

Check the Status of Your HR Inquiry – Quick Job Aid

Procedure

Follow these steps to check the status of your inquiry to Human Resources or Payroll:

1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.
2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.
3. Click the **Team Member Service Center** tile.
4. Click the **Status of Inquiries** tab on the left column.
5. View your inquiries. The **Status** indicates whether an inquiry is open, pending, or closed.

Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.