

## Introduction

This guide describes how managers view employees' personal details, salary and career history.

## Procedure

### View Employee Details

Managers can access employee details from the Direct Line Reports pagelet on the Manager homepage.

1. Navigate to Manager SSO Home.
2. Click on the My Team tile to select from the related actions for this employee.
3. Click the View Employee Personal Info tab.
4. Select the employee you wish to view. A new page will open up in your browser with information on this employee.
5. Click on the links Home and Mailing Addresses, Email Addresses, Phone Numbers, Emergency Contacts or

