

AskUS - CHRO Approval Requests

Step-By-Step Instructions

Updated: 6/1/2018

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Notes:

1. Remember, you are the requester of this ticket. If a team member from CHRO assignment group fulfilled your request, the ticket will be closed.
2. If you do not find your ticket on the completed list, it may still be pending a response. In this case, go to 'Open' to access your ticket and check for any notes.

Creating a Ticket For HR-CHRO (Approval Request)

Filter navigator

askUS Fulfiller/User Support

- My Task Boards
- ▶ Work assigned to me
- ▶ My Group's Work
- ▶ Appointment Extend/End
- ▼ Create
 - Create Visa Case
 - Create Incident - HR
 - Create Incident - IT
- ▶ Reports
- ▶ Knowledge Base

askUS Administrator

- Divisions and Roles
- DW Property List
- My Group Members
- Quick Messages
- Contact Agency Info

Left Navigation Menu: Locate and click 'Create Incident – HR'

Number: ASKUSH00079105
Opened: 2018-05-30 13:05:17
Contact type: Phone
Requester: Christine Santiago (018919)
Email from:
Email: CSantiago@gtest2.lbl.gov
Business phone: 510/486-5059
Due date:
Disable notification:

State: Open
* Service Area: HR-CHRO
Category: -- Select --
Subcategory: -- Select --
Priority: 3 - Moderate
* Assignment group: HR-HR-CHRO
Assigned to:
Watch list:
Internal Watch list (Receives work notes):
Time worked(time_worked): Days 00 Hours 00 00 00

* Short description:

Service Area: Select 'HR-CHRO'

USD Incident HR - ASKUSH00079105 Submit Save

Number	ASKUSH00079105	State	Open
Opened	2018-05-30 13:05:17	* Service Area	HR-CHRO
Contact type	Phone	Category	-- Select --
Requester	Christine Santiago (018919)	Subcategory	-- Select --
Email from		Priority	3 - Moderate
Email	CSantiago@gtest2.lbl.gov	* Assignment group	HR-HR-CHRO
Business phone	510/486-5059	Assigned to	
Due date		Watch list	<input type="checkbox"/> <input type="checkbox"/>
Disable notification	<input type="checkbox"/>	Internal Watch list (Receives work notes)	<input type="checkbox"/> <input type="checkbox"/>
* Short description	<input type="text"/>		

Time worked(time_worked) Days 00 Hours 00 00 00

Category: Select type of request

Waiver of Posting (Exception)
Relocation (Exception)
Reappoint Postdoc Beyond Max (Exception)
Extend Term Beyond Max (Exception)
Extend Limited Beyond Max (Exception)
Extend Contractor Beyond Max (Exception)
Near Relative (Exception)
Rehired Retiree Approval
Relocation Reimbursement
Tuition Reimbursement (for HR)
Affiliate Minor
Other

USD Incident HR - ASKUSH00079105 Submit Save

Number	ASKUSH00079105	State	Open
Opened	2018-05-30 13:05:17	* Service Area	HR-CHRO
Contact type	Phone	Category	-- Select --
Requester	Christine Santiago (018919)	Subcategory	-- Select --
Email from		Priority	3 - Moderate
Email	CSantiago@gtest2.lbl.gov	* Assignment group ?	HR-HR-CHRO
Business phone	510/486-5059	Assigned to	
Due date		Watch list	<input type="checkbox"/> <input type="checkbox"/>
		Internal Watch list (Receives work notes)	<input type="checkbox"/> <input type="checkbox"/>
		Time worked(time_worked)	Days 00 Hours 00 00 00
Disable notification	<input type="checkbox"/>		
* Short description	<input type="text"/>		

[Main](#) | [Customer Information](#) | [System Information](#)

Subcategory Select the Division

Accelerator Technologies & Applied Physics (AF)
Advance Light Source (AL)
Biological Systems & Engineering (BE)
Biosciences Area (BS)
Building Technology & Urban Systems (BU)
Chemical Sciences (CH)
Climate & Ecosystem Sciences (CE)
Computational Research (CR)
Computing Sciences Area (AC)
Cyclotron Road (CY)
Earth & Environmental Sciences Area (AU)

Energy Analysis Environmental Impacts (EA)
Energy Geosciences (GO)
Energy Sciences Area (AE)
Energy Storage & Distributed Resources (ED)
Energy Technologies Area (ETA)
Energy Technologies Area Division Office (AD)
Engineering (EG)
Environment Genomics & Systems Biology (EB)
Environment, Health, & Safety (EH)
Facilities (FA)
Human Resources (HR)
Information Technology (IC)
Joint Genome Institute (JG)
Laboratory Directorate (LD)
Material Sciences (MS)
Molecular Biophysics & Integrated Bioimaging (MB)
Molecular Foundry (MF)
National Research Energy Scientific Computing Center (NE)
Nuclear Science (NS)
Office of Chief Financial Office (CF)
Operations (OP)
Physical Sciences Area (AP)
Physics (PH)
Protective Services (PS)
Public Affairs (PA)
Scientific Networking (SN)

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Opened	2018-05-30 13:05:17	* Service Area	HR-CHRO
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Priority: Leave as moderate or select appropriate level of priority

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		Internal Watch list (Receives work notes)	<input type="checkbox"/> <input type="checkbox"/>
		Time worked(time_worked)	Days 00 Hours 00 00 00

Disable notification

* Short description

Short Description: Enter 'Client Requester: First and Last Name, Title'. Example: Client Requester: Brad Pitt, Actor

Business phone 510/486-5059

Due date

Disable notification

* Short description

Watch list  

Internal Watch list (Receives work notes)  

Time worked(time_worked) Days 00 Hours 00 00 00

Notes Customer Information System Information

Description

Additional comments (Customer-visible)

Work notes (Internal)

Additional comments (Customer-visible): Enter any notes that you would like to be considered as part of the approval request.

USD Incident HR - ASKUSH00079105  Submit Save

Number	ASKUSH00079105	State	Open
Opened	2018-05-30 13:05:17	* Service Area	HR-CHRO
Contact type	Phone	Category	-- Select --
Requester	Christine Santiago (018919)	Subcategory	-- Select --
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Due date		Watch list	 
Disable notification	<input type="checkbox"/>	Internal Watch list (Receives work notes)	 
* Short description	<input type="text"/>		

Time worked(time_worked) Days 00 Hours 00 00 00

[Main](#) [Customer Information](#) [System Information](#)

Attach documents for CHRO's signature and any supporting documents to the ticket.

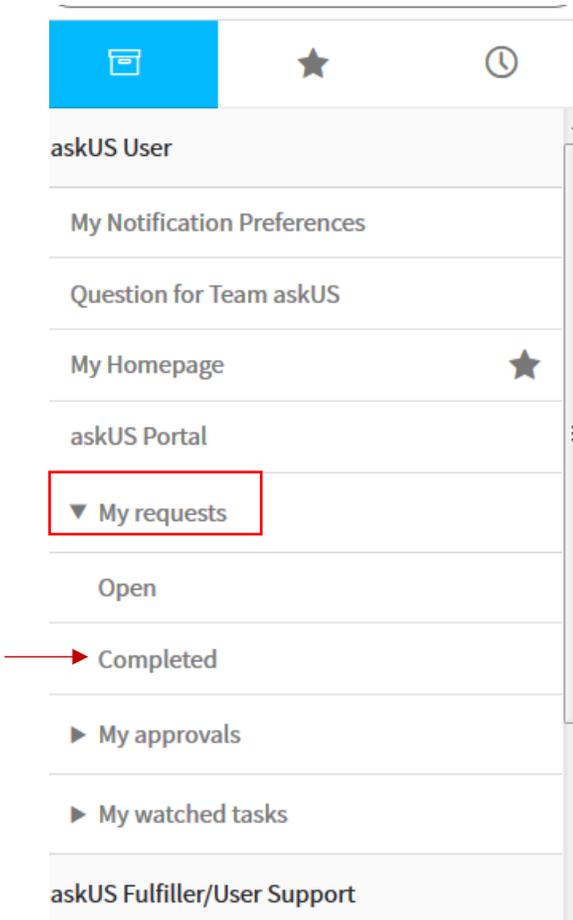
USD Incident HR - ASKUSH00079105 Submit Save

Number	ASKUSH00079105	State	Open
Opened	2018-05-30 13:05:17	* Service Area	HR-CHRO
Contact type	Phone	Category	-- Select --
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		Internal Watch list (Receives work notes)	<input type="checkbox"/> <input type="checkbox"/>
		Time worked(time_worked)	Days 00 Hours 00 00 00
Disable notification	<input type="checkbox"/>		
* Short description			

Match Customer Information System Information

Submit ticket – The End

Retrieving Your HR-CHRO Ticket (To View Response & Access Signed Document)



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