

Submit a Question to HR – Detailed Job Aid

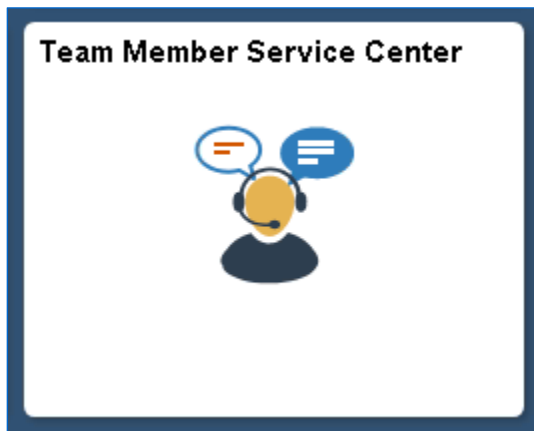
Procedure

Follow these steps to submit a question to Human Resources:

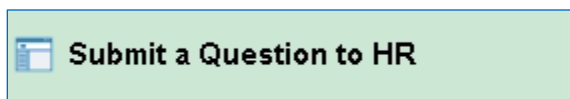
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



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. In the left column of the page, click the **Submit a Question to HR** tab.

My Way Leader Self Service

Submit a Question to Human Resources

Use the drop down menus to select the Category and Topic that most closely describe the type of service needed.

*Human Resources Category: *Topic:

[Tell Me More](#)

Please select the best way you can be reached during business hours.

*Best Time to Contact: *Best Way to Contact:

Phone: Email Address:

* Please ask your question in the space below and include any additional contact information:

I would like to take a MicroSoft Excel class. Is that available?

*** Required Field**

5. Complete all the fields on the **Submit a Question to Human Resources** form.
6. Click the **Save** button.
Result: Human Resources will respond to your question.

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.