

## Human Resources – Job Aid

# How to Submit an Employee Relations Consultation Request via e-Service

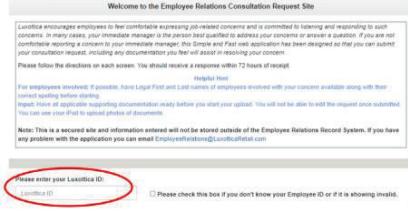
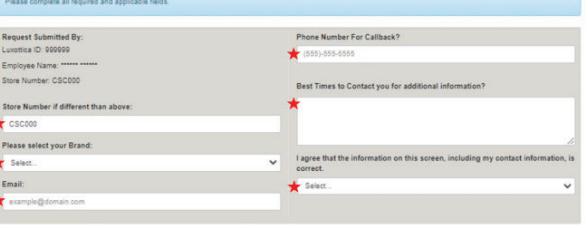
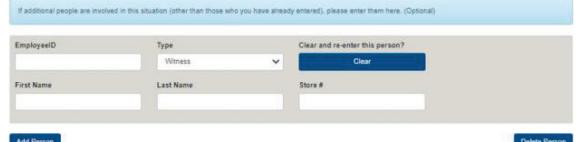
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Questions? Reach out to your HR Business Partner.



Step	Details	Screenshot (if applicable)
1.	Please log into the <a href="#">North America Hub on OneEssilorLuxottica</a> with your EssilorLuxottica ID and password.	
2.	Scroll down the home page of the NA Hub and select the <b>Employee Relations e-Service link</b> .	
3.	Once you are within Employee Relations e-Service, review the options carefully. <b>Select the business location</b> to which you are currently assigned.	

## HOW TO SUBMIT A CONSULTATION REQUEST IN E-SERVICE

4.	<p>Select <b>Employee Relations Consultation Request</b> to submit a general question or consultation request to the system.</p>	
5.	<p>Enter your <b>EssilorLuxottica ID</b> (if unknown, check the box).</p>	
6.	<p>Many questions can be answered via the policies on the <a href="#">North America Employee Hub on One EssilorLuxottica</a>, however, if you would like to proceed with a consultation request, please select <b>next</b> at the bottom of the page.</p>	 <p>If after reviewing the information and resources on HR Solutions, your request still needs to be discussed with a Luxottica Employee Relations Manager select <b>Next</b>.</p>
7.	<p>Continue and fill out <b>all required fields</b> regarding your information and continue through the prompts. You will be asked to complete entries on multiple pages.</p>	
8.	<p>Enter <b>additional people</b> to the consultation request (if applicable).</p>	
9.	<p><b>Attach</b> supporting files/documents (if applicable). Click <b>Finish</b> to submit the consultation request to Employee Relations.</p>	