Staff Services Online – View Employee Details

Introduction

This guide describes how managers view employees' personal details, salary and career history.
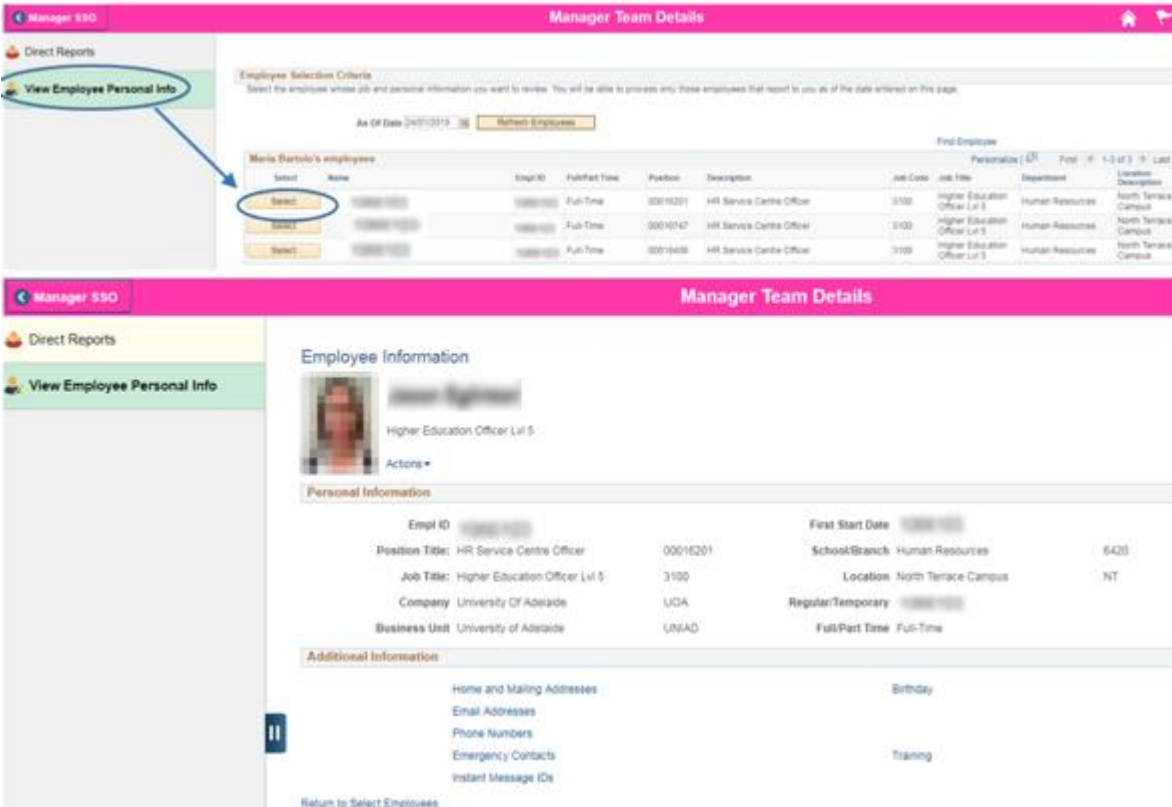
Procedure

View Employee Details

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

1. Navigate to **Manager SSO Home**.

2. Click on the **My Team** tile to select from the related actions for this employee.

3. Click the **View Employee Personal Info** tab.

4. **Select** the employee you wish to view. 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 Direct Reports tab, then Actions link to access the same page.

Employment Summary

Managers can also access further employment details about their staff.

1. Navigate to **Manager SSO Home**.

2. Click on the **My Team** tile.

2. Click directly on the link on the employee **Name**.

3. This page provides current salary and the career history for each employee.