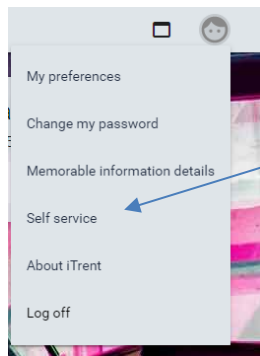


People Manager – Electric Theme

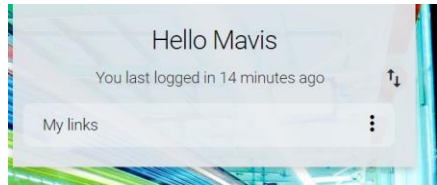
1) Log in using your normal details.



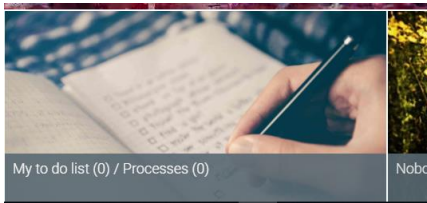
a) Click on the face - This is list of various links including moving to your own self service



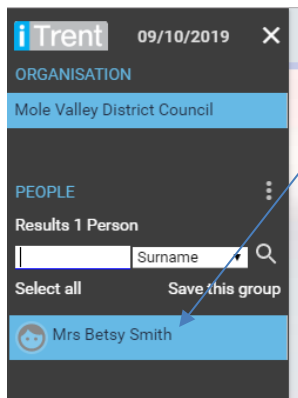
b) Click here to find your staff (People) or task redirection (Management) – more on this in Task Redirection Guidance:



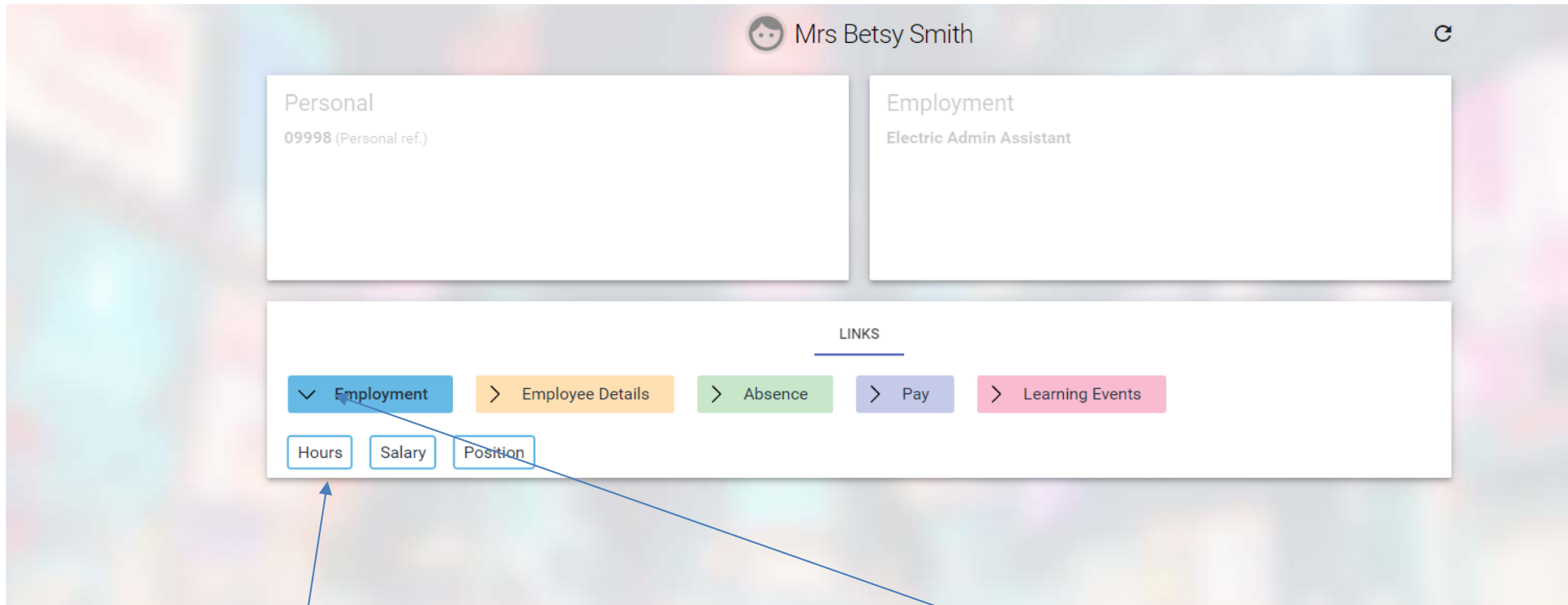
c) This is your To Do list where you'll find authorisations that are required (more on this in How to authorise leave and T&E claims)



2) Click on My Links/People (picture b above) and this will appear on the left hand side – you can either search by surname (or select a different criteria) followed by the magnifying glass or you can select your member of staff by clicking on their name in the list below the search function. If you hover above the name you will see personal details of the employee.





3) Click onto the name. Screen below will appear.




Each section will provide information on the employee. A downwards arrow (see the blue employment box) shows that the links are showing that relate to Employment.

4) If you click onto Hours. You will see this screen. You need to confirm the effective date (if you select an earlier effective date such as 10th October 2017 – this will show you the information on hours on 10th October 2017. Mostly you will need to select the current date (click OK).

Contractual Hours 

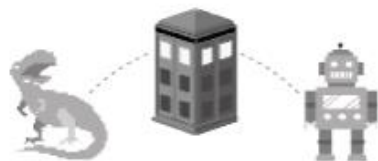
FTE hours 

Post budgeted hours 

Approved time worked 

Emplo

Effective date

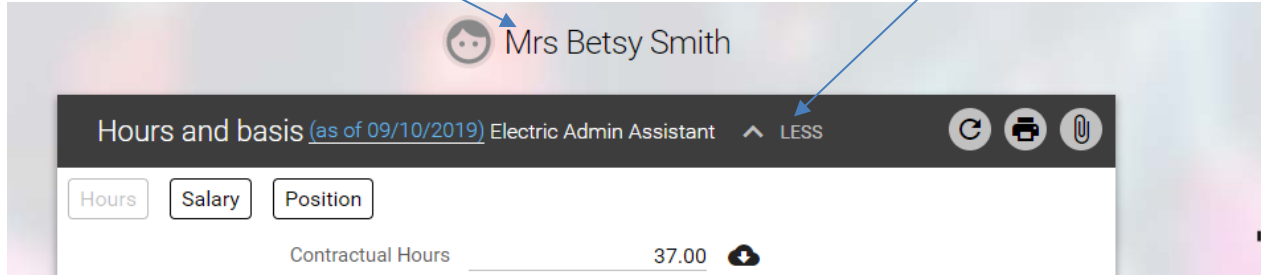


Please enter the date you wish to view or edit this information from.

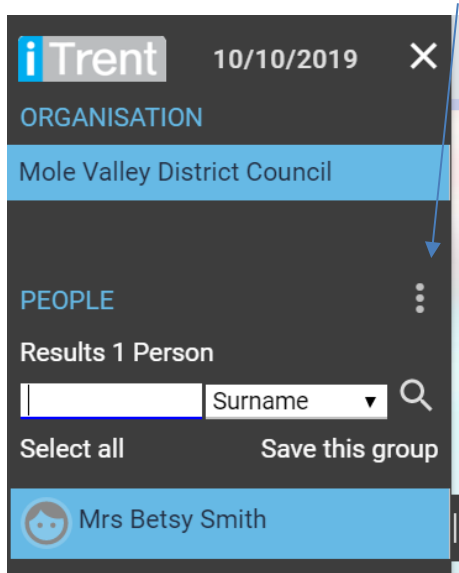
OK CANCEL

- 5) You can see the other options that were under Employment by clicking here and then you can move to those screens instead of returning to the first screen.
- 6) You can click on the name and it will return you to the front screen

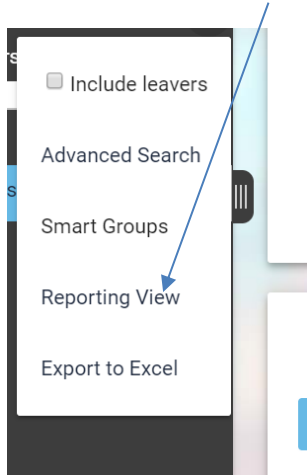


Viewing Reporting Hierachy

- 1) On the left hand panel. Click here



2) Select Reporting View



3) Click on each plus sign to show the level below

