

This guide outlines the steps to follow to access and view team members' employment information, including details relating to their assignment, contract and salary information.



1. Navigate to My Team



2. Select employee to review



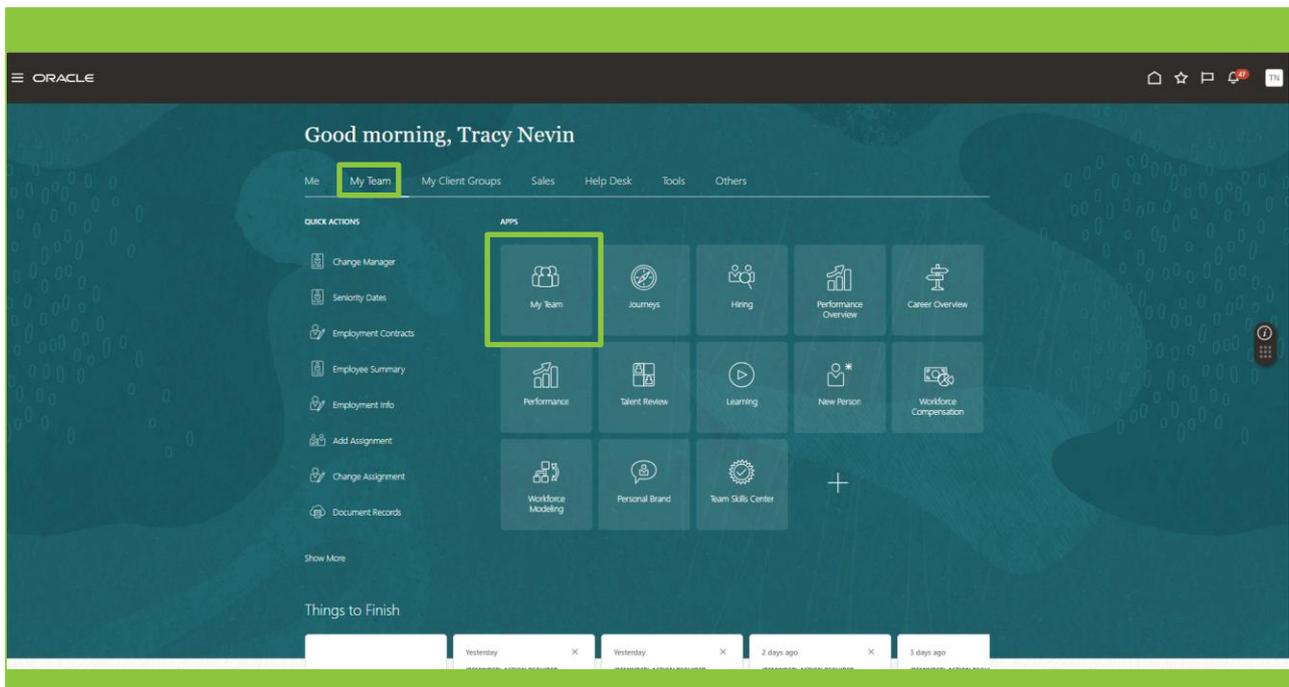
3. View employment information

01

As a line manager, you have access to details of your team members' employment information including details relating to their:

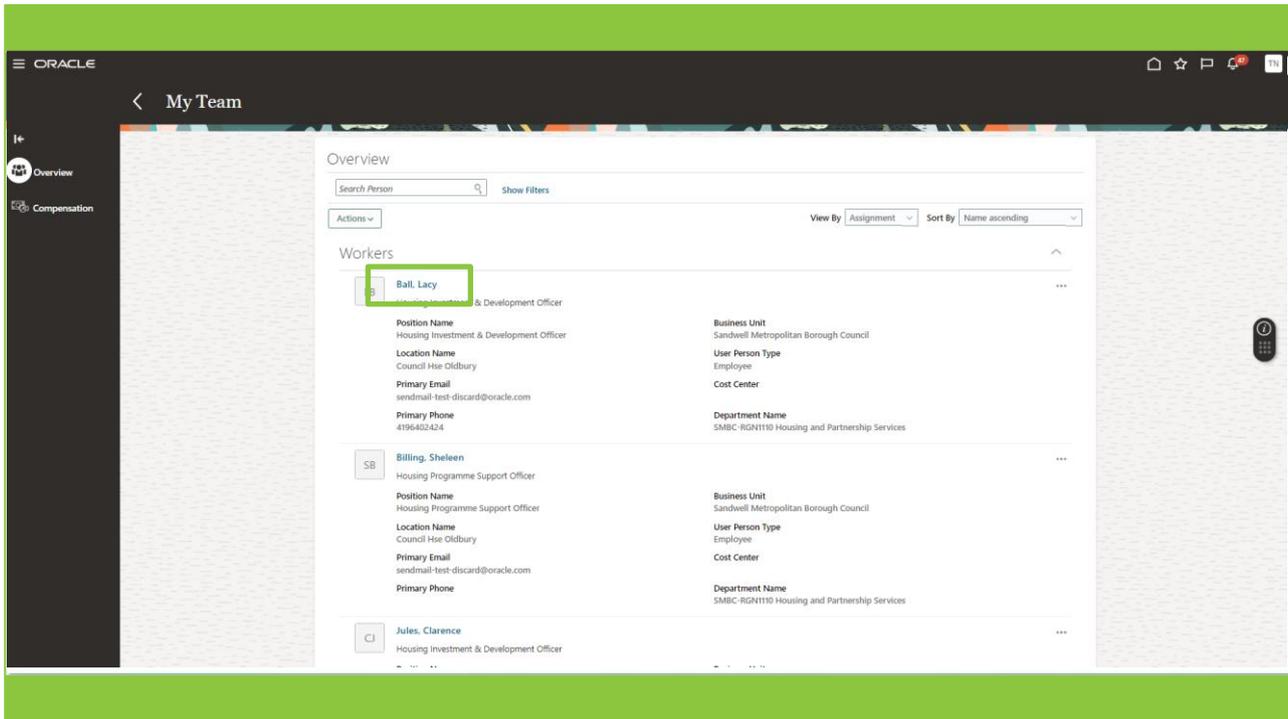
- Assignment
- Contract
- Salary
- Employment history

To view the employment information for a team member, firstly navigate to the **My Team** tab on the homepage. Next, select the **My Team** application.



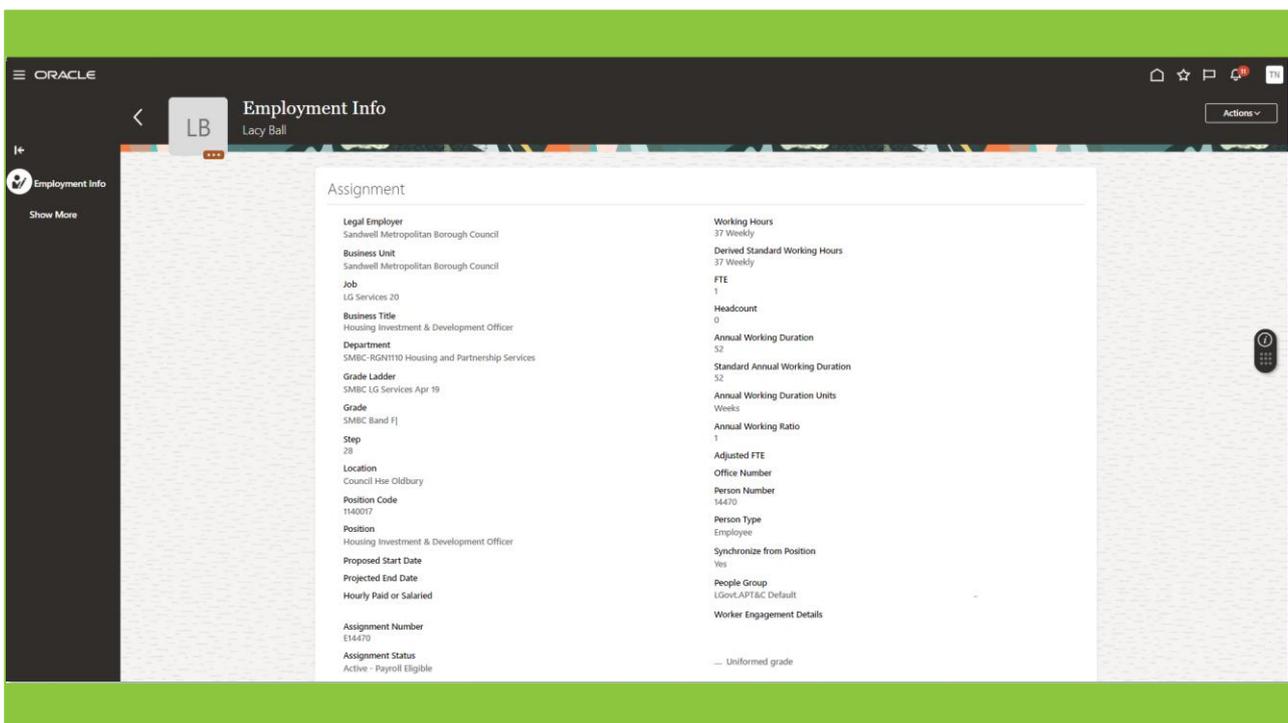
The **My Team Overview** page is displayed, and a list of your team members is visible.

Select the name of the team member that you would like to review.



The team member's **Employment Info** page is displayed. The page is divided into various sections. The first section is the **Assignment** section.

As you scroll down the page, more sections will become visible.

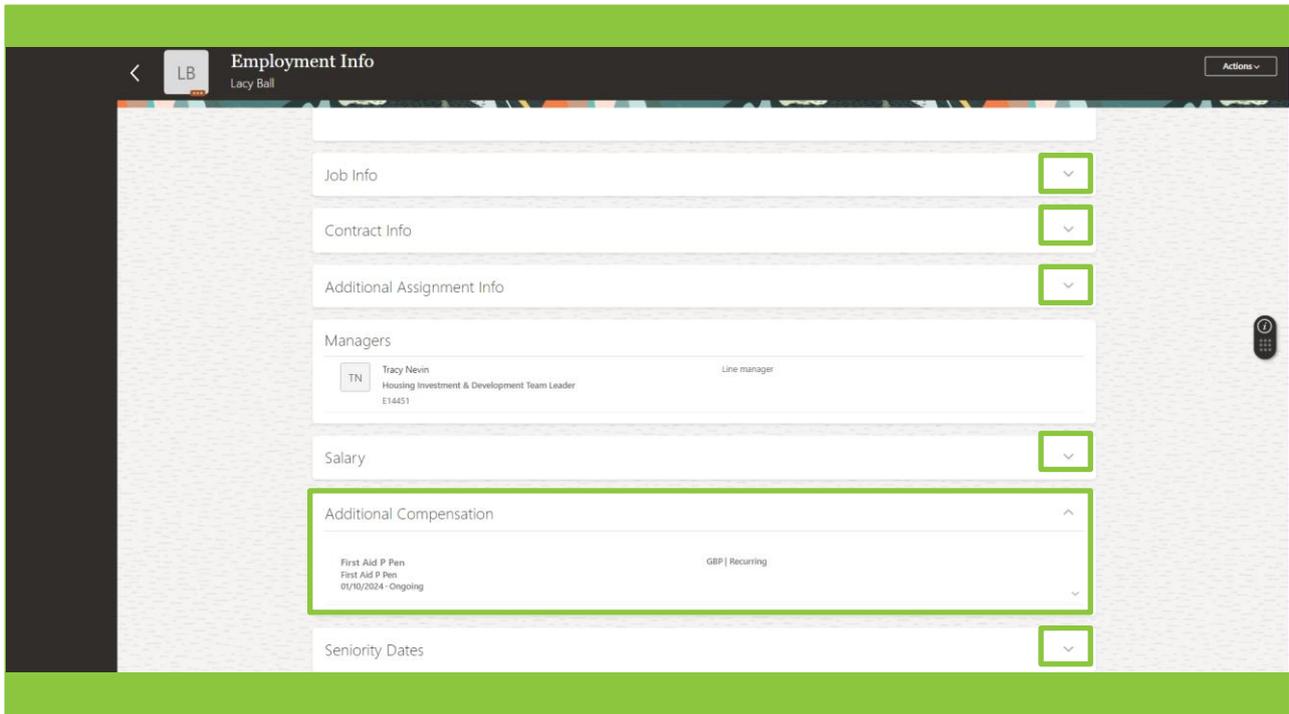


04

Sections further down the page, may have the details hidden.

Select the **down pointing arrow** to expand a section and to reveal the details contained within the section.

Here we can see the **Additional Compensation** section has been expanded.



05

The different sections within the Employment Info page along with details of the information contained within each section are listed in the table on the following page.

Employment Information Page – Section Contents

Section	Section Content
Assignment Info	Details relating to the team member’s assignment, including: <ul style="list-style-type: none"> • Legal Employer and the Business Unit he works in • Business Title (the name of the position she holds) • Job grade and step • Location • Assignment number • And Working hours, as well as a whole host of additional assignment-related information.
Job Info	Information relating to the job family, and the level of the role held by the colleague.
Contract Info	Information relating to the team member’s contract, including the contract number and the type of contract (for example permanent or fixed term). Dependent upon the specifics of your team member’s contract, then you may see other details here such as their daily rate.
Additional Assignment Info	This section is where ‘At Risk’ information would be displayed if an employee is at risk of redundancy.
Managers	This displays details of the colleague's manager in respect of the assignment details being viewed.
Salary	This section contains current salary information and the date the current salary was effective from. Information about the grade ladder and grade step is also displayed.
Additional Compensation	This section show details of any additional compensation awards made to the team member. This could include compensation payments such as First Aider, Teaching and Learning Responsibilities and Special Educational Needs allowances.
Seniority Dates	Here you can see details of the colleague’s length of service and their seniority dates. The seniority date is used to indicate the start date of continuous service. The section may also include details of historical roles that add up to give the total length of service calculation.
Employment History	This shows key dates in an employee’s employment history, such as their original hire date, and dates of taking on new roles or assignments.

That brings this Quick Reference Guide to a close.