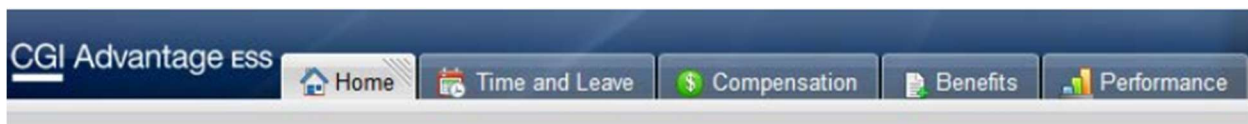


# View Profile Information

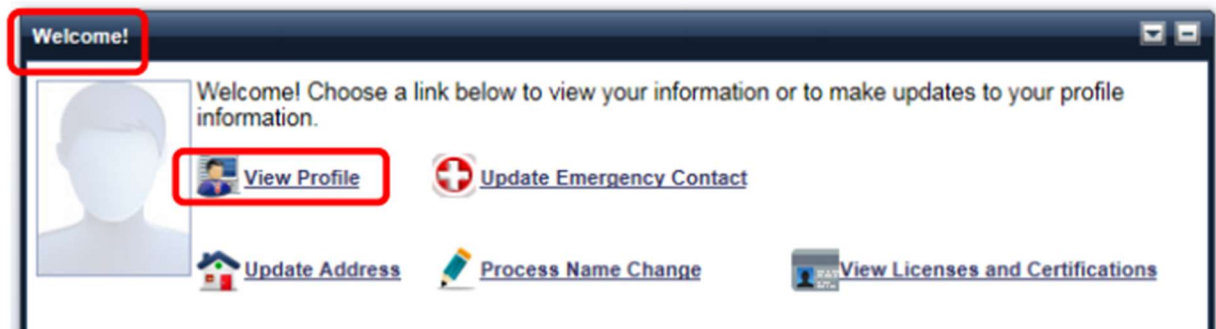
1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Employee Self Service**



3. Click the **Home** tab



4. In the **Welcome** Widget, view **View Profile**

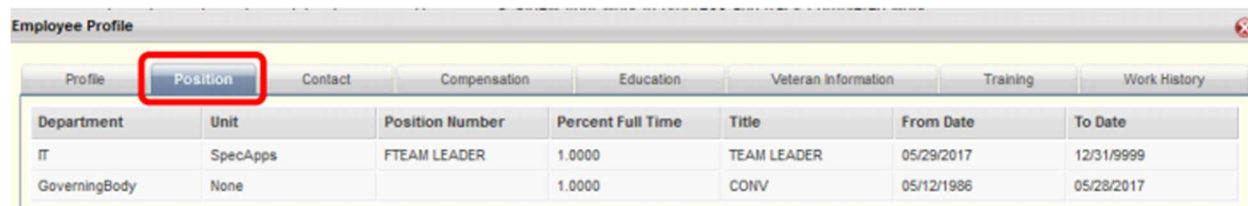


5. The Employee Profile pop-up window allows you to view your employee related information.

A screenshot of an "Employee Profile" pop-up window. The window has a title bar with the text "Employee Profile" and a close button. Below the title bar is a tabbed interface with tabs for "Profile", "Position", "Contact", "Compensation", "Education", "Veteran Information", "Training", and "Work History". The "Profile" tab is selected. The main content area is divided into two columns. The left column is titled "Personal Information" and contains fields for Employee ID, Employee Name, Social Security Number, Birth Date, Place Of Birth, Gender, Marital Status, Conviction, Disability, Citizenship Status, and Ethnicity. The right column is titled "Assignment Information" and contains fields for Employment Status, Home Department, Home Unit, Position Number, Supervisor Name, Title, Sub-Title, Employment Type, Pay Location, Work Location, Seniority Date, Seniority Number, Work Cycle, Probation Start Date, and Probation End Date. The "View Profile" link from the previous screenshot is highlighted with a red rectangular box.

## 6. Position Tab

The **Position** tab displays your current and prior position details. The From Date and To Date displays the time frame that you spent working in a specific position. This reflects only positions from January 2018 forward. Your current position will have a To Date of 12/31/9999, which indicates that you are currently filling this position. (Note: *Department GoverningBody* refers to a record necessary for data conversion – not an actual position.)

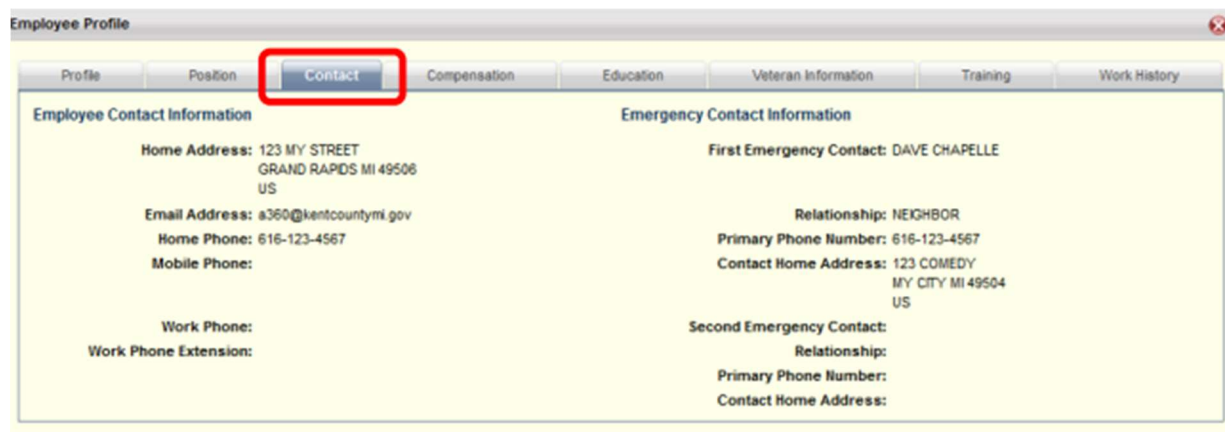


The screenshot shows the 'Employee Profile' window with the 'Position' tab selected. The tab is highlighted with a red box. Below the tabs is a table with position details.

Department	Unit	Position Number	Percent Full Time	Title	From Date	To Date
IT	SpecApps	FTEAM LEADER	1.0000	TEAM LEADER	05/29/2017	12/31/9999
GoverningBody	None		1.0000	CONV	05/12/1986	05/28/2017

## 7. Contact Tab

The **Contact** tab allows you to view your contact details. This includes the Employee Contact Information and Emergency Contact Information sections. (If this information is incorrect, please see the **Update Address and Update Emergency Contact** sections of this manual).



The screenshot shows the 'Employee Profile' window with the 'Contact' tab selected. The tab is highlighted with a red box. The content area is divided into two sections: 'Employee Contact Information' and 'Emergency Contact Information'.

**Employee Contact Information**

Home Address: 123 MY STREET  
GRAND RAPIDS MI 49506  
US

Email Address: a360@kentcountymi.gov

Home Phone: 616-123-4567

Mobile Phone:

Work Phone:

Work Phone Extension:

**Emergency Contact Information**

First Emergency Contact: DAVE CHAPELLE

Relationship: NEIGHBOR

Primary Phone Number: 616-123-4567

Contact Home Address: 123 COMEDY  
MY CITY MI 49504  
US

Second Emergency Contact:

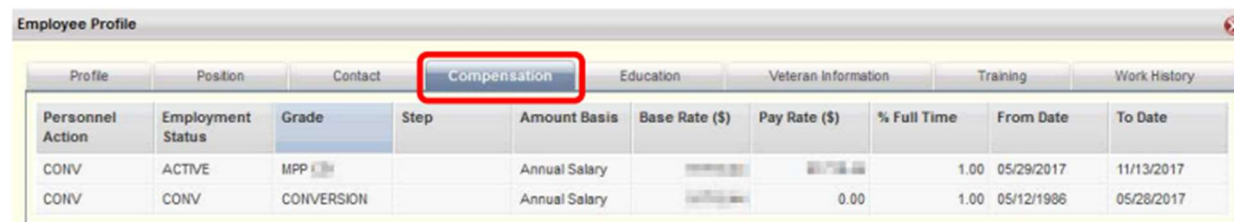
Relationship:

Primary Phone Number:

Contact Home Address:

## 8. Compensation Tab

The **Compensation** tab allows you to view your pay rate details. (Note: *Employment Status CONV* refers to a record necessary for data conversion – not an actual position.)



The screenshot shows the 'Employee Profile' window with the 'Compensation' tab selected. The tab is highlighted with a red box. Below the tabs is a table with compensation details.

Personnel Action	Employment Status	Grade	Step	Amount Basis	Base Rate (\$)	Pay Rate (\$)	% Full Time	From Date	To Date
CONV	ACTIVE	MPP		Annual Salary			1.00	05/29/2017	11/13/2017
CONV	CONV	CONVERSION		Annual Salary		0.00	1.00	05/12/1986	05/28/2017

9. The **Education**, **Veteran Information**, **Training**, and **Work History** tabs are not being used at go live.