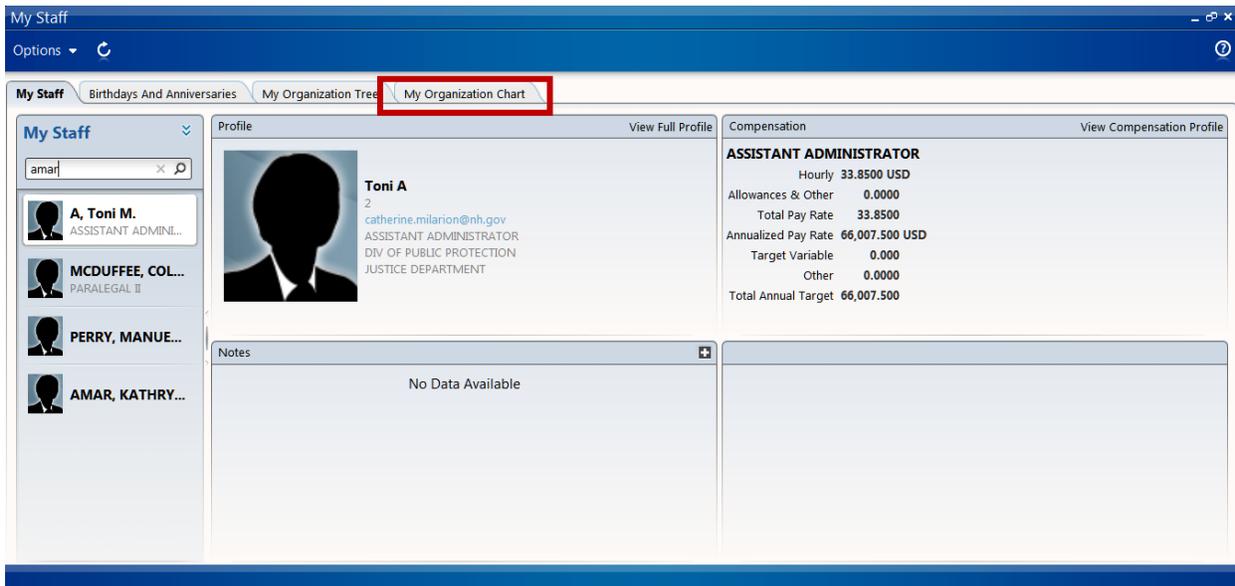


# LTM – My Organization Chart

3. Click **My Staff**.

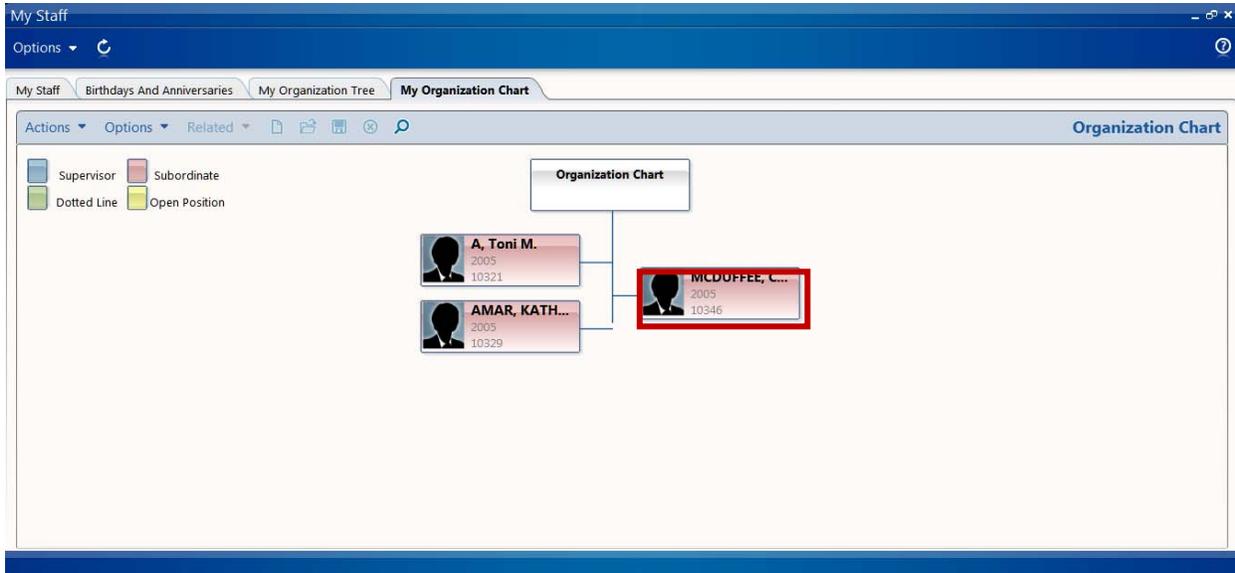


4. Click the **My Organization Chart** tab.

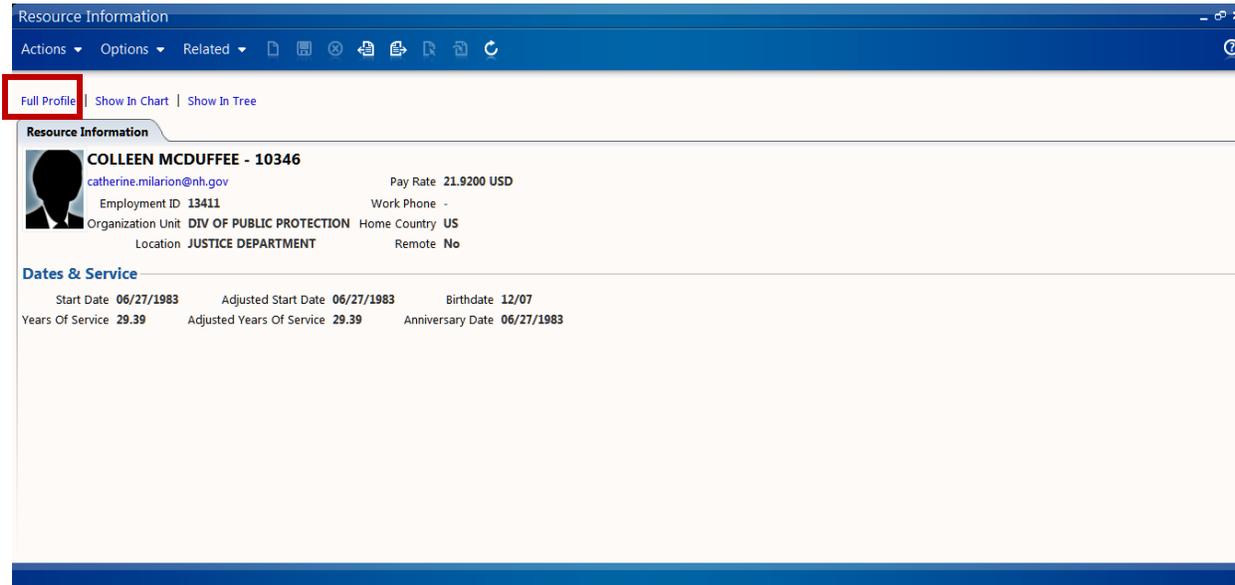


# LTM – My Organization Chart

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



6. Click **Full Profile**.



# LTM – My Organization Chart

7. The resource full profile displays.

**COLLEEN MCDUFFEE's Profile**

Save Change Name Terminate

**At A Glance**

- Work Assignments
- Personal Informat...
- Compensation
- Work Preferences
- Talent Profile
- Screenings
- Take Notes

**COLLEEN MCDUFFEE - 10346**  
catherine.milarion@nh.gov Pay Rate 21.9200 USD  
Employment ID 13411 Percent Fit 0.00%  
Organization Unit DIV OF PUBLIC PROTECTION Work Phone -  
Location JUSTICE DEPARTMENT  
Direct Supervisor -

**Dates & Service**

Birthdate 12/07  
Start Date 06/27/1983  
Years Of Service 29.39  
Adjusted Start Date 06/27/1983  
Adjusted Years Of Service 29.39  
Anniversary Date 06/27/1983

**Work Preferences**

Travel Not Applicable  
Relocate Not Applicable  
International Assignment Not Applicable

**General**

Home Country US  
Relationship To Organization Classified FT Perm w/Ben  
Relationship Status Classified FT Perm w/Ben  
Work Type SONH  
Working Remotely No  
Legacy Employment Number -

**Preferred Positions**

Position 1  
Position 2  
Position 3

You have successfully completed this task.

# LTM – My Organization Tree

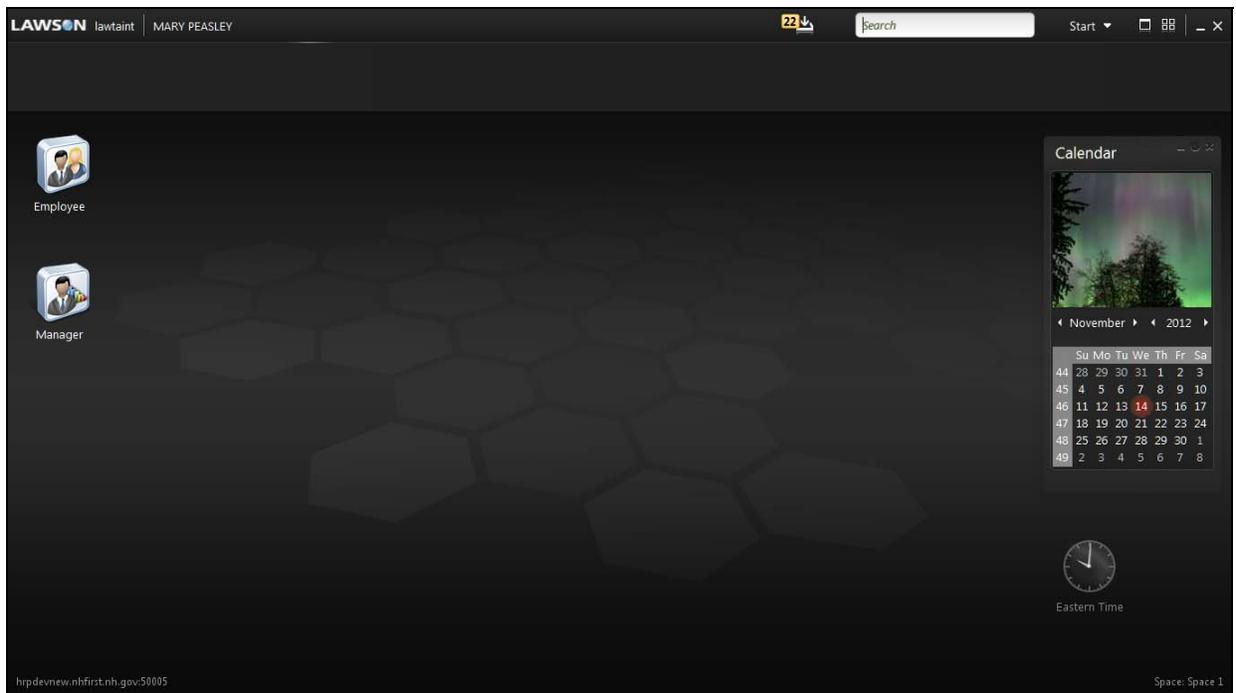
**Purpose:**

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:



# LTM – My Organization Tree

3. Click **My Staff**.



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

The screenshot shows the 'My Staff' page with the 'My Organization Tree' tab selected. The page is divided into several sections:

- My Staff**: A list of staff members with a search bar containing 'amar'. The list includes:
  - A, Toni M. ASSISTANT ADMINI...
  - MCDUFFEE, COL... PARALEGAL II
  - PERRY, MANUE...
  - AMAR, KATHRY...
- Profile**: Information for Toni A, Assistant Administrator, Justice Department. Contact email: catherine.milardon@nh.gov.
- Compensation**: Details for Assistant Administrator:

Hourly	33.8500 USD
Allowances & Other	0.0000
Total Pay Rate	33.8500
Annualized Pay Rate	66,007.500 USD
Target Variable	0.000
Other	0.0000
Total Annual Target	66,007.500
- Notes**: No Data Available.

# LTM – My Organization Tree

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

Employee Name	Reporting Type	Organization Unit	Position
A, Toni M.	Subordinate	2005	10321
MCDUFFEE, COLLEEN C.	Subordinate	2005	10346
AMAR, KATHRYN L.	Subordinate	2005	10329

6. Click **Full Profile**.

**Full Profile** | Show In Chart | Show In Tree

**Resource Information**

**Toni A - 10321**  
catherine.milarion@nh.gov | Pay Rate 33.8500 USD  
Employment ID 2 | Work Phone -  
Organization Unit DIV OF PUBLIC PROTECTION | Home Country US  
Location JUSTICE DEPARTMENT | Remote No

**Dates & Service**

Start Date 10/28/2012 | Adjusted Start Date - | Birthdate -  
Years Of Service 0.26 | Adjusted Years Of Service 0.00 | Anniversary Date 11/08/2012

7. The resource full profile displays.

**Toni A's Profile**

Save Change Name Terminate

**At A Glance**

- Work Assignments
- Personal Informati...
- Compensation
- Work Preferences
- Talent Profile
- Take Notes

**Toni A - 10321**  
catherine.miliarion@nh.gov Pay Rate 33.8500 USD  
Employment ID 2 Percent Fit 0.00%  
Organization Unit DIV OF PUBLIC PROTECTION Work Phone -  
Location JUSTICE DEPARTMENT  
Direct Supervisor MARY PEASLEY  
Pending Name Changes

**Dates & Service**

Birthdate -  
Start Date 10/28/2012  
Years Of Service 0.26  
Adjusted Start Date -  
Adjusted Years Of Service 0.00  
Anniversary Date 11/08/2012

**Work Preferences**

Travel Not Applicable  
Relocate Not Applicable  
International Assignment Not Applicable

**General**

Home Country US  
Relationship To Organization Classified FT Perm w/Ben  
Relationship Status Classified FT Perm w/Ben  
Work Type SONH  
Working Remotely No  
Legacy Employment Number -

**Preferred Positions**

Position 1  
Position 2  
Position 3

You have successfully completed this task.

# LTM – Request, Cancel, Complete Leave of Absence

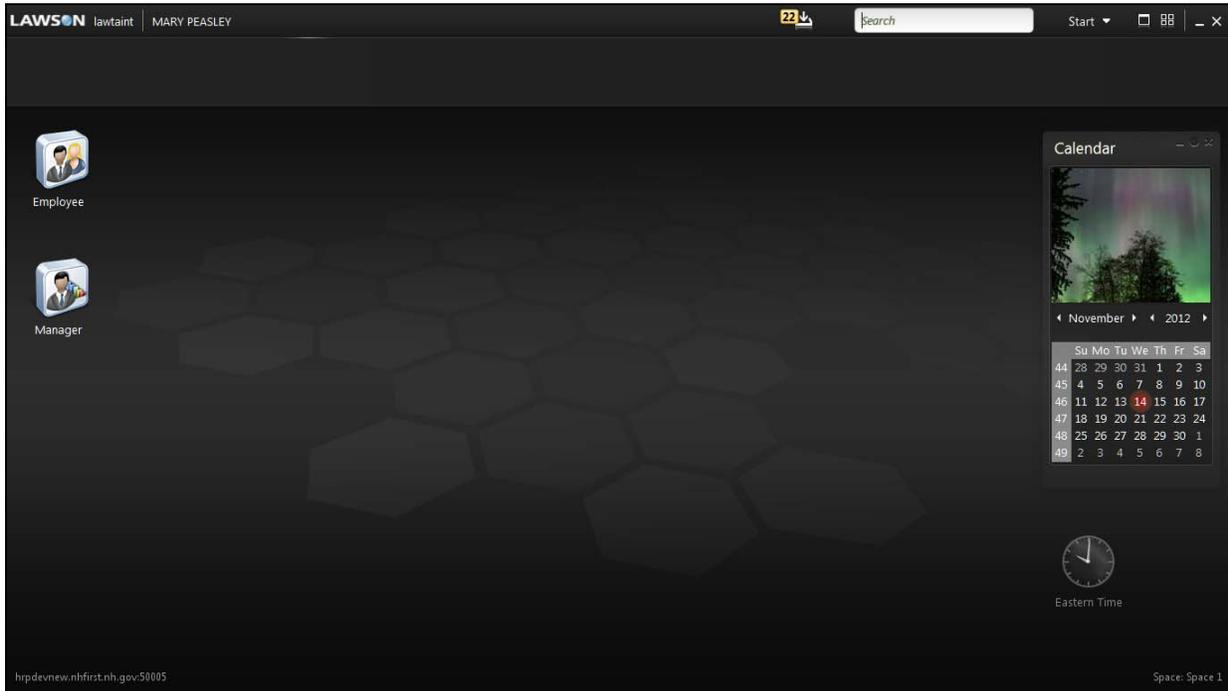
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<b><u>Purpose:</u></b>	Managers will use the NHFIRST Manager Space to request or cancel a leave of absence in behalf of an employee, or complete a leave of absence.
------------------------	-------------------------------------------------------------------------------------------------------------------------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

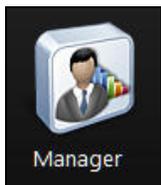
Managers will use the NHFIRST Rich Client to request or cancel a leave of absence in behalf of an employee, or complete a leave of absence.



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

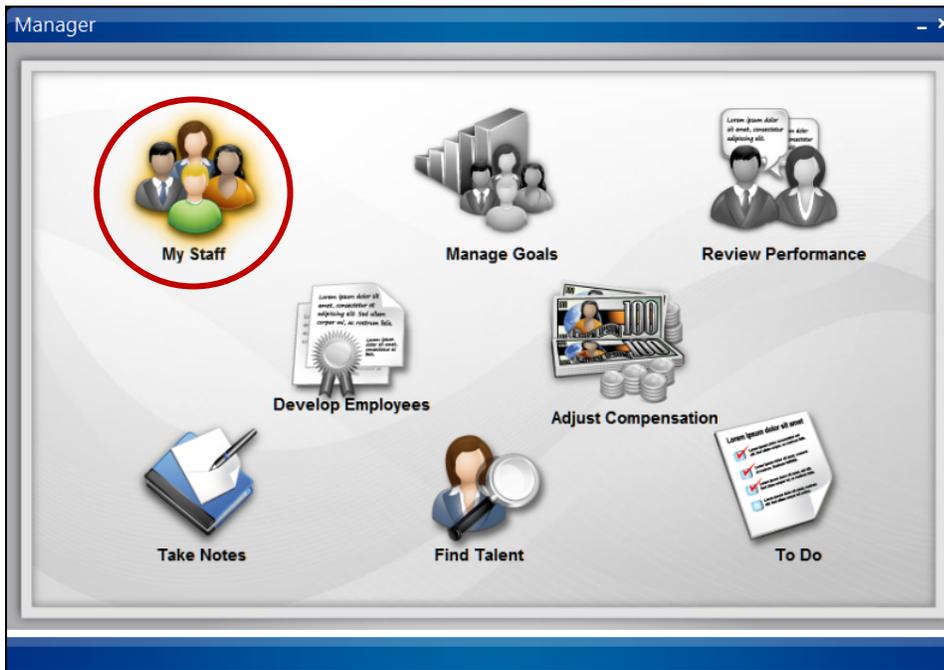


2. From the canvas, double-click the **Manager** icon:

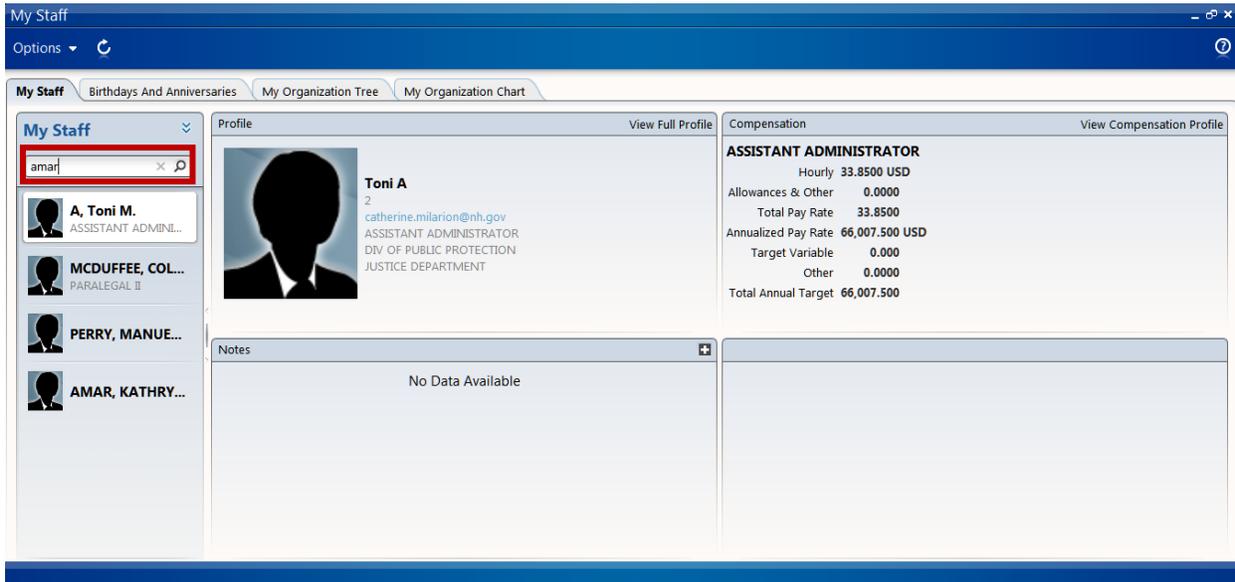


# LTM – Request, Cancel, Complete Leave of Absence

3. Click **My Staff**.

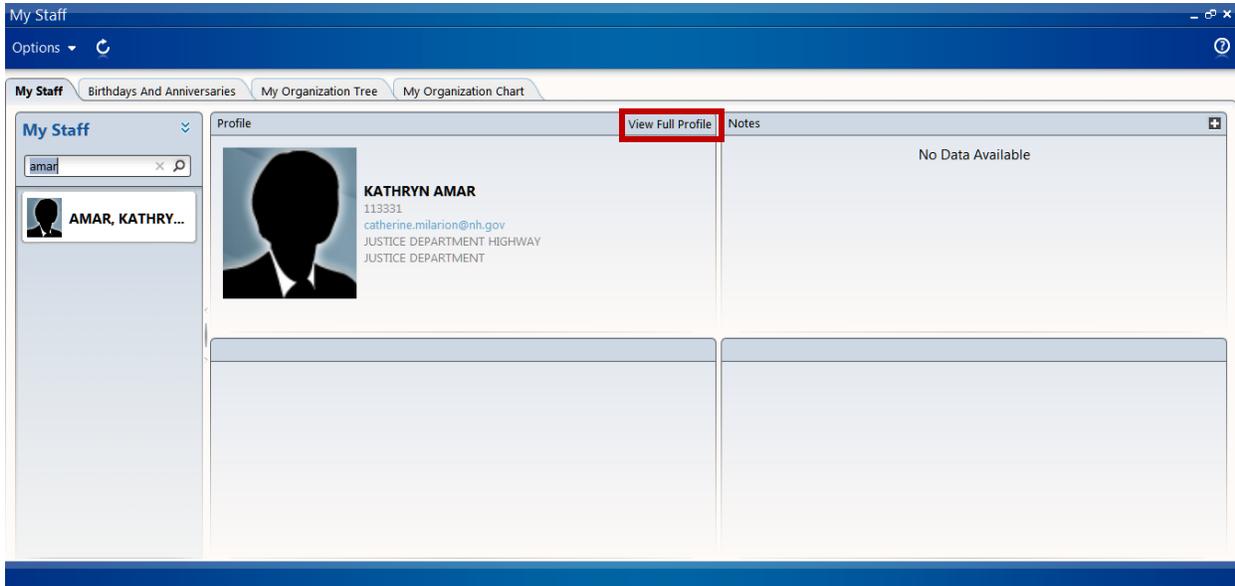


4. Search for the resource to work with. Enter a search name and click  (or press Enter) to perform the search.

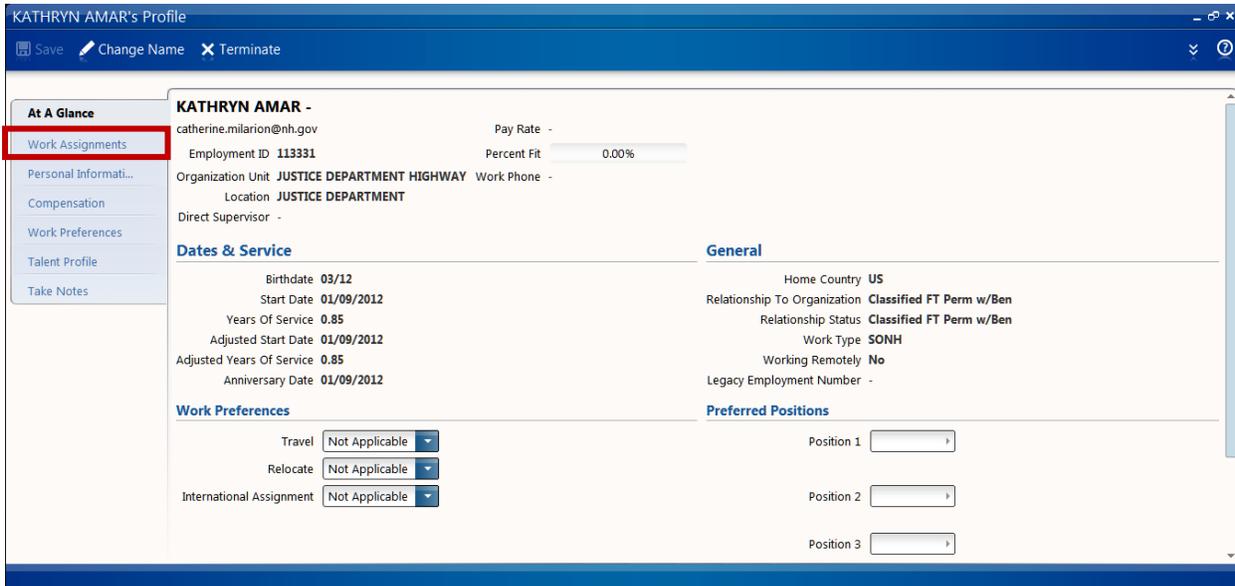


# LTM – Request, Cancel, Complete Leave of Absence

5. Click **View Full Profile**.

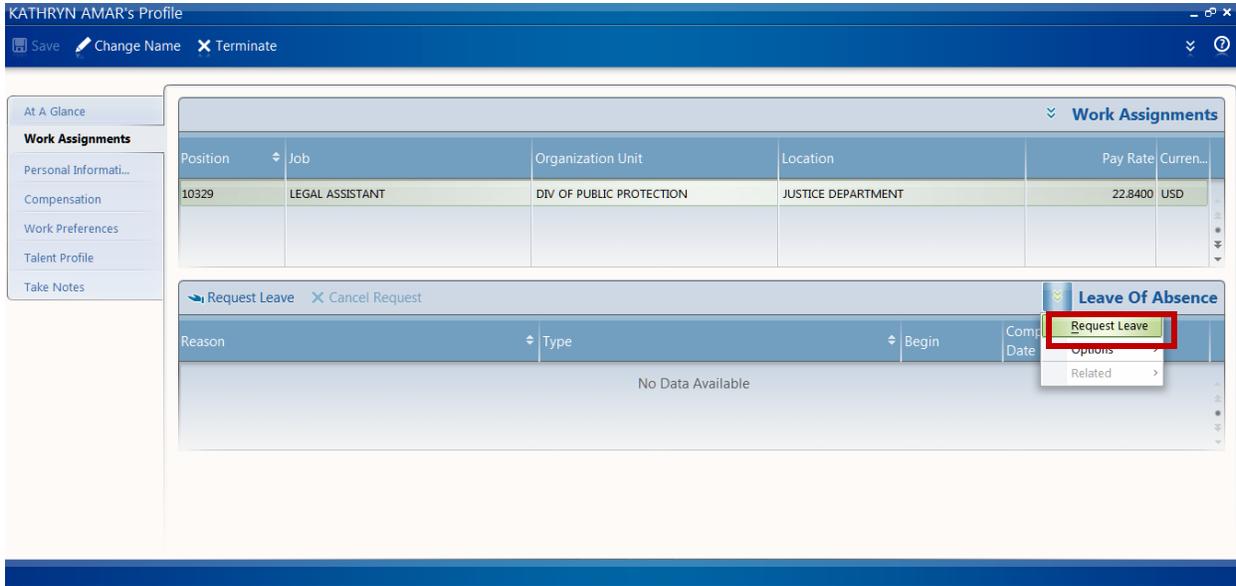


6. Click the **Work Assignments** tab.



# LTM – Request, Cancel, Complete Leave of Absence

7. To request a new leave of absence:
  - a. On the **Leave of Absence** panel click the **Request Leave** button.



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

The screenshot shows the 'Request Leave Of Absence' form for KATHRYN AMAR-113331. The form has a title bar with the text '\*Request Leave Of Absence KATHRYN AMAR-113331' and a toolbar with icons for Actions, Options, and Related. The form fields are: '\*Reason' with a dropdown menu set to 'PERSONAL' and a text input field containing 'Personal'; '\*Type' with a dropdown menu set to 'PERSONAL' and a text input field containing 'Personal'; '\*Beginning Of Leave' with a date picker set to '11/14/2012'; and '\*Estimated Return' with a date picker set to '12/14/2012'. Below these fields is an 'Additional Information' section with a large empty text area.

## LTM – Request, Cancel, Complete Leave of Absence

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**.

\*Request Leave Of Absence KATHRYN AMAR-113331

Actions Options Related

Save

Save and New on PERSONAL Personal

Select PERSONAL Personal

Define

\*Beginning Of Leave 11/14/2012

\*Estimated Return 12/14/2012

Additional Information

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

# LTM – Request, Cancel, Complete Leave of Absence

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

# LTM – Request, Cancel, Complete Leave of Absence

## 8. To cancel a saved leave request:

- a. Double click the leave record (note that the **Status** of the record must be "Requested").

The screenshot shows the 'KATHRYN AMAR's Profile' window. On the left is a navigation menu with options: 'At A Glance', 'Work Assignments', 'Personal Informati...', 'Compensation', 'Work Preferences', 'Talent Profile', and 'Take Notes'. The main area is divided into two sections. The top section, 'Work Assignments', contains a table with columns: Position, Job, Organization Unit, Location, Pay Rate, and Curren... The table has one row: Position 10329, Job LEGAL ASSISTANT, Organization Unit DIV OF PUBLIC PROTECTION, Location JUSTICE DEPARTMENT, Pay Rate 22.8400, and Curren... USD. The bottom section, 'Leave Of Absence', contains a table with columns: Reason, Type, Begin, Completion Date, and Status. The table has one row: Reason Personal, Type Personal, Begin 11/14/2012, Completion Date (empty), and Status Requested. Above this table are links for 'Request Leave' and 'Cancel Request'.

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

The screenshot shows the 'Request Leave Of Absence KATHRYN AMAR-113331' window. The 'Actions' menu is open, showing options: 'Save', 'Cancel Request', 'Select', 'Define', 'Previous Record', and 'Next Record'. The 'Cancel Request' option is highlighted with a red box. Below the menu are two rows of dropdown menus, each with 'PERSONAL' selected. Below these are two date fields: '11/14/2012' and '12/14/2012'. At the bottom is an 'Additional Information' text area.

## LTM – Request, Cancel, Complete Leave of Absence

### 9. To mark the beginning of a leave:

- Double click the leave record (note that the **Status** of the record must be "Approved").

The screenshot shows the 'KATHRYN AMAR's Profile' window. On the left is a navigation menu with options: At A Glance, Work Assignments, Personal Informat..., Compensation, Work Preferences, Talent Profile, and Take Notes. The main area is divided into two sections. The top section, 'Work Assignments', contains a table with columns: Position, Job, Organization Unit, Location, Pay Rate, and Curre... The table has one row: Position 10329, Job LEGAL ASSISTANT, Organization Unit DIV OF PUBLIC PROTECTION, Location JUSTICE DEPARTMENT, Pay Rate 22.8400, and Curre... USD. The bottom section, 'Leave Of Absence', contains a table with columns: Reason, Type, Begin, Completion Date, and Status. The table has one row: Reason Personal, Type Personal, Begin 11/14/2012, Completion Date, and Status Approved. This row is highlighted with a red border.

- Click **Actions > Begin Leave**.

The screenshot shows the 'Leave Of Absence For KATHRYN AMAR' form. At the top is a blue header bar with the title and window controls. Below the header is a menu bar with 'Actions', 'Options', and 'Related'. The 'Actions' menu is open, showing options: Save, Cancel Request, Begin Leave (highlighted with a red border), Complete Leave, Select, Define, Previous Record, Next Record, and Leave End Date. The form fields are: Status (Approved), Reason (PERSONAL), Type (Personal), Begin (11/14/2012), Completion Date (11/14/2012), Next Record (12/14/2012), and Leave End Date. Below the form is an 'Additional Information' section with a large empty text box.

## LTM – Request, Cancel, Complete Leave of Absence

- 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".

The screenshot shows a software window titled "Begin Leave Of Absence For KATHRYN AMAR-113331". The window contains several input fields and buttons. The "Reason" and "Type" fields are both set to "PERSONAL". There is a large empty text area for "Additional Information". The "Request Date", "Beginning Of Leave", and "Estimated Return" fields are all set to "11/14/2012". Below these are "Notification Details", "Documents Received", and "Leave Authorization Document" fields. At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red rectangular box.

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.

## LTM – Request, Cancel, Complete Leave of Absence

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").

The screenshot shows the 'KATHRYN AMAR's Profile' window. On the left is a navigation menu with options like 'Work Assignments', 'Personal Information', 'Compensation', 'Work Preferences', 'Talent Profile', and 'Take Notes'. The main area is divided into two sections: 'Work Assignments' and 'Leave Of Absence'. The 'Work Assignments' table has columns for Position, Job, Organization Unit, Location, Pay Rate, and Currency. The 'Leave Of Absence' table has columns for Reason, Type, Begin, Completion Date, and Status. A red box highlights a record in the 'Leave Of Absence' table with Reason 'Personal', Type 'Personal', Begin '11/14/2012', and Status 'On Leave'.

Position	Job	Organization Unit	Location	Pay Rate	Curren...
10329	LEGAL ASSISTANT	DIV OF PUBLIC PROTECTION	JUSTICE DEPARTMENT	22.8400	USD

Reason	Type	Begin	Completion Date	Status
Personal	Personal	11/14/2012		On Leave

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

The screenshot shows the 'Leave Of Absence For KATHRYN AMAR' form. The 'Actions' menu is open, and 'Complete Leave' is highlighted with a red box. The form contains several input fields: 'On Leave' (checkbox), 'PERSONAL' (dropdown), 'Personal' (text), 'PERSONAL' (dropdown), 'Personal' (text), '11/14/2012' (date), '11/14/2012' (date), '11/14/2012' (date), '12/14/2012' (date), and 'Leave End Date' (text). There is also an 'Additional Information' section with a large empty text area.

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

## LTM – Request, Cancel, Complete Leave of Absence

\*Complete Leave Of Absence For KATHRYN AMAR-113331

Options ▾ Related ▾

Reason: PERSONAL (dropdown), Personal (text)

Type: PERSONAL (dropdown), Personal (text)

Request Date: 11/14/2012 (calendar)

Leave End Date: 12/14/2012 (calendar)

Return To Work: 12/14/2012 (calendar)

Return To Work Document: (text) [Browse...]

Additional Information: (text area)

Restricted Duty Restrict Duty Through: (calendar)

OK Cancel

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".

# LTM – Request, Cancel, Complete Leave of Absence

KATHRYN AMAR's Profile

Save Change Name Terminate

At A Glance

- Work Assignments
- Personal Informat...
- Compensation
- Work Preferences
- Talent Profile
- Take Notes

Position	Job	Organization Unit	Location	Pay Rate	Curren...
10329	LEGAL ASSISTANT	DIV OF PUBLIC PROTECTION	JUSTICE DEPARTMENT	22.8400	USD

Request Leave Cancel Request

Reason	Type	Begin	Completion Date	Status
Personal	Personal	11/14/2012	12/14/2012	Completed

You have successfully completed this task.

# LTM – Birthdays and Anniversaries – Create CSV Exports

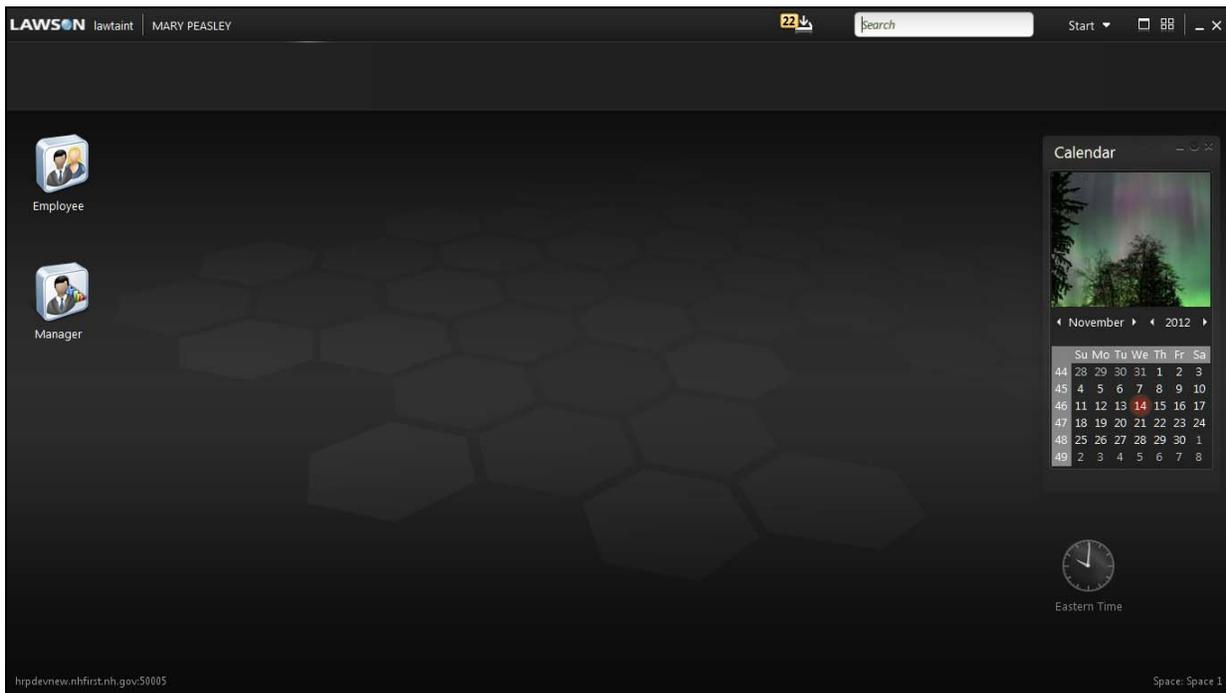
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<b><u>Purpose:</u></b>	Managers will use the NHFIRST Manager Space to create CSV exports for birthdays and anniversaries.
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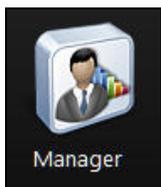
Managers will use the NHFIRST Rich Client to create CSV exports for birthdays and anniversaries.



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



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

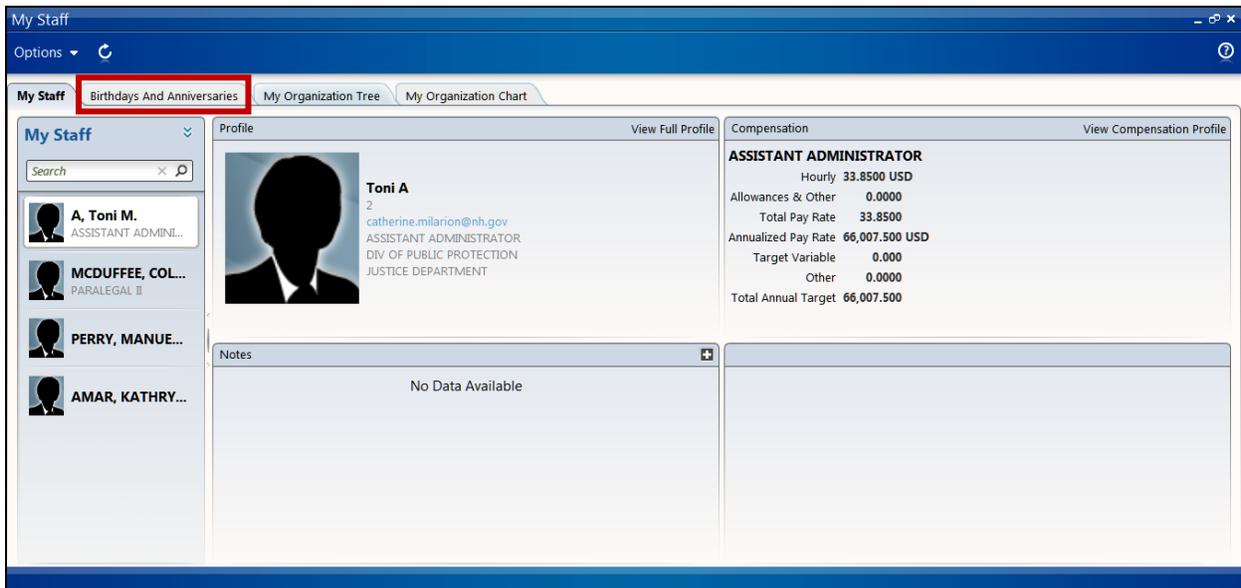


3. Click **My Staff**.

# LTM – Birthdays and Anniversaries – Create CSV Exports



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



## LTM – Birthdays and Anniversaries – Create CSV Exports

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

The screenshot shows the 'My Staff' application interface. The 'Birthdays And Anniversaries' section is active, displaying two panels: 'Upcoming Birthdays And Anniversaries' and 'All Birthdays'. The 'Export to CSV' button is highlighted with a red box. Below the 'All Birthdays' panel, there is an 'All Anniversaries' panel with a table of staff members and their anniversary dates.

Name	Anniversary Date	Years Of Service
A, Toni M.	11/08/2012	0.02
AMAR, KATHRYN L.	01/09/2012	0.85
MCDUFFEE, COLLEEN C.	06/27/1983	29.39
PERRY, MANUELA K.	10/04/2007	5.11

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

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Name	Birthdate				
2	AMAR, KATHRYN L.	12-Mar				
3	MCDUFFEE, COLLEEN C.	7-Dec				
4	PERRY, MANUELA K.	23-Oct				
5						
6						
7						

## **LTM – Birthdays and Anniversaries – Create CSV Exports**

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You have successfully completed this task.