Viewing Your Employees' HR Information

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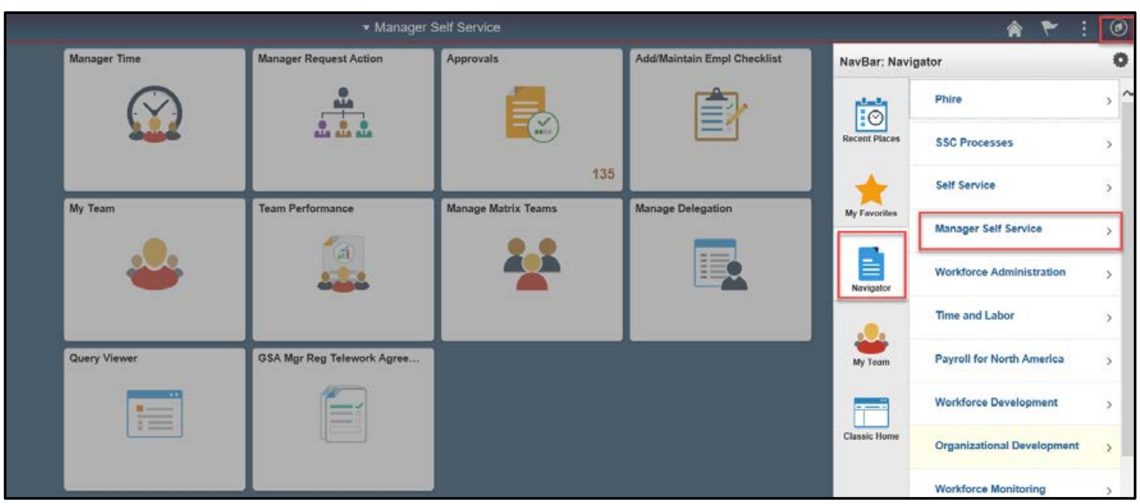
Need more help?

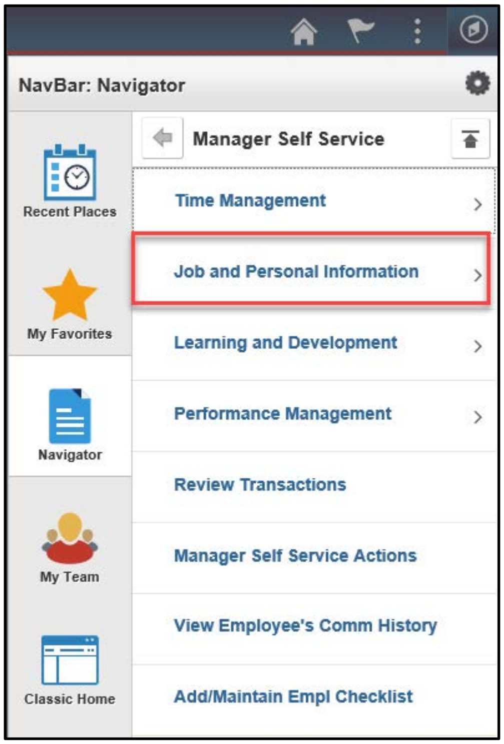
- Visit the Corporate Apps Supervisors page for training guides and videos on:
  - Time and leave
  - Performance management
  - Telework
  - Setting up delegations
- Contact your servicing human resources office

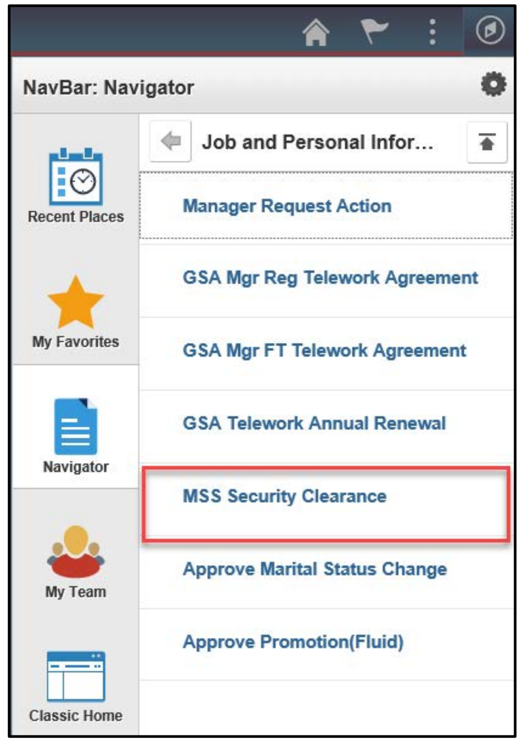
Background investigation level

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

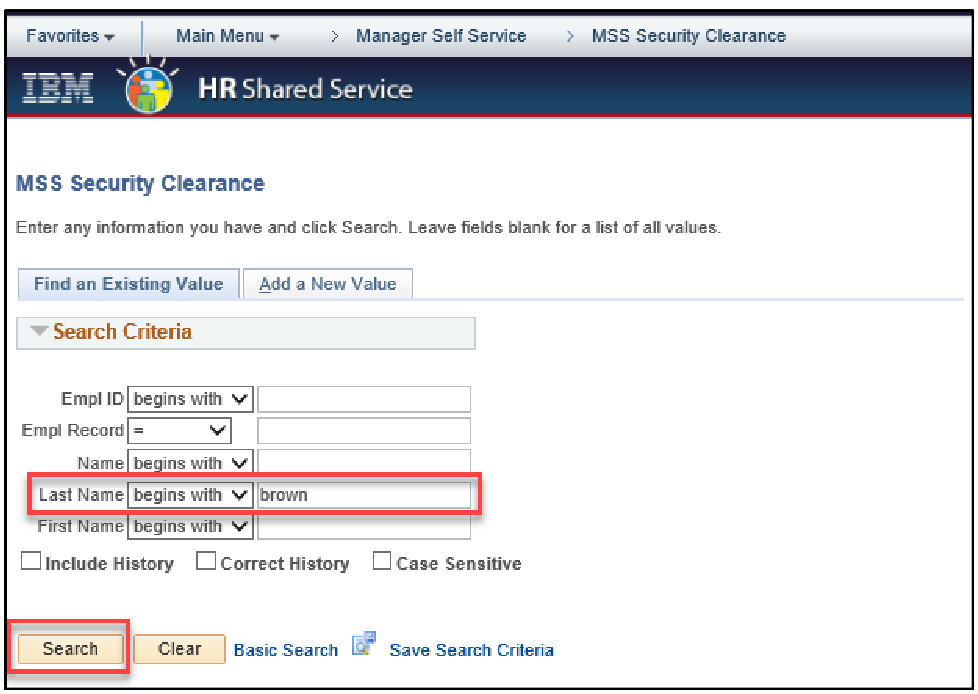


2. Select **Job and Personal Information**, then **MSS Security Clearance.**

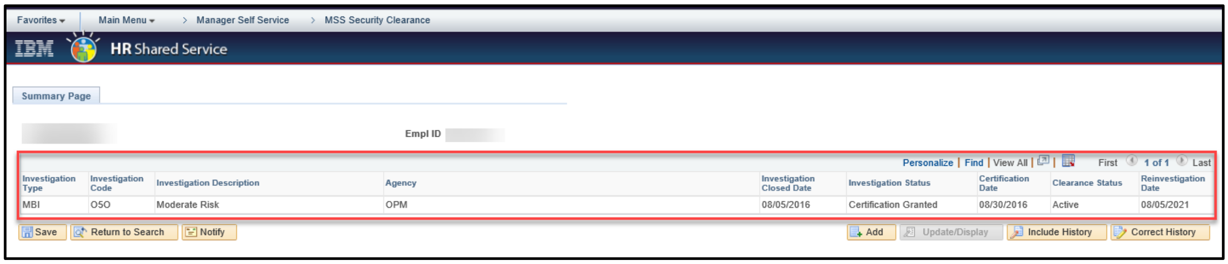




3. Enter your employee's name in the search criteria. Select **Search**.



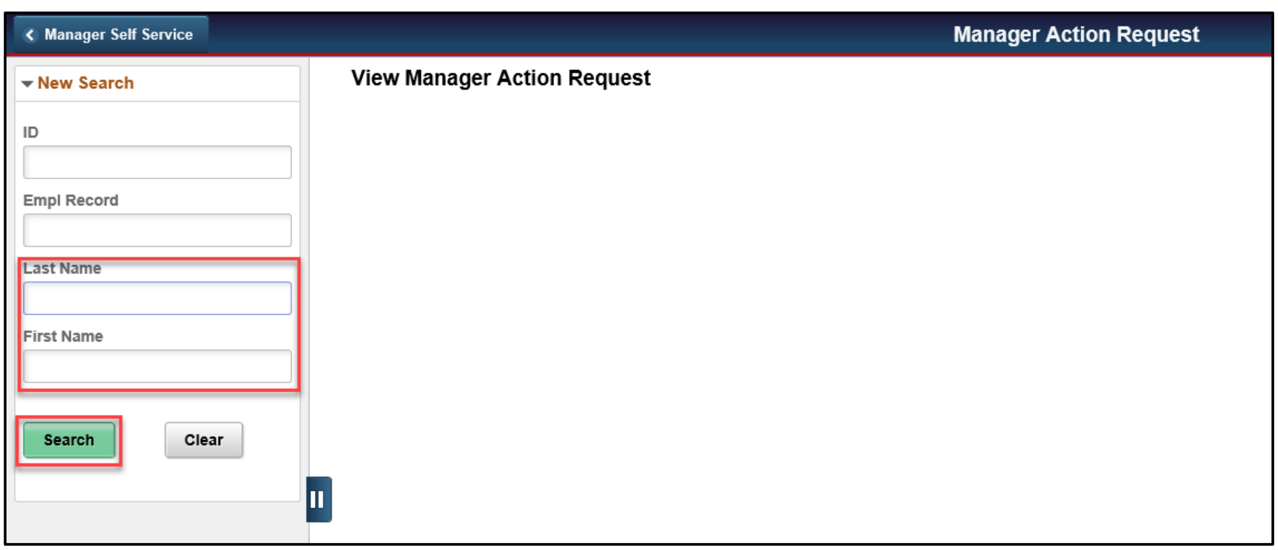
4. You’ll see information about your employee’s investigation.



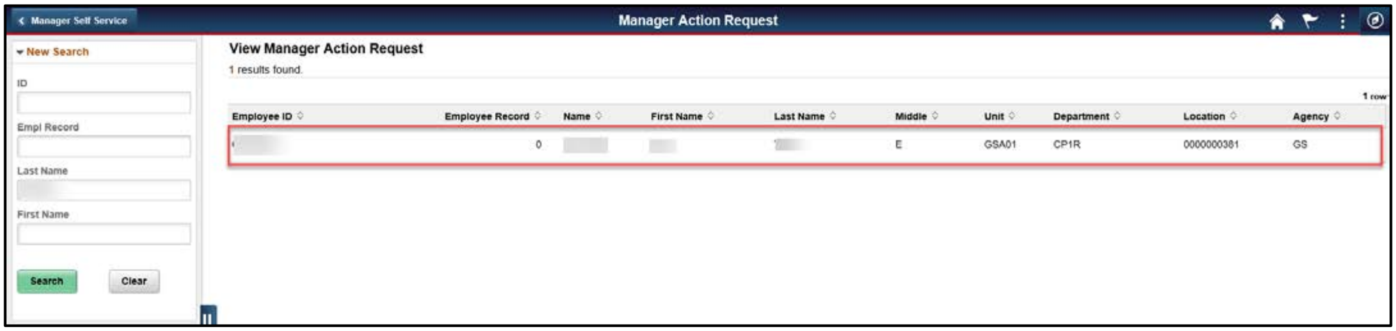
Personnel actions (SF-50s)

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

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



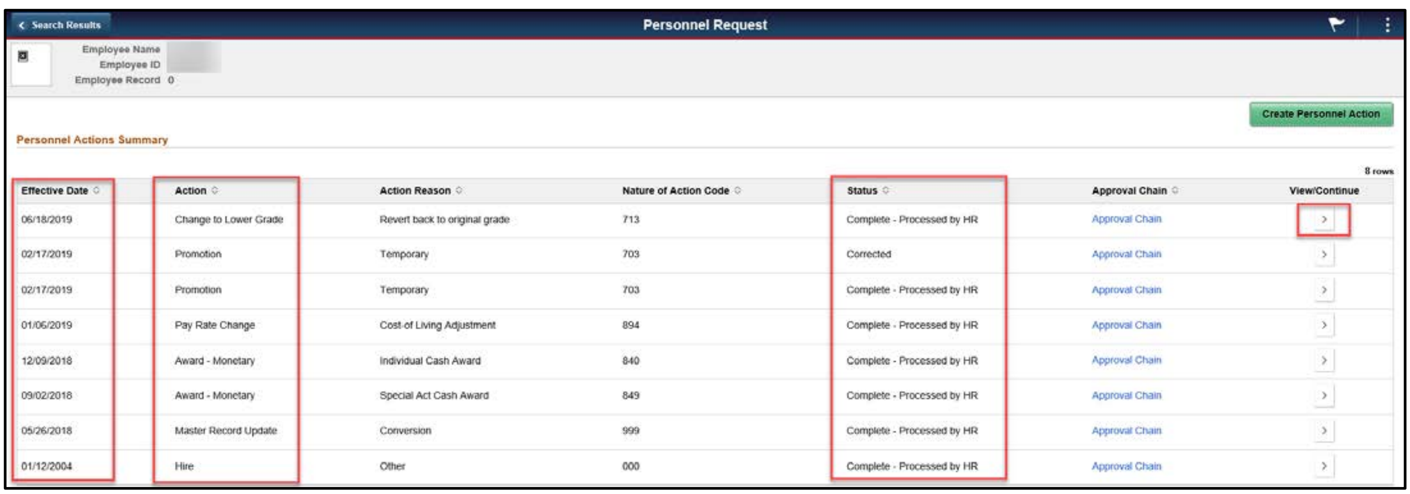
3. Select the line with the employee’s name.



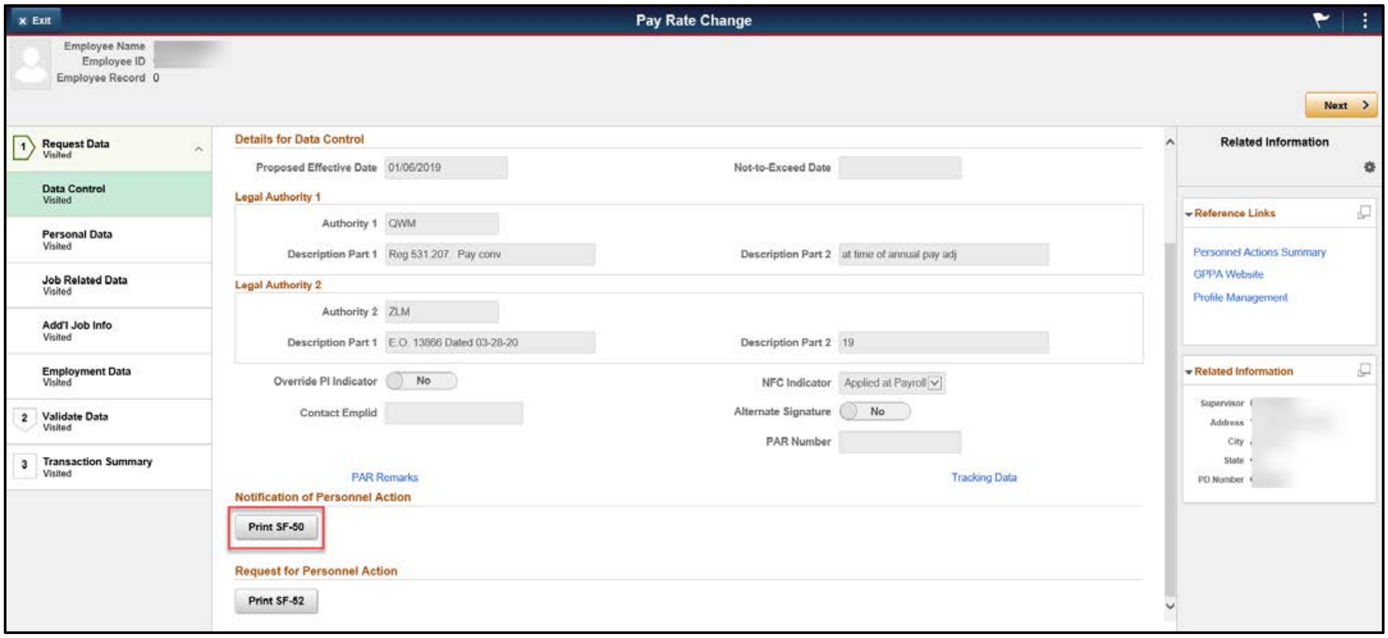
4. You’ll see a list of the employee’s personnel actions. Each row shows the **Effective Date**, type of **Action**, and **Status**.

   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.

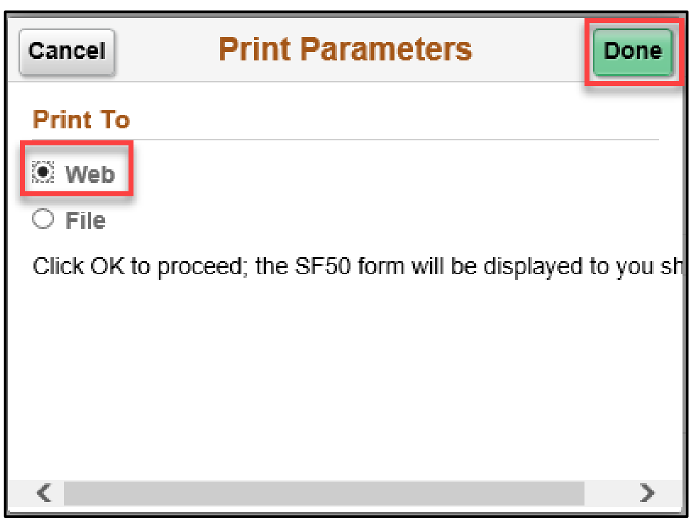
   To view the personnel action, select the arrow in the **View Continue** column.



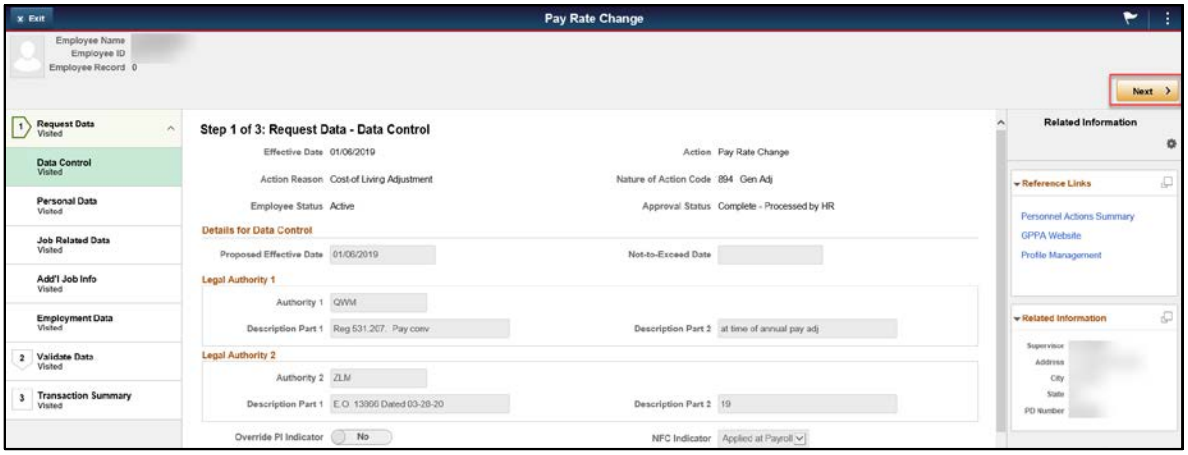
5. You’ll see a summary of the personnel action you selected.
    a. To view or print an HR Links version of the SF-50, scroll to the bottom of the page and select **Print SF-50**. Note: Employees can access official copies of their SF-50s in their electronic Official Personnel Folder (eOPF).
    b.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



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



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



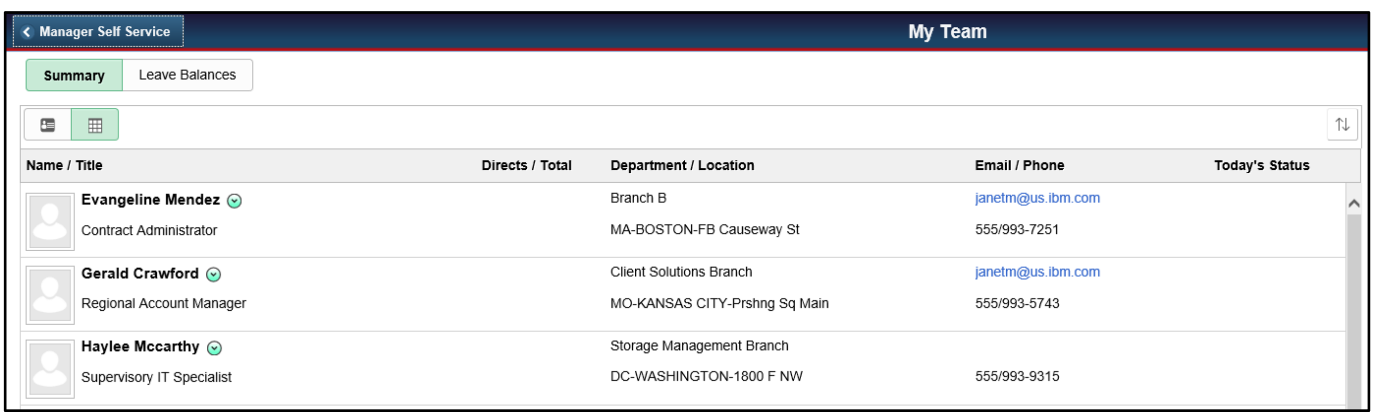
Here’s what you can see on each page.

Page	Information You Can View
Data Control	Details on the type of personnel action (e.g., promotion, within grade increase, detail).
Job Related Data	Job Data: ● Title, series, grade ● Location (city, state, and building name) ● Federal Employees Group Life Insurance (FEGLI) election ● Retirement plan Position Data: ● Type of appointment ● Position occupied (competitive/excepted service) ● Work schedule Compensation Data: ● Step ● Base pay ● Locality pay
Employment Data	● 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

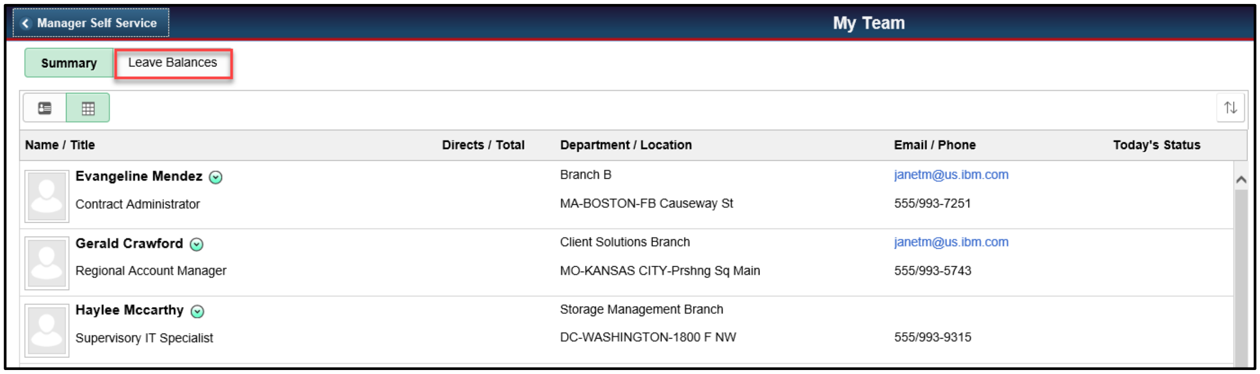
Leave Balances

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

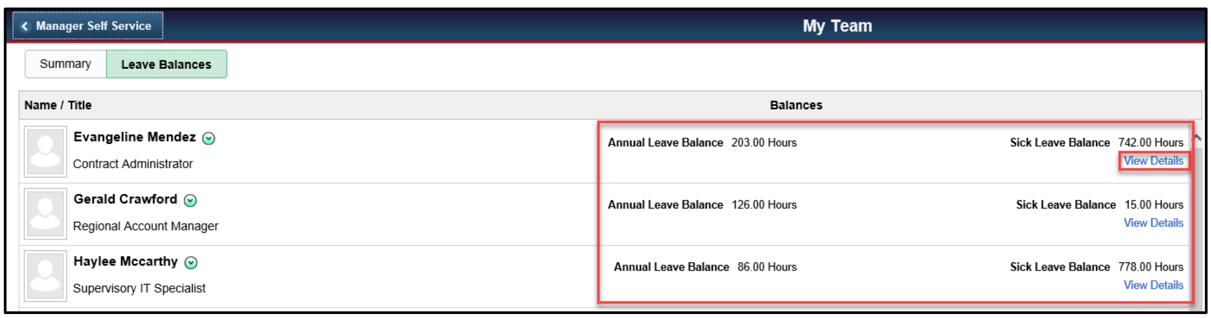
2. You'll see:
   a. A list of your employees, including any matrix team members (if applicable).
      i. If you supervise other supervisors, you'll see an icon in the Directs/Totals column. Select the icon to view the employees under each of your subordinate supervisors. You can continue to drill down 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).



Select **Leave Balances.**



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



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