How to...understand your 'People' - Employee Details Homepage

Purpose:

This guide will show you how to understand your 'People' in the **Your HR People Manager** System

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Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1).** After login you will be presented with the **People Manager Homepage**

Your People

- To view information about your employees, you need to select **Your People** from the menu on the **People Manager Homepage**
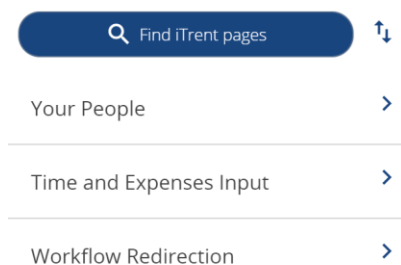
- Your direct reports/staff will then appear in a list on the left hand side of the screen. They will be 'shimmering' to alert you to the fact they are now available to select from

∧ Organisation

Warwickshire County Council
=

∧ People   ⋮

[_____] [Surname ∨] 🔍 +

Results 4 People

            Save this group

😊 Mr Joe Test

😊 Mrs Poppy Tests

😊 Miss Samantha Tests

- As you hover over the individual names, you can view some of their main personal details including their Unit(s), position(s) held and payroll number.

- If you click on the tab icon shown below you can also view further details of the employee:

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SEARCH   FIND ITRENT PAGES

                        ☕ C

∧ Organisation   ⫿⫿⫿

                        ↑↓ F

Warwickshire County Council
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[_____] [Surname ∨] 🔍 +

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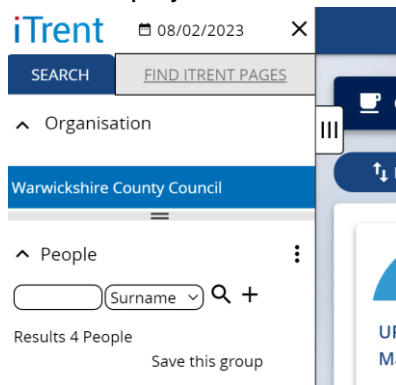
Name ⇕	Unit ⇕	Job title ⇕	Sex ⇕	Date of birth ⇕	Social security no. ⇕	Personal ref. ⇕
😊 Mr Joe Test	Warwickshire Test Unit	Test Team Lead				76731
😊 Mrs Poppy Tests	Warwickshire Test Unit	Test Team Lead				76733
😊 Miss Samantha Tests	Warwickshire Test Unit	Test Team Lead				76732
😊 Mr Tim Tests	Warwickshire Test Unit	Test Team Lead				76739

- Use the scroll bar to scroll right and left and view the details.

- You can also search for a particular employee by entering their name/personal reference number in the search box and clicking on the **magnifying glass icon**

∧ People   ⋮

[_____] [Surname ∨] 🔍 +

Results 4 People

            Save this group

- If you need view details for a leaver, you must click ⋮ on and tick the '**Include Leavers'** box before undertaking your search.

⋮

☐ Include leavers
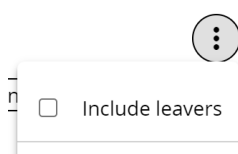
- Click the employee whose details you would like to view.

- Your **employee details screen** will now be displayed.

This screen shows you the key information about your employees as follows:

Key Personal information
- **Name**
- **Length of Service**
- **Payroll Number**
  - **Driving licence expiry information**
  - **DBS expiry date**
  - **State if the employee is currently under a probationary review period**

Employment Information
- **Position**
- **Work Location**
- **Grade**
- **Contract Status e.g. Permanent/temporary**
- **Full time/Part Time Status**
- **Manager details**

Calendar

- The calendar shows you the out of office information, holiday hours/days left for the current leave year and your employees days of sickness over the last 12 months as

shown in the example below. You can click on the links for '**Holidays remaining**' and '**Days off sick**' under each gauge to view further details.

● **Note:** the sickness gauge will turn from a green colour to red when the trigger point of 10 days or 740 hours is reached:
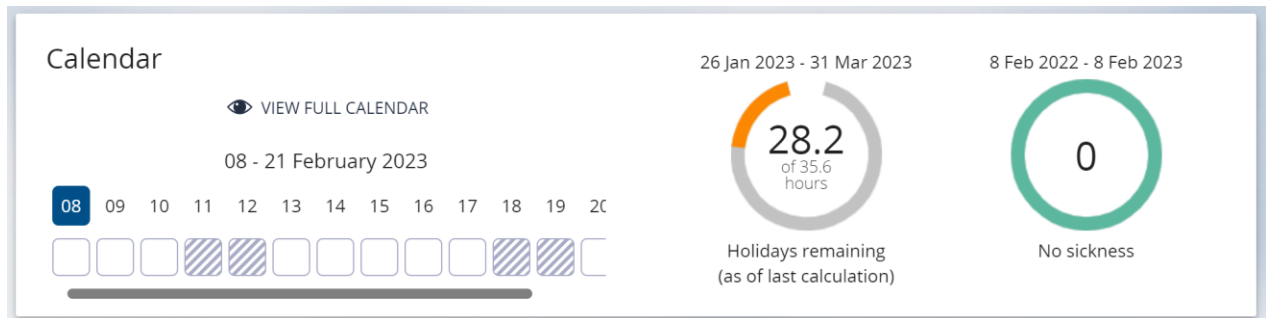
● You can access the full calendar here by clicking 👁 VIEW FULL CALENDAR

● You will then be able to view your employee's absences, through sickness or holidays by selecting different date ranges, you can also add absences here.

Links to other pages

● From this page you can navigate to other pages containing information about your employee.

● There are separate **how to guides** that cover the options under each of these pages.

● When you click each of the coloured menu options, a downward arrow will appear and then a range of sub menu buttons will appear underneath. In the example below, Personal Information has been clicked and the sub menu options Personal Details, Key Date Details, Address, Contact Details etc. have been revealed.
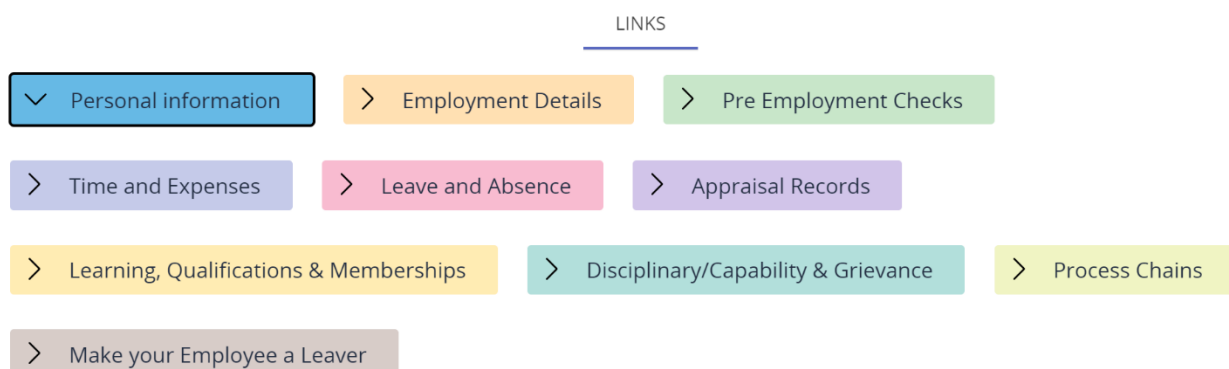
- To return to your **People Manager Homepage,** click the logo in the top left hand corner of the screen.

For further information or support please refer to Your HR on the [Intranet](#) or please raise a request through the [HR Service Desk](#) or phone on 01926 738444

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