

My Employment Information


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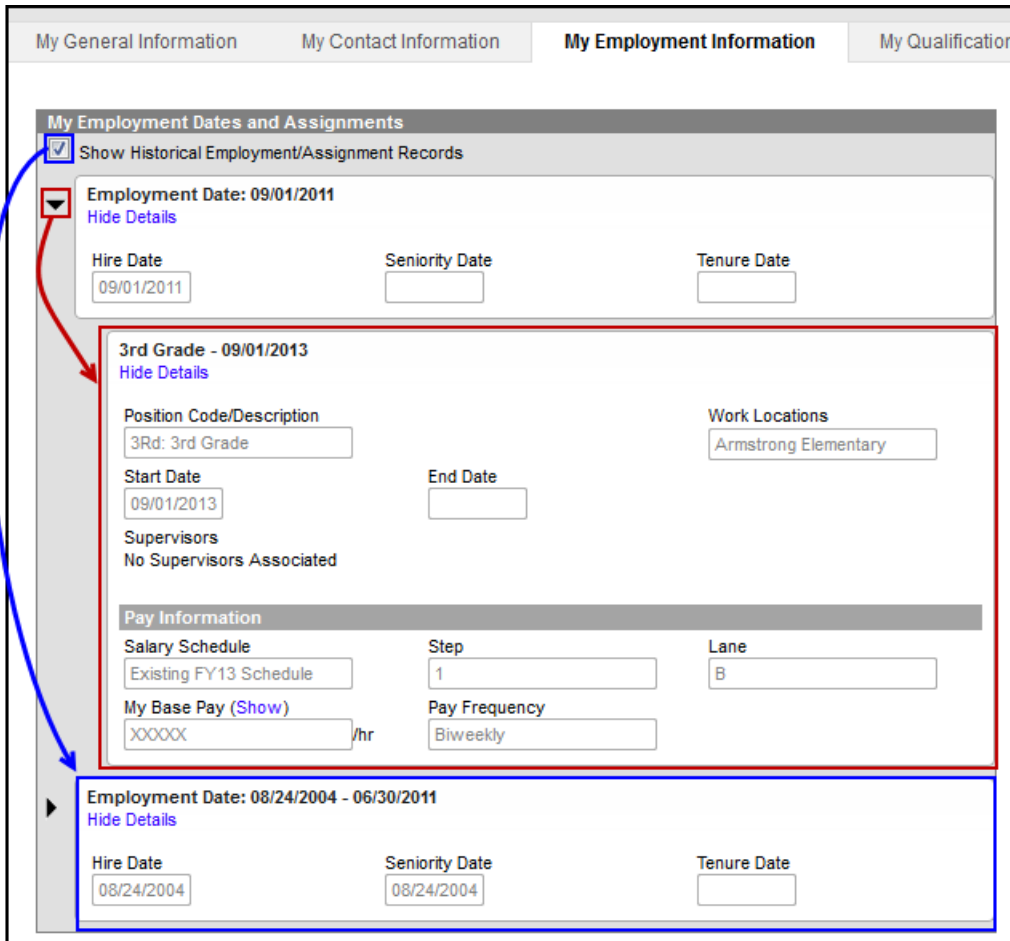
PATH: *Employee Self Service > My Employment Information*

This functionality is only available to districts who have purchased Human Resources.

The My Employment Information tab allows you to view employment and work assignment information including the start date of your employment in the district.

Mark the *Show Historical Employment/Assignment Records* checkbox to view your past employment record with the district.

Click the arrow button  next to an employment record to view work assignment details. The details display in a new area below the employment record. Click the arrow again to collapse the information.



The screenshot displays the 'My Employment Information' tab within a user interface. At the top, there are four tabs: 'My General Information', 'My Contact Information', 'My Employment Information' (which is active), and 'My Qualification'. Below the tabs is a section titled 'My Employment Dates and Assignments'. A checkbox labeled 'Show Historical Employment/Assignment Records' is checked. Below this, there are two employment records. The first record is for 'Employment Date: 09/01/2011' and is expanded to show details. A red box highlights these details, which include: '3rd Grade - 09/01/2013', 'Position Code/Description: 3Rd: 3rd Grade', 'Work Locations: Armstrong Elementary', 'Start Date: 09/01/2013', 'End Date' (empty), 'Supervisors: No Supervisors Associated', 'Pay Information' section with 'Salary Schedule: Existing FY13 Schedule', 'Step: 1', 'Lane: B', 'My Base Pay (Show): XXXXX /hr', and 'Pay Frequency: Biweekly'. The second record is for 'Employment Date: 08/24/2004 - 06/30/2011' and is collapsed. A blue arrow points from the 'Show Historical Employment/Assignment Records' checkbox to the first record, and another blue arrow points from the arrow button next to the first record to the expanded details section.

My Employment Information Tab Example
