MSS - View

This section is divided into the following topics:

Employee Awards
Employee Education
Employee Emergency Contacts
Employee Job Information
Employee Personal Information
Employee Personnel Actions
Employee Position Description
Employee Training Summary

Employee Awards

This section allows managers to view an employee's award information.

To view an Employee Award information:

1. Select ***Manager Self Service*** menu group.
2. Select the ***View*** menu.
3. Select the ***Employee Awards*** component. The Employee Awards page (**Figure 561**) is displayed.

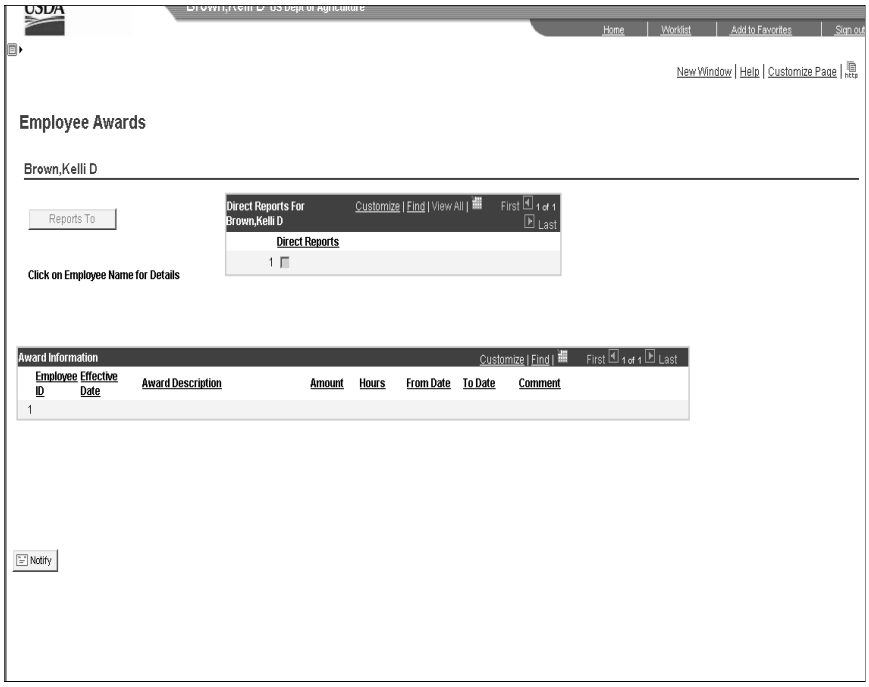

Figure 561. Employee Awards page

4. Click the **Name** field to view the selected employee's award information. The award details will display on the page.

5. Click **Notify** to notify another manager.

Employee Education

This section allows managers to view an employee's education.

To view Employee Education:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Education*** component. The Education page (**Figure 562**) is displayed.

Figure 562. Education page

4. Click the **Name** field to view the selected employee's education information. The education details will display on the page.

5. Click **Notify** to notify another manager.

Employee Emergency Contacts

This section allows managers to view employee emergency contacts.

To view Employee Emergency Contacts:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Emergency Contacts*** component. The Emergency Contact page (**Figure 563**) is displayed.

Figure 563. Emergency Contact page

4. Click the **`Name`** field to view the selected employee's emergency contact information. The emergency contact information will display on the page (**Figure 563**).

5. Click **Notify** to notify another manager.

Employee Job Information

This section allows managers to view the employee's job information.

To view Employee Job Information:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Job Information*** component. The Job Information page (**Figure 564**) is displayed.

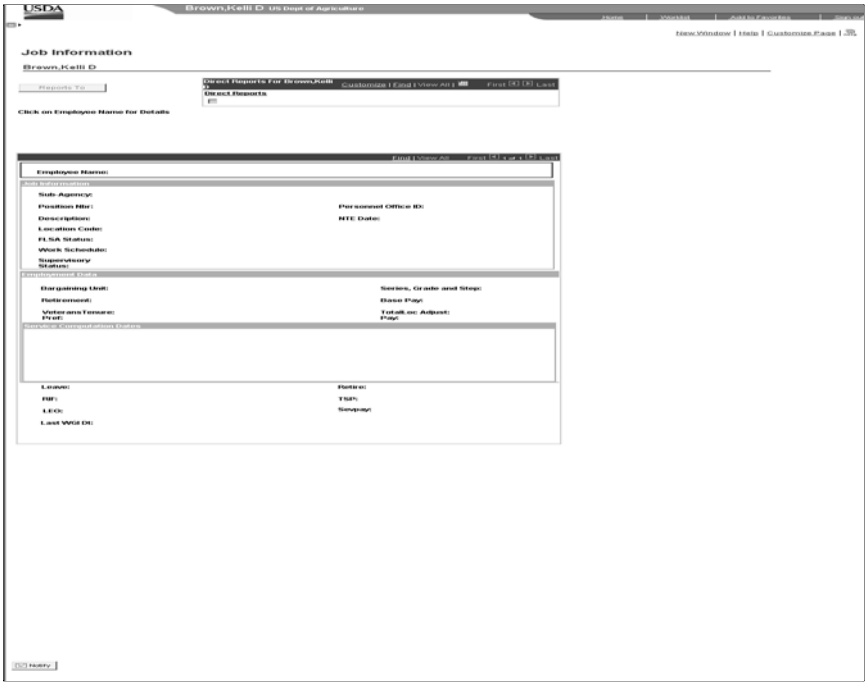

Figure 564. Job Information page

4. Click the **`Name`** field to view the selected employee's Job Information. The job information will displayed on the page.

5. Click **Notify** to notify another manager.

Employee Personal Information

This section allows managers to view the employee's personal information.

To view Employee Personal Information:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Personal Information*** component. The Personal Information page (**Figure 565**) is displayed.

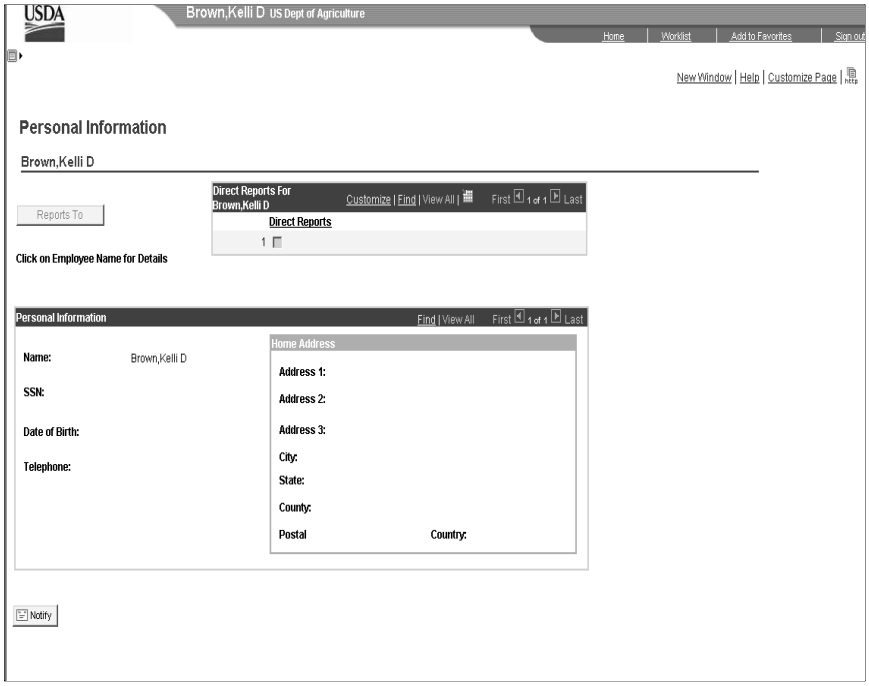

Figure 565. Personel Information page

4. Click the **`Name`** field to view the selected employee's personal information. The personal information will displayed on the page.

5. Click **Notify** to notify another manager.

Employee Personnel Actions

This section allows managers to view employee's personnel actions.

To view Employee Personnel Actions:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Personnel Actions*** component. The Personnel Action page (**Figure 566**) is displayed.

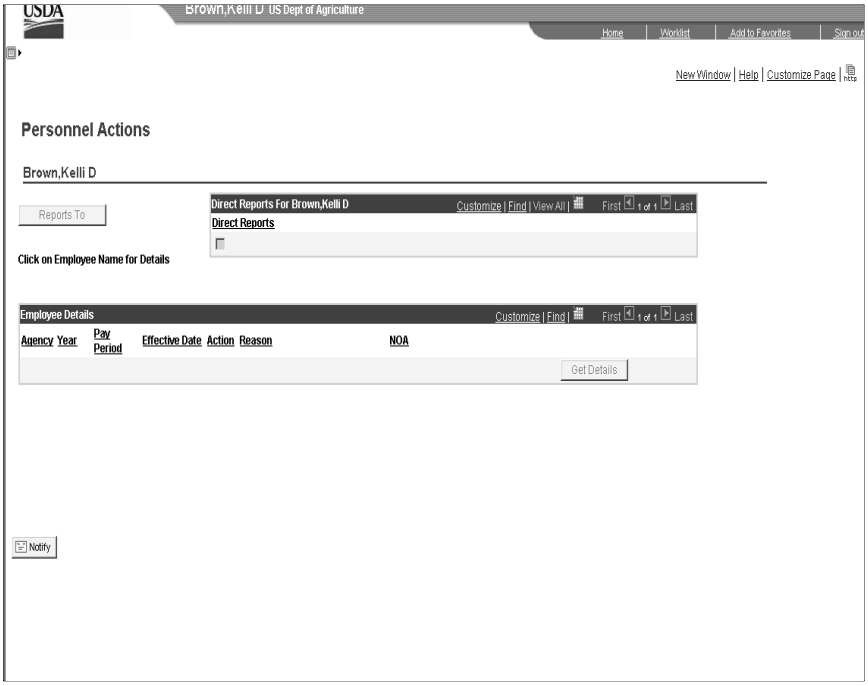

Figure 566. Personnel Action page

4. Click the **`Name`** field to view the selected employee's personnel action information. The personnel action details will display on the page.

5. Click **Notify** to notify another manager.

Employee Position Description

This section allows managers to view the employee's position description information.

To view an Employee Position Description:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Position Description*** component. The Position Description page (**Figure 567**) is displayed.

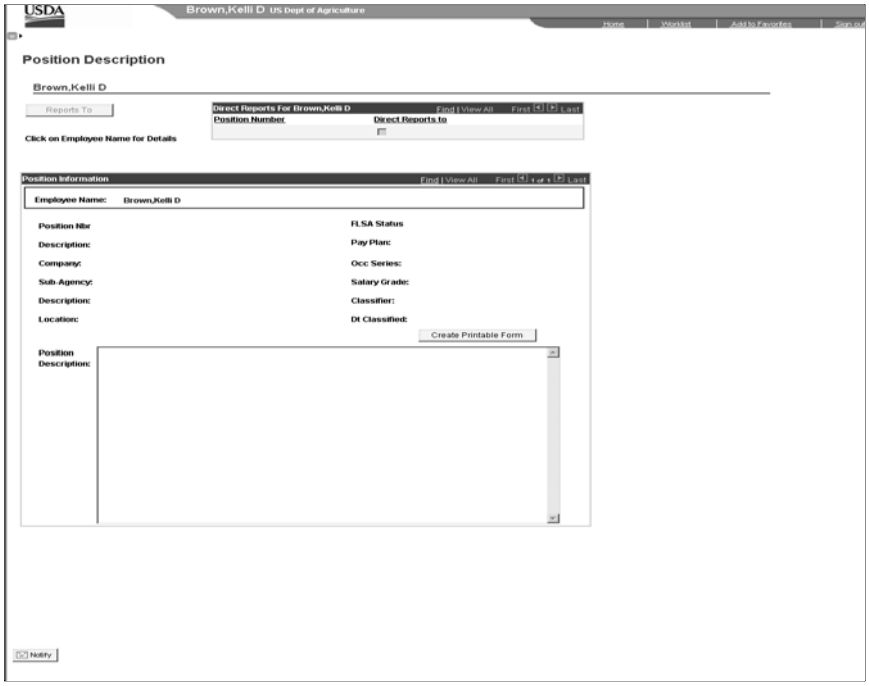

Figure 567. Position Description page

4. Click the **Name** field to view the selected employee's position description information. The position description information will displayed on the page.

5. Click **Notify** to notify another manager.

Employee Training Summary

This section allows managers to view the employee's training summary information.

To view an Employee's Training Summary:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Training Summary*** component. The Training History page (**Figure 568**) is displayed.

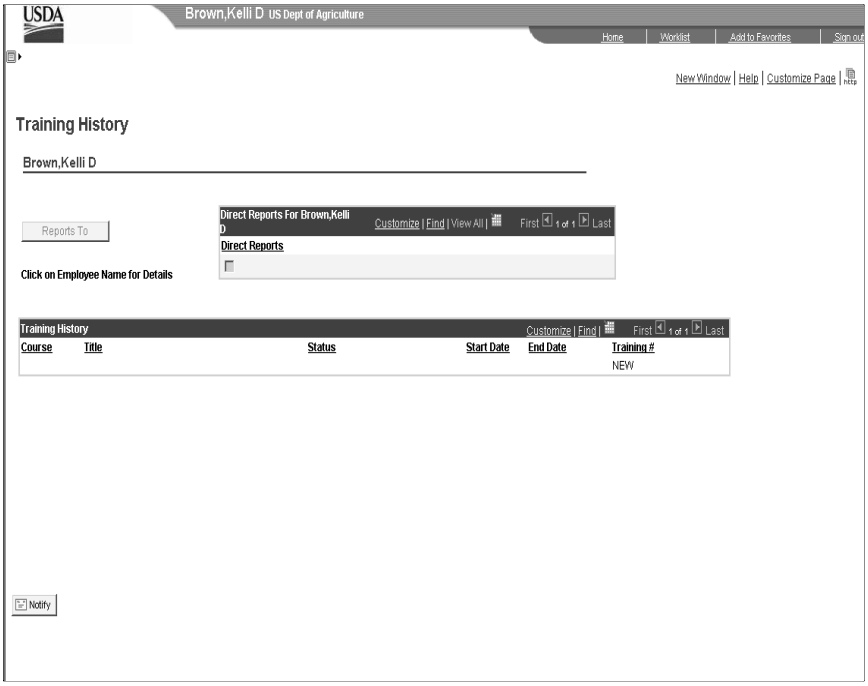

Figure 568. Training History page

4. Click the **Name** field to view the selected employee's training history information. The training history information will displayed on the page.

5. Click **Notify** to notify another manager.