MSS – Viewing personal and employment details

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1. Introduction

This guide will demonstrate how to view employee personal and employment information.

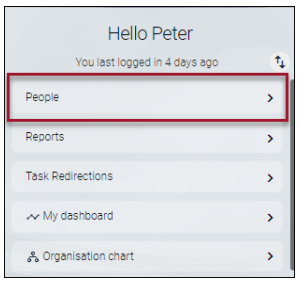
This information is read only, and employees will be responsible for updating their own personal information via Employee Self Service.

As a Line Manager user, you will only have access to the information related to staff who report to you. This information will include some personal information and details, it is important that you use it responsibly to ensure that the security of your employees' data is always maintained.

Line Managers are required to follow the Corporate Information Security Policy, Conditions of Acceptable Use and align to the corporate requirements for data processing.

2. Viewing Personal Details

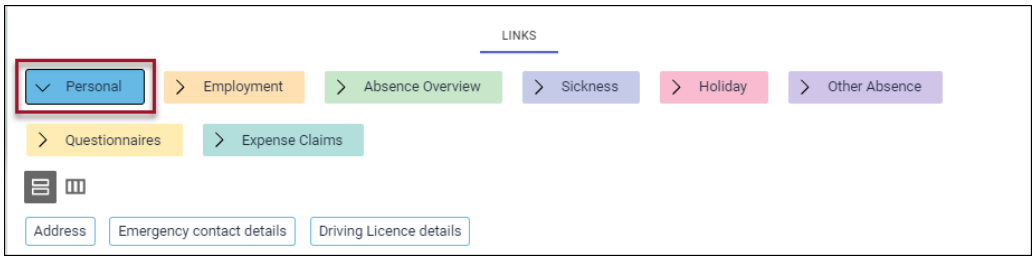
1. To access your employee's personal details, log into Manager Self Service and select the '**People**' section from the right-hand section's menu:



2. Search for or select the employee from the left-hand pane:

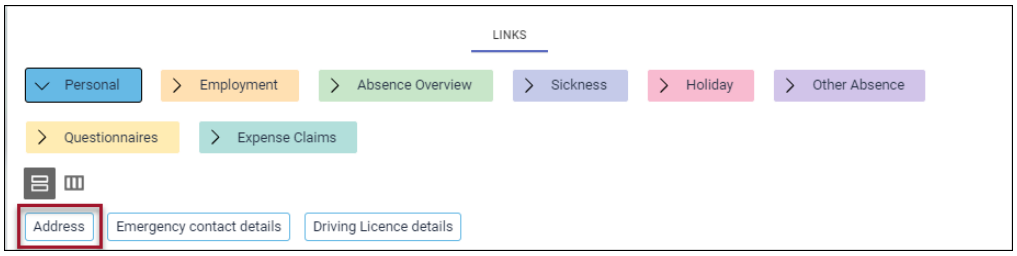
3. The **Person Summary** screen will open

4. To access your employee's personal details, select the '**Personal'** folder from the links section at the bottom of the screen:



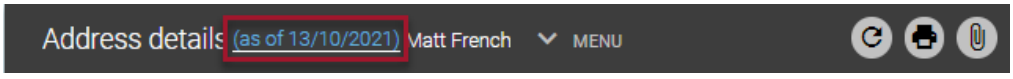
5. Several links will appear giving you access to the selected employee's personal information

6. To view the information, click on the appropriate link, e.g., '**Address**':



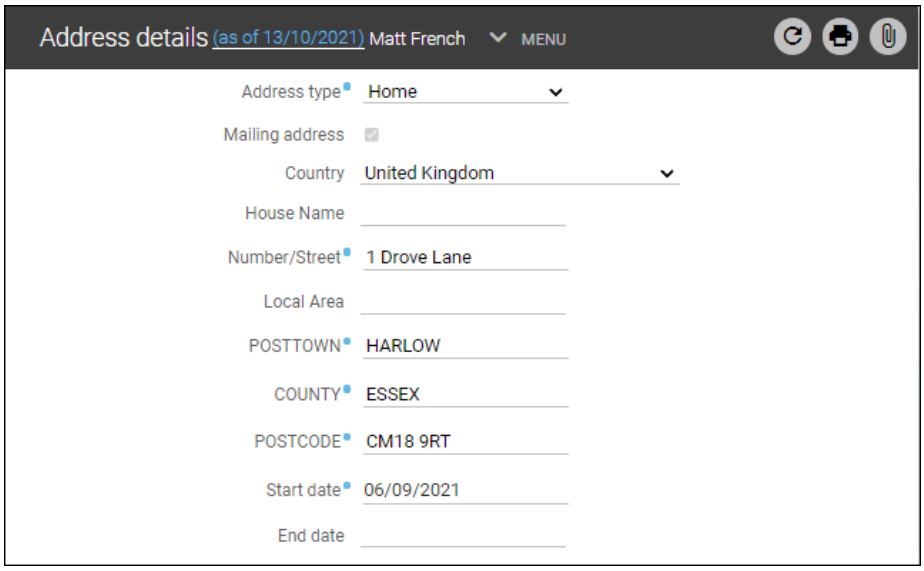
7. Where multiple records exist**,** e.g., multiple addresses, you will need to select the record to view from the left-hand pane before the page will be displayed
8. Some pages will prompt you for an Effective Date before displaying the information, this gives you the ability to look at information as at a future date, past date, or the current date
9. In the '**Effective date'** prompt, enter the date you want to view the details; typically, today's date:

10. If you want to change the date, for example to view an employees' previous address, enter the date either by typing over the existing date or selecting from the calendar picker
11. Click '**OK'** to confirm the date and the relevant details will be displayed
12. The selected effective date will be displayed in the page menu bar:



13. Clicking on the date will open the '**Effective date'** pop-up

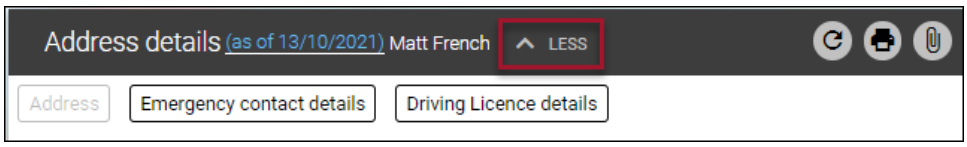
14. The '**Address details'** page is shown:



Note: This page is read only.

15. Click on '**MENU**' at the top of the page to access additional links in the folder:

16. Click '**LESS**' to minimise the menu again:

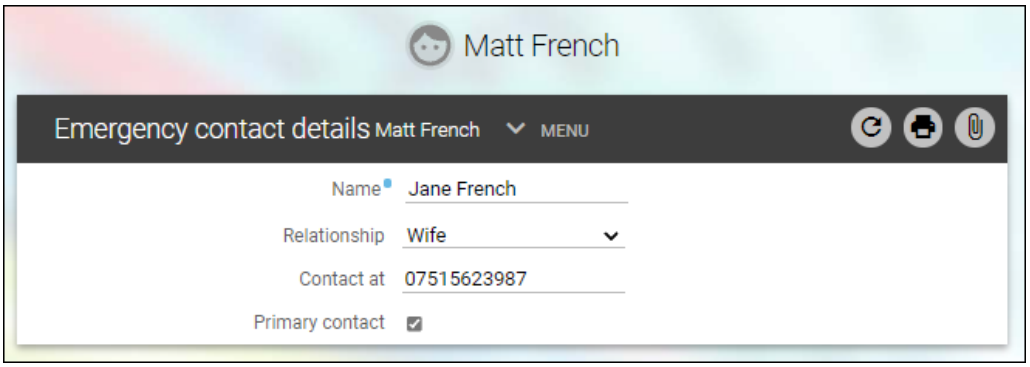


17. Clicking on a link will take you to the relevant page for the same employee you have selected, alternatively select another employee from the left-hand pane

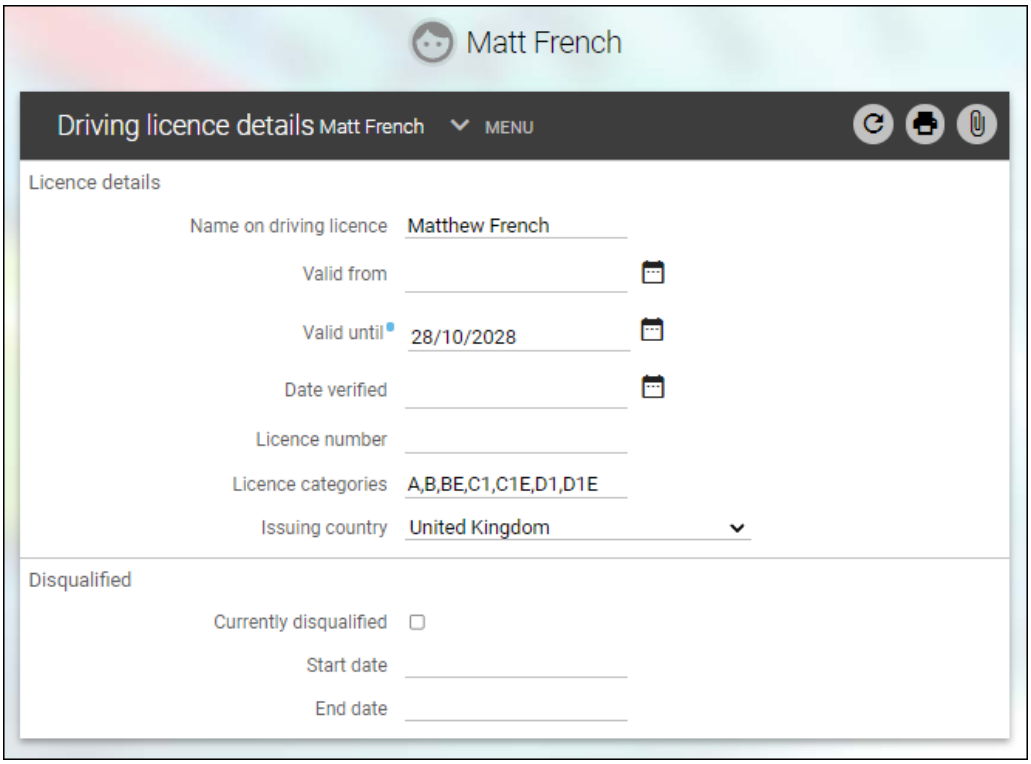
18. Or click on the person's name at the top of the screen to return to the '**Person Summary'** screen:

The following links are also available in this folder and are read only:

- **Emergency contact details** – This page displays contact information and addresses for the employee's emergency contacts:

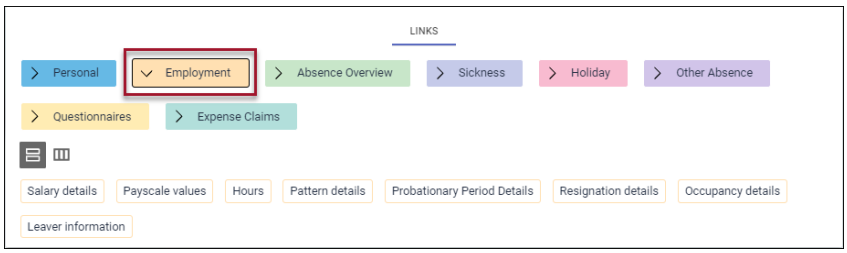


- **Driving Licence details** – This page displays the employee's driving licence information and details of current disqualifications:

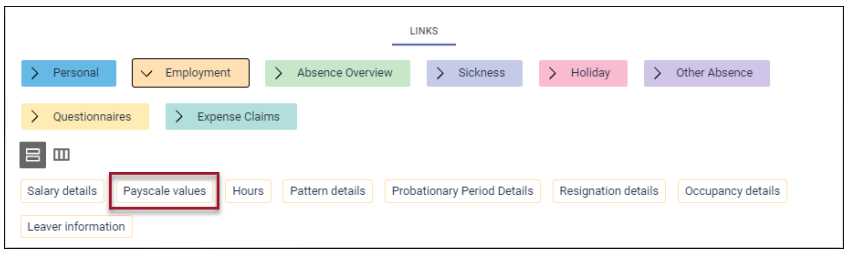


3. Viewing Employment Details

1. To view an employee's employment details, select the '**Employment'** folder from the links section at the bottom of the screen:

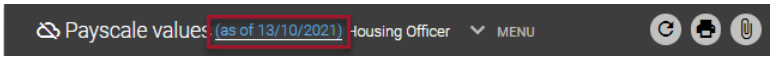


2. Several links will appear giving you access to the selected employee's employment information
3. To view the information, click on the appropriate link, e.g. '**Payscale values**':

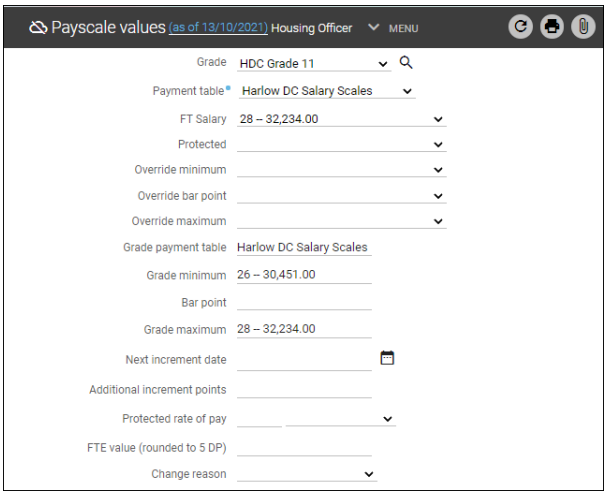


4. Some pages will prompt you for an **Effective Date** before displaying the information, this gives you the ability to look at information 'as at' a future or past date
5. In the '**Effective date'** prompt, enter the date you want to view the details; typically, today's date, or change the date by typing or using the date picker:

6. Click OK to confirm the date and the relevant details will be displayed
7. The selected effective date will be displayed in the page menu bar:

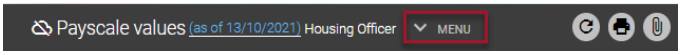


8. Clicking on the date will open the '**Effective date'** pop-up
9. The '**Payscale values'** page will be displayed



Note: This page is read only.

10. Click on '**MENU**' at the top of the page to access additional links in the folder:

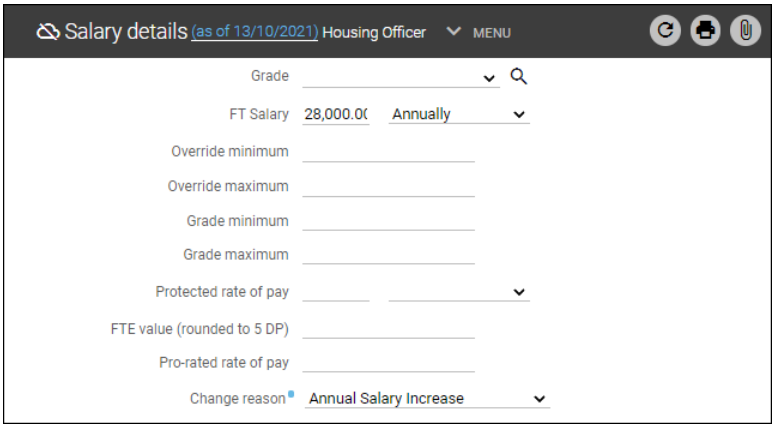


11. Click '**LESS**' to minimise the menu:

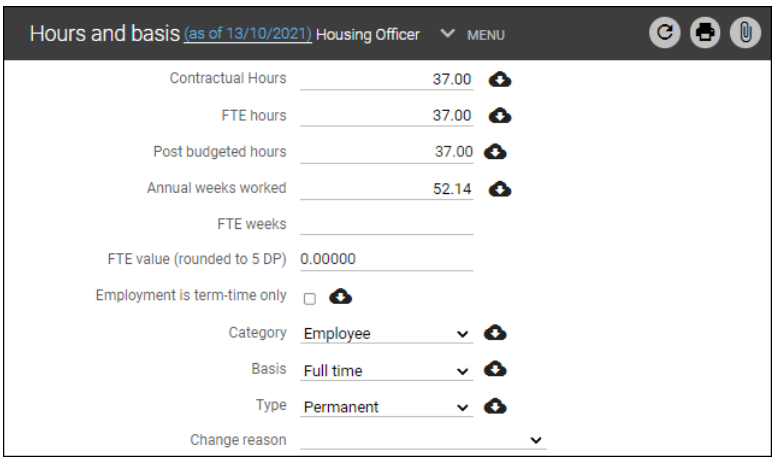
12. Clicking on a link will take you to the relevant page for the same employee you have selected, alternatively select another employee from the left-hand pane
13. Or click on the person's name at the top of the screen to return to the **Person Summary** screen:

The following links are also available in this folder and **are read only**, you should contact Human Resources if the information displayed is incorrect.

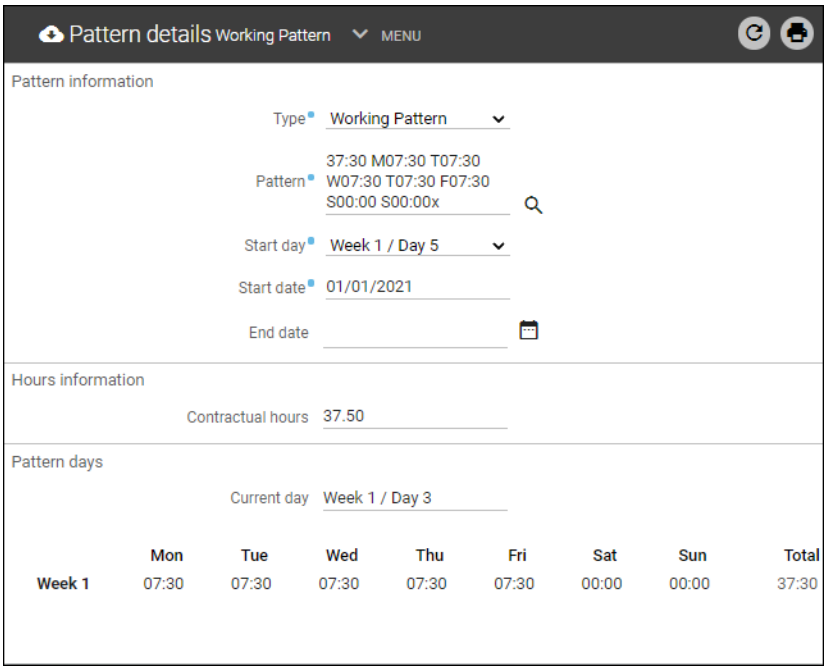
- **Salary details** – This page displays details of the employee Grade and/or Salary. Please note the employee may have Payscale values OR Salary details but will not have both:



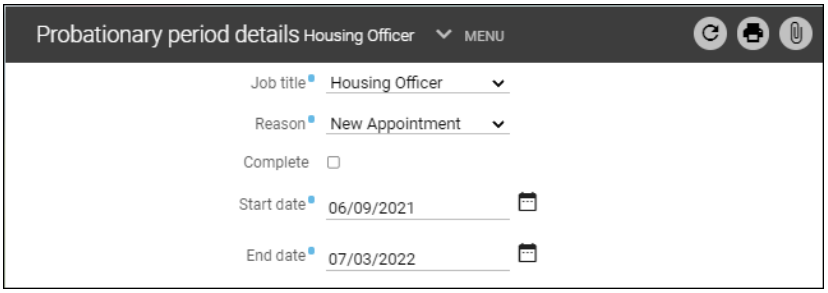
- **Hours** – This page displays the employee's current contractual hours and employment basis e.g. Permanent / Full time:



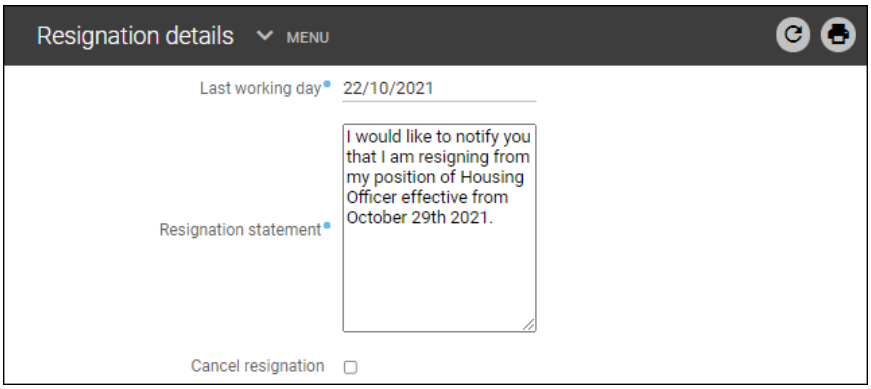
- **Pattern details** - This page displays the employee's current working pattern:



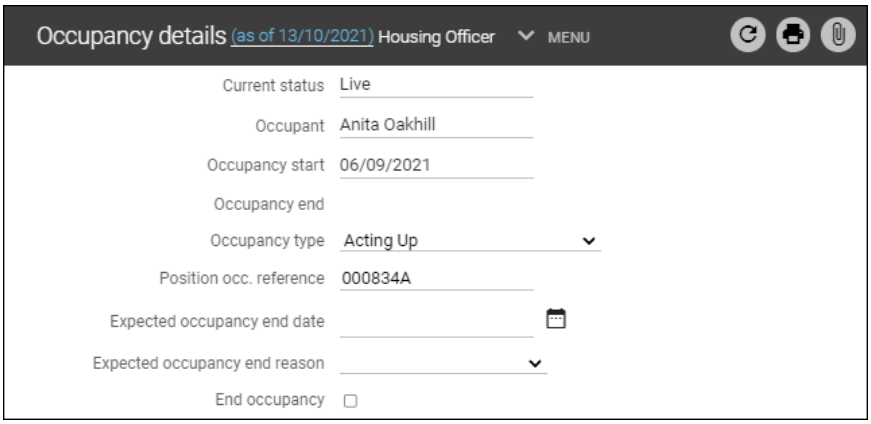
- **Probation Period Details** - This page displays the employee's probationary start and end dates:



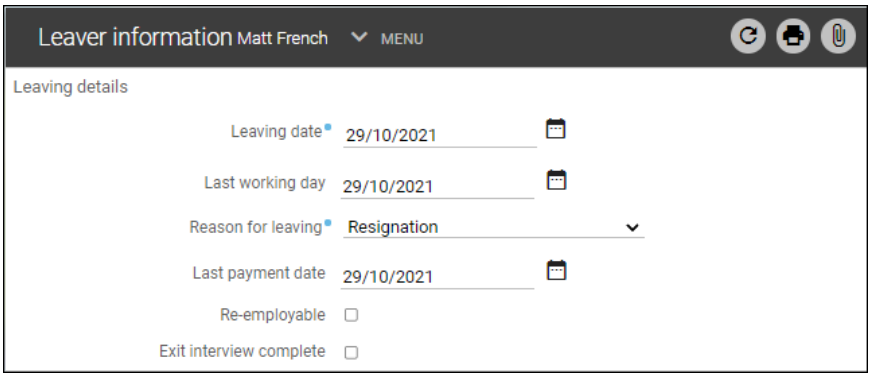
- **Resignation details** – Where submitted by the employee, this page displays the resignation details entered in Employee Self Service:



- **Occupancy details –** This page displays the employee's occupancy details including occupancy type and occupancy start and end dates:



- **Leaver information** - This page displays the employee's leaving date and reason for leaving if they have been made a leaver in the system:

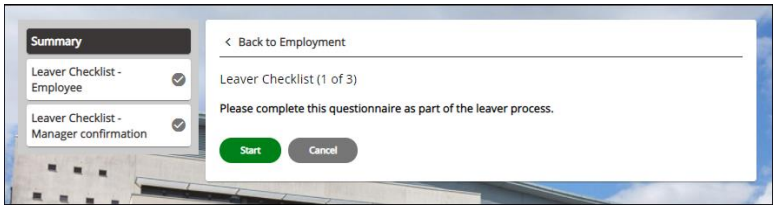


4. Leaver Checklist

Employees will submit their resignation notice via Employee Self Service.

Once the colling off period has expired (24 hours) you will be notified of the submission via email.

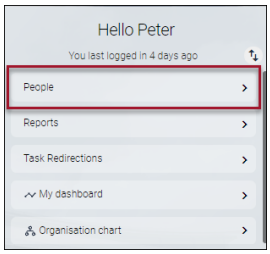
30 days before the employee's leaving date, they will automatically receive a '**Leaver Checklist**' form to complete in Employee Self Service:



Your reportee will complete page one of the form, and once submitted you will receive and email alert and a task in your To do list prompting you to complete page two.

5. Completing the Leaver Checklist

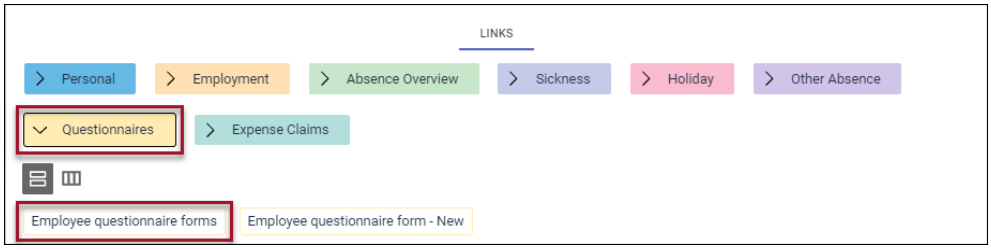
1. To access your employee's Leaver Checklist, log into Manager Self Service and select the '**People**' section from the right-hand section's menu:



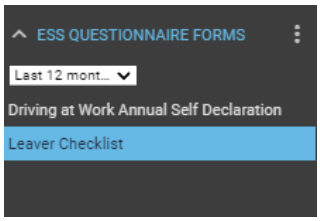
2. Search for or select the employee from the left-hand pane:

3. The **Person Summary** screen will open

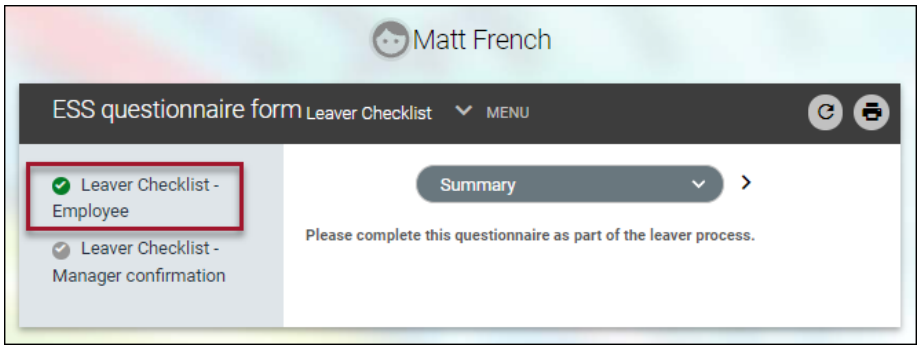
4. Select the '**Questionnaires**' folder and the '**Employee questionnaire forms**' link:



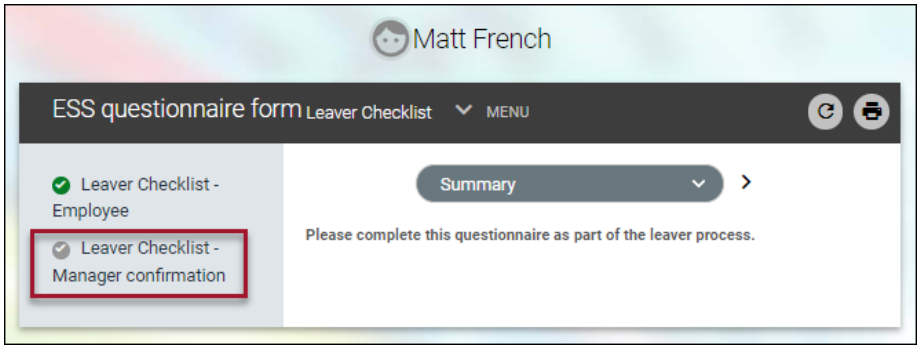
5. If more than one form has been attached, select the relevant form from the left-hand pane:

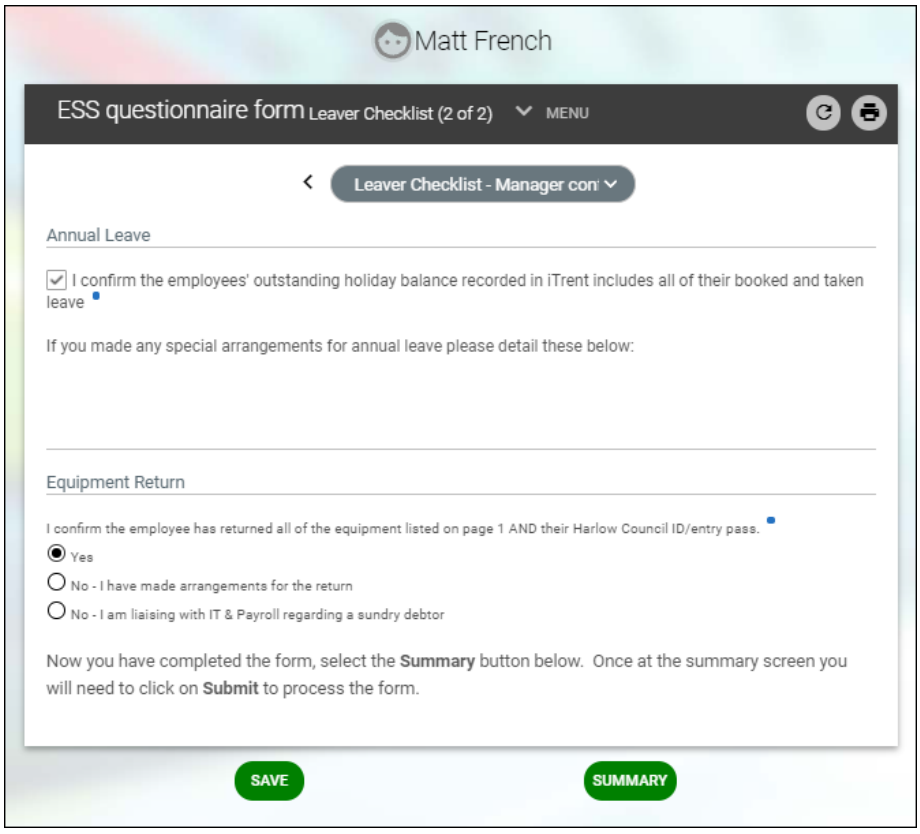


6. This will open the '**Leaver Checklist**' form and you will see that page one has been completed by your reportee:



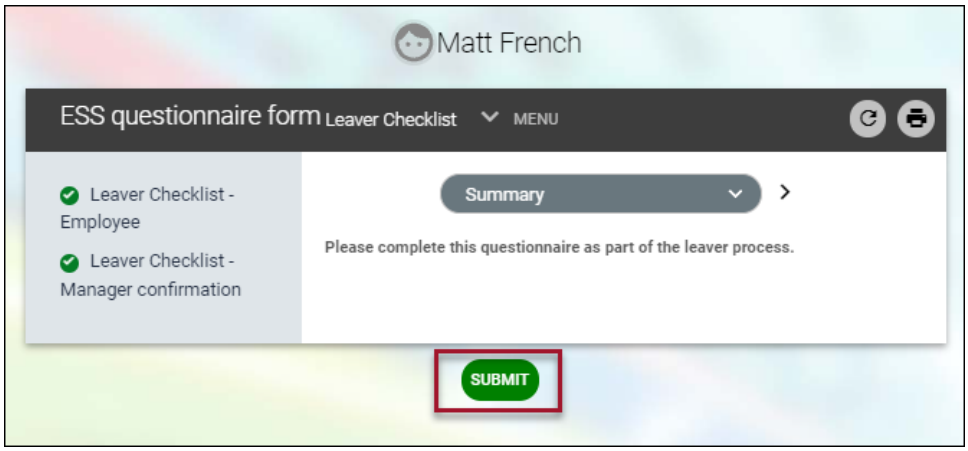
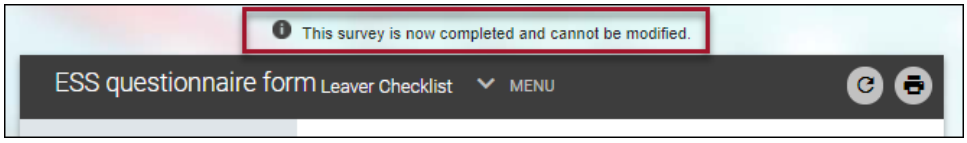
7. Select the '**Leaver Checklist – Manager confirmation**' page to complete the details:





8. Click the '**Summary**' button to return to the summary page:

9. Click '**Submit**' to submit the form:



10. You will be notified that the form is complete and cannot be modified: