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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Personnel then Personnel&gt; Your employees. The Your employees window opens.</td>
</tr>
</tbody>
</table>

    ![Personnel window](image1)

    The information is split across two tabs:

    ![Person Employment tabs](image2)

| 2.   | 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. |

    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 31/12/2099 unless the leaving date is known. |

    ![Person information](image3)
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.

5. To view the cost distribution for the position (i.e. where the costs will be charged to in the new chart of accounts), click the **Cost distribution** button.
Where to go for help
If you have any queries about the information held, email HR at humanresources@bbk.ac.uk.