

View Employee Profile

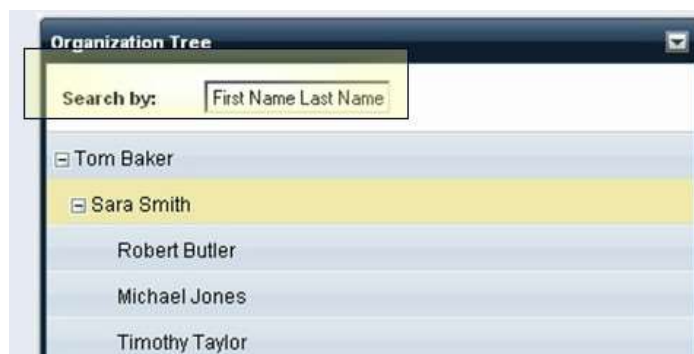
1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Manager Self Service**



3. Click on the **General HR** tab



4. Use the **Organization Tree Widget** to select an employee.
The Organization Tree [widget](#) displays the list of individuals that occupy positions that report to you.



The reporting structure is based on the position, not the individual.

If the list of employees is incorrect, please contact Human Resources at 632-7440.

5. When you select an employee in the Organization Tree [widget](#), you are able to view the employee-related information for that employee in the **Employee Profile** widget.



a. Profile Tab

The **Profile** tab displays the selected employee's profile information.

Profile	Position	Contact	Compensation	Education	Training	Work History
Supervisor Name: <input type="text"/>		Home Department: IT				
Pay Location: INFO TECH		Home Unit: SpecApps				
Work Location: INFO TECH		Position Description: FSR APP SUPPORT				
Seniority Date:		Title: SR APP SUPPORT				
Seniority Number:		Sub-Title: FSR APP SUPPORT				
Work Cycle:		Probation Start Date:				
Employment Status: ACTIVE		Probation End Date:				
Employment Type: Permanent						

b. Position Tab

The **Position** tab displays the current and prior position details for the selected employee. Positions held prior to Go Live will not be displayed. GoverningBody entries are part of the conversion records at go live.

Profile	Position	Contact	Compensation	Education	Training	Work History	
Department	Unit	Position Description	Position Number	Percent Full Time	Title	From Date	To Date
IT	SpecApps	FSR APP SUPPORT	00001854	1.0000	SR APP SUPPORT	05/29/2017	12/31/9999
GoverningBody	None			1.0000	CONV	07/14/2014	05/28/2017

c. Contact Tab

The **Contact** tab allows you to view the contact details for the selected employee.

Profile	Position	Contact	Compensation	Education	Training	Work History
Employee Contact Information			Emergency Contact Information			
Home Address: 3345 BEAVER STREET HARRISBURG PA			First Emergency Contact: LOIS BUTLER			
Email Address: RBUTLER@AMS.COM			Relationship: SPOUSE			
Home Phone: 8145559987			Contact Home Number: 8145559987			
Mobile Phone: 8145553344			Contact Home Address: 3345 BEAVER STREET HARRISBURG PA 16754 USA			
Work Phone: 814555678			Second Emergency Contact: DOUG SPENCER			
Work Phone Extension:			Relationship: FRIEND			
			Contact Home Number: 8145553346			
			Contact Home Address: 187 MASON BLVD HARRISBURG PA 16754 USA			

d. Compensation Tab

The **Compensation** tab allows you to view a selected employee's prior pay details. Only current position information is converted over at Go Live. CONV is part of the conversion record at go live.

Profile	Position	Contact	Compensation	Education	Training	Work History		
Personnel Action	Employment Status	Grade	Step	Amount Basis	Base Rate	% Full Time	From Date	To Date
CONV	ACTIVE	MPP <input type="text"/>		Annual Salary	<input type="text"/>	1.00	05/29/2017	10/24/2017
CONV	CONV	CONVERSION		Annual Salary	<input type="text"/>	1.00	07/14/2014	05/28/2017