

Purpose

HR Central is an all-in-one solution connecting you to your and your employees' pay, personal data and leave of absence information. As a Manager, you can modify an employee's salary, review and approve leave of absence requests, and initiate employee transfers and terminations, all in one place.

Under the Resources tab in HR Central, you will find job aids to help you complete a range of manager transactions. For support with your personal self-service transactions, review the employee job aids.

Reminder(s):

Logging In	Logging Out	Accessibility	Password Reset
Log in once using your Luxottica employee ID and password to access to your pay, data and leave information. View a paystub, change your address or view an upcoming leave of absence without logging in to different systems.	To protect your personal information, log out of HR Central immediately when you are finished using it. HR Central will automatically log out after 2 minutes of inactivity.	HR Central is accessible from any device on any network. If you voluntarily choose to use your personal devices to access it, you'll be responsible for all associated fees, data charges and related IT support.	If you forget your password, reset it through your normal process. Contact your local IT or Store Support Call Center if you need additional assistance with your password.

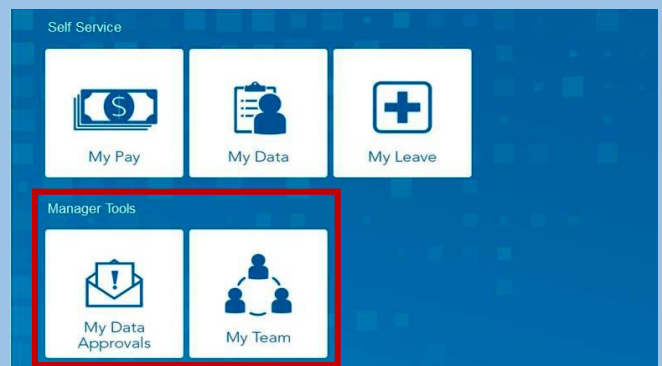
How Do I?

SELF SERVICE

The manager's **Self Service** menu provides you with two additional areas to choose from:

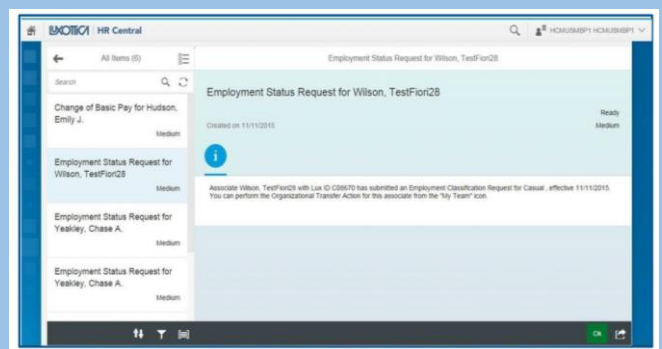
[My Data Approvals](#) to review and approve employee requests.


[My Team](#) to view or edit your employees' personal information.



MY DATA APPROVALS

Some employee transactions, such as employee status reports and pay changes, follow an approval process. You will see any actions that need approval in My Data Approvals in HR Central, allowing you to review and approve requests in a timely and accurate manner.






MY TEAM

View personal data for your direct reports (those employees who report directly to you) and indirect reports (for your full organization). You may also edit some personal information on behalf of your employees in the same way that you will edit your own personal information.

My Team



My Team

Display: Direct Reports


Employee Name	Lux ID	Position	Manager
McPhoy, Latonya T.	-----	Eyewear Consultant	Tobias, Carolyn
Sequeira, Carolina G.	-----	Eyewear Consultant	Tobias, Carolyn


Reference


1


Navigation/Editing

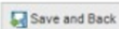
Use the following tools to navigate and make edits in HR Central.


 Return to the main menu


 Search HR Central

 Edit content

 Delete content

 Save changes & return to previous screen

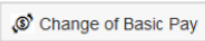
 Save changes

 Cancel changes before saving


2

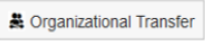
Notifications

You may see the notifications when making edits and approvals in HR Central.


 Change of Basic Pay

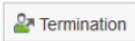
Change employee’s pay (may require second-level approval)

 Changes were saved


 Organizational Transfer


Transfer employee to a different status or brand/dept.

 Soft caution; check edits


 Termination


Terminate employee’s employment

 Hard error; review the error to determine next steps

 Check

System will review your changes and provide any warnings or errors

 Confirm review of information (e.g., in Data Approvals)

 Send

Complete your action