SSO Manager – View Employee Details

Navigation: Manager Home -> Employee Details -> View Employee Personal Info

View Employee Details:

Managers can access employee details from the Direct Line Reports pagelet on the Manager homepage.

1. Navigate to Manager Home.
2. Click on the Actions link to select from the related actions for this employee.
3. Click the View Employee Personal Info link.
4. A new page will open up in your browser with information on this employee.
5. Click on the links Home and Mailing Addresses, Email Addresses, Phone Numbers, Emergency Contacts or Birthday for more personal information on the employee.

Note: You can also use the menu navigation to access the same page.
SSO Manager – View Employee Details continued

Employment Summary:

Managers can also access further employment details about their staff.

1. Navigate to Manager Home.
2. Click directly on the link on the employee Name.
3. This page provides current salary and the career history for each employee.

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