Administration Services Request Web App



User Guide

2021

Branding





Reproduction Print Services



Courier Services Request for Paper



Graphic Arts

Where is the app located?

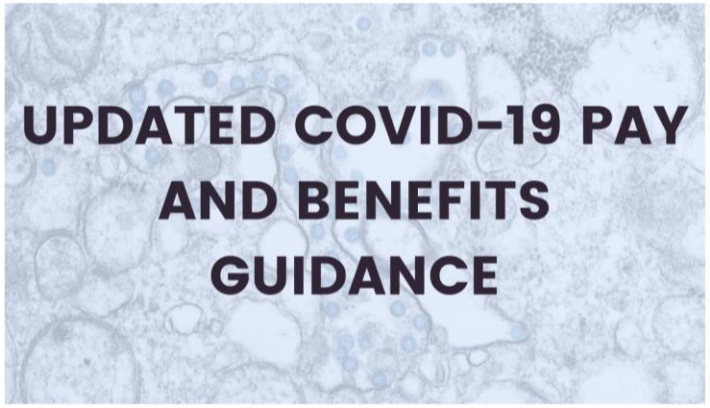
Ingalls Shipbuilding Intranet

- **Homepage Icon**
- **Resources ⟹ Common Tools**

INGALLS SHIPBUILDING INTRANET

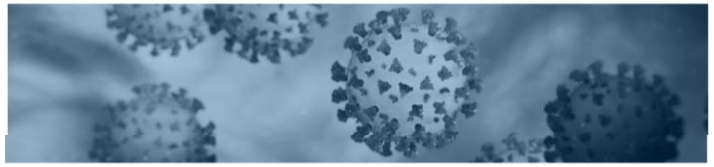
FEATURED NEWS

July 23 | Updated COVID-19 Pay and Benefits Guidance



Earlier today you received an email from Bill Ermatinger, Executive Vice President and Chief Human Resources Officer in regards to the HII's Quarantine Pay Policy update. With the growing spread of the COVID-19 delta variant, HII leadership has decided to **reinstate the paid waiting period for fully vaccinated employees** who test positive for COVID-19, effective July 26.

July 26 | Message from Bill Ermatinger: Update To HII's COVID-19 Waiting Period Policy

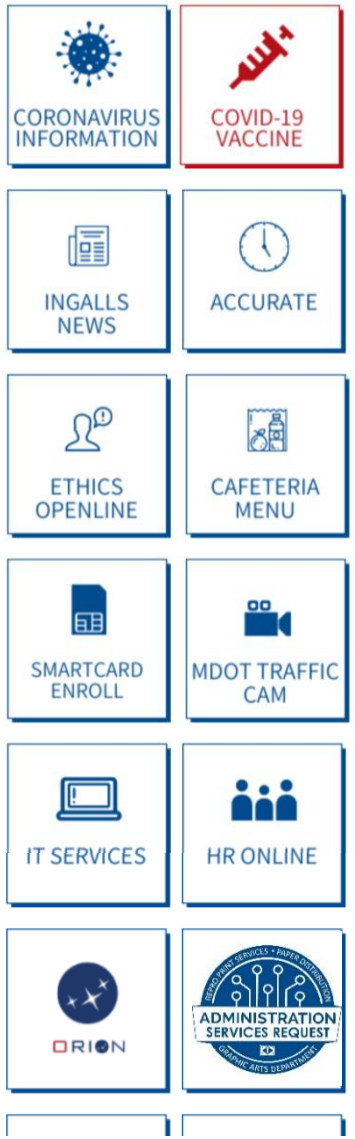


This message is also available at the following internal link: https://www.hii-homeport.com/docs/2021/HII-Executive-Memo-Bill-Ermatinger-Waiting-Period-Pay-Policy-July-23-2021.pdf.

Dear HII Employees:

Since March 2020, we have monitored and adjusted HII's COVID-19 response efforts to keep our employees safe and support our important mission for our government and industry customers.

The increase in vaccinations and decrease in COVID-19 cases this spring led to nationwide easing of public health restrictions. In turn, on June 1, HII ended the paid waiting period for employees who test positive for COVID-19.



Homepage Icon

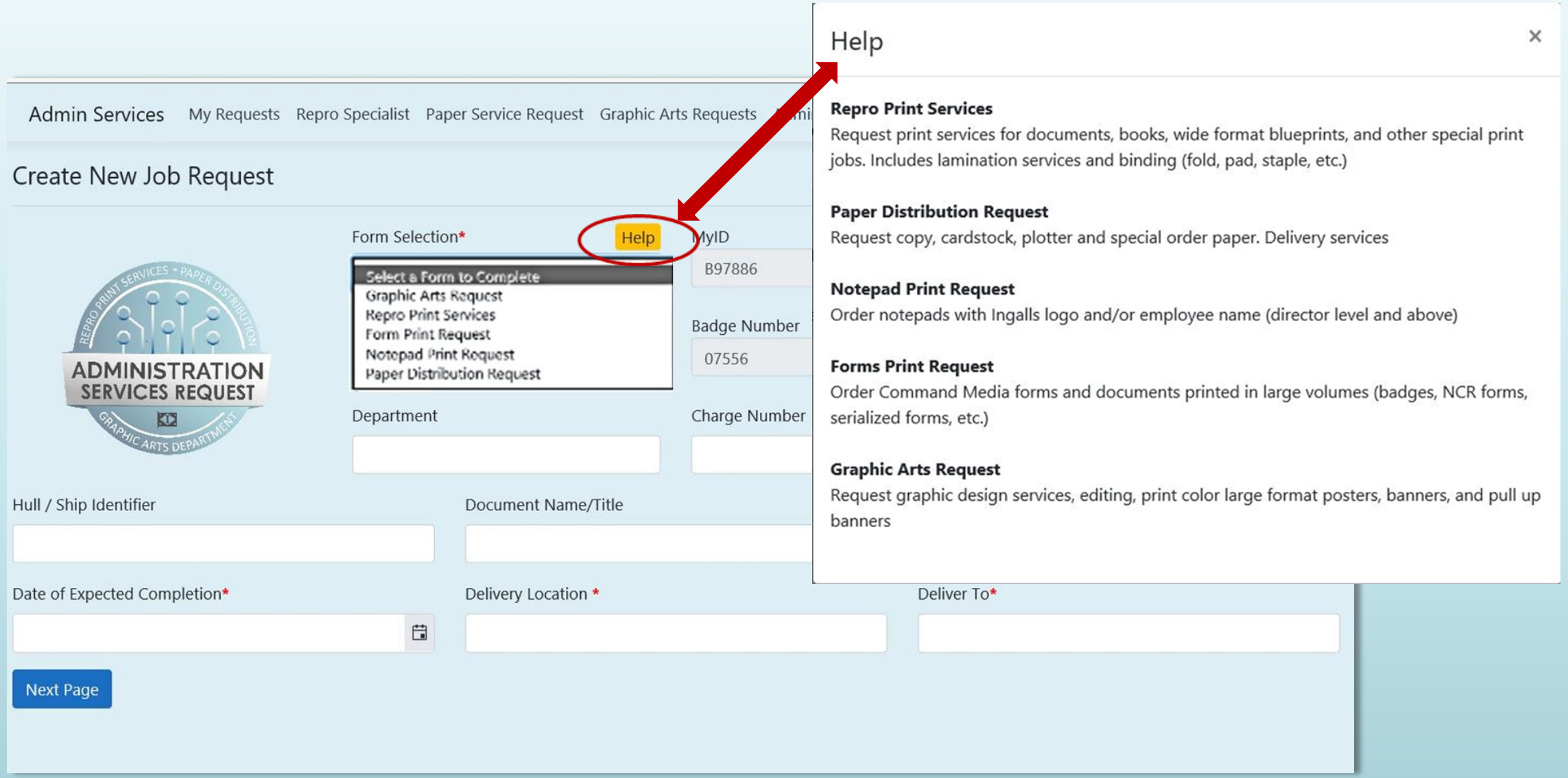
Resources

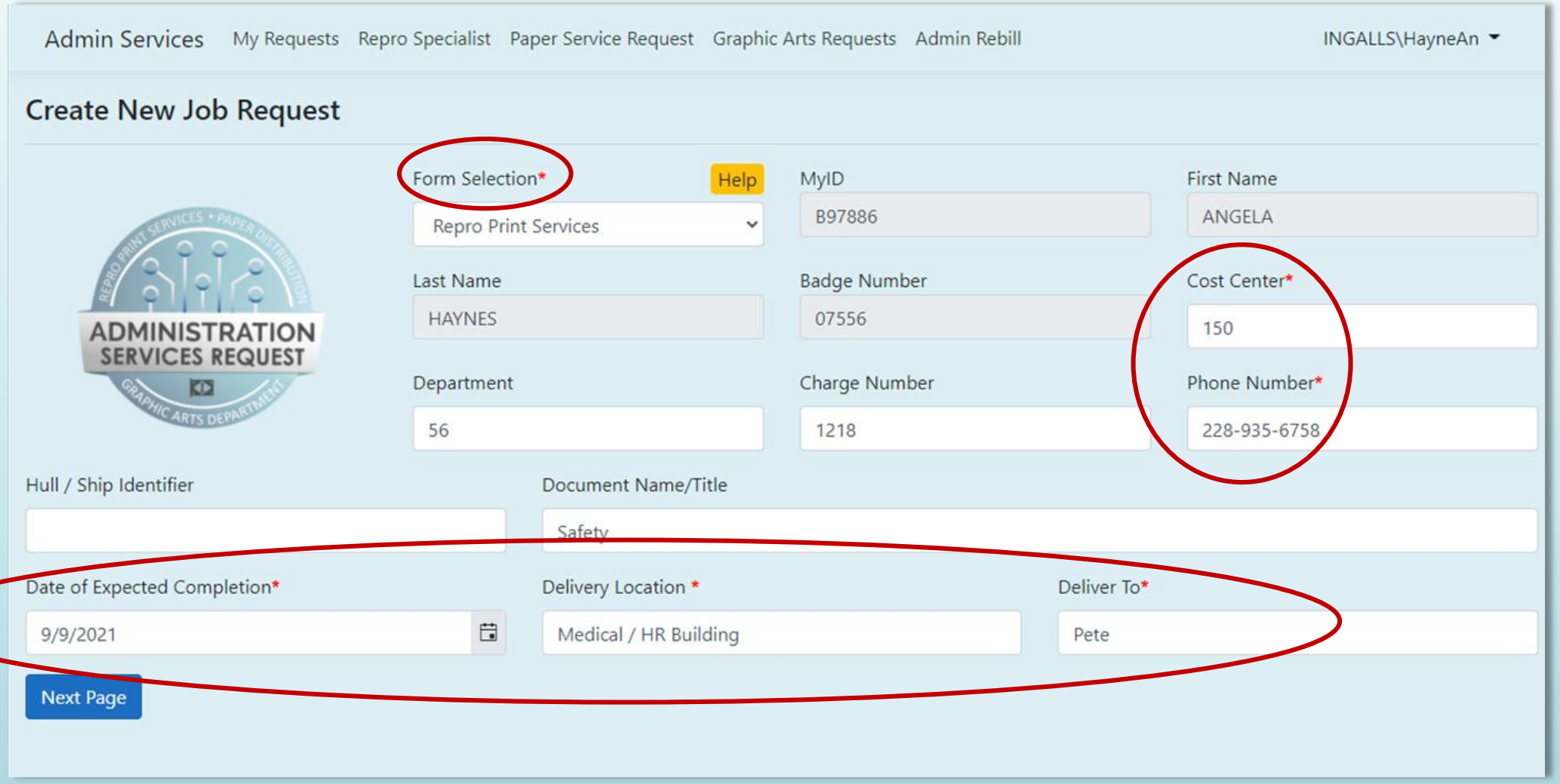
- Common Tools ⟹ *Administration Services Request*



Click. Create.

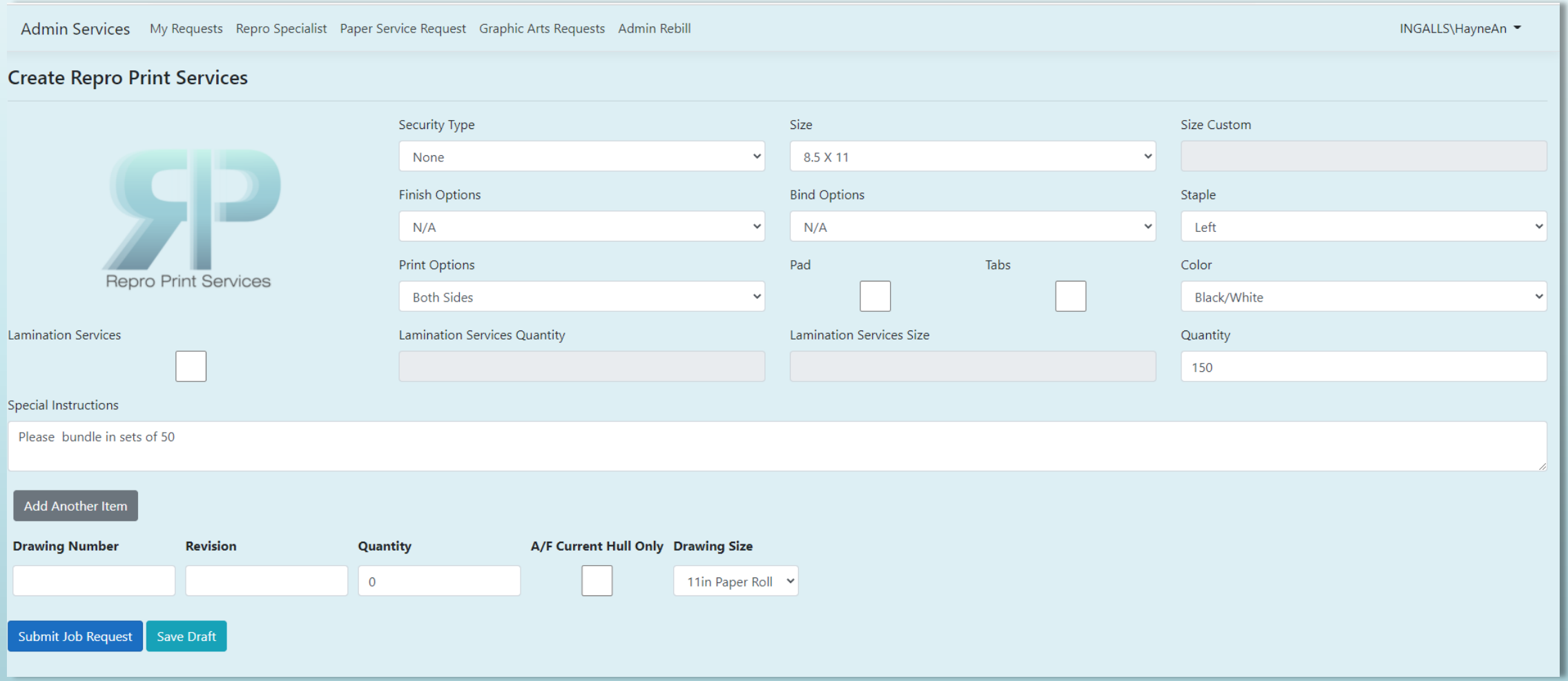



Admin Services
My Requests
Repro Specialist
Paper Service Request
Graphic Arts Requests
Create New Job Request
ADMINISTRATION SERVICES REQUEST
REPRO PRINT SERVICES • PAPER DISTRIBUTION
GRAPHIC ARTS DEPARTMENT
Form Selection*
Help
Select a Form to Complete
Graphic Arts Request
Repro Print Services
Form Print Request
Notepad Print Request
Paper Distribution Request
MyID
B97886
Badge Number
07556
Department
Charge Number
Hull / Ship Identifier
Document Name/Title
Date of Expected Completion*
Delivery Location *
Deliver To*
Next Page
Help
Repro Print Services
Request print services for documents, books, wide format blueprints, and other special print jobs. Includes lamination services and binding (fold, pad, staple, etc.)
Paper Distribution Request
Request copy, cardstock, plotter and special order paper. Delivery services
Notepad Print Request
Order notepads with Ingalls logo and/or employee name (director level and above)
Forms Print Request
Order Command Media forms and documents printed in large volumes (badges, NCR forms, serialized forms, etc.)
Graphic Arts Request
Request graphic design services, editing, print color large format posters, banners, and pull up banners



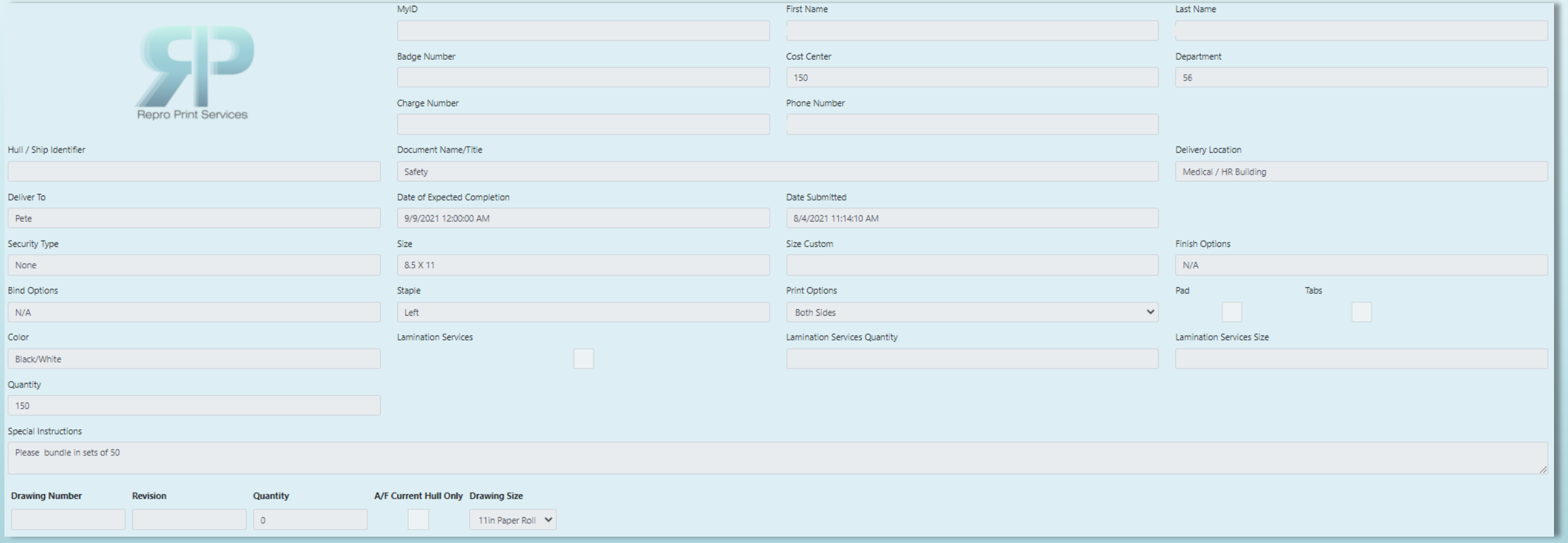
All items with * must be completed to proceed with the request.

Job Details: Use the drop down buttons, check boxes, and special instructions, as needed, to provide necessary details of the job.



Submit Job Request: When details are complete and you're ready to submit the work for processing

Review: Verify that you have submitted the accurate information.



Check Job Status



Created: You've started the request but have not saved a draft or submitted it

Draft: Your request is saved but not submitted

Unclaimed: Your request is submitted and awaiting a team member to claim it

Claimed: A team member has claimed the submitted job and is reviewing the details or completing the request

Completed: The job is done and out for delivery

Points of Contact



ASR app team member contact info

Repro Print Services

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