

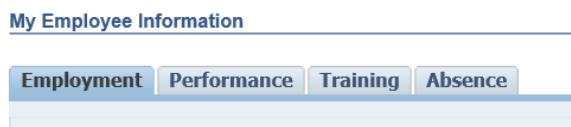
## Manager Self Service: My employee information

This guide will help you use Manager Self Service to view and export team level and individual employee level information. This relates to your employee's employment, performance, training and absence history.

### My Employee Information:

From the Manager Self Service menu option click on 'My Employee Information'.

You will be presented with four tabs: Employment, Performance, Training and Absence.



Each tab will display the list of staff currently reporting to you. 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.

If any of the staff that report to you have direct reports, a + icon will be displayed to the left of their name. Click on the + icon to display the staff that report to them.

An 'Export Records' button is available at team level on each of the tabs. An export button is also available at employee level on the absence tab. See the 'Absence' and 'Export' sections for further guidance.

### Viewing information at team level or individual employee level:

The information that is displayed in each tab is initially at team level.

To see further information about an individual employee, click on the employee's name (which is displayed in blue text). The screen will refresh and display a more detailed history relating to the selected employee (their name will be displayed in the top left hand corner of the screen).

At the top of the screen, amongst other information about the employee's assignment, their years of service with KCC and total number of absence periods will be displayed.

A maximum of 10 rows will be displayed, so you may need to click on the 'Next' button, at the top or bottom right of the table, to display more rows.

If you need to return to the team level information, click on 'My Employee Information >' at the top left of the screen.

## Employment tab:

### Team level:

At team level, summary information about the employees within your reporting hierarchy will be displayed.

This includes the employee's assignment number, contract title, grade, location, assignment category, pro-rata salary, contracted hours per week and team ('Organisation').

- **Assignment Status** - will usually be 'Active Assignment'. The status will change if the employee is on maternity leave, is acting up or on secondment or is unpaid for a particular reason. If the employee has left that role the status will say for example 'Terminate assignment'.
- **Primary Assignment** - displays 'Yes' if the assignment is recorded as being the employee's main role. This is a useful field to check if the employee is leaving your team and you are submitting the details using Manager Self Service > Employment Termination.
- **'Cost Code'** - displays the cost code that is recorded against the employee's assignment. This may be different from your team's default cost code if override costing details have been input. If an employee's assignment is paid against more than one cost code the wording 'Multiple Costcodes for this assignment' will be displayed.

### Employee level:

At employee level, a more detailed history relating to the selected employee will be displayed.

Each time a change is made to an employee's assignment information a line of data is created e.g. a change of hours, change of line manager etc. Additional lines of data may be included relating to background system changes. Each line of data will show a start and end date.

Further information may be displayed for each line by clicking on the '+Show' icon.

Rows can be ordered by clicking on the headings e.g. sorting by 'Assignment No.'.

A maximum of 10 rows will be displayed, so you may need to click on the 'Next' button, at the top or bottom right of the table, to display more rows.

## Performance tab:

TCP ratings for the current year are displayed at team and individual level

## Training tab:

**Team level:** Summary information about the number of classes taken and costs for the year to date.

**Employee level:** Details of courses the employee is enrolled on and whether the employee attended. Rows can be ordered by clicking on the headings.

## Absence tab:

All types of absence will be included e.g. sickness absence, maternity leave, paternity leave, personal leave.

### Team level:

Summary information gives the employee's years of service with KCC, the total number of absence periods and the total number of days absent. A further breakdown gives the number of absence periods for the last 6 and 12 months and the number of days and hours absent for the last 12 months.

### Employee level:

A detailed absence history for an employee provides the absence start and end date, category, reason for absence e.g. the sickness reason, the number of calendar days and number of working hours the employee was absent.

An 'Export Records' button is available if, for example, you need a copy of the employee's absence record as part of an Occupational Health referral.

When exporting absence into Excel, 'Projected' start and end dates may be populated for absence types such as maternity. You may wish to remove these from your report if the projected dates are not required.

## Export:

To export information into Excel:

1. If staff within your reporting hierarchy have direct reports, if you want everyone to be included when you export the information, you need to click on the + icon to the left of their name. You will need to do this before you export.
2. Click on the 'Export Records' button.
3. A file download box will appear and you will need to select 'Open' or 'Save' depending on whether you want to view or save the details. Excel will then open the document containing the details.

## Security:

When exporting data into Excel it is important to password protect any documents you may save or subsequently send. Documents should be saved in a secure area on KCC machines.

**Please note that absence data is highly sensitive.**

**Exporting data when accessing Manager Self Service remotely is prohibited in any circumstance**