

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.





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

TeamWorks		 → Home 		ŵ	:	Ø
	Approvals	Home Manager Self Service Employee Self Service No Announcements available	TeamWorks Information Customer Service BAO CSC HCM 44-657-3666 888-88-7771 HCM@seeg.apv SAO CSC Security 44-657-3666 888-88-7771 HCM@seeg.apv 44-657-3666 888-88-7771 SAO TSC Security 44-657-3666 888-88-777 HCM@seeg.apv SAO CSC Security 44-657-3666 888-88-777 HCM@seeg.apv SAO CSC Security 44-657-3666 888-88-777 HCM@seeg.apv SAO CSC Security 44-657-3666 88-867-778 HCM@seeg.apv HCMMSC Security HCMMSC Security HCMM			

Select Manager Self Service



Select the Employee Snapshot tile



✓ Manager Self Service	Employee Snapshot		:	\oslash
Search Options				_
Select Employee			1 rov ↑↓]
Name / Title / ID	Directs / Total	Department		
Test Accountant Accountant 1 01141467		Finance Shared Service	>	

Select the appropriate **employee** to view

K Manager Self Service		Employee Snapshot							
Test Accountant ⊙ Accountant 1 Select Different Employee									
📰 Summary	Summary								
J Promotion Readiness	Performance	Compensation	Job Details	Licenses and Certifications					
🍕 Compensation Review	5-Exceptional	65.000.00 USD	0.2 0.2						
Performance Review	Performer	Current Base Salary	Years of Service Years in Current Job	There are no licenses and certifications for Test Accountant.					
	Period Oct 2022 - Jun 2023	Last Change None							

- From the Summary section (located in the middle of the page), select the appropriate tile:
 - \circ Performance
 - Compensation
 - o 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.



Kanager Self Service	Employee Snapshot	ŵ	: Ø
Test Accountant ③ Accountant 1 Select Different Employed	Performance History ×		
Summary	6		
Section Readiness	5	nses and Certification	ns
Scompensation Review	4	ara ara na licancas an	d
Performance Review	3	cations for Test Account	itant.
	2		
	1 Jun 2023		

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**.

Kanager Self Service		Employee Snapshot								
Test Accountant 😔						_				
Select Different Employee			Co	ompensation		×				
	Current Salary	Salary History	Total Rewards							
Summary										
Section Readiness							nses and Certification	5		
Compensation Review			Annual Base	Salary 65,000.00 USD						
					Compa-Ratio:1.53		ere are no licenses and			
Z Performance Review				67.04	50 005 00		ations for Test Accounta	ant.		
	32,248.75 Minimum		42,41 Midş	point	S2,683.32 Maximum					
								_		



✓ Manager Self Service	Employee Snapshot	<u>ش</u> : ۵	Ð
Manager Self Service Test Accountant ① Accountant 1 Select Different Employee Summary Promotion Readiness Compensation Review Performance Review	Employee Snapshot Compensation × Compensation	nses and Certifications are are no licenses and cations for Test Accountant.	3
	2018 2019 2020 2021 2022 Salary Range Midpoint Actual Salary View Compensation History		

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.

Kanager Self Service		Employee Snapshot	ŵ :	\oslash
Test Accountant Accountant 1 Select Different Employee		Job Details ×		
Summary	Job Information Job History			
AT Promotion Readiness	Position Title	Accountant 1	nses and Certifications	
-	Business Unit	State Accounting Office Bus Un		
S Compensation Review	Department	Finance Shared Service	are are no licenses and	
Performance Review	Location	30334 Fulton Atlanta	ations for Test Accountant.	
	Job Title	Accountant 1		
	Job Code	FIP020		ł
	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		

✓ Manager Self Service		Employee Snapshot		<u>ہ</u>	0
Test Accountant Accountant 1 Select Different Employee		Job Details	×		
C Cummany	Job Information Job	History		_	
Summary	Job Title	Dates	Years in Job		
AT Promotion Readiness	Accountant 1	10/01/2022 - Present	0.2	nses and Certification	s
5 Compensation Review					
Performance Review				ere are no licenses and cations for Test Account	ant.



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					
A Expiring Soon	Certified Public Accountant	06/01/2015	06/01/2018	>				
A Expiring Soon	Certified General Accountant	05/21/2015	05/21/2018	>				
Expired	Finance Analyst Certification	04/17/2013	04/17/2018	>				
	WHIMIS 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.

✓ Manager Self Service		6 : Ø		
Test Accountant ⊗ Accountant 1 Select Different Employee				
📰 Summary	Summary			
Promotion Readiness	Performance	Compensation	Job Details	Licenses and Certifications
	5-Exceptional	65,000.00 USD	0.2 0.2	There are no licenses and
Performance Review	Performer	Current Base Salary	Years of Service Years in Current Job	certifications for Test Accountant.
	Period Oct 2022 - Jun 2023	Last Change None		



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.

		Employee Snapshot			໌	
Content of the second s						
Summary	Promotion Readiness					
Promotion Readiness	Current	Salary		Salary History		
Compensation Review	Annual Base Salary	65,000.00 USD	70K		7	
Performance Review		Compa-Ratio:1.53	g SOK			
	32,248.75 42,4 Minimum Midg	67.04 52,685.32 point Maximum	40K		1	
			ð _{20K}			
			10K 0 —			
			201	8 2019 2020 2021	2022	
				 Salary Range Midpoint Actual S 	alary	
				 Salary Range Midpoint Actual S 	ialary	
				 Salary Range Midpoint Actual S 	lalary	
				 Salary Range Midpoint Actual S 	alary	
	D		View Grid	 Selary Range Midpoint Actual S V 	alary /iew Compensation	Histor
	I) Performanc	e History	View Grid	Selary Range Midpoint Actual S Job History	ialary	Histor
	Performance	e History	View Grid	Selary Range Midpont Actual S Job History Dates	few Compensation Years i	Histor
	Performanc 2	e History	View Grid Job Title Accountant 1	Salary Range Hidgoot Actual S U Job History Dates 10/01/2022 - Present	few Compensation Years i	Histor In Job 0.2
	D Performance	e History	View Grid Job Title Accountant 1	Salary Reger Midport Actual S Job History Dates 10/01/2022 - Present	few Compensation Years i	Histor in Job 0.2
	Performance	e History	View Grid	Salary Regist Motion Actual S Job History Dates 10/01/2022 - Present	fiew Compensation Years I	Histor In Job 0.2
	Performanc 6 2	e History	View Grid Job Title Accountant 1 View More	Salary Regist Motion Actual S Job History Dates 10/01/2022 - Present	few Compensation Years I	Histor In Job 0.2
	Performance 6 5 4 3 2	e History	View Grid Job Title Accountant 1 View More	Salary Regist Modernt Actual S Job History Job History Dates 10/01/2022 - Present	few Compensation Years I	Histor in Job 0.2
	Performance	e History	View Grid Job Title Accountant 1 View More	Salary Regist Motion Actual S Job History Dates 10/01/2022 - Present	few Compensation Years i	Histor in Job 0.2
	Performance 6 5 4 4 2 2 1 2,00 2027	e History	View Grid Job Title Accountant 1 View Mare	Salary Ruges Midgont Actual S Job History Job History Dates 10/01/2022 - Present	feer Compensation	in Job
	Performance 6 5 4 2 1 3.0r 2223	e History	View Ond Job Title Accountant 1 View More	Salary Ruges Midgent Actual S Job History Dates 1001/2022 - Present	New Compensation	Histor in Job 0.2

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.

Employee Snapshot				View Co	ompensatio	n History				ŵ	:	Ø
Accountant 1 Select Different Employee												
Apply Reset	Vie ► Vi	w Compensa iew Chart	ation History									
Grid Display Options Salary Frequency	Dat	te of ange	Amount	Salary Change	Salary Change	Source	Туре	Currency	Job Title			
Annual View In Preferred Currency V	10/0	01/2022	65,000.00	Amount	0.0	Base Salary	Hire	USD	Accountant 1		>	
Filter Options Source												
Type												
Job Title Time Period												
All	"											
✓ Manager Self Service Test Accountant ⊙ Accountant 1		-	-	Em	ployee Snap	oshot	-	_	-	ଜ :	0	
Select Different Employee	F	Promotion Re	adiness									I
AT Promotion Readiness			Currer	nt Salary				Salary History	1		Î	1
Scompensation Review			Annual Base Sala	ry 65,000.00	USD Compa-R	atio:1.53	70K		/			1
Performance Review		32,248.75 Minimum		Salary	y History D	etails	<u> </u>		11			I
			Year Job	Title	An	ual Salary	Midpoint					
			2022 Acco	untant 1	~	65,000.00	42,467.00	2019 2020	2021 2022			1
			2021					 Salary Range Midpoint 	Actual Salary			1
			2020									1
			2019						View Compensa	ation History		1
			2018									I
		6						Job History Dates	Ye	ars in Job		I
		5						10/01/2022 - Present		0.2		





Summary – Performance Review

After clicking on the **Performance Review** link, this page provides and 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.

Manager Self Service	Employee Snapshot				\oslash
Accountant 1 Select Different Employee					
📰 Summary	Performance Review				
Promotion Readiness Compensation Review	Performance History 6	Licenses and Certifications There are no licenses and certifications for Test Accountant.			
Performance Review	5 4 2 1 Jun 2023 View Details				



Kanager Self Service		Emp	oloyee Snapsh	iot			ŵ	:	\oslash
Test Accountant ⊗ Accountant 1 Select Different Employee									
📰 Summary	Performance Review								
Promotion Readiness Compensation Review	6	Performance History		The	Licenses re are no licenses and certific	and Certifications			
Performance Review	5	Perfo	rmance Histo	ry		×			
	Document Type	Period	Job Title	Rating	Manager				
	Annual Performance Review	Oct 2022 - Jun 2023	Accountant 1	5-Exceptional Perfor	mer Test Manager ;	·)			