Library

Click on "Library" in the top navigation to access the HR Suite Library. This is a "read only" area where you can find archived newsletters, tools, and information on content updates.

Click on the tabs on the left side of the screen to view each area of the library.

- HRsuite	HR Suite > Library	Logged in as: Mary Ann Koelzer
	HRN Staff Manual	Access Level: admin
	Manual Builder Library Forms Storage Administration Change Password	
Newsletters Tools Updates		
Year 2014	Welcome to the Library!	
Year 2013	The Library stores important information such as monthly newsletters, policy manual updates, and man	agement tools.
Year 2012	The Library is divided into three sections: 1. Newsletters. This is an archive of our monthly newsletter for the past several years.	
Year 2011	 Rewstetters, this is an archive of our monthly newsletter for the past several years. Tools. This section includes sample management tools and website links to applicable industry v Word.doc format and can be viewed, modified, or printed using Microsoft® Word. CAUTION: Th 	
Year 2010	purposes. Remember that state law requirements vary and therefore these materials may requi your legal advisor for detailed information.	
	Forms & Tools Table of Contents	
	 Updates. Policies in the manual are reviewed periodically, usually twice a year. New policies are This section includes information about the last several updates. 	e added and revisions to existing policies are made.

The Library is divided into three sections:

- 1. **Newsletters**. This contains an archive of the past several years' worth of the monthly newsletters.
- 2. **Tools.** The Tools section includes sample management tools and website links to applicable industry websites.
- 3. **Updates.** HR Suite is updated semi-annually. New policies are added and revisions to existing text are made. Past Updates are stored in this tab for your review. Older updates are periodically purged from the Updates tab.

To access any of the items in the Library, simply click on the tab you wish you access (Newsletters, Tools or Updates) and a new left navigation menu will appear. Click on the navigation button for the content category, then click on the content item you wish to view. **Note:** Some of the content items also have sub-category buttons. When you click on the link to a document, it will open in a new window.

Forms

Click on "Forms" in the top navigation to access the HR Suite Forms. This is a "read only" area where you can find sample forms covering a variety of HR topics. These are in Word and can be saved locally and customized to your organization's needs.

	Manual Builder Library Forms Storage Administration Change Password
Forms	-
Compensation & Benefits	Employee Suspension Notice
Corrective Action	This form is to be completed when placing an employee on suspension status.
General	Employee Suspension Notice.doc
Notices	
Employee Probation Notice Employee Suspension	Term
Employee Suspension Notice Employee Warning Notice	Copyright ©
Sample Letters	
EEO & Employment Law	
Employee Development	
Employment Practices	

To access any of the Forms, click on the navigation button for the content category, then click on the content item you wish to view. **Note:** Some of the content items also have sub-category buttons. When you click on the navigation to select a document, a link to the document will open on the right side of the screen along with additional information about the Form. Click the link to open the Form.

Storage

Click on "Storage" in the top navigation to access the HR Suite Storage area.

anual Builder	Library	Forms	Storage	Administration	Change Password			
Welcome to S	itorage!							
Storage is like I keep your files		own online	hard drive. U	pload files from yo	ur system and store them	online. Use the	available folders (or create your own to
					Browse to begin the uplo			

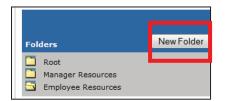
The Storage area allows you to upload and store documents. Once in storage, documents can be posted to the Home Page, either in the "Manager Resources" or "Employee Resources" folder.

Storage File Structure

- 1. By default, the Storage area contains three folders: "Root", "Employee Resources", and "Manager Resources".
- 2. Click on the folder name and the contents of that folder will be displayed in the center section of the screen.

	Welcome to Storage! Storage is like having your o keep your files organized. To Begin: Select the folder i				e folders or create y	our own to
	Note: All documents placed i documents placed in the "Em File(s) to Upload Upload (large files	ployee Resources" fo	olders will be available on th <u>Add Another File</u>		o "Manager Resource	es". All
Available	Folders	New Folder	Current Folder: /Emo	 ents of the ted folder	Last Modified	
folders	Root Manager Resources Employee Resources		Application for Employme		10, 2014 10:50 AM 10, 2014 10:50 AM	ď ₽ ╚ X ď ₽ ╚ X

- 3. The "Employee Resources" and "Manager Resources" folders serve a special function. Any documents placed in these folder will be posted to the corresponding folders on the Home Page.
- 4. Additional folders can be created by clicking the "New Folder" button next to the Folders listing. You can create subfolders to existing folders. Note: Subfolders and their contents are available from the Storage area, but will not be posted on the home page, even if the subfolders are created within the Employee Resources" or "Manager Resources" folders



Uploading Files to Storage

- 1. Click the folder to which you wish to upload your document.
- To upload a document, click the "Browse" button next to the File Upload field. Note: Depending on the internet browser you are using, the "Browse" button may be named something other than "Browse." This will allow you to browse your computer hard drive or network to choose a file. Note: To upload multiple documents, click the "Add Another File" link. You can add as many upload fields as you need.

Welcome to Sto	Welcome to Storage!							
Storage is like ha keep your files o	2.	d files from your syste	m and store them online. Use the available f	folders or create your own to				
To Begin: Selec	To Begin: Select the folder in which you wish to place the file and click Browse to begin the upload process.							
	ents placed in the "Manager Resources" d in the "Employee Resources" folders y		on the home page to users with access to "	Manager Resources". All				
"Browse" to choose your file. This screen shot shows two available	Browse_ No file selected. Browse_ No file selected. Upload (large files may take several minutes	Add Another File	Click "Add Another File" to open an additional upload field. Click the minus sign to remove additional upload fields.					
file upload fields.				<u> </u>				

3. Once you've found the file, to upload, click on the file name, then click the "Open" button on the dialogue box. **Note:** Again, depending on your browser, your screen may appear slightly different than the screen shot below.

Manual Builder Library Fo	😻 File Upload	and the second	×
	🔾 🗢 📕 « Documents	► AAA-Training 👻 🖣	Search AAA-Training
	Organize 🔻 New folder		1
Welcome to Storage! Storage is like having your own o	★ Favorites ■ Desktop	Documents library	Arrange by: Folder 🔻
keep your files organized.	C Deserve Disease	Name	^
To Begin: Select the folder in wi		@ CreditUnionLogo Policy Notes for Board Meeting	
documents placed in the "Employ		Policy Update Signature	
File(s) to Browse_ N	Music Pictures	🔁 Quick Start Guide082712	
Browse1	Videos		
Upload (large files ma	t Computer 👻 🔻		
	File nam	e: Policy Update Signature	
			Open - Cancel

4. The name of the file will now appear in the file upload field. Click the "Upload" button, and the file will be uploaded.

To Begin: Sele	ect the folder in which you wish to place the file an	d click Browse to beg
	ments placed in the "Manager Resources" folder w sed in the "Employee Resources" folders will be av	
File(s) to Upload	Browse_ Policy Update Signature.docx	The name of the selected file shows next to the Browse button in the Upload File Field.
	(large mes may take several minutes to uploa	-,

Note: The Storage area supports the upload of multiple file types, such as Microsoft Office, Text, PDF, etc. However, when opening files, the computer you are working on must have that program available in order to access the file. This can sometimes be an issue when opening the file from a remote location.

Note: File size is limited to 2MB. Files over this size cannot be uploaded.

Opening Files in Storage

1. Once a file is in the *Storage* area, it can be opened by clicking on the file name. This will open the file in the program the file was orginally created.

File(s) to Upload	Browse_ No file selected. Upload (large files may take several m	Add Another File			
		Current Folder: /Employee Resource	25		
Folders	New Folder		<u>Size</u>	Last Modified	
C Root		Application for Employment.doc	250k	Feb 10, 2014 10:50 AM	🖌 🖻 🖓 🗙
Manager F	Resources Resources	Application for Posted Position.doc	127k	Feb 10, 2014 10:50 AM	d # 13 ×

Making Changes to Files in Storage

- 1. If any changes are made to the file after it is uploaded, the file must first be saved locally, then the updated document re-uploaded to Storage. It is recommended that you remove the old file before uploading the updated file.
- 2. Files within the Storage area can be renamed, copied, moved to a different folder or deleted.

Renaming Files in Storage

1. To rename a file, click on the "rename" icon to the far right of the file name.



2. A dialogue box will open to allow you to rename the file. Enter the new name and click "OK".



Copying Files in Storage

1. To create a copy of a document, click the "Copy" icon to the far right of the file name.



2. This will create a copy of the file, named "Copy of (file name)". You can then rename or move this file, if desired.

Moving Files between Folders in Storage

1. To move a document to a different folder in the the Storage area, click the "Move" icon to the far right of the file name.



2. A dialogue box will open showing all available folders. Click the name of the folder where you want the document to move. This will move the document to that folder. Remember, any documents placed in the "Employee Resources" or the "Manager Resources" folders will be available on the Home Page.



Deleting files in Storage

1. To delete a document from the Storage area, click the "Delete" icon to the far right of the file name.



2. This will permanently delete the document from the Storage area. If this document is deleted from the "Employee Resources" or the "Manager Resources" folders, it will no longer appear on the Home Page.

Administration

Click on "Administration" in the top navigation.

	Manual Builder Library Forms Storage Administration Change Password
Administration	
Welcome Message	HRN Staff Manual: WELCOME TO ADMINISTRATION!
Disclosure Statement	The Administration screen allows the HRN Staff Manual Systems Administrator to manage important functions such as assigning Security Levels, adding New Users, and editing the Welcome Message. To access the individual administration tool, click on a topic found in the navigation to the left.
Jsers	Administration is divided into the following sections:
Security	 Welcome Message. Edit the Welcome Message text viewed by users of the system on the Home Page screen. Disclosure Statement. Edit the Disclosure Statement text viewed in the Published Operations Manual, just after the Title Page. Users. Add, edit or delete individual or group users or their passwords with this function.
Access Levels	4. Security. View users and access levels, and assign Access Levels to individual or group users from this screen.
Licensing Information	 Access Levels. Allows the creation of intermediate levels of access - between read-only and full admin. Rights can be assigned to one or more individual area of the CU PolicyPro HR Suite system. Licensing Info. This will show your current number of users assigned and the total number of user licenses available. This also shows your
Corporate Logo/Name	subscription expiration date. 7. Corporate Logo. This allows a logo to be uploaded for use on the Published Manual title page.

The Administration Area allows you to manage several functions, including the managing users, adding a Welcome Message to the Home Page, adding a disclosure to your published manual, uploading your logo, and viewing your license and subscription information.