

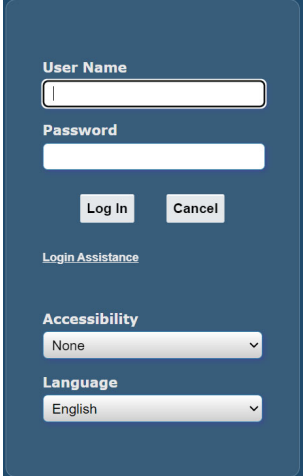







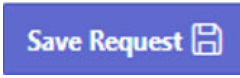

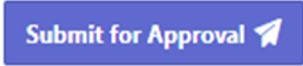


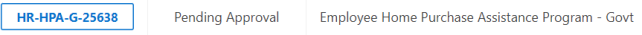


# Employee Home Purchase Assistance Program

## Logging In

You can access Oracle through any internet connection at <https://employees.henrico.us/govt-ft/>

|   |   |
|---|---|
| <ul style="list-style-type: none"><li>In the right-hand panel, please click on the "From Work" OR "From Home" Link</li></ul>                         | <div data-bbox="997 604 1386 831"><p><b>Contact HR</b><br/><b>Log in to HRMS:</b><br/>from work   from home<br/>Forgot My Password</p></div>  |
| <ul style="list-style-type: none"><li>Enter Your Username and Password at the Login Screen</li><li>Click the Log In Button</li></ul>               |   |
| <ul style="list-style-type: none"><li>Click on Employee Direct Access</li><li>Select "Document Approval App" option under the Main Menu</li></ul>  | <p>Employee Direct Access</p> <div data-bbox="1015 1409 1511 2007"><p>Personal Information Review and Update</p><p>My Benefits</p><p>Salary Related</p><p>My Past (before 12/20/2008)</p><p>Learning</p><ul style="list-style-type: none"><li>Employee Directory</li><li>Leave of Absence</li><li>My Appraisals</li><li>Document Approval App</li></ul></div> |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Click "Create Approval Request" button on the top left corner.</li> </ul>    |   |
| <ul style="list-style-type: none"> <li>Under *Category leave, Choose "Employee Home Purchase Assistance – GG"</li> <li>Under *Routing Type, Choose " First Responder Wins"</li> <li>Under *Subject, Type in "Request for EHPAP eligibility"</li> </ul>    | <ul style="list-style-type: none"> <li>* Category <input type="text" value="Employee Home Purchase Assistar"/> ▾</li> <li>* Routing Type <input type="text" value="First Responder Wins"/> ▾</li> <li>* Subject <input type="text" value="Request for EHPAP eligibility"/></li> </ul>   |
| <ul style="list-style-type: none"> <li>Click "Save Request" button on the top left corner. You will receive a message on the top right corner saying Document Saved Successfully.</li> </ul>    |    |
| <ul style="list-style-type: none"> <li>Click "Submit for Approval" button on the top of screen.</li> <li>You will receive a message on the top right corner saying Document Successfully Submitted for Approval if you meet the initial eligibility criteria.</li> </ul>   |    |
| <ul style="list-style-type: none"> <li>If you do <u>not</u> meet the initial eligibility criteria, you will see the reason(s) for your ineligibility in red.</li> <li>Possible reasons for ineligibility upon request creation: <ul style="list-style-type: none"> <li>You are not currently in an active employee assignment status – Ineligible.</li> <li>As of &lt;CURRENT DATE&gt; you have not met the requirement for Years of Service - Ineligible.</li> <li>Performance Evaluation – You have not met the performance standards - Ineligible.</li> <li>An approved loan record exists for this employee. You can have only one loan for your entire term of employment. - Ineligible.</li> <li>Only one request allowed every 15 days - Ineligible.</li> </ul> </li> </ul>  | <p>Document Approval Request</p> <p>Request number <b>HR-HPA-G-25755</b>      Request status <b>Rejected - Ineligible</b></p> <p>* Category <input type="text" value="Employee Home Purchase Assistar"/> ▾      * Routing Type <input type="text" value="First Responder Wins"/> ▾</p> <p>* Subject <input type="text" value="Request for EHPAP eligibility"/></p> <p>Reject reason <b>You have met requirement for Years of Service - Eligible.</b><br/> <b>Only one request allowed every 15 days - Ineligible.</b><br/> <b>Performance Evaluation - You have met or exceeded the performance standards - Eligible.</b><br/> <b>You are a permanent full-time HCPS or Govt. employee - Eligible.</b><br/> <b>No approved EHPAP loan record exists from the past - Eligible.</b></p> |
| <ul style="list-style-type: none"> <li>A Request number and "Pending Approval" Request status displays if initial eligibility criteria has been met.</li> </ul>   |   |

- You will receive an email notification of your final approval status.
- You may periodically return to the Document Approvals page to look for the “Approval Status”.



Requests Created By Me.

| Request number                 | Approval status | Request category                          |
|--------------------------------|-----------------|---|
| <a href="#">HR-HPA-S-25593</a> | Approved        | Employee Home Purchase Assistance Program |