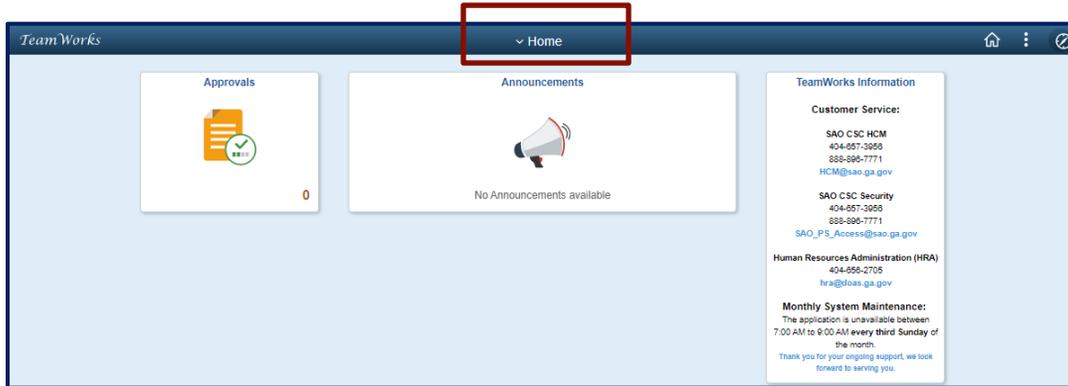


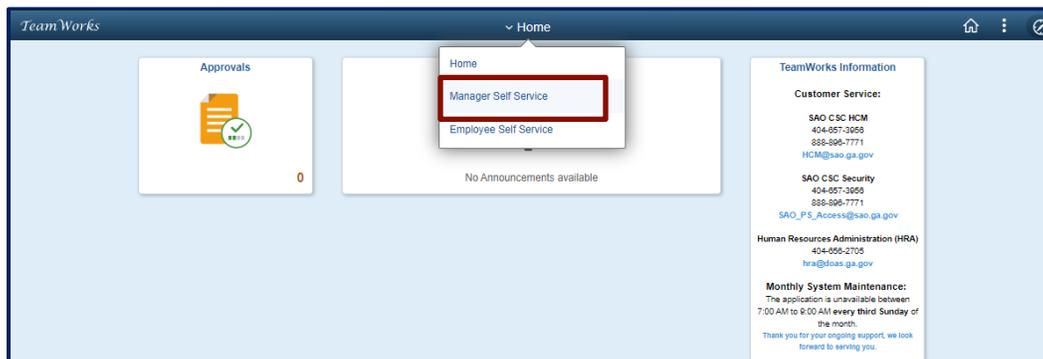
## Manager Self Service – Employee Snapshot

Using the Manager Self Service – Employee Snapshot page, managers can view information on all direct reports by drilling down on a selected employee.

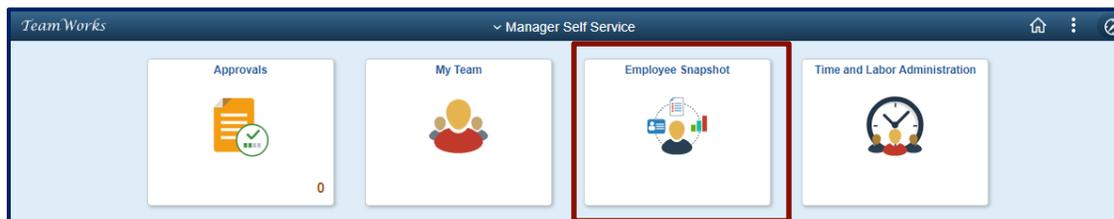
### Navigation: Home > Manager Self Service > Employee Snapshot tile



- Click on the **Home** link (located at the top of the page)



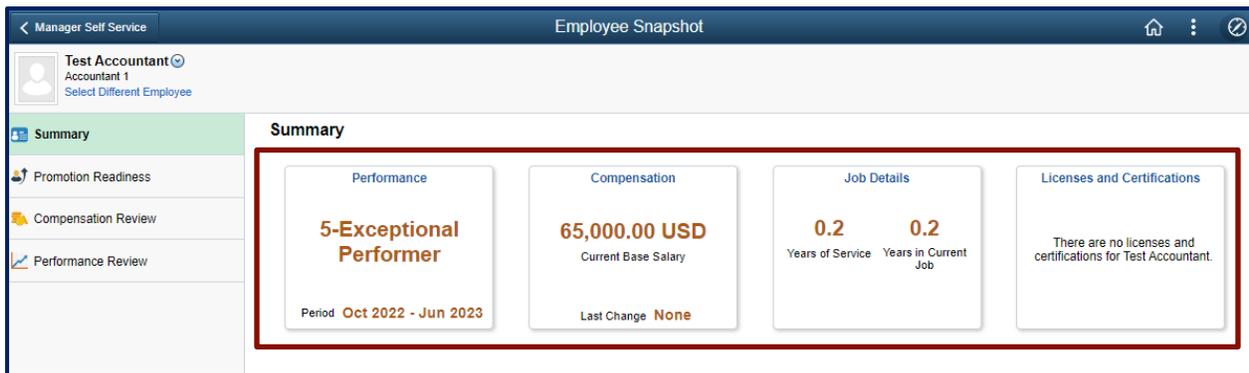
- Select **Manager Self Service**



- Select the **Employee Snapshot** tile



- Select the appropriate **employee** to view



- From the **Summary** section (located in the middle of the page), select the appropriate tile:
  - Performance
  - Compensation
  - Job Details
  - Licenses and Certifications

## Summary – Performance Tile

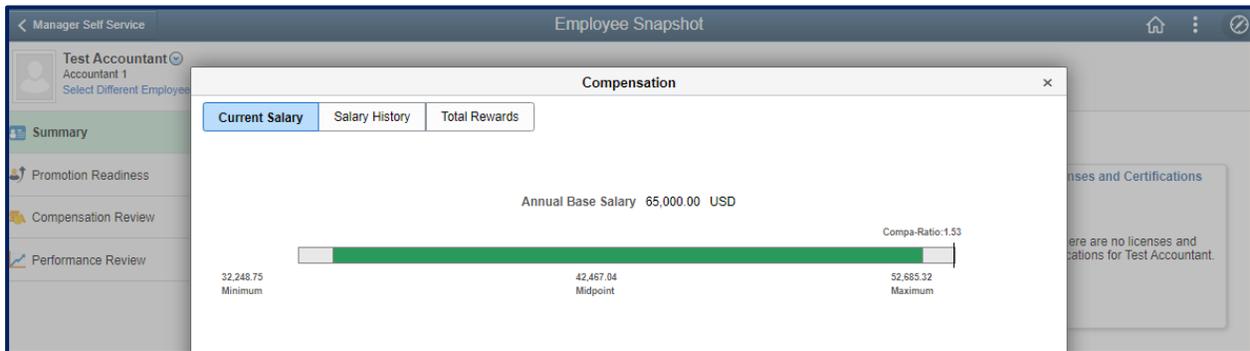
After clicking on the **Performance** tile, the Performance History page appears. This is a snapshot of the employee’s historical performance reviews.

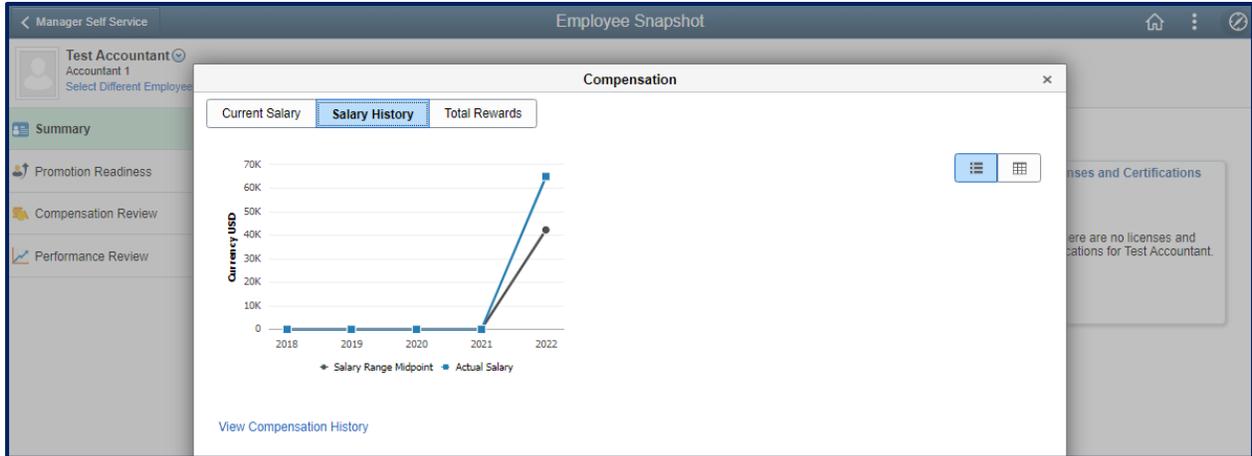


### Summary – Compensation Tile

After clicking on the **Compensation** tile, the Compensation page appears. This snapshot displays the employee’s current base salary and when the employee’s base salary was last changed.

**Note:** If an **upward pointing arrow** is displayed on the Compensation tile, this indicates the employee received a salary increase. If a **downward pointing arrow** is displayed, this indicates the employee received a decrease in pay. If **no change exists**, the tile reads **Last Change None**.





Summary – Job Details

After clicking on the **Job Details** tile, the Job Details page appears. This snapshot displays a summary of the employee’s job history.

Field	Value
Position Title	Accountant 1
Business Unit	State Accounting Office Bus Un
Department	Finance Shared Service
Location	30334 Fulton Atlanta
Job Title	Accountant 1
Job Code	FIF020
Full/Part Time	Full-Time
Standard Hours	40.00
HR Status	Active
Org Relationship	Employee
Years of Service	0.2
Last Start Date	10/01/2022
Years in Current Job	0.2
Date in Current Job	10/01/2022

Job Title	Dates	Years in Job
Accountant 1	10/01/2022 - Present	0.2

### Summary – Licenses and Certifications

After clicking on the **Licenses and Certifications** tile, the Licenses and Certifications page appears. This example is a view of the licenses and certifications held by an employee.

**Note:** This information will vary per each agency.

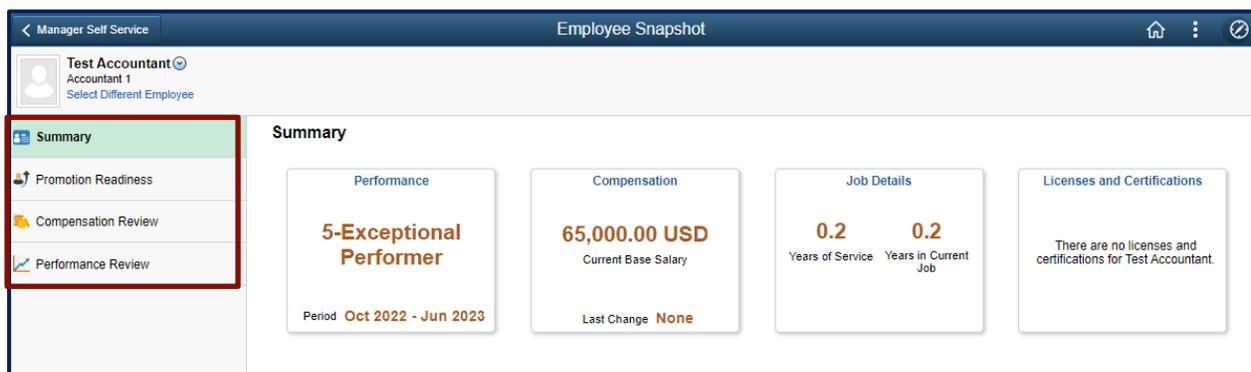
Licenses and Certifications				
Alert	License or Certification	Issue Date	Expiration Date	
⚠ Expiring Soon	Certified Public Accountant	06/01/2015	06/01/2018	>
⚠ Expiring Soon	Certified General Accountant	05/21/2015	05/21/2018	>
⏰ Expired	Finance Analyst Certification	04/17/2013	04/17/2018	>
	WHMIS Safety Associate	03/28/2017		>
	Assoc Chartered Certif Accntnt	01/30/2009		>

### Summary Links

From the **Summary** links section (located along the left side of the page), the manager can drill down to view the following page components:

- Promotion Readiness
- Compensation Review
- Performance Review

**Note:** This information will vary per each agency.



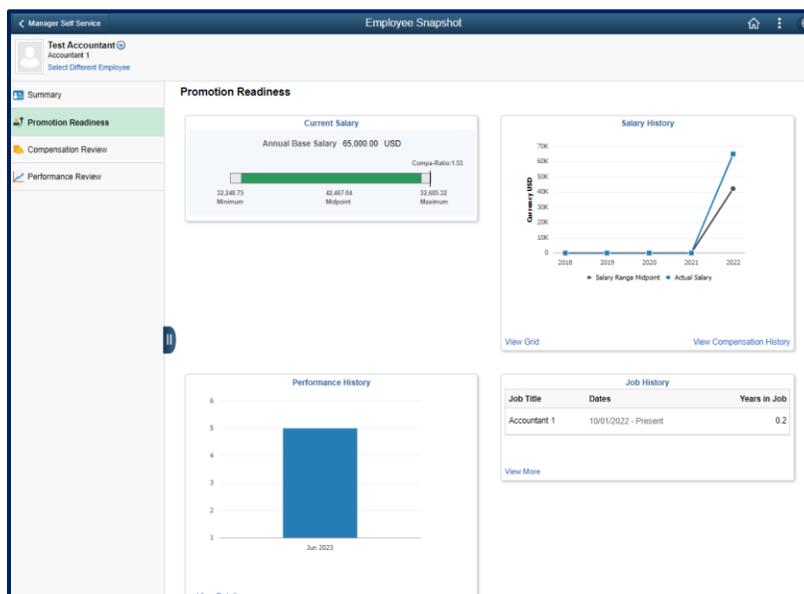
The screenshot shows the 'Employee Snapshot' page for 'Test Accountant 1'. The left sidebar contains a 'Summary' section with a red box highlighting the following links: Summary, Promotion Readiness, Compensation Review, and Performance Review. The main content area displays four summary cards: Performance (5-Exceptional Performer, Period Oct 2022 - Jun 2023), Compensation (65,000.00 USD Current Base Salary, Last Change None), Job Details (0.2 Years of Service, 0.2 Years in Current Job), and Licenses and Certifications (There are no licenses and certifications for Test Accountant).

### Summary – Promotion Readiness

After clicking on the **Promotion Readiness** link, managers can view an analysis of promotion readiness for an employee using a combination of the following tiles:

- Current Salary
- Job Competencies
- Salary History
- Performance History
- Personal Competencies
- Learning
- Job History

**Note:** This information will vary per each agency.



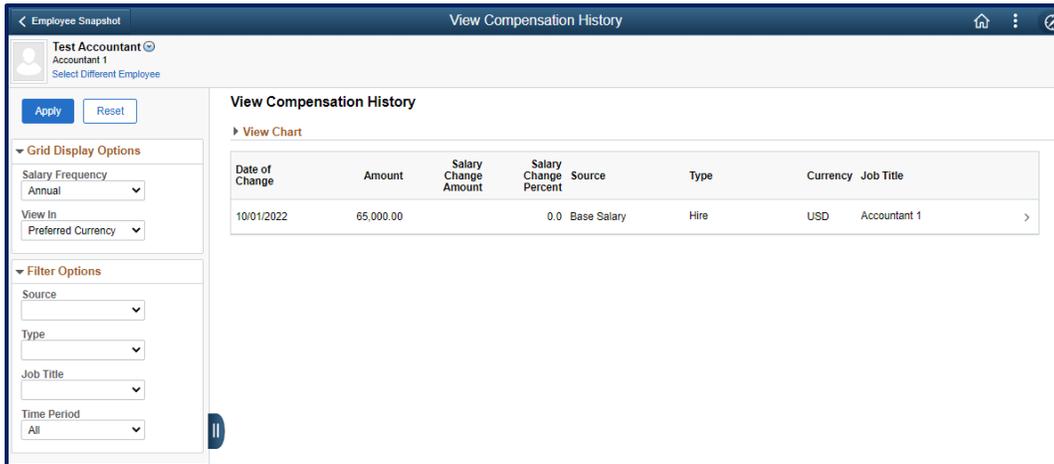
### Summary – Compensation Review

After clicking on the **Compensation Review** link, this page provides an overview of the employee’s compensation information using a combination of the following tiles:

- Current Salary
- Bonus Earnings
- Salary History
- Performance History

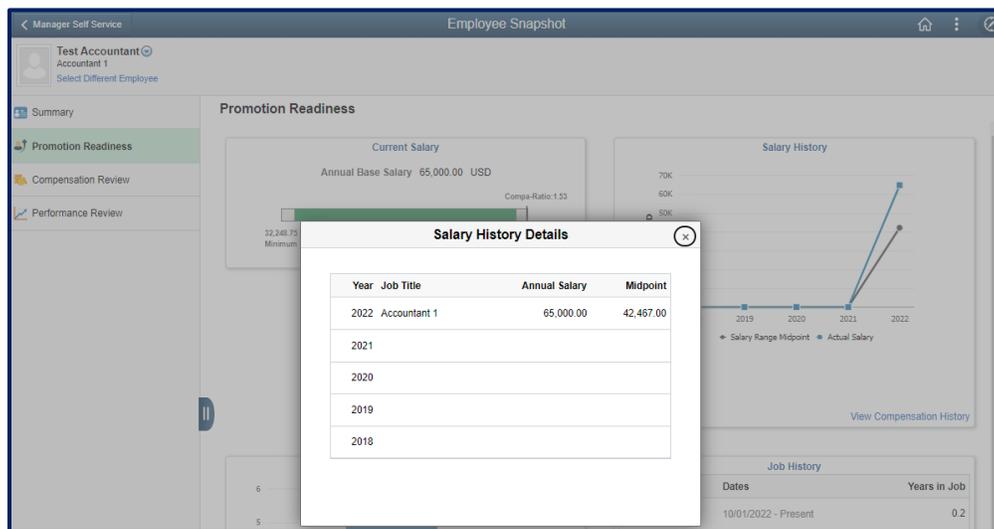
- Total Rewards
- Employee Impact

**Note:** This information will vary per each agency.



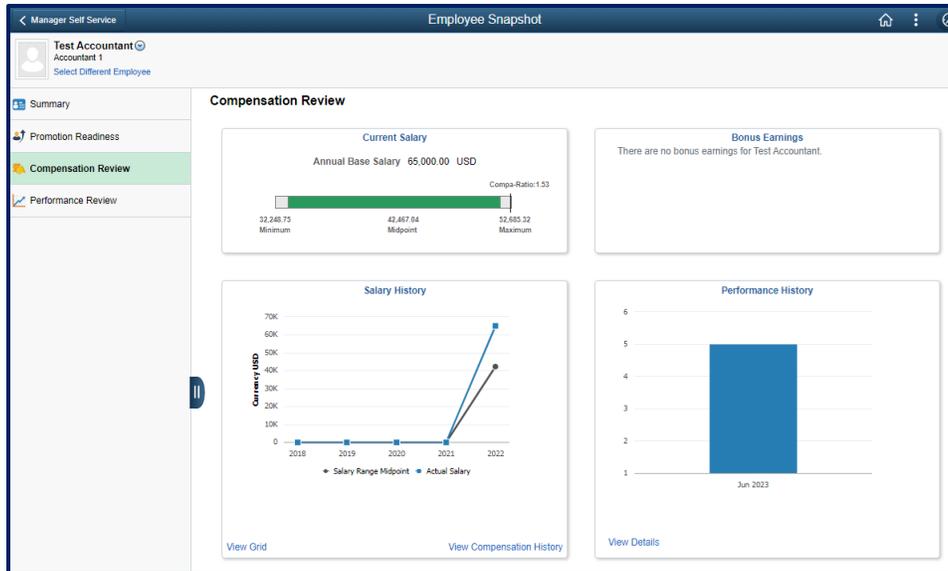
The screenshot shows the 'View Compensation History' interface for an employee named 'Test Accountant'. The interface includes a sidebar with 'Grid Display Options' (Salary Frequency: Annual, View In: Preferred Currency) and 'Filter Options' (Source, Type, Job Title, Time Period: All). The main area displays a table with the following data:

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
10/01/2022	65,000.00		0.0	Base Salary	Hire	USD	Accountant 1



The screenshot shows the 'Employee Snapshot' interface for 'Test Accountant'. The 'Promotion Readiness' section is active, displaying 'Current Salary' (Annual Base Salary: 65,000.00 USD, Compa-Ratio: 1.53) and a 'Salary History' chart. A 'Salary History Details' popup window is open, showing the following data:

Year	Job Title	Annual Salary	Midpoint
2022	Accountant 1	65,000.00	42,467.00
2021			
2020			
2019			
2018			

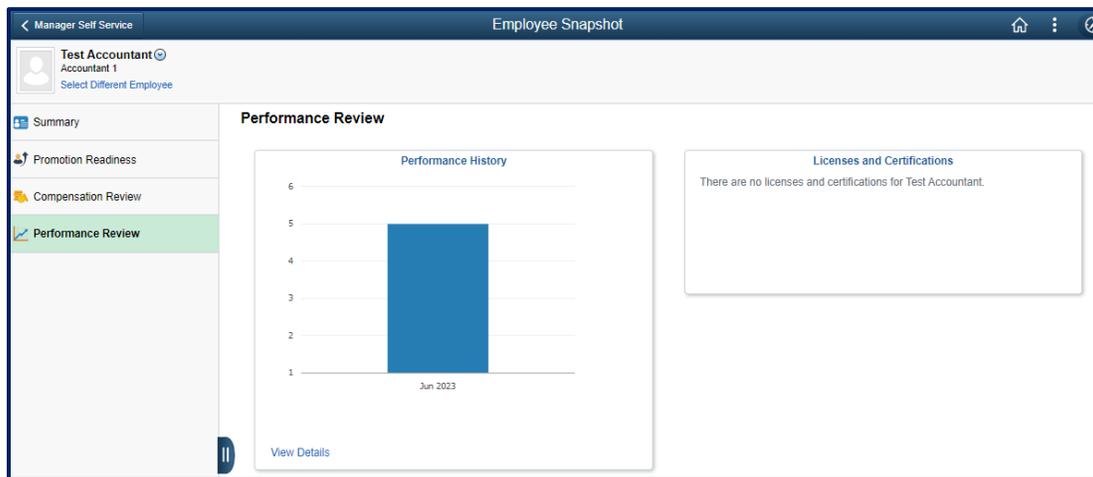


**Summary – Performance Review**

After clicking on the **Performance Review** link, this page provides an overview of the employee’s overall performance using a combination of the following tiles:

- Performance History
- Responsibilities
- Special Projects
- E&G Special Projects
- Personal Competencies
- Licenses and Certifications
- Job Competencies

**Note:** This information will vary per each agency.



The screenshot displays the 'Employee Snapshot' page in the Manager Self Service system. The page is for 'Test Accountant' (Accountant 1). The left sidebar contains navigation options: Summary, Promotion Readiness, Compensation Review, and Performance Review (which is selected). The main content area is titled 'Performance Review' and includes a 'Performance History' chart and a 'Licenses and Certifications' section. A modal window titled 'Performance History' is open, showing a table with the following data:

Document Type	Period	Job Title	Rating	Manager
Annual Performance Review	Oct 2022 - Jun 2023	Accountant 1	5-Exceptional Performer	Test Manager