

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee
- Employment
- Change A
- Document Records

APPS

Grid of application tiles including icons for people, charts, and documents.

Show More

Things to Finish

Task cards showing 'Assigned to Me' with a count of 7, and 'Created by Me' with a list of tasks including 'Complete the interview questionnaire' and 'Salary Adjustment Approval Requested for Exempt Staff'.

**Manager Self Service -
Employment Info**

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Click 'My Team'

Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

Show More

APPS

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Workforce Compensation	Termination	+	

Things to Finish

Assigned to Me 7 Created by Me	Yesterday FYI Complete the interview questionnaire Interview Feedback...	5 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...
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Good afternoon, Line Manager!

Me My Team

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Click 'My Team'

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

My Team

Onboarding

Hiring

Performance Overview

Performance

Learning

Workforce Compensation

Termination

+

Show More

Things to Finish

Assigned to Me

7

Created by Me

Yesterday

FYI

Complete the interview questionnaire Interview Feedback...

5 days ago

REJECTED

Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

My Team

- Overview
- Compensation

Overview

Actions

view by Assignment sort by Name ascending

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In this field, click '...' for the employee you want to manage.

Workers

ES Exempt Staff
Senior Research Associate

Department Name
Human Resources - Operating

NS Nonexempt Staff
Benefits Coordinator

Department Name
Human Resources - Operating

With Offer

Requisitions

Vacancies

Overview

Search Person Show Filters

Actions

Workers

ES Exempt Staff Senior Research Associate	Department Name Human Resources - Operating
NS Nonexempt Staff Benefits Coordinator	Department Name Human Resources - Operating

With Offer

Requisitions

Vacancies

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In this field, select 'Employment Info'

- Absence Balance
- Add Absence
- Allocate Checklists
- Change Assignment
- Change Salary
- Document Records
- Employment Info
- Existing Absences
- Individual Compensation
- Transfer

BlueSky Help

5/5

Here is the information for this employee. Note that you can view their Position Number in the top left corner.

Click 'Next' to conclude.

Assignment

Click [here](#) to view your staff position number(s)

Legal Employer DePaul University	Grade Staff Salary Grade S10
Business Unit DePaul University	Location Loop Campus
Business Title Senior Research Associate	Person Number 8653488
Department Human Resources - Operating	

Managers

BM Budget Manager Business Manager 1	HCM Department Manager
LM Line Manager Manager, Benefits	Line manager

Seniority Dates

Assignment

Click [here](#) to view your sta

Legal Employer
DePaul University

Business Unit
DePaul University

Business Title
Senior Research Assoc

Department
Human Resources - O

Managers

BM Budget Ma
Business M

LM Line Mana
Manager, Benefits

Seniority Dates

Congratulations! You have viewed this person's employment info.

To view this walkthrough again, search 'Employment Info' in
BlueSky Help.