

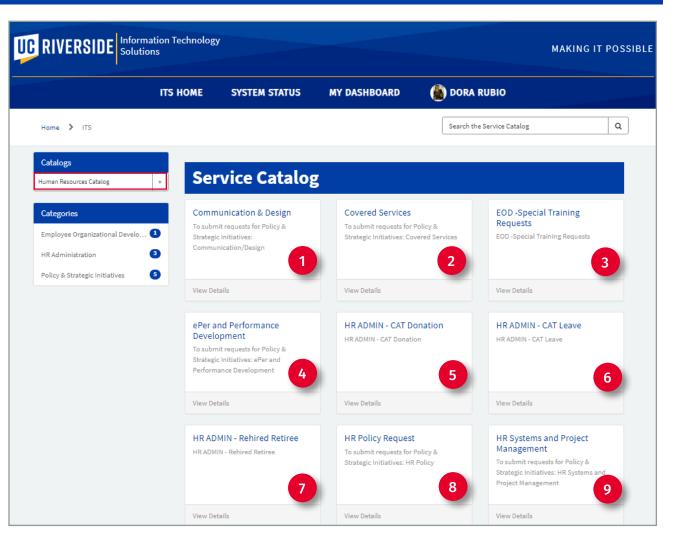
Human Resources Service Requests

HR SERVICE CATALOG

HR Service Request Portal

The HR Service Request Portal is an online ticketing system used by Human Resources to provide customer support. UCR faculty and staff can use the service to submit a request for:

- 1. Communication & Design
- 2. Covered Services
- 3. EOD Special Training
- 4. ePer and Performance Development
- 5. HR Admin Catastrophic Donation
- 6. HR Admin Catastrophic Leave
- 7. HR Admin Rehired Retiree
- 8. HR Policy Request
- 9. HR Systems and Project Management





HR ADMIN REQUESTS

HR ADMIN CATASTROPHIC DONATION REQUEST FORM

To submit requests for **HR Admin CAT Donation**, navigate to the ITS ServiceNow Homepage. Under the **Browse Services** option, select **Administrative & Business**.

- From the Catalogs dropdown menu, select Human Resources Catalog.
- 2. Then select **HR Administration** from the Categories menu.
- 3. The HR Administration catagory items display, click the **HR ADMIN-CAT Donation Request** service option.
- 4. The **HR Admin CAT Donation** form will open.
- 5. The first half of the form is autopopulated with the **Requestor's** information.
- 6. If requesting service on behalf of another person, enter name of individual in the **Requestor field**.

Home > ITS > HR Administration		5	Search the Serv	vice Catalog	٩
Catalogs 1 Human Resources Catalog 🔹	Service Catalog				
Categories	HR Administration				
Employee Organizational Develo 1	HR ADMIN - CAT Donation	HR ADMIN - CAT Leave		HR ADMIN - Rehired Retiree	2
HR Administration 3	HR ADMIN - CAT Donation	HR ADMIN - CAT Leave		HR ADMIN - Rehired Retiree	
Policy & Strategic Initiatives 5	3				
	View Details	View Details		View Details	

HR ADMIN - CAT Donation 4	
* Requestor (If requesting on behalf of another person, please enter name of individual here) Dora Rubio x +	Employee ID 100
First Name Dora	NetiD: don
Email dora.rubio@ucr.edu	Last Name Rubio
Work Phone (951) 827	Department D01103
	Organization ORG20



HR ADMIN REQUESTS

HR ADMIN CATASTROPHIC DONATION REQUEST FORM

- 7. In the **Donated Hours** field, enter the number of hours to be donated.
- 8. Next, from the **Donation Options** dropdown menu, select to donate to **Any Eligible Employee** or **A Specific Employee**.
- 9. In the **Additional Information** field, include any additional information relevant to the request.
- 10. The **Required Information** box will list the fields that must be completed in order to submit this request.
- Attachments can be added to the form by clicking the Add Attachments icon at the bottom of the form.
- 12. Finally, click the **Submit** Button.

NOTE: Hours donated must be accrued vacation hours.

I Wish to Donate to:	
* Donated Hours 🕜	
Hours donated must be accrued vacation hours. 🗙	
1	
* Donation Options	
None	None
Additional Information:	Any Eligible Employee
	A Specific Employee
	12
Required information Donated Hours Donation Options	
-	
	11 Ø Add atta
	Add atta



REQUEST FORM SUBMITTED

REQUEST DETAILS SCREEN

Once the Request is submitted, the **Request Detail** screen will open. An email notification will be received when a Request is submitted. The email will provide a link to access and track the Request.

Information available here includes:

- 1. The RITM# that has been assigned to this Request.
- 2. Policy Request form details submitted.
- 3. Watch List option: Add an individual to this Request.
- 4. Attachments option: You can add attachments to the Request here or you can edit and delete any attachments submitted with the form.
- 5. Type and send a message to HR regarding this submission.

