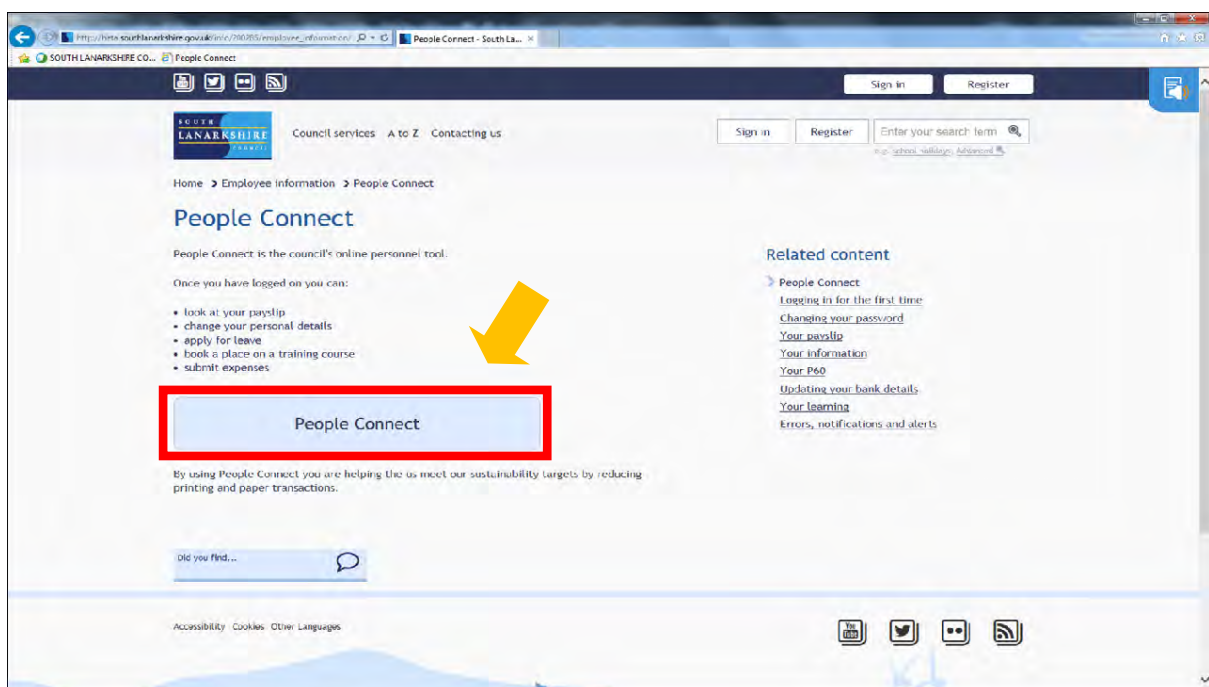




Finance and Corporate Resources Personnel Services

Your employee information

On this screen choose the People Connect button (highlighted in red).



Type your user name and password in the boxes and then choose Login.

On this screen choose People Connect employee from the list.

Another list opens - choose My information.

Oracle Applications Home Page

Enterprise Search: All [Go] Search Results Display Preference: Standard [v] Logged In As 8715942

Main Menu

- People Connect Employee
 - All Actions Awaiting Your Attention
 - Personal Information
 - My Information**
 - Absence Calendar
 - Manage Payroll Payments
 - Employee Directory
 - Print Managers
 - Electronic P90
 - Performance Development
 - People Connect Expenses
 - People Connect Learner

Worklist

From	Type/Subject	Sent	Due
SYSADMIN HR	Personal Information - Main Address for Smith, John has been approved.	04-Jul-2016	
TIP: Vacation Rules - Redirect or auto-respond to notifications.			
TIP: Worklist Access - Specify which users can view and act upon your notifications.			

This is the Employment screen. You can see all the jobs you've had while working for the Council.

People Connect Employee

Smith, Mr. John

The following section displays the summary as of today's date.
Effective Date: 13-Jul-2016

Assignment Number: 8715942
Assignment End Date: [blank]
Organization: SYSTEMS DEVELOPMENT (FTT)
Manager: [blank]
Email Address: john.smith@test.gov.uk
Performance Review Date: 10-Feb-2016

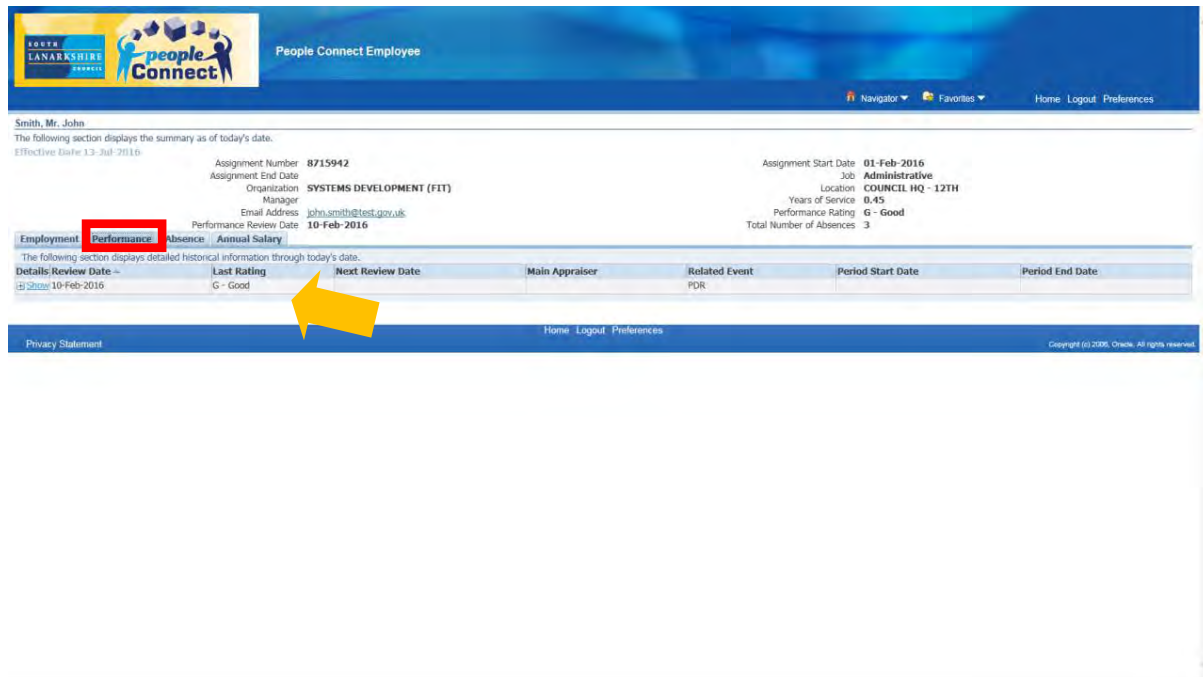
Assignment Start Date: 01-Feb-2016
Job: Administrative
Location: COUNCIL HQ - 12TH
Years of Service: 0.45
Performance Rating: G - Good
Total Number of Absences: 3

Employment | Performance | Absence | Annual Salary

Refreshing action displays detailed historical information through today's date.

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Grade	Organization	Location	Assignment Category
Show	8715942	01-Feb-2016	10-Feb-2016	Yes	Administrative	GRADE 4 LEVEL 2	SYSTEMS DEVELOPMENT (FTT)	COUNCIL HQ - 12TH	Permanent

When you choose the Performance tab you will see your Performance and Development Review information.



The screenshot shows the 'People Connect Employee' interface. The 'Performance' tab is selected and highlighted with a red box. A yellow arrow points to the 'Next Review Date' column in the table below. The table has columns: Details, Review Date, Last Rating, Next Review Date, Main Appraiser, Related Event, Period Start Date, and Period End Date. The first row shows a review date of 10-Feb-2016 and a rating of G - Good.

South Lanarkshire Council
people Connect

People Connect Employee

Navigator Favorites Home Logout Preferences

Smith, Mr. John
The following section displays the summary as of today's date.
Effective Date: 13-Jul-2016

Assignment Number: 8715942
Assignment End Date:
Organization: SYSTEMS DEVELOPMENT (FIT)
Manager:
Email Address: john.smith@test.gov.uk
Performance Review Date: 10-Feb-2016

Assignment Start Date: 01-Feb-2016
Job: Administrative
Location: COUNCIL HQ - 12TH
Years of Service: 8.45
Performance Rating: G - Good
Total Number of Absences: 3

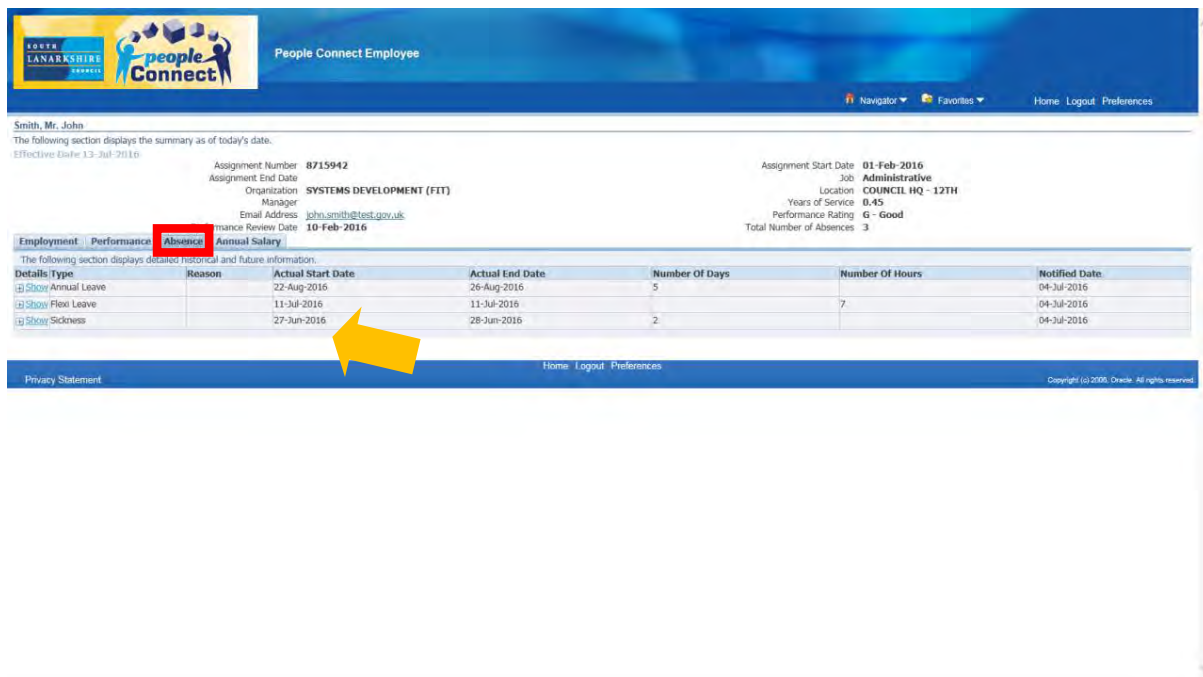
Employment Performance **Absence** Annual Salary

The following section displays detailed historical information through today's date.

Details	Review Date	Last Rating	Next Review Date	Main Appraiser	Related Event	Period Start Date	Period End Date
Show	10-Feb-2016	G - Good			PDR		

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When you choose the Absence tab it shows you all the time off you have had. You can see annual leave, flexi leave and sick leave.



The screenshot shows the 'People Connect Employee' interface. The 'Absence' tab is selected and highlighted with a red box. A yellow arrow points to the 'Actual End Date' column in the table below. The table has columns: Details, Type, Reason, Actual Start Date, Actual End Date, Number Of Days, Number Of Hours, and Notified Date. The first row shows 'Annual Leave' from 22-Aug-2016 to 26-Aug-2016 for 5 days and 7 hours.

South Lanarkshire Council
people Connect

People Connect Employee

Navigator Favorites Home Logout Preferences

Smith, Mr. John
The following section displays the summary as of today's date.
Effective Date: 13-Jul-2016

Assignment Number: 8715942
Assignment End Date:
Organization: SYSTEMS DEVELOPMENT (FIT)
Manager:
Email Address: john.smith@test.gov.uk
Performance Review Date: 10-Feb-2016

Assignment Start Date: 01-Feb-2016
Job: Administrative
Location: COUNCIL HQ - 12TH
Years of Service: 8.45
Performance Rating: G - Good
Total Number of Absences: 3

Employment Performance **Absence** Annual Salary

The following section displays detailed historical and future information.

Details	Type	Reason	Actual Start Date	Actual End Date	Number Of Days	Number Of Hours	Notified Date
Show	Annual Leave		22-Aug-2016	26-Aug-2016	5		04-Jul-2016
Show	Flexi Leave		11-Jul-2016	11-Jul-2016		7	04-Jul-2016
Show	Sickness		27-Jun-2016	28-Jun-2016	2		04-Jul-2016

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When you choose the Annual salary tab it shows you the changes there have been to your pay. You can now choose Home to continue using People Connect, or, Logout to exit the system.

The screenshot shows the 'People Connect Employee' interface. At the top, there is a header with the 'people Connect' logo and the text 'People Connect Employee'. Below the header, there is a navigation bar with links for 'Navigator', 'Favourites', 'Home', 'Logout', and 'Preferences'. The 'Home' and 'Logout' links are highlighted with a red box. A yellow arrow points to the 'Home' link. Below the navigation bar, the user's name 'Smith, Mr. John' is displayed. The main content area shows a summary of the user's details, including 'Assignment Number 8715942', 'Assignment Start Date 01-Feb-2016', 'Job Administrative', 'Location COUNCIL HQ - 12TH', 'Years of Service 8.45', 'Performance Rating G - Good', and 'Total Number of Absences 3'. Below this, there is a table with tabs for 'Employment', 'Performance', 'Absence', and 'Annual Salary'. The 'Annual Salary' tab is selected and highlighted with a red box. A yellow arrow points to the 'Annual Salary' tab. Below the tabs, there is a table showing salary details for two periods: 01-Apr-2016 to 31-Mar-2016 and 01-Feb-2016 to 31-Mar-2016. The table columns are 'Start Date', 'End Date', 'Normal Hours', 'FTE', 'Annual Salary', and 'Assignment Number'. The 'Annual Salary' for the first period is 37647.69 and for the second period is 37282.71. At the bottom of the page, there is a footer with links for 'Privacy Statement', 'Home', 'Logout', and 'Preferences', and a copyright notice 'Copyright (c) 2016. Oracle. All rights reserved.'

Smith, Mr. John

The following section displays the summary as of today's date.
Effective Date: 13-Jul-2016

Assignment Number: 8715942
Assignment Start Date: 01-Feb-2016
Job: Administrative
Location: COUNCIL HQ - 12TH
Years of Service: 8.45
Performance Rating: G - Good
Total Number of Absences: 3

Employment Performance Absence **Annual Salary**

Start Date	End Date	Normal Hours	FTE	Annual Salary	Assignment Number
01-Apr-2016	31-Mar-2016	35	1	37647.69	8715942
01-Feb-2016	31-Mar-2016	35	1	37282.71	8715942

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If you any problems, phone the IT Help Centre on 01698 455656 during office hours. Please have the following details to hand when you phone:

- your employee number
- your Resource, service and section
- the exact text of the error message you received

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk