

Manager Self Service: My employee's personal information

This guide will help you use Manager Self Service to view an individual employee's personal information. This relates to their full name, date of birth, main address and telephone number, any other addresses and emergency contacts.

Selecting the employee:

1. Click on 'My Employee's Personal Information' from the Manager Self Service menu.
2. You will be taken to the 'My Employee's Personal Information: People in Hierarchy' screen.
3. A maximum of 10 rows will be displayed, so you may need to click on the 'Next' button, at the bottom left of the table, to display more rows.
4. Against the relevant employee, select 'Action' on the far right hand side of the screen.
5. This will take you to the personal information screen.

Note. You can view information relating to employees that are within your supervisor hierarchy i.e. reporting directly to you, or reporting to someone who reports to you.

Note. Some employees have multiple assignments. As personal details are held at 'person level' on the system, the same personal details will be displayed against each assignment

My Employee's Personal Information screen:

The following sections will be displayed:

- **Basic Details:**
 - Full Name
 - Date of Birth
 - Employee Number
 - KCC Email Address: this will be the work related e-mail address that is recorded on the Oracle system for the employee.
- **Main Address and Telephone Number:**
 - The employee's home address will be displayed. Provided that the employee has provided details of their telephone number/s, these will also be displayed.
- **Other Address:**

If the employee has any additional addresses recorded on the system, these will be displayed in this section.

- **Emergency Contacts:**

If the employee has recorded details of their emergency contacts, these will be displayed in this section.

To return to the people in hierarchy screen, select the 'Back' button which is located at the top right and bottom right of the screen.