

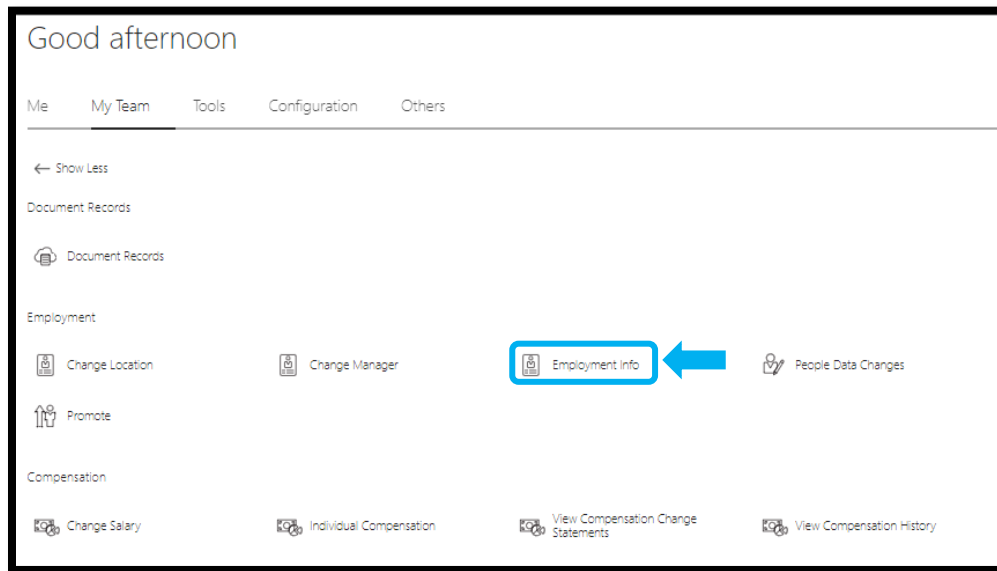


# MANAGER SELF-SERVICE:

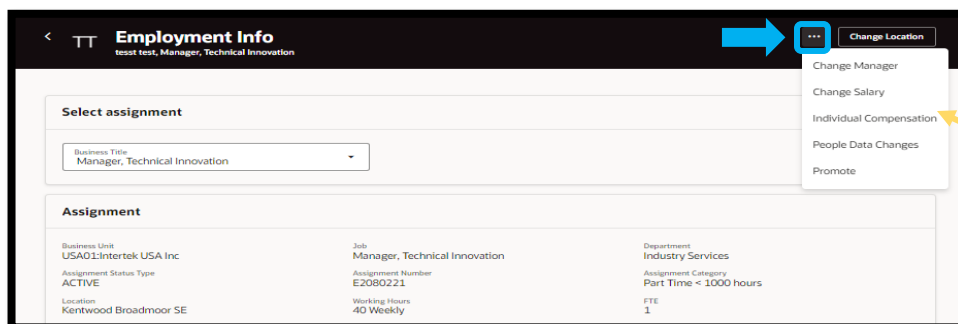
## View Employee's Employment Info

View **Employment Info** – View employment information (Cost Center etc.)

1. Navigate to [Fusion HCM](#).
2. Select **Company Single Sign On** link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click **Sign In**.
4. Click on the **My Team** tab, then click on **Show More** from the left actions menu.
5. Click on the **Employment Info** task.



6. Select the **Name** of the employee to be reviewed.
7. From the **Employment Info** window, you can review the following information:
  - **Assignment** (Business Unit, Job Title, Business Line, Assignment Data, Location, Start Date, Person Number, and other relevant data)
  - **Managers** (Line Manager and HR Manager)
  - **Salary** (Salary type, Salary amount, Annual Salary)
  - **Additional Compensation** (Incentive or Bonus Programs, Auto Allowance)
  - **Historical Changes** (any changes made to the employee's assignment)
8. In the upper right corner, you may also use **Quick Actions** to **Change Manager**, **Change Salary**, process a one-time payment through **Individual Compensation**, process **People Data Changes**, or **Promote**.



Reference the  
respective Manager  
Self-Service Guide for  
these actions.