

HR AMP System Transactions “Printer-Friendly” View Option

Free-text fields in the Human Resources Administrative Management Portal (HR AMP) will now have a “Printer Friendly” link so that the user can view and print the full body of the text entered in the text box.

See Example Below:

“Default View”


Click on “Printer Friendly” to view printer-friendly version

Brief description of work to be performed: [Printer Friendly](#)

Provides clerical and general office assistance. Ensures efficient client services in processing over 50 employee hire actions weekly. Reviews new hire appointment documents to determine authorization to commence work. Performs various clerical support duties/assignments, to include word-processing, filing, handling phone calls/emails, data entry and data audits into all modules of a Human Resources Management System (Human Resources, Benefits and Payroll). Drafts and edits job descriptions & other written documents. Performs other general office work. Works independently on routine-complex assignments, referring technical, policy interpretation, and legal questions to supervisor and/or technical support consultants. Type of work requires high degree of accuracy and attention to details, good organizational skills, time management, and ability to work with multiple deadlines. Good communication and interpersonal skills required for high volume (telephone and in-person) contact with the general public, staff, and project staff.

Click on **SAVE** to access the Authorization Request button.

[Authorize Request](#) [Reject Non-Reg Hire](#)

 Save

“Printer-Friendly Version”


Click on the “Done” button to return to the default view.

Brief description of work to be performed: [Done](#)

Provides clerical and general office assistance. Ensures efficient client services in processing over 50 employee hire actions weekly. Reviews new hire appointment documents to determine authorization to commence work. Performs various clerical support duties/assignments, to include word-processing, filing, handling phone calls/emails, data entry and data audits into all modules of a Human Resources Management System (Human Resources, Benefits and Payroll). Drafts and edits job descriptions & other written documents. Performs other general office work. Works independently on routine-complex assignments, referring technical, policy interpretation, and legal questions to supervisor and/or technical support consultants. Type of work requires high degree of accuracy and attention to details, good organizational skills, time management, and ability to work with multiple deadlines. Good communication and interpersonal skills required for high volume (telephone and in-person) contact with the general public, staff, and project staff.

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