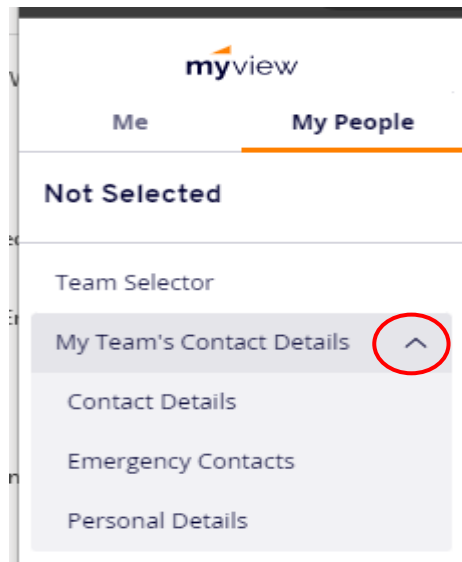


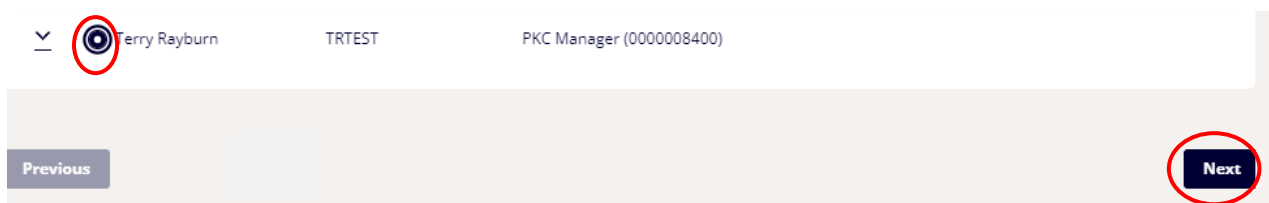
Viewing Employee's Personal and Post Details – Manager Guidance

Personal Details

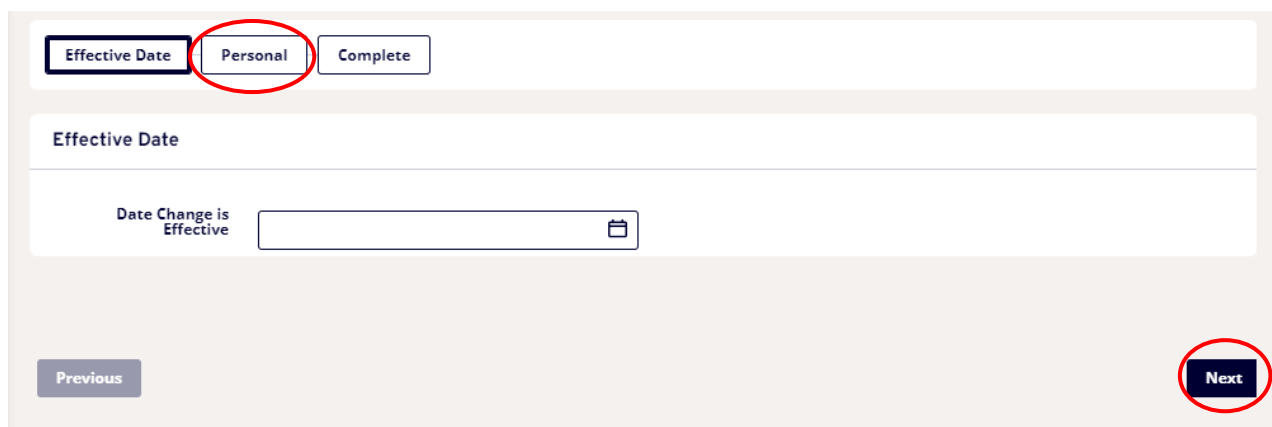
- Go to the **My People** tab.
- Click on **My Team's Contact Details** and select one of the following:
 - 1) Contacts Details which provides home address and telephone number(s)
 - 2) Emergency Contacts address and telephone number(s)
 - 3) Personal Details which provides title, date of birth and NI number
- This will give **view only** access.



- Select the employee you would like to view and click **Next**.



- A new screen (Effective Date) will appear. Just ignore this and click **Next** or click on the next box along i.e. **Contact or Personal** to view the employee's information.
- Please note Emergency Contacts does not show the Effective Date section.



Post Details

- Go to **Team Selector** and click on your employee's name.



- The employee's Post Details will appear on screen. You can select **Current Post** and **Additional Post Information** for further details about the employee's contract such as Contracted Hours, Fixed Term End Date (if applicable), Service Conditions, Location as shown below.

