

1. Select **My Team** to display your manager functions.
2. Click the **Show More** button.

Connect®

Good afternoon, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service Knowledge >

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary
- Promote
- Employment Info
- Add Assignment
- Show More

APPS

- My Team
- Onboarding
- Hiring
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning
- Users and Roles
- New Person
- Workforce Compensation
- Workforce Modeling
- Workforce Predictions
- Personal Brand

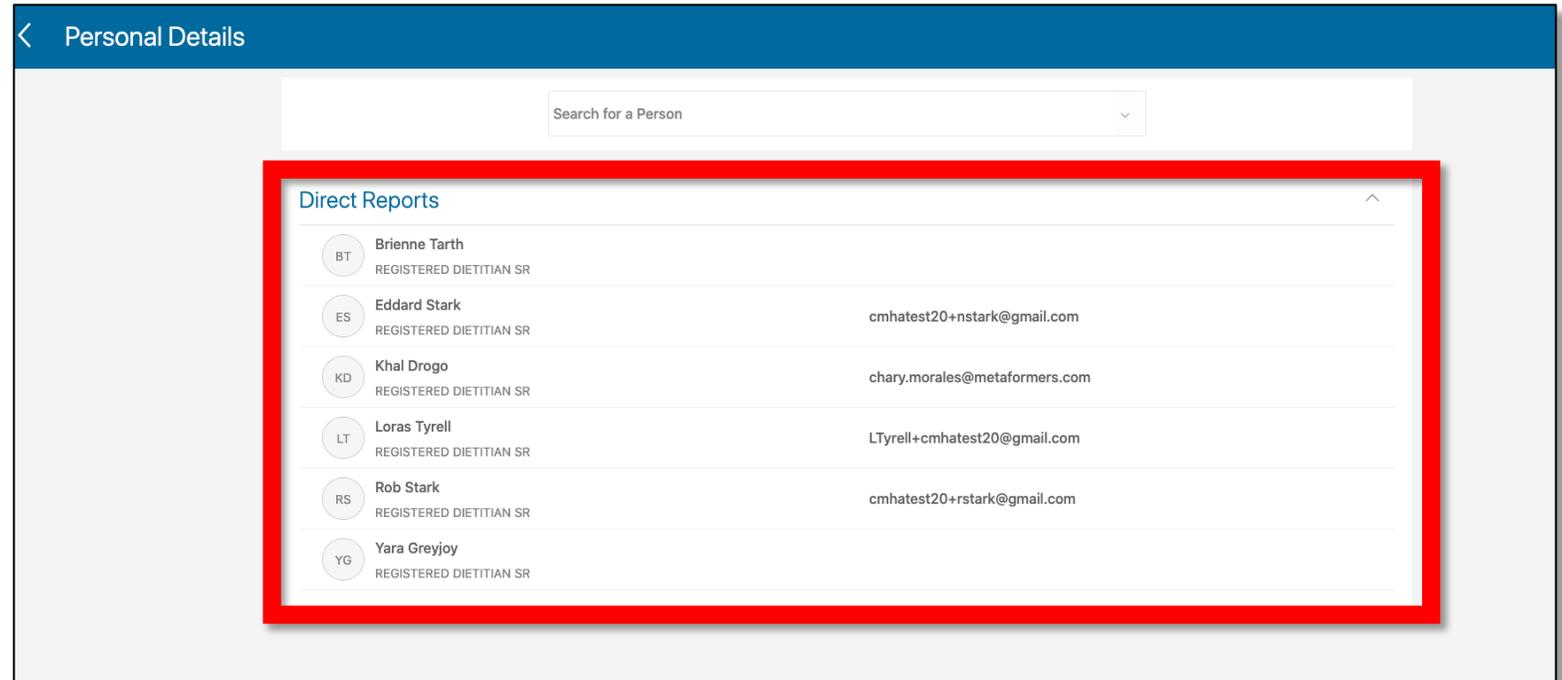
3. Click on **Personal Details**.

The screenshot displays the Connect MSS user interface. At the top left is the 'Connect' logo. Below it, a greeting reads 'Good afternoon, Arya Stark!'. A navigation bar contains the following items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', 'Service', and 'Knowledge'. Below the navigation bar is a 'Show Less' button. The main content area is titled 'Employment' and contains a grid of 32 icons representing various HR functions. The 'Personal Details' icon, located in the second row, second column of the grid, is highlighted with a red rectangular box. Other icons include 'Change Manager', 'Seniority Dates', 'Transfer', 'Employment Contracts', 'Employee Summary', 'Promote', 'Employment Info', 'Add Assignment', 'Change Assignment', 'Document Records', 'Termination', 'Direct Reports', 'Change Location', 'Create Vacancy', 'Change Working Hours', 'Share Data Access', 'Share Personal Info', 'Manage User Account', 'Change Legal Employer', 'Additional Assignment Info', 'Local and Global Transfer', 'Change Legal Employer Dashboard', 'Document Delivery Preferences', 'Eligible Jobs', 'Edit Work Relationship', 'Create Work Relationship', 'Cancel Work Relationship', 'Allocate Checklists', 'Person Identifiers for External Applications', 'Personal Details', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', and 'Change Photo'.

4. Click on the employee for which you want to view the **Personal Details**.

Note: You can either select from the employees in the **Direct Reports** section or use the **search box**.

Note: To go back if needed, click the **back arrow**.



The screenshot shows the 'Personal Details' page in MSS. At the top, there is a blue header with a back arrow and the text 'Personal Details'. Below the header is a search box labeled 'Search for a Person'. The main content area is titled 'Direct Reports' and contains a list of employees. The list is highlighted with a red border. The employees listed are:

Employee ID	Name	Role	Email
BT	Brienne Tarth	REGISTERED DIETITIAN SR	
ES	Eddard Stark	REGISTERED DIETITIAN SR	cmhatest20+nstark@gmail.com
KD	Khal Drogo	REGISTERED DIETITIAN SR	chary.morales@metaformers.com
LT	Loras Tyrell	REGISTERED DIETITIAN SR	LTyrell+cmhatest20@gmail.com
RS	Rob Stark	REGISTERED DIETITIAN SR	cmhatest20+rstark@gmail.com
YG	Yara Greyjoy	REGISTERED DIETITIAN SR	

5. The **Personal Details** for the selected employee will be shown on this page.

Note: There are **Edit** icons in the sections as well as an **Add** icons and they will either edit or add content for the section in which they are located.

Personal Details
Rob Stark

Name

Start Date 10/1/2020	First Name Rob	
Last Name Stark		

Demographic Info

Country United States	Sex Male	
Ethnicity ... I am Hispanic or Latino.	Highest Education Level	
If not Hispanic or Latino, which are you? ... American Indian or Alaska Native	Veteran Self-Identification Status	
... Asian	Disabled Veteran	
... Black or African American	Active Duty Wartime or Campaign Badge Veterans	

6. If desired, click on the **More Information icon** to view additional options

End of Procedure

The screenshot displays the 'Personal Details' page for Rob Stark. At the top left, there is a profile picture with the initials 'RS' and a red box highlighting a small 'More Information' icon. The page is divided into two main sections: 'Name' and 'Demographic Info'. The 'Name' section includes fields for 'Start Date' (10/1/2020), 'Last Name' (Stark), and 'First Name' (Rob). The 'Demographic Info' section includes fields for 'Country' (United States), 'Sex' (Male), 'Highest Education Level', and 'Veteran Self-Identification Status'. The 'Veteran Self-Identification Status' section has three options: 'Disabled Veteran', 'Active Duty Wartime or Campaign Badge Veterans', and an empty field.

Name	
Start Date	10/1/2020
Last Name	Stark
First Name	Rob

Demographic Info	
Country	United States
Sex	Male
Ethnicity	... I am Hispanic or Latino.
If not Hispanic or Latino, which are you?	... American Indian or Alaska Native
	... Asian
	... Black or African American
Highest Education Level	
Veteran Self-Identification Status	
Disabled Veteran	...
Active Duty Wartime or Campaign Badge Veterans	