



Viewing Your Employees' HR Information

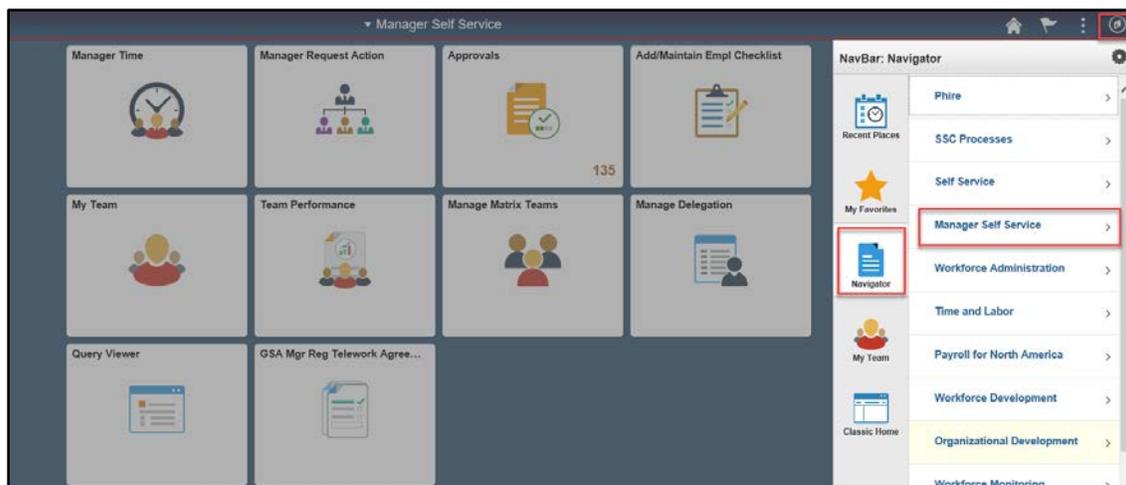
- [Background investigation](#)
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Need more help?

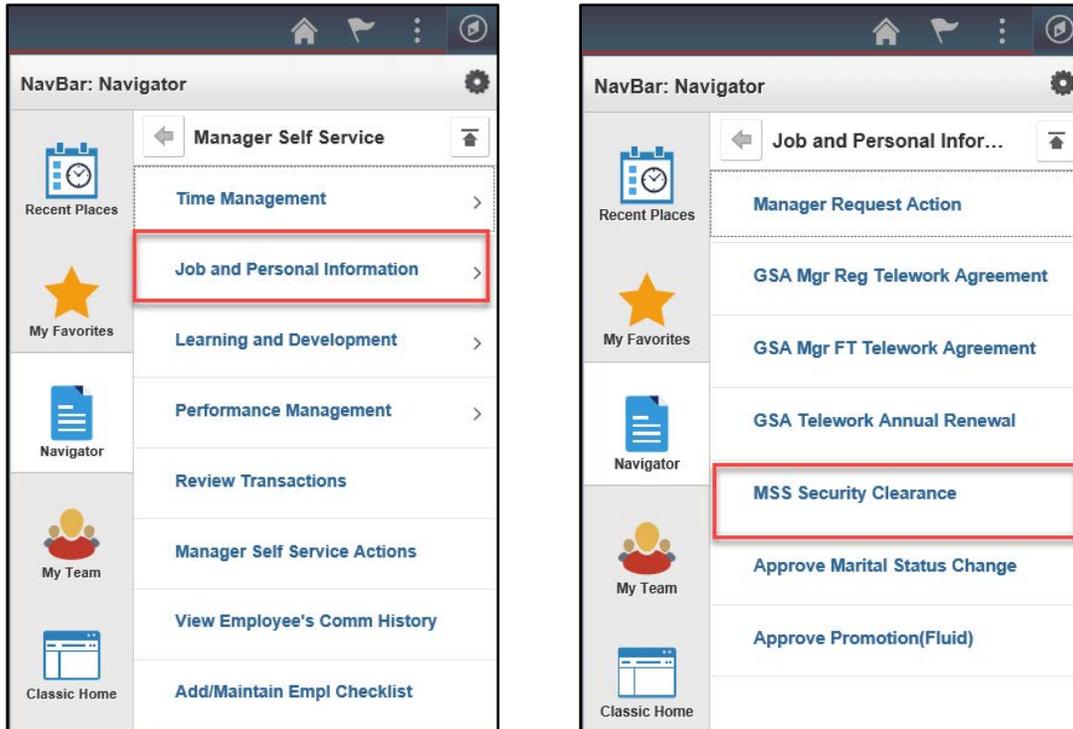
- Visit the [Corporate Apps Supervisors page](#) for training guides and videos on:
 - Time and leave
 - Performance management
 - Telework
 - Setting up delegations
- Contact your [servicing human resources office](#)

Background investigation level

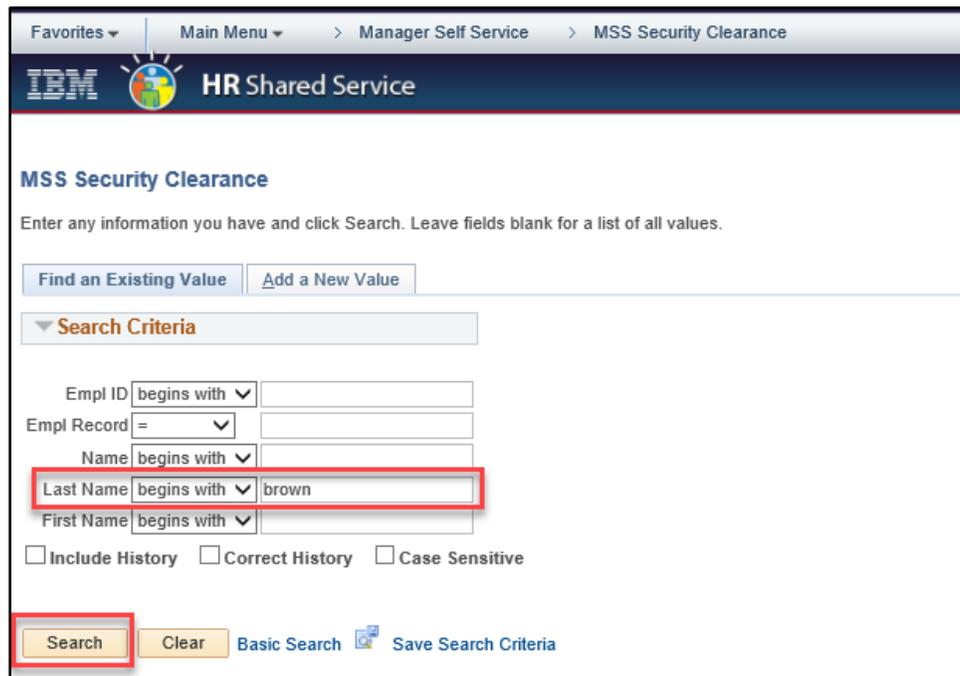
1. From the HR Links homepage, select the **NavBar** icon, **Navigator**, and choose **Manager Self Service**.



2. Select **Job and Personal Information**, then **MSS Security Clearance**.



3. Enter your employee's name in the search criteria. Select **Search**.





4. You'll see information about your employee's investigation.

Investigation Type	Investigation Code	Investigation Description	Agency	Investigation Closed Date	Investigation Status	Certification Date	Clearance Status	Reinvestigation Date
MBI	OSO	Moderate Risk	OPM	08/05/2016	Certification Granted	08/30/2016	Active	08/05/2021

Personnel actions (SF-50s)

1. From the HR Links homepage, select the **Manager Request Action** tile.



2. Enter the employee's name, and select **Search**.

← Manager Self Service Manager Action Request

▼ New Search

ID

Empl Record

Last Name

First Name

View Manager Action Request



3. Select the line with the employee's name.

The screenshot shows the 'Manager Action Request' interface. On the left, there is a search filter with fields for ID, Empl Record, Last Name, and First Name, along with 'Search' and 'Clear' buttons. The main area displays 'View Manager Action Request' with '1 results found.' Below this is a table with columns: Employee ID, Employee Record, Name, First Name, Last Name, Middle, Unit, Department, Location, and Agency. A single row is highlighted with a red border, containing the following data: Employee ID (redacted), Employee Record (0), Name (redacted), First Name (redacted), Last Name (redacted), Middle (E), Unit (GSA01), Department (CP1R), Location (0000000381), and Agency (GS).

4. You'll see a list of the employee's personnel actions. Each row shows the **Effective Date**, type of **Action**, and **Status**.

If the **Status** field shows **Complete - Processed by HR** or **Corrected**, the action has been processed by HR. If it shows any other status (such as **Initiated** or **Requested**) the action is still being processed by HR and is not yet final. Check back in a few days to view the final personnel action.

To view the personnel action, select the arrow in the **View Continue** column.

The screenshot shows the 'Personnel Request' search results page. At the top, there are search filters for Employee Name, Employee ID, and Employee Record (0), along with a 'Create Personnel Action' button. Below is a 'Personnel Actions Summary' table with 8 rows. The table has columns: Effective Date, Action, Action Reason, Nature of Action Code, Status, Approval Chain, and View/Continue. The first row is highlighted with a red border. The data in this row is: Effective Date (06/18/2019), Action (Change to Lower Grade), Action Reason (Revert back to original grade), Nature of Action Code (713), Status (Complete - Processed by HR), Approval Chain (Approval Chain), and View/Continue (a right-pointing arrow). Other rows include promotions, pay rate changes, awards, and a hire.

Effective Date	Action	Action Reason	Nature of Action Code	Status	Approval Chain	View/Continue
06/18/2019	Change to Lower Grade	Revert back to original grade	713	Complete - Processed by HR	Approval Chain	>
02/17/2019	Promotion	Temporary	703	Corrected	Approval Chain	>
02/17/2019	Promotion	Temporary	703	Complete - Processed by HR	Approval Chain	>
01/06/2019	Pay Rate Change	Cost of Living Adjustment	894	Complete - Processed by HR	Approval Chain	>
12/09/2018	Award - Monetary	Individual Cash Award	840	Complete - Processed by HR	Approval Chain	>
09/02/2018	Award - Monetary	Special Act Cash Award	849	Complete - Processed by HR	Approval Chain	>
05/26/2018	Master Record Update	Conversion	999	Complete - Processed by HR	Approval Chain	>
01/12/2004	Hire	Other	000	Complete - Processed by HR	Approval Chain	>



5. You'll see a summary of the personnel action you selected.
 - a. To view or print an HR Links version of the SF-50, scroll to the bottom of the page and select **Print SF-50**. Note: Employees can access official copies of their SF-50s in their [electronic Official Personnel Folder \(eOPF\)](#).
 - b. To view more information about the personnel action, skip to **step 8**.

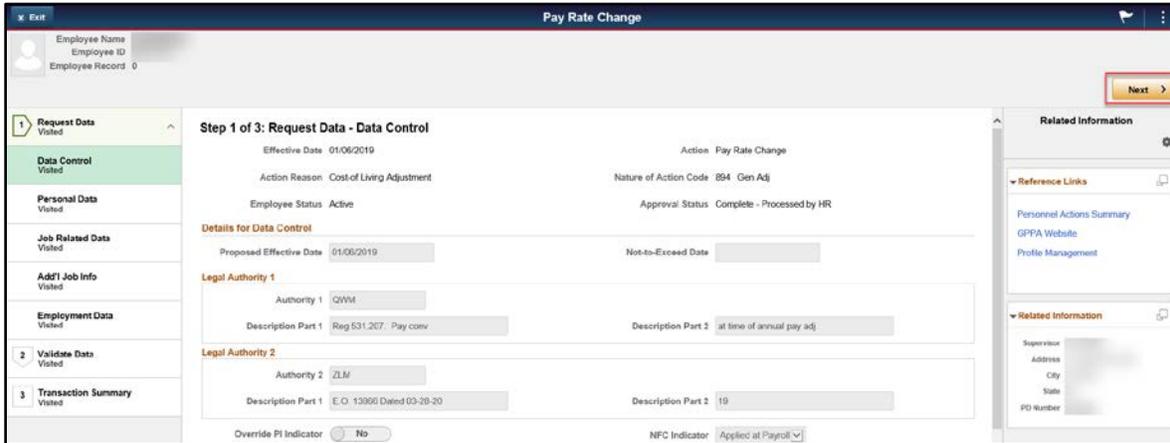
The screenshot shows the 'Pay Rate Change' form. The 'Data Control' section is highlighted. Below it, there are sections for 'Legal Authority 1', 'Legal Authority 2', and 'Notification of Personnel Action'. The 'Print SF-50' button is highlighted with a red box. The 'Request for Personnel Action' section has a 'Print SF-52' button. The right sidebar contains 'Reference Links' and 'Related Information' sections.

6. In the Print Parameters box, select **Web** then **Done**.

The screenshot shows the 'Print Parameters' dialog box. The dialog has a title bar with 'Cancel', 'Print Parameters', and 'Done' buttons. The 'Print To' section has two radio buttons: 'Web' (selected) and 'File'. Below the radio buttons, there is a message: 'Click OK to proceed; the SF50 form will be displayed to you sh'. The 'Web' radio button and the 'Done' button are highlighted with red boxes.



7. The employee's SF-50 (with personally identifiable information removed) will display.
8. Select **Next** to view each page of the personnel action.



Here's what you can see on each page.

Page	Information You Can View
Data Control	Details on the type of personnel action (e.g., promotion, within grade increase, detail).
Job Related Data	<p>Job Data:</p> <ul style="list-style-type: none"> ● Title, series, grade ● Location (city, state, and building name) ● Federal Employees Group Life Insurance (FEGLI) election ● Retirement plan <p>Position Data:</p> <ul style="list-style-type: none"> ● Type of appointment ● Position occupied (competitive/excepted service) ● Work schedule <p>Compensation Data:</p> <ul style="list-style-type: none"> ● Step ● Base pay ● Locality pay
Employment Data	<ul style="list-style-type: none"> ● Service Computation Dates (SCDs) for leave, Reduction in Force (RIF) and retirement ● Date of last Within Grade Increase (WGI) ● Within Grade Increase due date ● Bargaining unit status ● Probationary period dates



Leave Balances

1. From the HR Links homepage, select the **My Team** tile.



2. You'll see:
 - a. A list of your employees, including any matrix team members (if applicable).
 - i. If you supervise other supervisors, you'll see an icon in the Directs/Totals column. Select the icon to view the employees under each of your subordinate supervisors. You can continue to drill down to view any subordinate employee in your organization.
 - b. Their department, duty station (city, state, building), email, and phone number.
 - c. Today's status (you'll see a Planned Absence icon if the employee is on leave).

The screenshot shows the 'My Team' page with a table of employee information. The table has columns for Name / Title, Directs / Total, Department / Location, Email / Phone, and Today's Status. Three employees are listed: Evangeline Mendez, Gerald Crawford, and Haylee Mccarthy.

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Evangeline Mendez Contract Administrator		Branch B MA-BOSTON-FB Causeway St	janetm@us.ibm.com 555/993-7251	
Gerald Crawford Regional Account Manager		Client Solutions Branch MO-KANSAS CITY-Prshng Sq Main	janetm@us.ibm.com 555/993-5743	
Haylee Mccarthy Supervisory IT Specialist		Storage Management Branch DC-WASHINGTON-1800 F NW	555/993-9315	

Select **Leave Balances**.

Manager Self Service My Team

Summary Leave Balances

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
 Evangeline Mendez Contract Administrator		Branch B MA-BOSTON-FB Causeway St	janetm@us.ibm.com 555/993-7251	
 Gerald Crawford Regional Account Manager		Client Solutions Branch MO-KANSAS CITY-Prshng Sq Main	janetm@us.ibm.com 555/993-5743	
 Haylee Mccarthy Supervisory IT Specialist		Storage Management Branch DC-WASHINGTON-1800 F NW	555/993-9315	

3. You'll see your employees' leave balances, including any compensatory time, credit hours, use or lose leave, and award leave. Select **View Details**.

Manager Self Service My Team

Summary Leave Balances

Name / Title	Balances	
 Evangeline Mendez Contract Administrator	Annual Leave Balance 203.00 Hours	Sick Leave Balance 742.00 Hours View Details
 Gerald Crawford Regional Account Manager	Annual Leave Balance 126.00 Hours	Sick Leave Balance 15.00 Hours View Details
 Haylee Mccarthy Supervisory IT Specialist	Annual Leave Balance 86.00 Hours	Sick Leave Balance 778.00 Hours View Details

4. You'll see the date the leave balances were last updated in the "as of" column.

View Details ✕

 **Evangeline Mendez**
Contract Administrator

Leave Balances

Type	Balance	Unit	As Of
Annual Leave Balance	203.0	Hours	05/26/2018
Sick Leave Balance	742.0	Hours	05/26/2018