

HR Tools & Support - Employee

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Please click on the titles below to open the articles with the relevant information:

[COUNTRY & SITE FREQUENTLY ASKED QUESTIONS \(FAQs\)](#)

Here you will find FAQs for your country and site. We don't have all of the countries and sites uploaded but we are working on it! If you don't find your country/site information here please open a ticket in ServiceOne!

[HOW TO ACCESS SERVICE ONE & HOW TO USE THE SEARCH BOX](#)

Here you will find information on how to access Service One and use the search bar in the tool.

[HOW TO CHANGE MY PICTURE IN MY HR SERVICES](#)

Here you will find information now on to change your picture/avatar, as well as your header image, in My HR Service.

[HOW TO TRANSLATE THE HR TOOLS TO YOUR LANGUAGE](#)

Here you will find information on how to translate the HR Tools: The Chatbot, Digital Workplace and the HR Wiki.

[MY EMPLOYEE FILE IN MY HR SERVICES](#)

The Employee File is a place where you can find all of your HR related documents in one place. This space will contain your documents that have already been loaded in your profile in My HR Services.

[MY PERSONAL INFORMATION IN MY HR SERVICES](#)

For more information on how to update your personal information and data on your profile in My HR Services.

[MY TIME MANAGEMENT & TIME APP IN MY HR SERVICES](#)

For more information on time management as well as the Operating Procedures that tell you how to perform different tasks on the Time App in My HR Services.

[PAYROLL GOOGLE CALENDAR](#)

We know it is never easy to memorize dates so it's with great pleasure that we announce the creation of a **Payroll Calendar for your country!**

The purpose of this Google Calendar is to allow all employees in the country to consult the most relevant Payroll dates.

- [How to access My HR Services from a computer or a mobile device](#)
- [My HR Services & Employee profile](#)
- [Service One Digital Workplace Video Guide](#)

