Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info

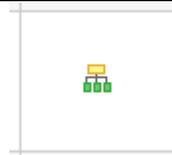| Instructions | ACORN Page |
|---|---|
| **PURPOSE:** As a manager/supervisor, you have employees that report to you.  These are your direct reports.  The ACORN system allows you to view Job and Personal information about your direct reports (and your indirect reports).  The purpose of this exercise is to walk you through the steps required to find your direct reports, select a specific employee from that list, and view Job and Personal information about that employee. | |
| 1. Navigate to View Employee Personal Info | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info |
| 2. This is the first step in the process.  The highlighted area tells you the process you will follow. | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info <br><br>**View Employee Personal Information**<br>Review job and personal information for your employees.<br><br>▼ Instructions<br>Follow this 3-step process to review the job and personal information for an employee:<br>1. Enter the date to be used to select the appropriate job and personal information. You will be able to process only those employees that report to you as of this date.<br>2. Select the employee to be viewed.<br>3. Review the information and/or select any of the additional information links listed on the page.<br><br>Enter the as of date<br>Enter the date used to view this information.  05/15/2014<br><br>Continue |
| 3. Select the 'Continue' button. | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info <br><br>**View Employee Personal Information**<br>Review job and personal information for your employees.<br><br>▼ Instructions<br>Follow this 3-step process to review the job and personal information for an employee:<br>1. Enter the date to be used to select the appropriate job and personal information. You will be able to process only those employees that report to you as of this date.<br>2. Select the employee to be viewed.<br>3. Review the information and/or select any of the additional information links listed on the page.<br><br>Enter the as of date<br>Enter the date used to view this information.  05/15/2014<br><br>Continue |
| 4. This page shows your direct reports.  The highlighted area tells you the process steps for selecting a specific employee. | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info <br><br>**View Employee Personal Information**<br>Review information for one of your employees.<br><br>Select the employee whose job and personal information you want to review. You will be able to process only those employees that report to you as of the date entered on the first page.<br><br>Once you have finished select Continue to review that employees job and personal information.<br><br>Return to Previous Page<br><br>Select Employees<br>Reports To:  Blanc,Mel  As Of:  07/01/2014<br>Continue<br><br>Select Employee<br><br>Name \| Empl ID \| Empl Record \| Pay Status \| HR Status \| Position \| Job Code \| Jobcode Description \| Department<br>Bunny,Bugs A \| 51234205 \| 0 \| Active \| Active \| 34335 \| 15717 \| InformationTechnologyAnalystSr \| ADM-Info Tech Systems Division<br>Leghorn,Foghorn \| 51234206 \| 0 \| Active \| Active \| 34335 \| 15717 \| InformationTechnologyAnalystSr \| ADM-Info Tech Systems Division<br><br>Continue |

Help & Support: Customer Service Center
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FAQ:  www.placer.ca.gov/employees/acorn-system

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# Manager Self Service

## View Employee Personal Information

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| 5. The first highlighted area will indicate your name (Reports To) and an 'As Of' date. The 'As Of' date will be today's date. These are the employees reporting to you as of today.<br><br>• The second highlighted areas are your direct reports. Job information about each employee is displayed. |  |
| 6. You can also 'drill-down' to see your indirect reports. These are employees who report to one of your direct reports. If you see this icon on the right side of the page, it means that you have indirect reports. |  |
| 7. To view Job and Personal information about a direct report, select the radio button to the left of the employee's name. |  |

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| 8. Select the 'Continue' button. |  |
| 9. When you select 'Continue' you will be taken to the Job and Personal information of that employee. The highlighted area is specific Job information of a direct report. |  |

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| 10. The highlighted area shows links to personal information about the employee, and includes:<br><br>• Home and mailing addresses<br>• Personal phone numbers<br>• Birthday<br>• Emergency Contact information<br>• Training summary<br><br>Employees have the ability to add and maintain address, phone, and emergency contact information. | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info<br><br>**Employee Information**<br><br>**Leghorn,Foghorn A**<br><br>Empl ID: 51234192<br>First Start Date: 01/01/2014<br>Position: 34336 InformationTechnologyAnalystSr<br>Job Code: 15717 InformationTechnologyAnalystSr<br>Company: PLR County of Placer<br>Business Unit: PLACR Placer County<br>Department: 011104 ADM-Info Tech Systems Division<br>Location Code: ADMINSVCS ADM-Administrative Services<br>Regular/Temporary: Regular<br>Full/Part Time: Full-Time<br><br>**Additional Information**<br>Home and Mailing Addresses    Email Addresses<br>Phone Numbers    Emergency Contacts<br>Birthday<br>Person Profile    Training<br><br>Return to Select Employees |
| 11. Select the blue 'Emergency Contacts' hyperlink. | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info<br><br>**Employee Information**<br><br>**Leghorn,Foghorn A**<br><br>Empl ID: 51234192<br>First Start Date: 01/01/2014<br>Position: 34336 InformationTechnologyAnalystSr<br>Job Code: 15717 InformationTechnologyAnalystSr<br>Company: PLR County of Placer<br>Business Unit: PLACR Placer County<br>Department: 011104 ADM-Info Tech Systems Division<br>Location Code: ADMINSVCS ADM-Administrative Services<br>Regular/Temporary: Regular<br>Full/Part Time: Full-Time<br><br>**Additional Information**<br>Home and Mailing Addresses    Email Addresses<br>Phone Numbers    Emergency Contacts<br>Birthday<br>Person Profile    Training<br><br>Return to Select Employees |

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| 12. This is the employee's emergency contact page. If you select the blue 'Contact Name' hyperlink, you will be taken to the emergency contact details for that contact.<br><br>• Select the blue 'Return to Employee Information' hyperlink. | Favorites ∣ Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info<br><br>**Employee Information**<br>**Emergency Contacts**<br><br>Leghorn,Foghorn A<br><br>**Emergency Contacts**<br><table><tr><th>Contact Name</th><th>Relationship to Employee</th><th>Primary Contact</th></tr><tr><td>Chicken Hawk</td><td>Other</td><td>☑</td></tr></table><br>Return to Employee Information<br><br>Return to Select Employees |
| 13. You may also view the training summary for the employee and enroll the employee into a training course. Select the blue 'Training' hyperlink. | Favorites ∣ Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info<br><br>**Employee Information**<br>**Leghorn,Foghorn A**<br><br>**Empl ID:** 51234192<br>**First Start Date:** 01/01/2014<br>**Position:** 34336 InformationTechnologyAnalystSr<br>**Job Code:** 15717 InformationTechnologyAnalystSr<br>**Company:** PLR County of Placer<br>**Business Unit:** PLACR Placer County<br>**Department:** 011104 ADM-Info Tech Systems Division<br>**Location Code:** ADMINSVCS ADM-Administrative Services<br>**Regular/Temporary:** Regular<br>**Full/Part Time:** Full-Time<br><br>**Additional Information**<br>Home and Mailing Addresses    Email Addresses<br>Phone Numbers    Emergency Contacts<br>Birthday<br>Person Profile    Training<br>Return to Select Employees |
| 14. This page displays the employee's training summary. You can see the courses the employee has enrolled in and has taken. You can also enroll the employee into a training course directly from this page. To do so, you would select the blue 'Enroll this employee in an internal training course' hyperlink. | Favorites ∣ Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info<br><br>**Training Summary**<br>**Employee Information**<br>Leghorn,Foghorn A<br>Select the Internal Training Course Name to view Details.<br>**Internal Training**<br><table><tr><th>Course Name</th><th>Course Start Date</th><th>Course End Date</th><th>Status</th></tr><tr><td>New Employee Orientation</td><td>03/28/2014</td><td>03/28/2014</td><td>Enrolled</td></tr><tr><td>LCW RetireIssue CA PublicEmply</td><td>03/12/2014</td><td>03/12/2014</td><td>Enrolled</td></tr><tr><td>Adult CPR & First Aid</td><td>01/29/2014</td><td>01/29/2014</td><td>Enrolled</td></tr></table><br>Return to Employee Information<br>Manager Self Service<br>Learning and Development<br>    Professional Training<br>    Enroll this employee in an internal training course |

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| 15. Select the blue 'Return to Employee Information' hyperlink to return to the Employee Job and Personal Information page. | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info <br><br>**Training Summary** <br>**Employee Information** <br>Leghorn,Foghorn A <br>Select the Internal Training Course Name to view Details. <br><br>**Internal Training** <br>| Course Name | Course Start Date | Course End Date | Status | <br>| --- | --- | --- | --- | <br>| New Employee Orientation | 03/28/2014 | 03/28/2014 | Enrolled | <br>| LCW RetireIssue CA PublicEmply | 03/12/2014 | 03/12/2014 | Enrolled | <br>| Adult CPR & First Aid | 01/29/2014 | 01/29/2014 | Enrolled | <br><br>Return to Employee Information <br>Manager Self Service <br>Learning and Development <br>Professional Training <br>Enroll this employee in an internal training course |
| 16. Select the blue 'Return to Select Employees' hyperlink to return to the direct report selection page. | Favorites \| Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info <br><br>**Employee Information** <br>**Leghorn,Foghorn A** <br><br>Empl ID: 51234192 <br>First Start Date: 01/01/2014 <br>Position: 34336  InformationTechnologyAnalystSr <br>Job Code: 15717  InformationTechnologyAnalystSr <br>Company: PLR  County of Placer <br>Business Unit: PLACR  Placer County <br>Department: 011104  ADM-Info Tech Systems Division <br>Location Code: ADMINSVCS  ADM-Administrative Services <br>Regular/Temporary: Regular <br>Full/Part Time: Full-Time <br><br>**Additional Information** <br>Home and Mailing Addresses  Email Addresses <br>Phone Numbers  Emergency Contacts <br>Birthday <br>Person Profile  Training <br>Return to Select Employees |

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