(PSOR\HH $FFHVV DOORZV HPSOR\HHV WR YLHZ WKHLU SHUVRQDO SD\UROO WLPH RII

7R /RJLQ WR (PSOR\HH $FFHVV

- x *R WR 0*R$F Ç€p0 6HOHFW (PSOR\HHV 7DE
- x &OLFN 6N\ZDUG DQG WKHQ VHOHFW (PSOR\HH $FFHVVRU
- x (QWHU \RXU /RJLQ ,' DQG SDVVZRUG

7R 9LHZ &KHFN +LVWRU\

- x 6HOHFW (PSOR\HH ,QIRUPDWLRQ
- x &KRRVH 3D\UROO WR GLVSOD\ &KHFN +LVWRU\ FKHFNV
- x 6HOHFW WKH FKHFN GDWH
- x &OLFN RQ WKH &KHFN EXWWRQ
- x 6HOHFW SULQWLQJ RSWLRQV
- x &OLFN

7R 9LHZ : '$WD

- ƒ 6HOHFW (PSOR\HH ,QIRUPDWLRQ
- ƒ &KRRVH 3D\UROO
- ƒ 6HOHFW : ,QIRUPDWLRQ WR YLHZ QRXU : ¶V
- ƒ 6HOHFW WKH \HDU WR YLHZ WKHQ FOLFN WKH
- ƒ 6HOHFW   WR YLHZ \RXU :

To View Personnel Info

- ƒ Select Employee Information
- ƒ Choose Personal Information

- x Select from the menu by clicking on the information you would like to view

- x Click on the arrow to expand information detail