

How do I view my employment information?

Within Employee Self Service you can view your employment history within your current employing Organisation.

You can view your current and previous assignment details and also your hire date and years of service.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



- Additionally, a **sidebar navigation** pane is available providing links to all areas within Self Service.
- To view your employment information, click the **My Employment** link in the **sidebar navigation** pane.



- Then, click the **Employment Information** link in the **My Employment** area.



- You can view your current and any previous Assignment details within this Employing Organisation. You can also view hire dates and years of service.
- To view additional details about your employment, click the  link for the desired Assignment - in this example, the first Assignment in the list:

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Position	Job	Grade	Organisation	Location	Assignment Category
>	20000290	01-Jan-2016		Yes	Staff Nurse Band 6	Nursing and Midwifery Registered Staff Nurse	XR06	503 Ward 1	50301	Permanent
>	20000290	01-Jan-2014	31-Dec-2015	Yes	Staff Nurse Band 5	Nursing and Midwifery Registered Staff Nurse	XR05	503 Ward 1	50301	Permanent

- Additional details for the assignment are now displayed below the associated assignment row.
- To hide the details and return to the previous employment view, click the  link

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Position	Job	Grade	Organisation	Location	Assignment Category																
▼	20000290	01-Jan-2016		Yes	Staff Nurse Band 6	Nursing and Midwifery Registered Staff Nurse	XR06	503 Ward 1	50301	Permanent																
<table border="0"> <tr> <td>Assignment Status</td> <td>Active Assignment</td> <td>Status Change Reason</td> <td></td> </tr> <tr> <td>Supervisor</td> <td>Leese, Vivian</td> <td>People Group</td> <td>Default Home </td> </tr> <tr> <td>Payroll</td> <td>503 Monthly</td> <td>Work Hours</td> <td>37.5</td> </tr> <tr> <td>Frequency</td> <td>Week</td> <td></td> <td></td> </tr> </table>											Assignment Status	Active Assignment	Status Change Reason		Supervisor	Leese, Vivian	People Group	Default Home 	Payroll	503 Monthly	Work Hours	37.5	Frequency	Week		
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- Having viewed all appropriate Employment Information, click the  **Portal** to return to the **My ESR Dashboard**.