

# Staff Services Online – View Employee Details

## Introduction

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

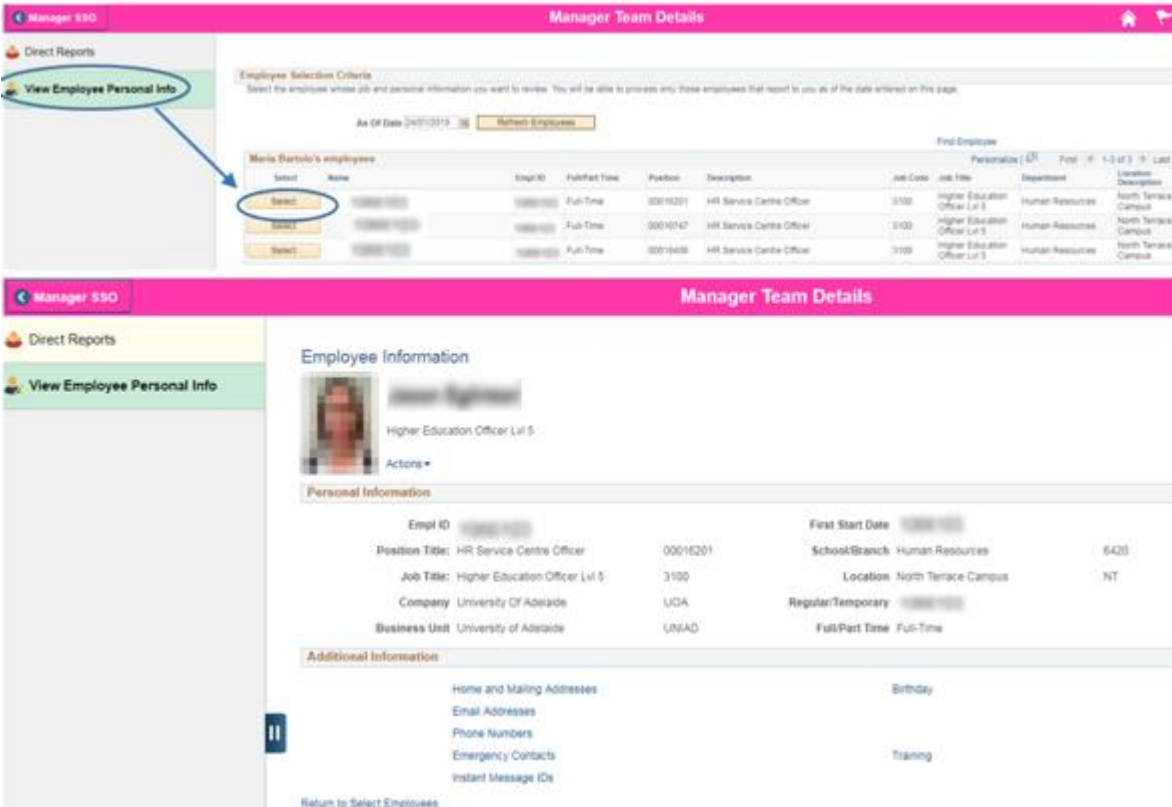
## Procedure

### 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.



The screenshot shows the Manager SSO interface. The top navigation bar includes 'Manager SSO' and 'Manager Team Details'. The left sidebar has 'Direct Reports' and 'View Employee Personal Info' (highlighted with a blue circle and arrow). The main content area shows 'Employee Selection Criteria' with a table of employees. The 'Select' button for the first employee is circled in blue. Below the table, the 'Employee Information' page is displayed, showing a profile picture, name, and various details under 'Personal Information' and 'Additional Information'.

Select	Name	Emp ID	Full/Part Time	Position	Description	Job Code	Job Title	Department	Location
Select	Maria Bartolo	00016201	Full-Time	HR Service Centre Officer	HR Service Centre Officer	3100	Higher Education Officer Lvl 5	Human Resources	North Terrace Campus
Select	Maria Bartolo	00016201	Full-Time	HR Service Centre Officer	HR Service Centre Officer	3100	Higher Education Officer Lvl 5	Human Resources	North Terrace Campus
Select	Maria Bartolo	00016201	Full-Time	HR Service Centre Officer	HR Service Centre Officer	3100	Higher Education Officer Lvl 5	Human Resources	North Terrace Campus

**Employee Information**

Higher Education Officer Lvl 5

Actions

**Personal Information**

Emp ID	00016201	First Start Date	0000-00-00
Position Title	HR Service Centre Officer	School/Branch	Human Resources (642)
Job Title	Higher Education Officer Lvl 5	Location	North Terrace Campus
Company	University Of Adelaide	Regular/Temporary	0000-00-00
Business Unit	University of Adelaide	Full/Part Time	Full-Time

**Additional Information**

- Home and Mailing Addresses
- Email Addresses
- Phone Numbers
- Emergency Contacts
- Instant Message IDs
- Birthday
- Training

Return to Select Employees

## 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.

Employment Summary

John Higgins

Actions



Job Title: Cat 2 Additional Level E

Job Code: 2070

Position: University Prof Res Fellow (E)

Full/Part Time: Full-Time

Employee ID: 10000000

Birthday: 1994

Location: Waite Campus

HR Status: Active

Org Relationship: Employee

Last Start Date: 07/03/1994

Years of Service: 21.4

Date in Current Job: 01/01/2015

Years in Current Job: 0.5

[Return To Manager Dashboard](#)

**Current Salary**

Annual Base Salary: \$102,074.00

Pay Frequency: Annual

**Career History**

Job Title	Position Number	Position Description	Job Code	Start Date	End Date
Cat 2 Additional Level E	10000000	University Prof Res Fellow (E)	2070	01/01/2015	
Cat 2 Additional Level D	10000000	University Snr Res Fellow (D)	2067	01/01/2008	31/12/2014
Cat 2 Additional Level B	10000000	University Res Fellow (B)	2067	01/09/2007	31/12/2007
Cat 1 Additional Level B	10000000	GRDC Res Fellow (B)	2067	03/09/2005	31/08/2007
Cat 2 Additional Level B	10000000	GRDC Res Fellow (B)	2067	27/08/2005	02/09/2005

[View Details](#)