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From legacy to launch: SEB's journey to Jira Service Management



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About SEB

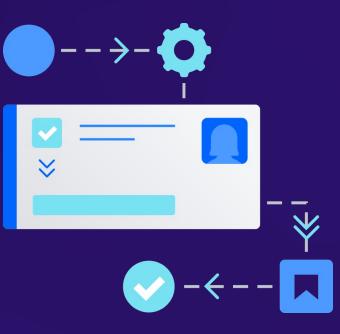
SEB is a leading northern European financial services group, with a history dating back to 1856. Innovation, entrepreneurship, and an international perspective are part of our DNA. Our vision is to provide world-class service. We do this through long-term relationships, personal advice, and digital services – and by supporting our customers in the transition to a more sustainable world.



Migrating from BMC remedy

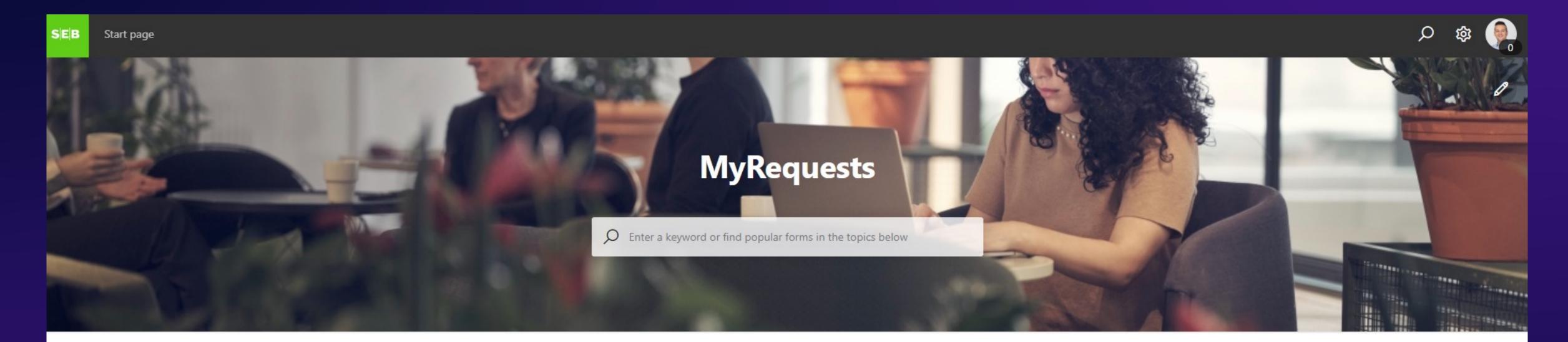


700 request forms
From the portal



350 automations
Behind these request forms





Welcome to **MyRequests** where you can request access rights and other services that you need for your daily work. From this portal you can find requests from different support groups such as Access management team, HR Requests, Procurement support etc.

Forms previously found in \mathbf{MyIT} have been moved here.

Find your needed request form by searching in the search field above or browse by popular topics below. Find a support group page through search or in the bottom of this page.



Set alternate approver

Redirect approval requests to another person in Jira.

Popular form topics



Access rights



HR Requests



Email



Employee Onboarding



Get help



Install Software

Mainframe services



Manage account



Microsoft Teams, Sharepoint and

OneDrive



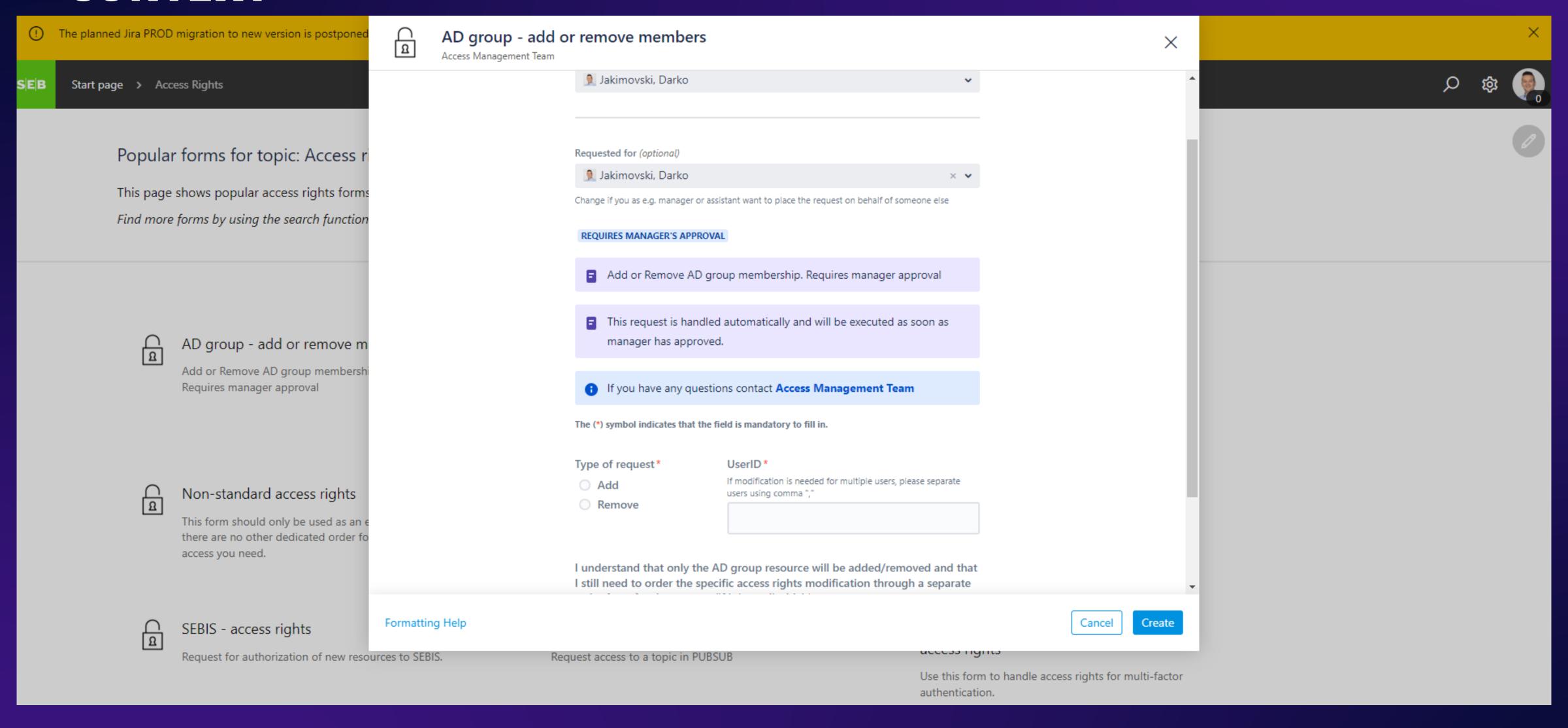
Office

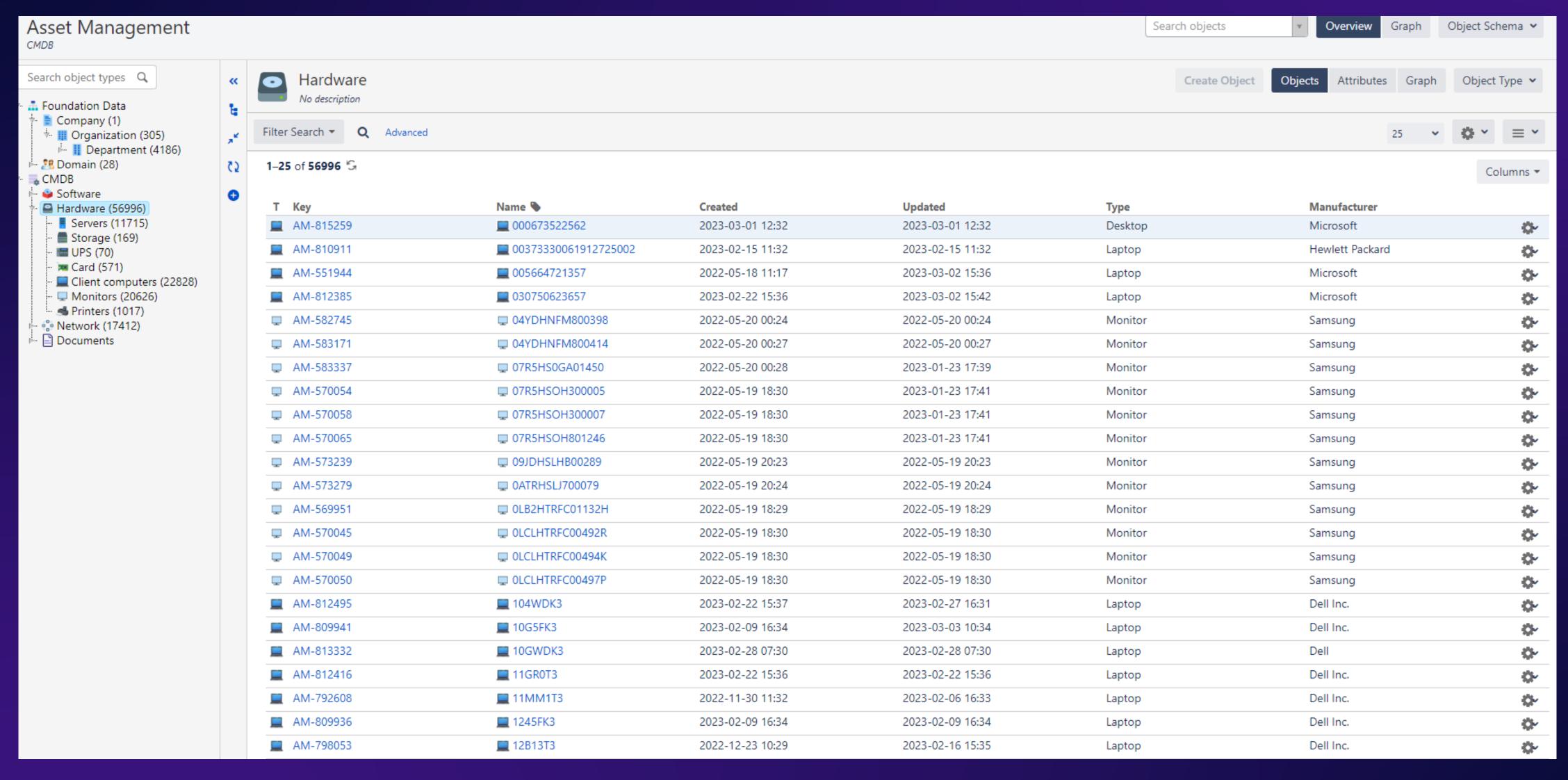


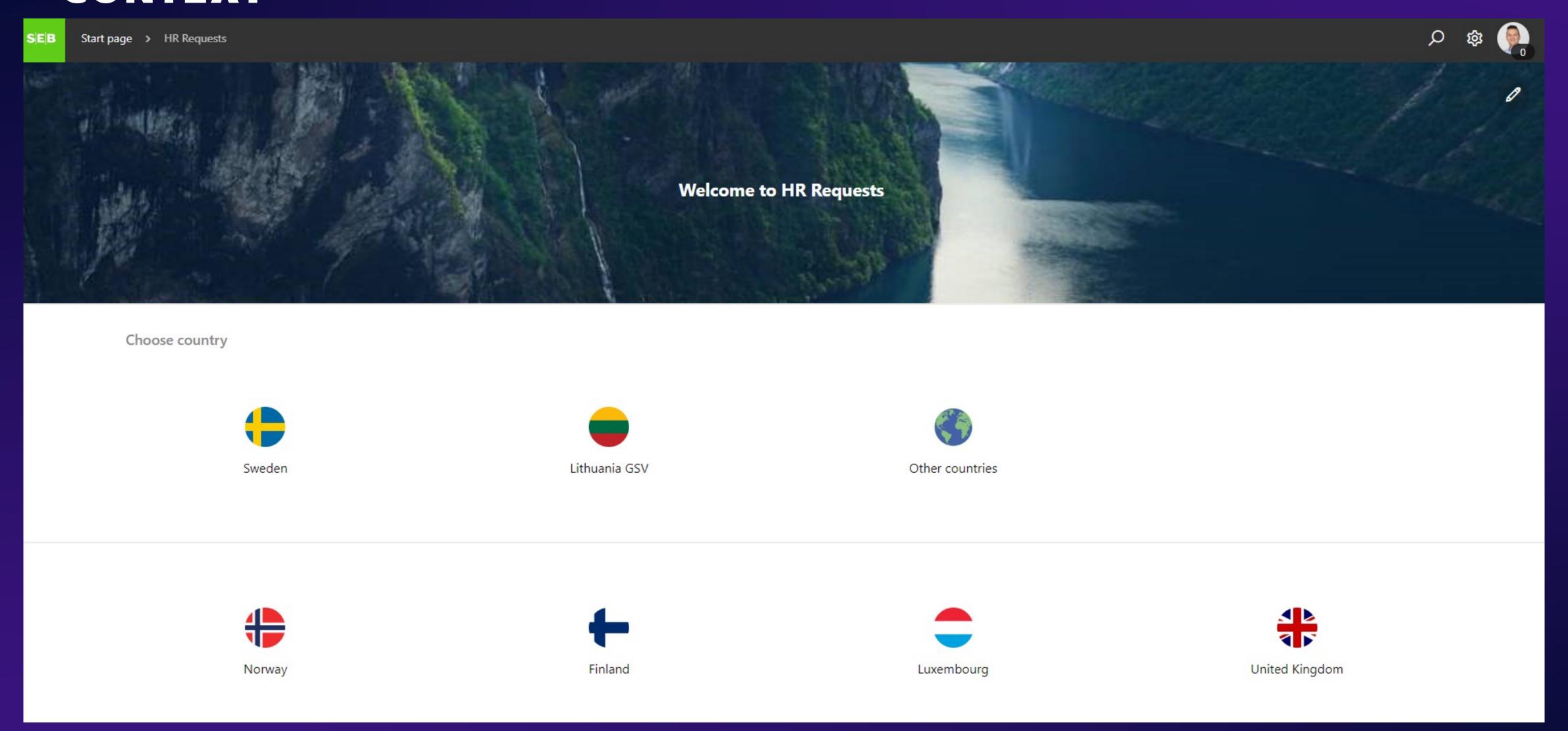
Telephony and mobile

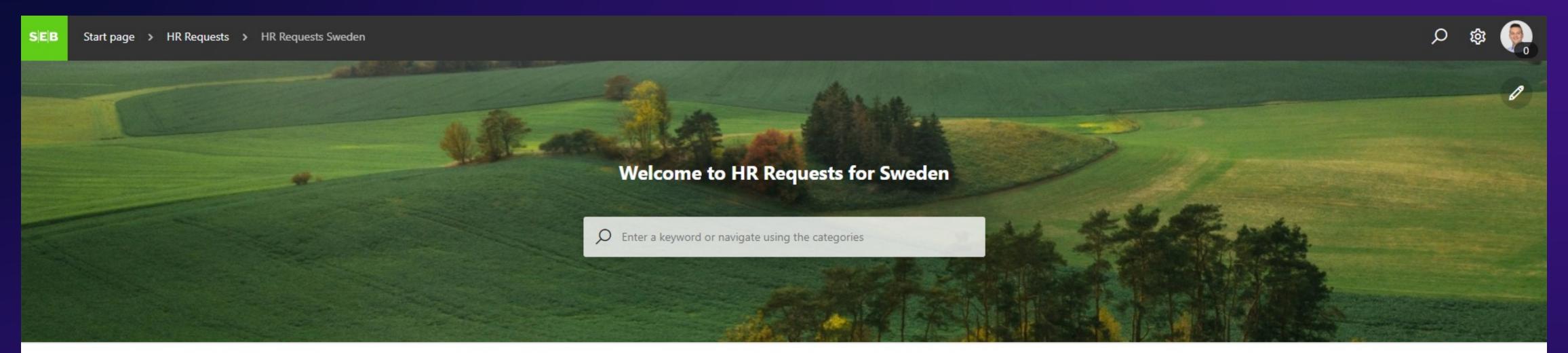


Working from home









Find the needed form by searching in the search field above or by using the categories below. You can find answers to common questions in HR Self-service (SoFi)

Categories

Working hours & Absence

Learning & Development

Licenses

Remuneration, Salary, Benefits & Pension

Recruitment, Consultants & **Employment Changes**

HR Online technical support

International assignments



SWE Request return from parental leave

Use this for to inform HR about a return from parental leave



SWE Apply for vacation during parental leave

Use this form to apply for vacation during a parental leave



SWE Submit sick leave documents to HR

Use this form to submit sick leave documents



SWE Request return from a long term sick leave

Use this form to inform HR about your return to work from a Sick leave longer than 90 days



SWE Correct or cancel already approved absences

Use this form to request correction or cancellation of absences that were registered by HR Admins



SWE Request F1E change for employees on CCC SWE Request FTE change schedules (24/7)

For employees currently working on a CCC schedule (24/7): Use this

Categories

SWE Apply for full time schedule X Working hours & Absence Learning & Development Licenses Raise this request on behalf of Jakimovski, Darko Remuneration, Salary, Benefits & Pension Recruitment, Consultants & **Employment Changes** Requested for Jakimovski, Darko × v HR Online technical support Change if you as e.g. manager or assistant want to place the request on behalf of someone else International assignments REQUIRES MANAGER'S APPROVAL HR Staff only For employees currently working part time Use this form to request your schedule to be changed to full time. The (*) symbol indicates that the field is mandatory to fill in. Are you currently part of the 62+ Benefits program?* Yes O No Formatting Help



SWE Request return from a long term sick leave

Use this form to inform HR about your return to work from a Sick leave longer than 90 days



SWE Apply for part-time schedule

For employees currently working full time: Use this form to change your schedule to part time



SWE Request return from unpaid or study leave

Use this form to inform HR about your return to work from a Study leave or an unpaid leave longer than 60 days



SWE Remove overtime lock

Use this form to remove an overtime lock from one of your employees (it will be sent to the employee for approval)

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Thankyou



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