View Team Members' Employment Information

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.



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

- Assignment
- Contract
- Salary

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• 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.

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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.

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	Ball, Lacy			
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	Housing Investment & Development Officer	Sandwell Metropolitan Borough Council User Person Tyne		
1222-1222	Council Hse Oldbury	Employee		
	Primary Email sendmail-test-discard@oracle.com	Cost Center		
	Primary Phone 4196402424	Department Name SMBC-RGN1110 Housing and Partnership Services		
	SB Billing, Sheleen			
	Housing Programme Support Officer			
	Position Name Housing Programme Support Officer	Business Unit Sandwell Metropolitan Borough Council		
	Location Name Council Hse Oldbury	User Person Type Employee		
	Primary Email	Cost Center		
	Primary Phone	Department Name SMBC-RGN1110 Housing and Partnership Services		
	Jules, Clarence			
	Housing Investment & Development Officer			

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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.

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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.

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	Job Info	
	Additional Assignment Info	
	Managers	
	Tray Nevin Line manager Housing Investment & Development Team Leader E14451	
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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: 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.