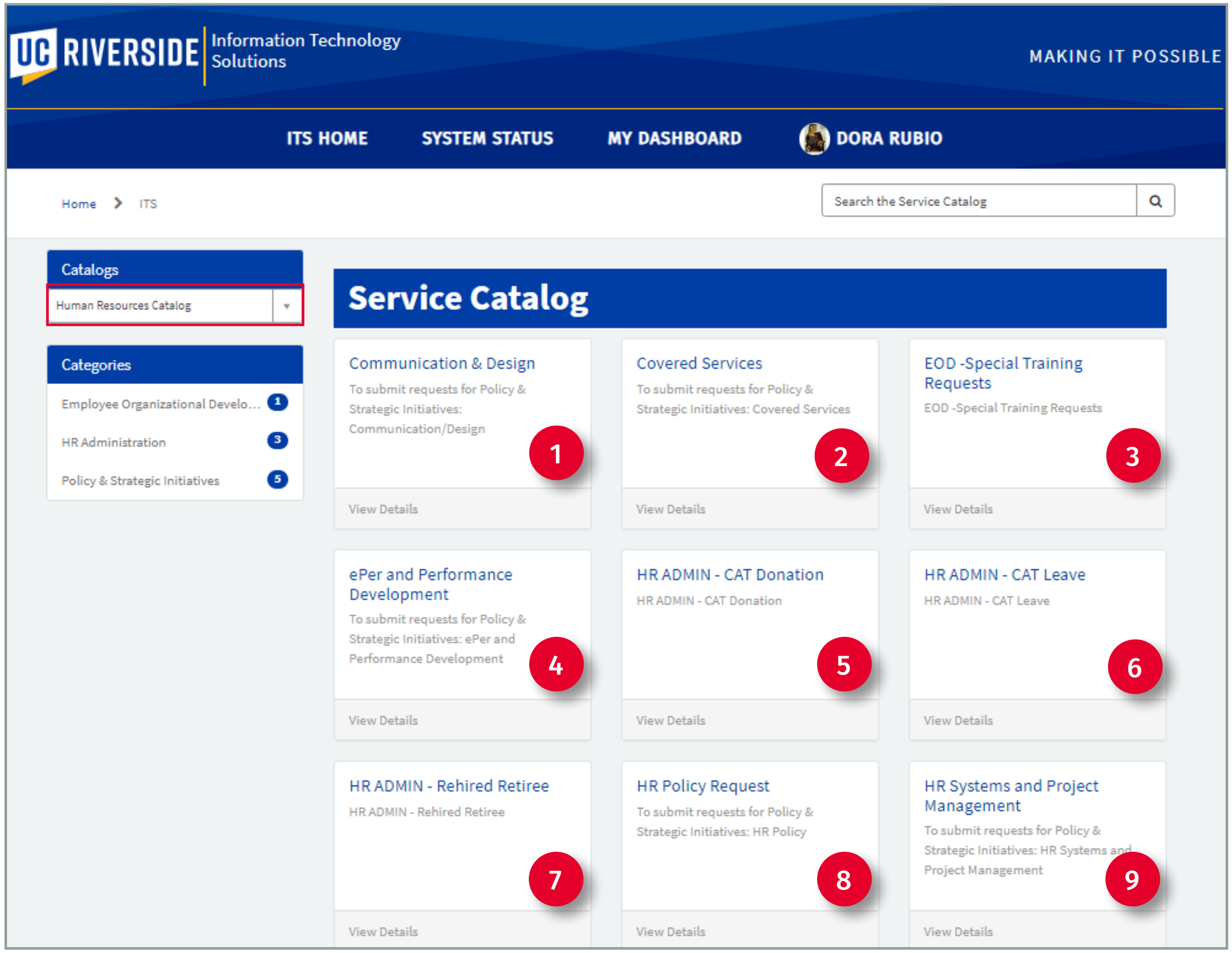
HR SERVICE CATALOG

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:

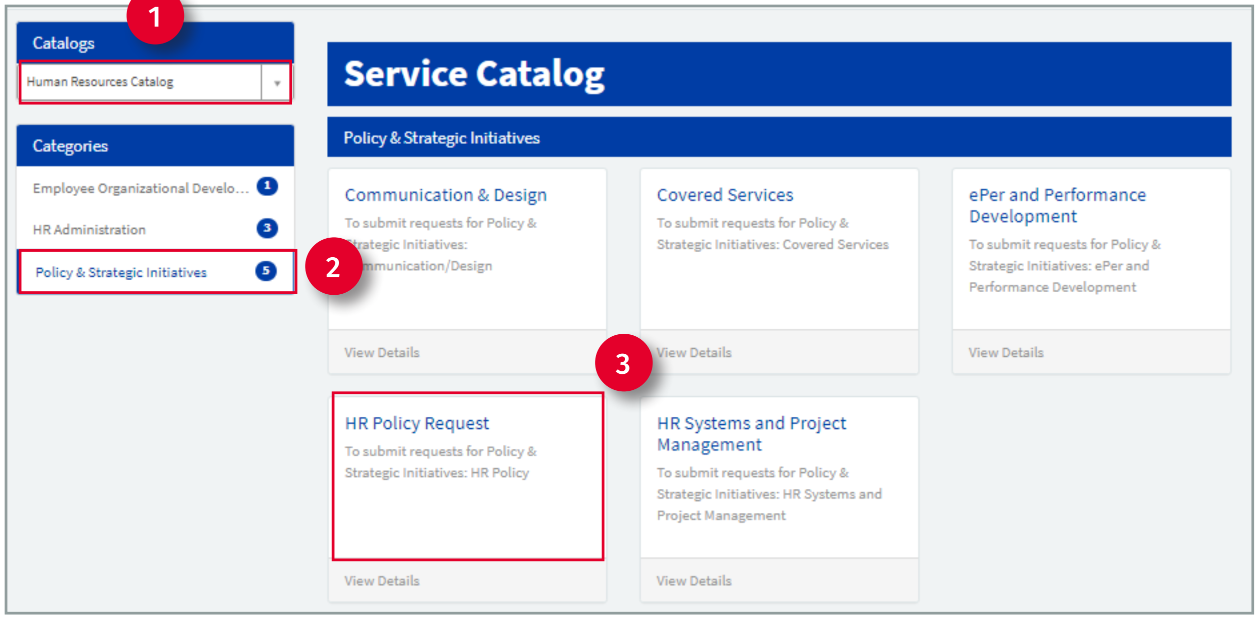
1. **Communication & Design**
2. **Covered Services**
3. **EOD - Special Training**
4. **ePer and Performance Development**
5. **HR Admin - Catastrophic Donation**
6. **HR Admin - Catastrophic Leave**
7. **HR Admin - Rehired Retiree**
8. **HR Policy Request**
9. **HR Systems and Project Management**

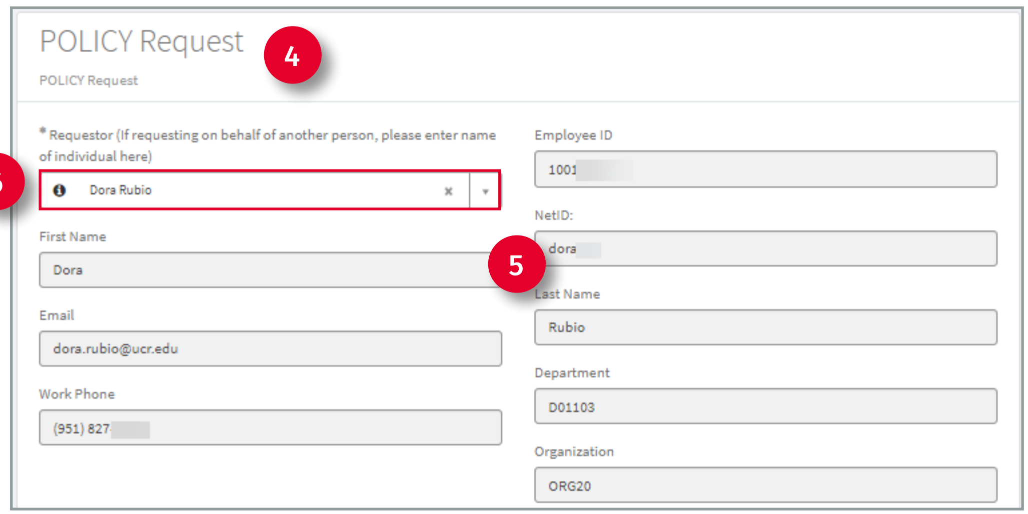


HR POLICY REQUEST FORM

To submit requests for **HR Policy & Strategic Initiatives**, navigate to the ITS ServiceNow Homepage. Under the **Browse Services** option, select **Administrative & Business**.

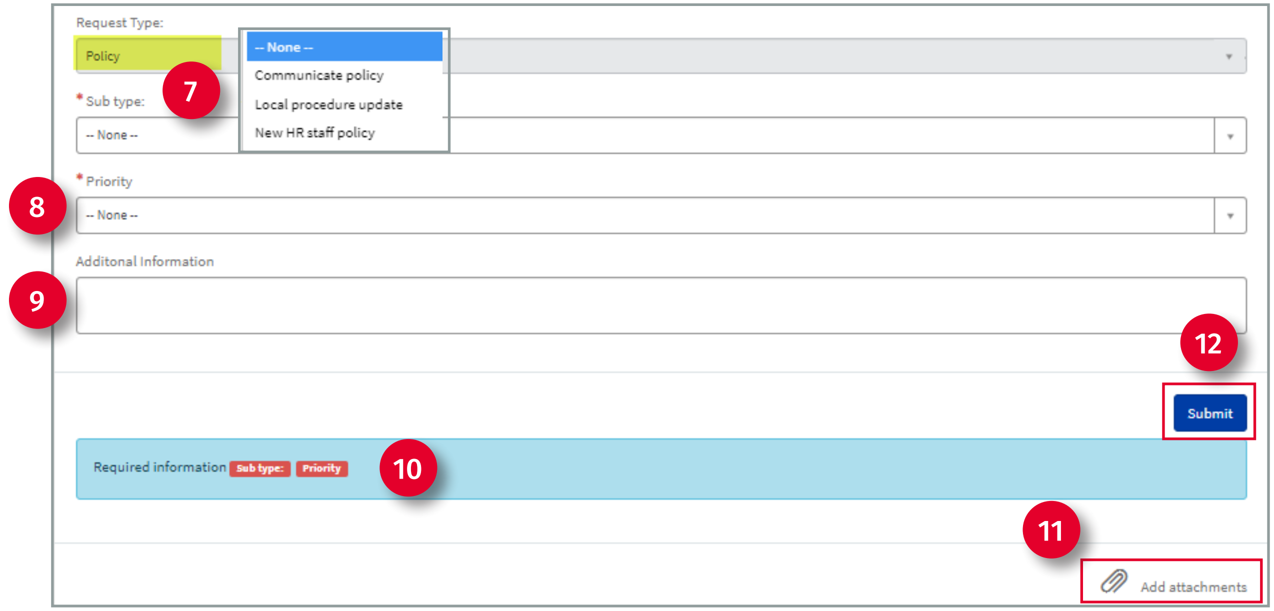
1. From the Catalogs dropdown menu, select **Human Resources Catalog**.
2. Then select **Policy & Strategic Initiatives** from the Categories menu.
3. The Policy & Strategic Initiatives Requests catagory items display, click the **HR Policy Request** service option.
4. The **Policy Request** form will open.
5. The first half of the form is auto-populated with the **Requestor's** information.
6. If requesting service on behalf of another person, enter name of individual in the **Requestor field**.





POLICY REQUEST FORM

NOTE: Additional fields may display depending on Sub Type selection.



7. In the **Sub Type** field, click the dropdown arrow and select **None**, **Communicate Policy**, **Local Procedure Update**, or **New HR Staff Policy**.

8. Next select the **Priority** of the request; **Low**, **Medium**, **High** or **Critical**.

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.

11. 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.

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.