



EMPLOYEE GUIDE

HOW TO SUBMIT A NEW SUGGESTION

- Log onto Employee Self Service (ESS) in KHRIS
- Choose the 'Employee Self Service' tab
- Select 'New Suggestion'
- Enter your work phone number
- Select the 'Anonymous Submitter' checkbox if you wish to remain anonymous. Otherwise, move to the next step.
- Select 'next'

NOTE: If you are submitting an idea for a team, before selecting 'next', add the other members of the team here. To do this, choose this icon  (looks like two pieces of paper), select 'Start Search'. Review the list and choose the person to add then select 'OK' **OR** add another member by entering their PERNR and select 'Add'.

On the suggestion information step, complete:

- a) Suggestion Title: This is the title given to your suggestion that will differentiate it from other ideas
- b) Current condition: Enter a brief description of the present condition that you are trying to improve with your suggestion. Describe the current situation.
- c) My Suggestion: Enter a detailed explanation of your suggestion. The more specific and descriptive, the better.
- d) Savings: Enter a specific explanation of the savings, improvement, or other area of opportunity that your suggestion will provide. This could be savings in time, money, labor, etc...
- e) Select 'Next'

Congratulations, you have entered a new Suggestion!

NOTE: 'Save as Draft' is an option you have when creating a new suggestion. This option gives you the ability to save your idea and complete it at a later time. Any attachments you have to support the idea should be attached using the 'Attachments' section. Use the 'Browse' button to search for the file on your computer and then the 'Upload' button to add it to the idea. Select 'Check'. The Check step gives you the opportunity to review the data you have entered on the previous steps. Review and select either 'Save as Draft' or 'Send'

HOW TO FIND YOUR PREVIOUS SUGGESTIONS

- Select 'My Prior Suggestions'.
- All of your prior suggestions will appear in the bottom of the screen.
- To show all your prior suggestions where you were the first submitter, choose 'First Submitter' in the drop down and select 'Find'.
- Additionally, to search for your submitted suggestions that were sent back to you, choose 'Back to Submitter' in the drop down and select 'Find'.
- To see more search options, select the words 'More Select Options'.

HOW TO FIND YOUR PREVIOUS AWARDS

- Select 'Previous Awards'
- All of your previous suggestions will appear at the bottom of the screen
- You can search Short Text (Suggestion), date submitted, or organization assignment.

HOW TO REQUEST A RECONSIDERATION

If your suggestion is denied by both the evaluator and coordinator, you have the option to request a reconsideration. To do this, find the suggestion in the "My Prior Suggestions" area, open it and then select the "Objection" button, which will send it back to the Coordinator.