



How to find HR applications within MyHR

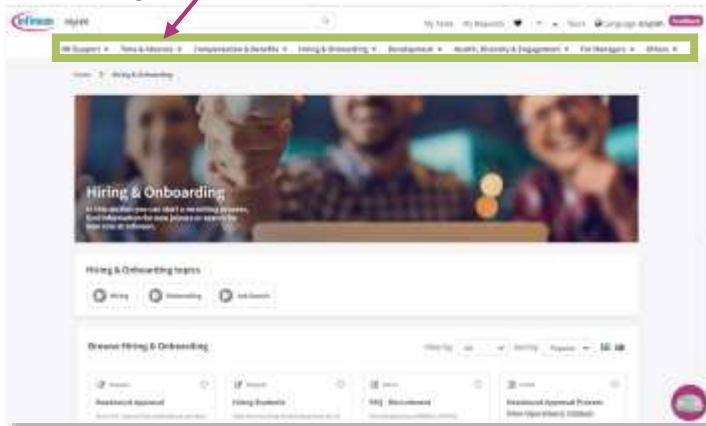


People create value.
HR fosters people engagement.



How to find everything you need in MyHR

1. All HR topics have been clustered into the navigation bar which you can find in the header.



2. The knowledge base and HR services are collected in the corresponding pages:

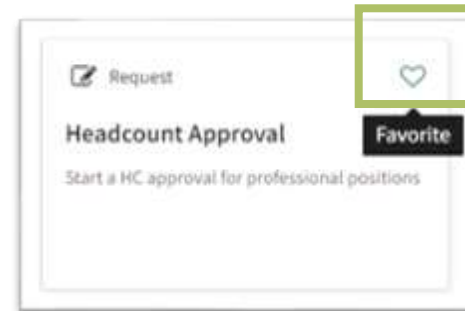
Articles or **Requests**



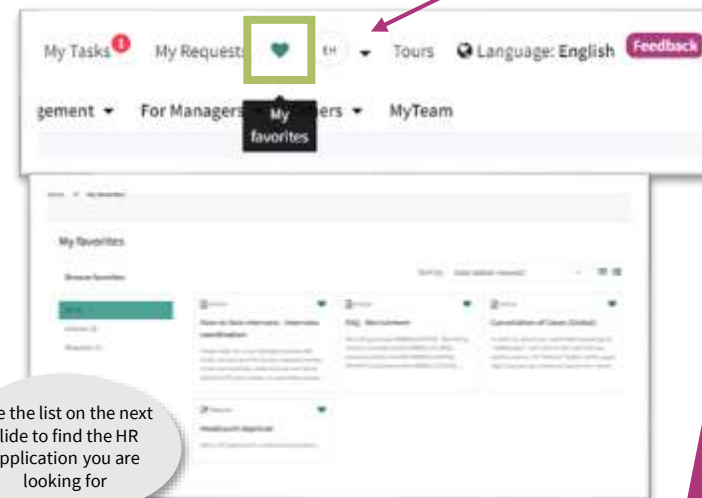
“Raise” = Request form for chosen service within MyHR

“Access” = Link to the respective HR Application outside of MyHR (previously found in ePortal)

3. You can also set favorites for requests and articles that you need frequently just by clicking on the heart icon.



4. To quickly access them, click My Favorites.



Use the list on the next slide to find the HR application you are looking for



How to find the global HR applications you need

The HR Applications can be found under the different topics in MyHR



HR Application	Short description	Link to the application	Topic
Organizational Chart	Access Infineon organizational chart	Organizational Chart	Org Structure (Org chart)
My Employee Profile	Access the respective tool to access the Employee Profile in the SuccessFactors system	My Employee Profile	Data Management
My Personal Data	Access the respective tool	My Personal Data	Data Management
360° Feedback request	Access the respective tool to request and start the 360° Feedback survey	360° Feedback request	Feedback Instruments
MyInbox	Access the respective tool to shows tasks and approvals for different topic	MyInbox	General
Substitution Manager	Access the respective tool to allows you to define other persons as your substitute in case of absence. You can pre-define different sets for convenient activation	Substitution Manager	General
STEPS (Targets & Behaviors, Career Projection and Development Measures)	Access the respective tool to manage Targets & Behaviors, Career Projection(s) and Development Measures	STEPS	STEPS
ESS Reports	Access the respective tool for checking Training History, Instructor Hours and Training Plan Status	ESS Reports	Training
Request ext. Training	Access the respective tool to request an external training	Request ext. Training	Training
SuccessFactors Learning	Access the respective tool for learning and development	SuccessFactors Learning	Training
Training History view	Access the respective tool to check your SuccessFactors Training History	Training History View	Training



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