Introduction
This guide explains how to view your team's contractual information.

Audience
Line managers

Steps to view your team's contractual information

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Personnel then Personnel &gt; Your employees. The Your employees window opens.</td>
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The information is split across two tabs:

- Person
- Employment

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<td>2.</td>
<td>On the Person tab, in the Lookup field, start typing the relevant employee’s surname, or press spacebar to display a list of all your direct reports. Click to select.</td>
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a. Click Name details to view the employee’s “known as” names.
b. Date from - the employee’s continuous start date
c. Date to - the employee’s leaving date. Set to 31/12/2009 unless the leaving date is known.
3. On the **Employment** tab, click anywhere on the position line to display the employment details **for that position**.

   a. **Date from** is the date of the most recent contractual change (e.g. last increment, change of hours). The reason for the adjustment can be seen in the **Reason for adj** field.

   b. **Date to** is the contractual end date for the position.

4. To view the position history click **Show history**. Note: this displays the history from August 2016.

   Over time we will work to provide a summary of full employment history elsewhere in the system.

**Where to go for help**
If you need help please submit a query through ASK on My Birkbeck for Staff.