Business World

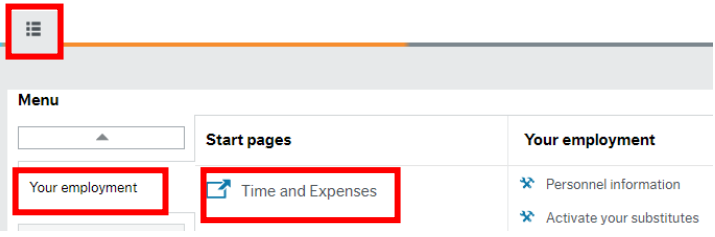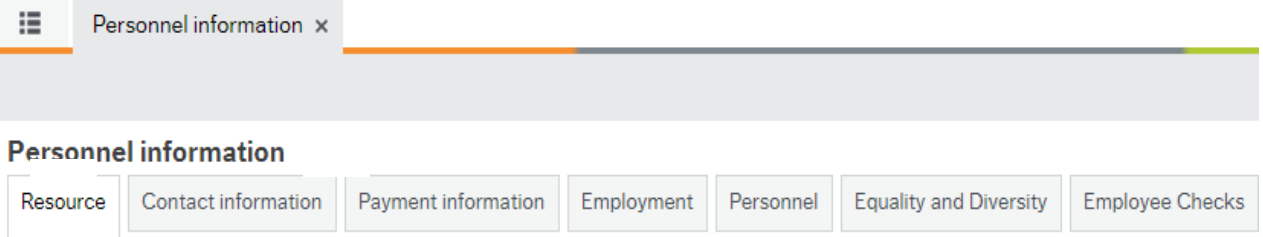# Self Service - Viewing Your Personnel Information Quick Card

This quick card will show you how to access your personnel and employment information.

1		From the **Main Menu** – Click on **Your employment > Personnel Information.**
2	Your Personnel Information is split into various Tabs. To **view information,** simply **click** on the tab you want. Further information on what is contained in each tab is listed below. 	
3	**Resource Tab** – Contains: • Your **Resource ID** (Employee Number); • **Date from** – is the date you started in the <u>Organisation</u> (e.g. Renfrewshire Council, Renfrewshire Leisure). This is <u>not your continuous service date</u> from Strathclyde Regional Council or Renfrew District Council, etc. To find your continuous service date, go to the Personnel Tab. • **Date to** – If you are a permanent employee this will be 31/12/2099. If you are a temporary employee or on a temporary change of hours, this will be your current projected temporary end date; • **NI Number**; • **Date of Birth**; • **NI Number**; • **Contract Hours** – This is your <u>total</u> contract hours for all your positions (posts), e.g. if you have a 17.5 hours position and a 10 hours position the Contract Hours will be 27.5. You can see how many hours you work in each separate position in the Employment Tab; • **Status**; will be active to show you are still employed. This changes to closed when you leave the organisation; • **Resource Type** – indicates if you are an employee, non-employee, volunteer, agency worker, etc.	

4	**Contact Information Tab** – Contains: • **General Address** – this is the location of your main post. Do not change this. • **Home address and personal phone numbers and email address** – you can change this information yourself. (There is another quick card for this); • Your **Next of Kin and Emergency Contacts** – you can enter this information and keep it up-to-date yourself.
5	**Payment Information Tab** – Contains: • Your **Bank or Building Society Account Information** (for your pay). Only you and our Payroll Team can see this information.
6	**Employment Tab** – Contains: • **The positions you were in as at September 2018.** Please note that the **Date from** date in your position is the last date a change was made to this position - so may not be the actual start date in the job. It could be a change of title, hours, Post ID, cost code, etc. • If you are a **permanent employee who is in a temporary position** at present, we will also enter information relating to your last permanent position in due course. • Every time you **transfer to a new position** from 1/10/18 onwards, a new row is added but only your current position is visible. To view your history, click on the **employment history** button. • On each row, if you **hover over your Position title you will see your Position ID Number** (Post ID). If you **double-click on the Position title, it will open-up further details** for you to view below in the Employment Details mini-tab.
7	**Personnel Tab** – Contains: • Your **age**; • **Start date** – this is your <u>continuous</u> service date. (For teachers, this is your aggregated service date); and • **Number of years/months continuous service** (23.2 = 23 years and 2 months service).

8	**Equality & Diversity Tab** – Contains: • **Personal information about you.** You can update this information yourself. **Data Protection -** This information is only visible to certain officers in HR who are required to produce statistical information about the organisation's workforce. No employee's names are provided – only numbers. For example – the total number of employees who are male, the total number of employees who are single, number of employees who are White Scottish, etc. **All information provided will be treated in the strictest confidence.**

Further Tabs will be available in January 2019 and this guidance will be updated at that stage to reflect these changes.