

CHRIS User Guide: Manager View



The Manager View offers secure, real-time access to view employee personnel information including Assignment, Position, Personal, Obligation Dates, Salary, Benefits, Awards and Bonus, Performance, Personnel Actions, Clearance, Training and Leave.

The Manager Self-Service View is easy-to-use and brings key information together in one place which allows for quick access to employee personnel information.

Single click Manager Self-Service

Single click Manager Views




- The “My Employee Information” page opens – the page will display both employees and approved/funded vacancies assigned to the Manager that has logged on.
- The employees are displayed in the “My Employee Information” list by Last Name followed by First Name.
- You can view multiple records or one at a time

Focus Name	Assignment Number	Position	Organization	Location	Grade	Job
Horton, Eric C						
Jackson, Gregory W	8702	Industrial Operations Analyst.GS30.05CM291.003.007370.C	AQV0CBBA-1	295880183 - OFALLON, ST CHARLES, MISSOURI	GS	Miscellaneous Administration & Program (0301)
Jones, Matthew M	18843	Supervisory Industrial Operations Analyst.GS30.05CM301.004.012759.C	AQV0CBBA-1	390855061 - BLUE ASH, HAMILTON, OHIO	GS	Miscellaneous Administration & Program (0301)
Rucker, Marcella R	15245	Industrial Operations Analyst.GS30.5508624.015.013037.C	AQV0CBB	182210097 - Indianapolis, Marion, IN	GS	Miscellaneous Administration & Program (0301)
Smith, Zachary M	19532	Supv Industrial Operations Analyst.GS30.05CM301.001.006425.C	AQV0CBBB-1	179630093 - YORKVILLE, KENDALL, ILLINOIS	GS	Miscellaneous Administration & Program (0301)
Vacant Position		Complaint Analyst.GS30.550C242.002.000191.C	AQV0CBB	171670031 - Chicago, IL	GS	Miscellaneous Administration & Program (0301)
Vacant Position		Industrial Operations Analyst.GS30.5508624.016.013038.C	AQV0CBB	171670031 - Chicago, IL	GS	Miscellaneous Administration & Program (0301)
Wisniewski, J. William E	18844	Master Industrial Operations Analyst.GS30.00Q0372.002.001671.C	AQV0CBB	185190029 - WEST HARRISON, DEARBORN, INDIANA	GS	Miscellaneous Administration & Program (0301)

Other Features

As a Manager, you could also have one or more supervisors that have employees that report to them. The employee names with the “expand” icon next to their name, denotes a supervisory position

+	Jones, Matthew M	18843	Supervisory Industrial Operations Analyst.GS30.05CM301.004.012759.C	AQV0CBBA-1	390855061 - BLUE ASH, HAMILTON, OHIO	GS-13	Miscellaneous Administration & Program (0301)
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Click on the Expand  icon to view the employees and/or vacant positions that report directly to this supervisor.

Focus Name	Assignment Number	Position	Organization	Location	Grade	Job
Horton, Eric C						
Jackson, Gregory W	8702	Industrial Operations Analyst.GS30.05CM291.003.007370.C	AQV0CBBA-1	295880183 - OFALLON, ST CHARLES, MISSOURI	GS-12	Miscellaneous Administration & Program (0301)
Jones, Matthew M	18843	Supervisory Industrial Operations Analyst.GS30.05CM301.004.012759.C	AQV0CBBA-1	390855061 - BLUE ASH, HAMILTON, OHIO	GS-13	Miscellaneous Administration & Program (0301)
Seda, Edward	12685	Industrial Operations Analyst.GS30.05CM291.010.007369.C	AQV0CBBA-1	392530057 - Fairborn, OH	GS-12	Miscellaneous Administration & Program (0301)
Townsend, Frank W	25931	Industrial Operations Analyst.GS30.05CM292.007.008805.C	AQV0CBBA-1	181160063 - DANVILLE, HENDRICKS, INDIANA	GS-11	Miscellaneous Administration & Program (0301)
Vacant Position		Industrial Operations Analyst.GS30.05CM292.009.013528.C	AQV0CBBA-1	391800049 - Columbus, Franklin, OH	GS-11	Miscellaneous Administration & Program (0301)
Rucker, Marcella R	15245	Industrial Operations Analyst.GS30.5508624.015.013037.C	AQV0CBB	182210097 - Indianapolis, Marion, IN	GS-12	Miscellaneous Administration & Program (0301)
Smith, Zachary M	19532	Supv Industrial Operations Analyst.GS30.05CM301.001.006425.C	AQV0CBBB-1	179630093 - YORKVILLE, KENDALL, ILLINOIS	GS-13	Miscellaneous Administration & Program (0301)
Vacant Position		Complaint Analyst.GS30.550C242.002.000191.C	AQV0CBB	171670031 - Chicago, IL	GS-09	Miscellaneous Administration & Program (0301)

Summary

To view a summary of all the employees the manager supervises, click on the tab(s) you wish to view (Assignment, Personal, Salary, Awards and Bonuses, Performance, Personnel Actions).

Assignment

My Employee Information View Hierarchy Go

Assignment Personal Salary Awards and Bonuses Performance Personnel Actions

Focus Name	Assignment Number	Position	Organization	Location	Grade	Job
Horton, Eric C						
Jackson, Gregory W	8702	Industrial Operations Analyst.GS30.05CM291.003.007370.C	AQVOCBBA-1	295880183 - OFALLON, ST CHARLES, MISSOURI	GS-	Miscellaneous Administration & Program (0301)
Jones, Matthew M	18843	Supervisory Industrial Operations Analyst.GS30.05CM301.004.012759.C	AQVOCBBA-1	390855061 - BLUE ASH, HAMILTON, OHIO	GS-	Miscellaneous Administration & Program (0301)
Seda, Edward	12685	Industrial Operations Analyst.GS30.05CM291.010.007369.C	AQVOCBBA-1	392530057 - Fairborn, OH	GS-	Miscellaneous Administration & Program (0301)
Townsend, Frank W	25931	Industrial Operations Analyst.GS30.05CM292.007.008805.C	AQVOCBBA-1	181160063 - DANVILLE, HENDRICKS, INDIANA	GS-	Miscellaneous Administration & Program (0301)
Vacant Position		Industrial Operations Analyst.GS30.05CM292.009.013528.C	AQVOCBBA-1	391800049 - Columbus, Franklin, OH	GS-	Miscellaneous Administration & Program (0301)
Bucker, Marcella R	15245	Industrial Operations Analyst.GS30.5508624.015.013037.C	AQVOCBB	182210097 - Indianapolis, Marion, IN	GS-	Miscellaneous Administration & Program (0301)
Smith, Zachary M	19532	Supv Industrial Operations Analyst.GS30.05CM301.001.006425.C	AQVOCBBB-1	179630093 - YORKVILLE, KENDALL, ILLINOIS	GS-	Miscellaneous Administration & Program (0301)
Vacant Position		Complaint Analyst.GS30.550C242.002.000191.C	AQVOCBB	171670031 - Chicago, IL	GS-	Miscellaneous Administration & Program (0301)
Vacant Position		Industrial Operations Analyst.GS30.5508624.016.013038.C	AQVOCBB	171670031 - Chicago, IL	GS-	Miscellaneous Administration & Program (0301)
Wesolowski II, William E	18844	Master Industrial Operations Analyst.GS30.00Q0372.002.001671.C	AQVOCBB	185190029 - WEST HARRISON, DEARBORN, INDIANA	GS-	Miscellaneous Administration & Program (0301)

Personal

Last Name Go [Advanced Search](#) [Manage My List](#)

My Employee Information View Hierarchy Go

Assignment Personal Salary Awards and Bonuses Performance Personnel Actions

Focus Name	Person Type	Employee Number	Hire Date
Horton, Eric C			
Jackson, Gregory W	Employee	8702	01-Jan-2000
Jones, Matthew M	Employee.Ex-applicant	18843	01-Jan-2000
Bucker, Marcella R	Employee.Ex-applicant	15245	01-Jan-2000
Smith, Zachary M	Employee.Ex-applicant	19532	01-Jan-2000
Vacant Position			
Vacant Position			
Wesolowski II, William E	Employee.Ex-applicant	18844	01-Jan-2000

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Salary Tab

GSA Manager View

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Last Name: [Advanced Search](#) [Manage My List](#)

My Employee Information View

Assignment | Personal | **Salary** | Awards and Bonuses | Performance | Personnel Actions

Focus Name	Assignment Number	Basic Pay	Locality Pay	Other Pay	Total Pay	Position	Organization
Horton, Eric C							
[-] Jackson, Gregory W	8702	10,000.00	5,000.00		15,000.00	Industrial Operations Analyst.GS30.05CM291.003.007370.C	AQVOCBBA-1
[-] Jones, Matthew M	18843	10,000.00	5,000.00		15,000.00	Supervisory Industrial Operations Analyst.GS30.05CM301.004.012759.C	AQVOCBBA-1
[-] Rucker, Marcella B	15245	10,000.00	5,000.00		15,000.00	Industrial Operations Analyst.GS30.5508624.015.013037.C	AQVOCBB
[-] Smith, Zachary M	19532	10,000.00	5,000.00		15,000.00	Supv Industrial Operations Analyst.GS30.05CM301.001.006425.C	AQVOCBBB-1
[-] Vacant Position						Complaint Analyst.GS30.550C242.002.000191.C	AQVOCBB
[-] Vacant Position						Industrial Operations Analyst.GS30.5508624.016.013038.C	AQVOCBB
[-] Wesolowski II, William E	18844	10,000.00	5,000.00		15,000.00	Master Industrial Operations Analyst.GS30.00Q0372.002.001671.C	AQVOCBB

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Awards and Bonuses

Last Name: [Advanced Search](#) [Manage My List](#)

My Employee Information View

Assignment | Personal | Salary | **Awards and Bonuses** | Performance | Personnel Actions

Focus Name	Assignment Number	Position	Organization	Location	Awards	Bonuses
Horton, Eric C						
[-] Jackson, Gregory W	8702	Industrial Operations Analyst.GS30.05CM291.003.007370.C	AQVOCBBA-1	295880183	Yes	No
[-] Jones, Matthew M	18843	Supervisory Industrial Operations Analyst.GS30.05CM301.004.012759.C	AQVOCBBA-1	390855061	Yes	No
[-] Rucker, Marcella B	15245	Industrial Operations Analyst.GS30.5508624.015.013037.C	AQVOCBB	182210097	Yes	No
[-] Smith, Zachary M	19532	Supv Industrial Operations Analyst.GS30.05CM301.001.006425.C	AQVOCBBB-1	179630093	Yes	No
[-] Vacant Position		Complaint Analyst.GS30.550C242.002.000191.C	AQVOCBB	171670031 - Chicago, IL		
[-] Vacant Position		Industrial Operations Analyst.GS30.5508624.016.013038.C	AQVOCBB	171670031 - Chicago, IL		
[-] Wesolowski II, William E	18844	Master Industrial Operations Analyst.GS30.00Q0372.002.001671.C	AQVOCBB	185190029	Yes	No

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Performance Tab

Last Name: [Advanced Search](#) [Manage My List](#)

My Employee Information View

Assignment | Personal | Salary | Awards and Bonuses | **Performance** | Personnel Actions

Focus Name	Latest Performance Rating	Employee Number	Person Type
Horton, Eric C			
[-] Jackson, Gregory W	Latest Rating	8702	Employee
[-] Jones, Matthew M	Latest Rating	18843	Employee.Ex-applicant
[-] Rucker, Marcella B	Latest Rating	15245	Employee.Ex-applicant
[-] Smith, Zachary M	Latest Rating	19532	Employee.Ex-applicant
[-] Vacant Position			
[-] Vacant Position			
[-] Wesolowski II, William E	Latest Rating	18844	Employee.Ex-applicant

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Personnel Actions

Last Name [Advanced Search](#) [Manage My List](#)

My Employee Information View

Focus Name	Latest Personnel Action	Employee Number	Contingent Worker Number	Person Type
<ul style="list-style-type: none"> [-] Horton, Eric C <ul style="list-style-type: none"> [+] Jackson, Gregory W [+] Jones, Matthew M [+] Rucker, Marcella B [+] Smith, Zachary M Vacant Position Vacant Position Wesolowski II, William E 	<ul style="list-style-type: none"> 894 - Gen Adj 894 - Gen Adj 894 - Gen Adj 894 - Gen Adj 894 - Gen Adj 	<ul style="list-style-type: none"> 8702 18843 15245 19532 18844 		

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Detailed Employee Information

To view detailed information related to an employee, select the employee name by clicking on it.

My Employee Information

Focus Name	Assignment Number	Position	Organization
<ul style="list-style-type: none"> [-] GSATest, Supv <ul style="list-style-type: none"> [-] Previous [+] GSATest, Carmen 	<ul style="list-style-type: none"> 26579 	<ul style="list-style-type: none"> Supervisory Building Management Specialist.GS03.WW29192.007.012830.C 	<ul style="list-style-type: none"> AWPM1C AWPM1C AWPM1C

Viewing individual Employee Records

General Information

The Header page displays a summary of the employee's current information. This information is viewable from any of the tabs selected.


My Employee Information >
GSA Test, Carmen
Effective Date 21-Aug-2012
The following section displays the summary as of the effective date.

Assignment Start Date	29-Jul-2012	Assignment End Date	
Assignment Status	Active Appointment	Employee Number	26579
Position	Supervisory Building Management Specialist.GS03.WW29192.007.012830.C	Occupational Series	Building Management (1176)
Pay Plan and Grade	GS-13	Step or Rate	01
Total Pay	89,033.00 USD	Organization	AWPM1C
Office Symbol	WPM1C	Duty Station	110010001 - Washington, DC
Latest Personnel Action	101 - Career-Cond Appointment	Latest Performance Rating	X - Not Rated. Not yet rcvd rating of rcrd under agcy aprsl sys


Email Address


[Assignment](#) [Position](#) [Personal](#) [Salary](#) [Awards and Bonuses](#) [Performance](#) [Personnel Actions \(SF-50s\)](#) [Clearance](#) [Training](#) [Leave](#)

How to Show/Hide Information

The Details is defaulted to "Show" and displays additional information available in the employee's record. Click the Hide  link to close the folder (viewable data).

Details	Effective Date	Pay Plan and Grade	Occupational Series	Position	Organization	Duty Station	Assignment Status
	29-Jul-2012	GS-13	Building Management (1176)	Supervisory Building Management Specialist.GS03.WW29192.007.012830.C	AWPM1C	110010001 - Washington, DC	Active Appointment
			Step or Rate	01	Work Schedule	F - Full-Time	
		Part-Time Hours Biweekly	WGI Due Date	28-Jul-2013	Pay Rate Determinant	0 - Regular Rate	
		Last Equivalent Increase	Part-time Indicator	29-Jul-2012	WGI Pay Date	28-Jul-2013	
		Annuitant Indicator	Assignment NTE Date	Not Applicable	Key Emergency Essential	Not Assigned to Key Emergency Employee Position	
		Assignment NTE Date	Leave Without Pay Start Date		Tenure	Conditional - Tenure Group 2	
		Leave Without Pay End Date	Suspension Start Date		Assignment NTE Start Date		
		Suspension End Date	Furlough Start Date		Leave Without Pay Start Date		
		Furlough End Date	Leave With Pay Start Date		Hire Date	29-Jul-2012	
		Leave With Pay End Date	Calculation Pay Table			0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000	
		Email Address					
		Pay Status USER RA Status	P - Pay Status				

Click the Show  link to open the folder and view the additional information available in the employee's record.

Details	Effective Date	Pay Plan and Grade	Occupational Series	Position	Organization	Duty Station	Assignment Status
	29-Jul-2012	GS-13	Building Management (1176)	Supervisory Building Management Specialist.GS03.WW29192.007.012830.C	AWPM1C	110010001 - Washington, DC	Active Appointment

Information Tabs

The following tabs are used to access employee personnel information

Assignment Tab

Contains current assignment information

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions (SF-50s)	Clearance	Training	Leave																																																				
Details																																																													
Effective Date	29-Jul-2012	Pay Plan and Grade	GS-13	Occupational Series	Building Management (1176)	Position	Supervisory Building Management Specialist.GS03.WW29192.007.012830.C	Organization	AWPMIC	Duty Station	110010001 - Washington, DC	Assignment Status	Active Appointment																																																
<table border="0"> <tr> <td>Step or Rate</td> <td>01</td> <td>Work Schedule</td> <td>F - Full-Time</td> </tr> <tr> <td>Part-Time Hours Biweekly</td> <td></td> <td>Pay Rate Determinant</td> <td>0 - Regular Rate</td> </tr> <tr> <td>WGI Due Date</td> <td>28-Jul-2013</td> <td>WGI Pay Date</td> <td>28-Jul-2013</td> </tr> <tr> <td>Last Equivalent Increase</td> <td>29-Jul-2012</td> <td>Key Emergency Essential</td> <td>Not Assigned to Key Emergency Employee Position</td> </tr> <tr> <td>Part-time Indicator</td> <td></td> <td>Tenure</td> <td>Conditional - Tenure Group 2</td> </tr> <tr> <td>Annuitant Indicator</td> <td>Not Applicable</td> <td>Assignment NTE Start Date</td> <td></td> </tr> <tr> <td>Assignment NTE Date</td> <td></td> <td>Leave Without Pay Start Date</td> <td></td> </tr> <tr> <td>Leave Without Pay End Date</td> <td></td> <td>Suspension Start Date</td> <td></td> </tr> <tr> <td>Suspension End Date</td> <td></td> <td>Furlough Start Date</td> <td></td> </tr> <tr> <td>Furlough End Date</td> <td></td> <td>Leave With Pay Start Date</td> <td></td> </tr> <tr> <td>Leave With Pay End Date</td> <td></td> <td>Hire Date</td> <td>29-Jul-2012</td> </tr> <tr> <td>Email Address</td> <td></td> <td>Calculation Pay Table</td> <td>0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000</td> </tr> <tr> <td>Pay Status USER RA Status</td> <td>P - Pay Status</td> <td></td> <td></td> </tr> </table>										Step or Rate	01	Work Schedule	F - Full-Time	Part-Time Hours Biweekly		Pay Rate Determinant	0 - Regular Rate	WGI Due Date	28-Jul-2013	WGI Pay Date	28-Jul-2013	Last Equivalent Increase	29-Jul-2012	Key Emergency Essential	Not Assigned to Key Emergency Employee Position	Part-time Indicator		Tenure	Conditional - Tenure Group 2	Annuitant Indicator	Not Applicable	Assignment NTE Start Date		Assignment NTE Date		Leave Without Pay Start Date		Leave Without Pay End Date		Suspension Start Date		Suspension End Date		Furlough Start Date		Furlough End Date		Leave With Pay Start Date		Leave With Pay End Date		Hire Date	29-Jul-2012	Email Address		Calculation Pay Table	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000	Pay Status USER RA Status	P - Pay Status		
Step or Rate	01	Work Schedule	F - Full-Time																																																										
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Email Address		Calculation Pay Table	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000																																																										
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Retained Grade Details																																																													
Date From		Date To		Retained Grade		Retained Step or Rate		Retained Pay Plan		Retained Pay Table ID		Retained Pay Basis		Temporary Promotion Step																																															
No results found.																																																													
Employee Detail Information																																																													
Details	Begin Date		End Date		Position Number		Position Title		Grade		Job		Organization		Location																																														
No results found.																																																													
Obligated Position Information																																																													
Permanent position to which the employee is assigned.																																																													
Position Title						Position Control Number																																																							
No results found.																																																													

Position Tab

Contains current position information

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions (SF-50s)	Clearance	Training	Leave																																																												
Details																																																																					
Effective Date	29-Jul-2012	Valid Pay Plan and Grade	GS-13	Occupational Series	Building Management (1176)	Position	Supervisory Building Management Specialist.GS03.WW29192.007.012830.C	Office Symbol	WPMIC	Duty Station	110010001 - Washington, DC																																																										
<table border="0"> <tr> <td>Supervisory Status</td> <td>Supervisor or Manager</td> <td>Personnel Office ID</td> <td>GSA National Capital Region (1909)</td> </tr> <tr> <td>Entry Level Grade</td> <td>GS-13</td> <td>Target Grade</td> <td>GS-13</td> </tr> <tr> <td>Work Schedule</td> <td>F - Full-Time</td> <td>Part-Time Hours Biweekly</td> <td></td> </tr> <tr> <td>Pay Basis</td> <td>PA - Per Annum</td> <td>FLSA Category</td> <td>E - Exempt</td> </tr> <tr> <td>Bargaining Unit Status</td> <td>8888 - Ineligible for Inclusion In A Bargaining Unit</td> <td>Position Working Title</td> <td></td> </tr> <tr> <td>Position Type</td> <td>Single Incumbent</td> <td>Pay Table ID</td> <td>0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000</td> </tr> <tr> <td>Position Sensitivity</td> <td>Nonsensitive (NS) National Security Risk</td> <td>Security Access</td> <td></td> </tr> <tr> <td>Appropriation Code</td> <td>192.P1121202.61.11.000.A01</td> <td>Employment Category Group</td> <td>Salaried</td> </tr> <tr> <td>Occupation Category Code</td> <td>Administrative</td> <td>Competitive Level</td> <td>S001</td> </tr> <tr> <td>Functional Class</td> <td>Not Applicable</td> <td>Type Employee Supervised</td> <td>NOT APPLICABLE</td> </tr> <tr> <td>Competitive Area</td> <td>AE</td> <td>Position Occupied</td> <td>Competitive Service</td> </tr> <tr> <td>Classification Official</td> <td>Servicing Classification Office (General)</td> <td>Language Required</td> <td></td> </tr> <tr> <td>Drug Test</td> <td>Position Does Not Require Drug Test</td> <td>Financial Statement</td> <td>SF-450</td> </tr> <tr> <td>Training Program ID</td> <td>YY - Not Applicable</td> <td>Key Emergency Essential</td> <td>Position Not Designated Emergency-Essential Or Key</td> </tr> <tr> <td>LEO Position Indicator</td> <td>No Applicable Program</td> <td>Computer Position Indicator</td> <td>No</td> </tr> </table>										Supervisory Status	Supervisor or Manager	Personnel Office ID	GSA National Capital Region (1909)	Entry Level Grade	GS-13	Target Grade	GS-13	Work Schedule	F - Full-Time	Part-Time Hours Biweekly		Pay Basis	PA - Per Annum	FLSA Category	E - Exempt	Bargaining Unit Status	8888 - Ineligible for Inclusion In A Bargaining Unit	Position Working Title		Position Type	Single Incumbent	Pay Table ID	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000	Position Sensitivity	Nonsensitive (NS) National Security Risk	Security Access		Appropriation Code	192.P1121202.61.11.000.A01	Employment Category Group	Salaried	Occupation Category Code	Administrative	Competitive Level	S001	Functional Class	Not Applicable	Type Employee Supervised	NOT APPLICABLE	Competitive Area	AE	Position Occupied	Competitive Service	Classification Official	Servicing Classification Office (General)	Language Required		Drug Test	Position Does Not Require Drug Test	Financial Statement	SF-450	Training Program ID	YY - Not Applicable	Key Emergency Essential	Position Not Designated Emergency-Essential Or Key	LEO Position Indicator	No Applicable Program	Computer Position Indicator	No
Supervisory Status	Supervisor or Manager	Personnel Office ID	GSA National Capital Region (1909)																																																																		
Entry Level Grade	GS-13	Target Grade	GS-13																																																																		
Work Schedule	F - Full-Time	Part-Time Hours Biweekly																																																																			
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Bargaining Unit Status	8888 - Ineligible for Inclusion In A Bargaining Unit	Position Working Title																																																																			
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Position Sensitivity	Nonsensitive (NS) National Security Risk	Security Access																																																																			
Appropriation Code	192.P1121202.61.11.000.A01	Employment Category Group	Salaried																																																																		
Occupation Category Code	Administrative	Competitive Level	S001																																																																		
Functional Class	Not Applicable	Type Employee Supervised	NOT APPLICABLE																																																																		
Competitive Area	AE	Position Occupied	Competitive Service																																																																		
Classification Official	Servicing Classification Office (General)	Language Required																																																																			
Drug Test	Position Does Not Require Drug Test	Financial Statement	SF-450																																																																		
Training Program ID	YY - Not Applicable	Key Emergency Essential	Position Not Designated Emergency-Essential Or Key																																																																		
LEO Position Indicator	No Applicable Program	Computer Position Indicator	No																																																																		
Additional Position Information																																																																					
Details	Effective Date	29-Jul-2012	Date Position Established	24-Mar-2009	Date Started Present Position	29-Jul-2012	Payroll Block Number	W7208																																																													
<table border="0"> <tr> <td>Position Organization</td> <td colspan="9">PBS/Ofc of the Regional Commissioner Office of Facilities Management Office of Facilities Mgmt Deputy Potomac Service Center</td> </tr> </table>										Position Organization	PBS/Ofc of the Regional Commissioner Office of Facilities Management Office of Facilities Mgmt Deputy Potomac Service Center																																																										
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Team Leader Position																																																																					

Personal Tab

Contains employee personal information

Note: Ethnicity and Race, Gender, Handicap Code and Date of Birth are not displayed under Manager Self-Service views

Assignment Position Personal Salary Awards and Bonuses Performance Personnel Actions (SF-50s) Clearance Training Leave					
Details Effective Date		Person Type		Employee Number	
29-Jul-2012		Employee-Ex-applicant		26579	
EHR1 Employee ID		Date Last Promotion		None	
Agency Code Transfer From		Veterans Preference		Not A Veteran	
Veterans Preference for RIF		Appointment Type		Full Time Employee In Pay Status	
Competitive -- Career-Conditional		Reserve Category		BWM	
Current Appointment Authority (2)		Current Appointment Authority (1)		Career Tenure Authority Code	
Never Covered		SCD Civilian		SCD TSP	
Previous Retirement Coverage		SCD Special Retirement		29-Jul-2012	
SCD RIF		Military Recall Status		Retirement Grade	
SCD Retirement		Uniform Service Component		Exception Retirement Pay Indicator	
SCD SES		Retirement Grade		000000	
Date Retired Uniform Service		Frozen Service		000000	
Uniform Service Designation		Date Conversion Career Due		29-Jul-2015	
Military Retirement Waiver Indicator		Date Recmd Conversion Begins		29-Jul-2015	
Creditable Military Service		Military Discharge Type		Military Service Serial Number	
000000		Military Branch Type		Military Service Start Date	
29-Jul-2012		Military Character of Service		Active Uniformed Service Indicator	
Date Conversion Career Begins		Military Service End Date		Disability Retirement Notification Date	
Date Recmd Conversion Begins		Selective Service Registration Indicator			
Date VRA Conversion Due		Retention Incentive Review Date			
Military Branch Type					
Military Character of Service					
Military Service End Date					
Selective Service Registration Indicator					
Retention Incentive Review Date					
Probation					
Date Prob/Trial Period Begins		Date Prob/Trial Period Ends		Date Spvr/Mgr Prob Begins	
29-Jul-2012		28-Jul-2013			
Service Obligation		Start Date		End Date	
No results found.					
Education Information					
Education Level		Instructional Program		Year Degree / Cert Attained	
Some college - less than one year					

Salary Tab

Contains employee's historical salary related information

Assignment Position Personal Salary Awards and Bonuses Performance Personnel Actions Clearance Training Leave							
Previous 1-10 Next 10							
Details Effective Date	Basic Pay	Locality Pay or SR Supplement	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
Show 03-Jan-2010	83,619.00	20,988.00	104,607.00		104,607.00	25.1	USD
Show 20-Dec-2009	82,385.00	20,160.00	102,545.00		102,545.00	24.47	USD
Show 04-Jan-2009	80,031.00	19,584.00	99,615.00		99,615.00	24.47	USD
Show 07-Dec-2008	77,777.00	18,013.00	95,790.00		95,790.00	23.16	USD
Show 20-Jul-2008	75,489.00	17,483.00	92,972.00		92,972.00	23.16	USD
Show 06-Jan-2008	73,201.00	16,953.00	90,154.00		90,154.00	23.16	USD
Show 22-Jul-2007	71,415.00	15,561.00	86,976.00		86,976.00	21.79	USD
Show 07-Jan-2007	67,563.00	14,722.00	82,285.00		82,285.00	21.79	USD
Show 26-Nov-2006	66,430.00	14,050.00	80,480.00		80,480.00	21.15	USD
Show 29-Oct-2006	64,585.00	13,660.00	78,245.00		78,245.00	21.15	USD

Awards and Bonus Tab

Contains the employee's award or Bonus information

Assignment Position Personal Salary Awards and Bonuses Performance Personnel Actions Clearance Training Leave					
Award Details					
Previous 1-5 Next 5					
Effective Date	Award Type	Amount or Hours	Award Percentage	Date Award Earned	Award Agency
20-Dec-2009	Quality Step Increase			20-Dec-2009	Railroad Retirement Board
07-Dec-2008	Quality Step Increase			07-Dec-2008	Railroad Retirement Board
25-Nov-2007	Performance Award	2609		07-Dec-2007	Railroad Retirement Board
07-Jan-2007	Individual Time Off	8		18-Jan-2007	Railroad Retirement Board
26-Nov-2006	Quality Step Increase			26-Nov-2006	Railroad Retirement Board
Bonus Details					
Effective Date	Assignment Number	Bonus Type	Bonus Amount	Expiration Date	
No results found.					

Performance Tab

Contains the employee's performance appraisal information

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions	Clearance	Training	Leave
Appraisal Type	Rating of Record Pattern	Performance Rating	Date Effective	Performance Rating Points	Date Appraisal Period Ends				
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	01-Oct-2009	3.92	30-Sep-2009				
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	01-Oct-2008	3.75	30-Sep-2008				
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	01-Oct-2007	3.83	30-Sep-2007				
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	30-Sep-2006	3.83	30-Sep-2006				
1 - PMS -- Performance Management System	H - Summary levels 1, 2, 3, 4, and 5	5 - Outstanding	30-Sep-2005	4.00	30-Sep-2005				

Personnel Actions Tab

A list of the employee's personnel actions processed. You can select multiple SF-50s to view and/or print. You can either select the SF-50s individually or click on "Select All" to view/print all the SF-50s. Once you have made your selection, click on the "View Selected" Button. The employee's SSN and Date of Birth will not be displayed on the SF-50

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions	Clearance	Training	Leave
View RPAs/HPAs View Selected Previous 1-10 Next 10									
Select All Select None									
Select Effective Date	First Action	First Action Description	Second Action	Second Action Description	Approval Date	Status			
<input type="checkbox"/> 03-Jan-2010	894	Gen Adj			29-Dec-2009	Update HR Complete			
<input type="checkbox"/> 20-Dec-2009	892	Irreg Perf Pay			22-Dec-2009	Update HR Complete			
<input type="checkbox"/> 04-Jan-2009	894	Gen Adj			03-Jan-2009	Update HR Complete			
<input type="checkbox"/> 07-Dec-2008	892	Irreg Perf Pay			22-Dec-2008	Update HR Complete			
<input type="checkbox"/> 20-Jul-2008	893	Reg WRI			18-Jul-2008	Update HR Complete			
<input type="checkbox"/> 06-Jan-2008	894	Gen Adj			12-Jan-2008	Update HR Complete			
<input type="checkbox"/> 22-Jul-2007	702	Promotion			02-Aug-2007	Update HR Complete			
<input type="checkbox"/> 07-Jan-2007	894	Gen Adj			06-Jan-2007	Update HR Complete			
<input type="checkbox"/> 26-Nov-2006	892	Irreg Perf Pay			01-Dec-2006	Update HR Complete			
<input type="checkbox"/> 29-Oct-2006	893	Reg WRI			26-Oct-2006	Update HR Complete			

Clearance Tab

Contains the employee's security and investigation information

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions	Clearance	Training	Leave
Current Security Level	Date Of Current Certification	Last Investigation	Date Of Last Investigation	Date Reinvestigation Due					

Training Tab

Contains the employee's completed training information

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions	Clearance	Training	Leave
Details	Start Date	Completion Date	Training Title	Training Purpose	Training Type				
Show	15-Apr-2008	15-Apr-2008	Business Objects Enterprise X1 R/R2: Adm Users & content	Develop Unavailable Skills	Training Program Area				

Leave Tab

Contains the employee's leave information

Assignment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions	Clearance	Training	Leave
Leave Information as of	19-Dec-2009	Absence Without Leave (AWOL) YTD	0						
Leave Category	8	Military Leave YTD Hours Used	0						
Annual Leave Used YTD	216.5	Military Leave Carry-Over Hours	0						
Annual Leave Balance	83	Days Worked Since Last Increase	0						
Sick Leave Used YTD	57	Donated Leave Code	0						
Sick Leave Balance	105.5	Donated Leave Cumulative Hours Received	0						
Leave Without Pay (LWOP) YTD	0	Donated Leave Cumulative Hours Used	0						
Leave Without Pay (LWOP) Since Last Increase	0								

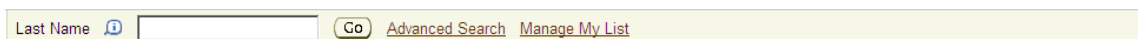
Other Features



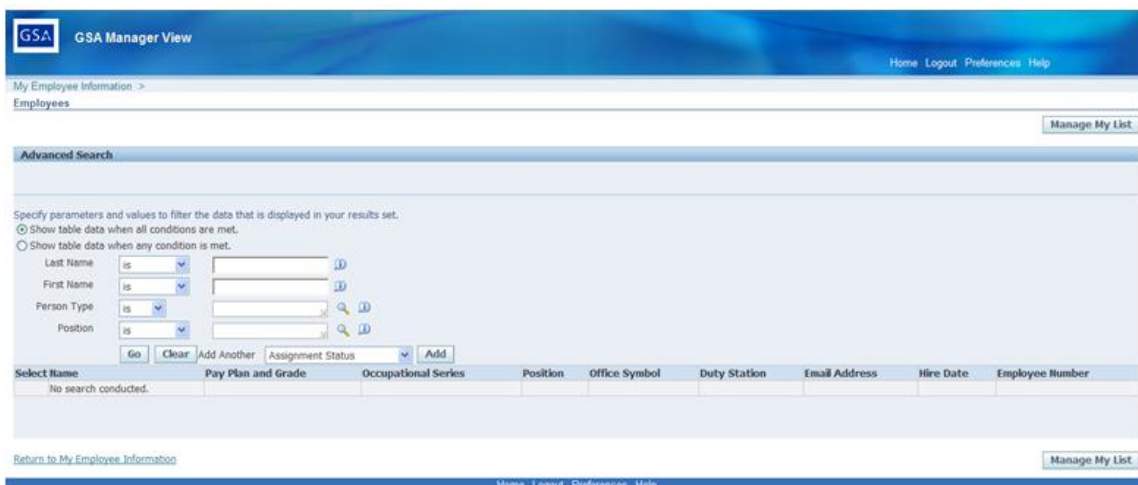
If you select a single employee record and have completed your query of their detail record, you will click on the My Employee Information [My Employee Information](#) link to return to the My Employee Information screen.

The Advanced Search link allows you to search for employees using specific search criteria.

Click on the Advanced Search link




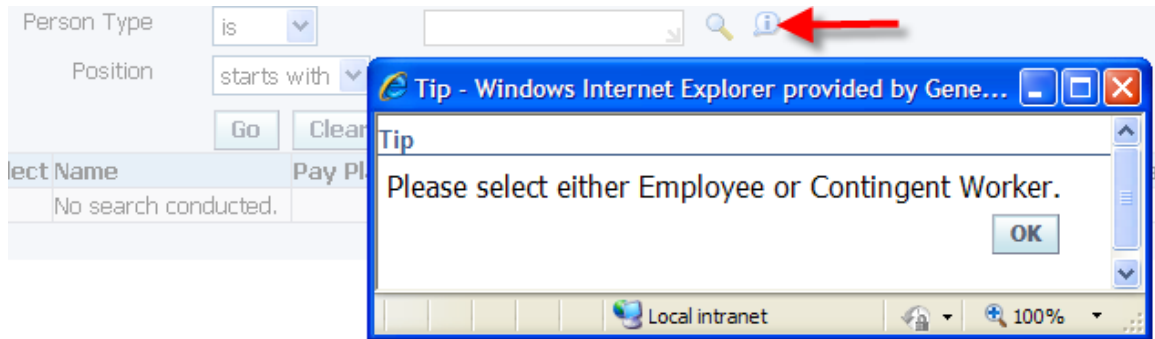
The Advanced Search screen opens.




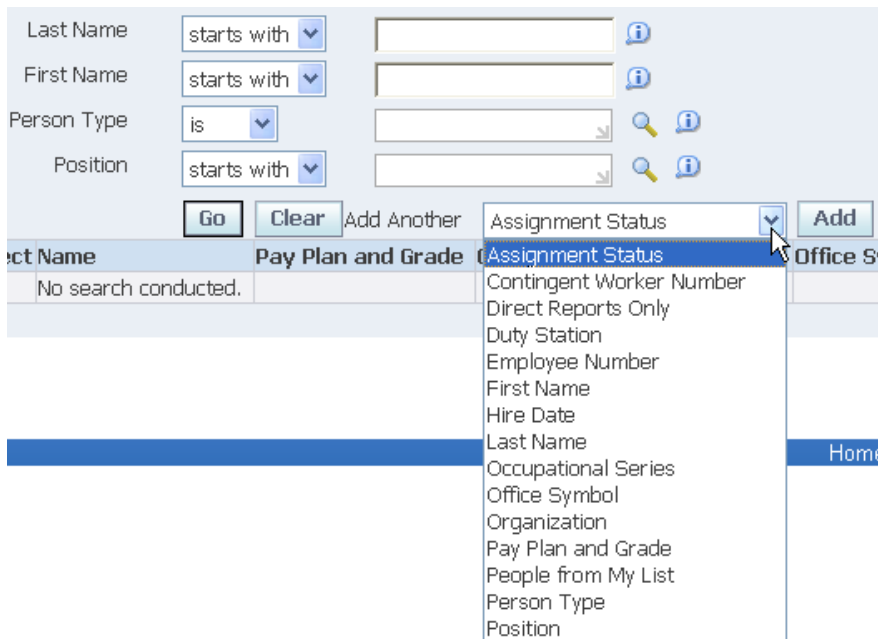
Querying Tips



Queries are conducted in the Employees screen

- Last Name – First Name – search by name is NOT case sensitive.
- You can view Tips for specific parameters and values by clicking on the  Tip button. In the example below, you have two choices for Person Type: Employee or Contingent Worker.



- In addition to search criteria displayed, you may further narrow your search by clicking the “Add Another” List of Values Button and adding another parameter. Once you have made your selection, click the Add  Button.



- You can query by Duty Station or City. First, add Duty Station parameter then click on the Search  icon. This will take you to the Search and Select: Duty Station screen. To search by City, select City in the Search By drop down box, then enter the City you are searching by and click the Go  button. See example below.

Search and Select: Duty Station

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By City

Results City

Select	Quick Select	Duty Station	City
	No search conducted.		




Search and Select: Duty Station


Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By City

Results

Select	Quick Select	Duty Station ^	City
<input type="radio"/>		110010001	Washington, DC
<input type="radio"/>		179030179	WASHINGTON, TAZEWELL, ILLINOIS
<input type="radio"/>		265111099	WASHINGTON, MACOMB, MICHIGAN

- You must click the Go  Button to begin the search. The Enter and Tab keys will not work.
- Query will display Employees, Contingent Workers and Ex-Employees. In the example below, the first name in the list is a current employee and displays data in all fields. The second is a Contingent worker and displays the Organization as the Agency, the Duty Station, Hire Date and Contingent Worker Number. The last name listed is an Ex-Employee. Currently separated employees only display Name and Employee Number in the Summary Views.
- Oracle displays employee names by Last Name then First Name.