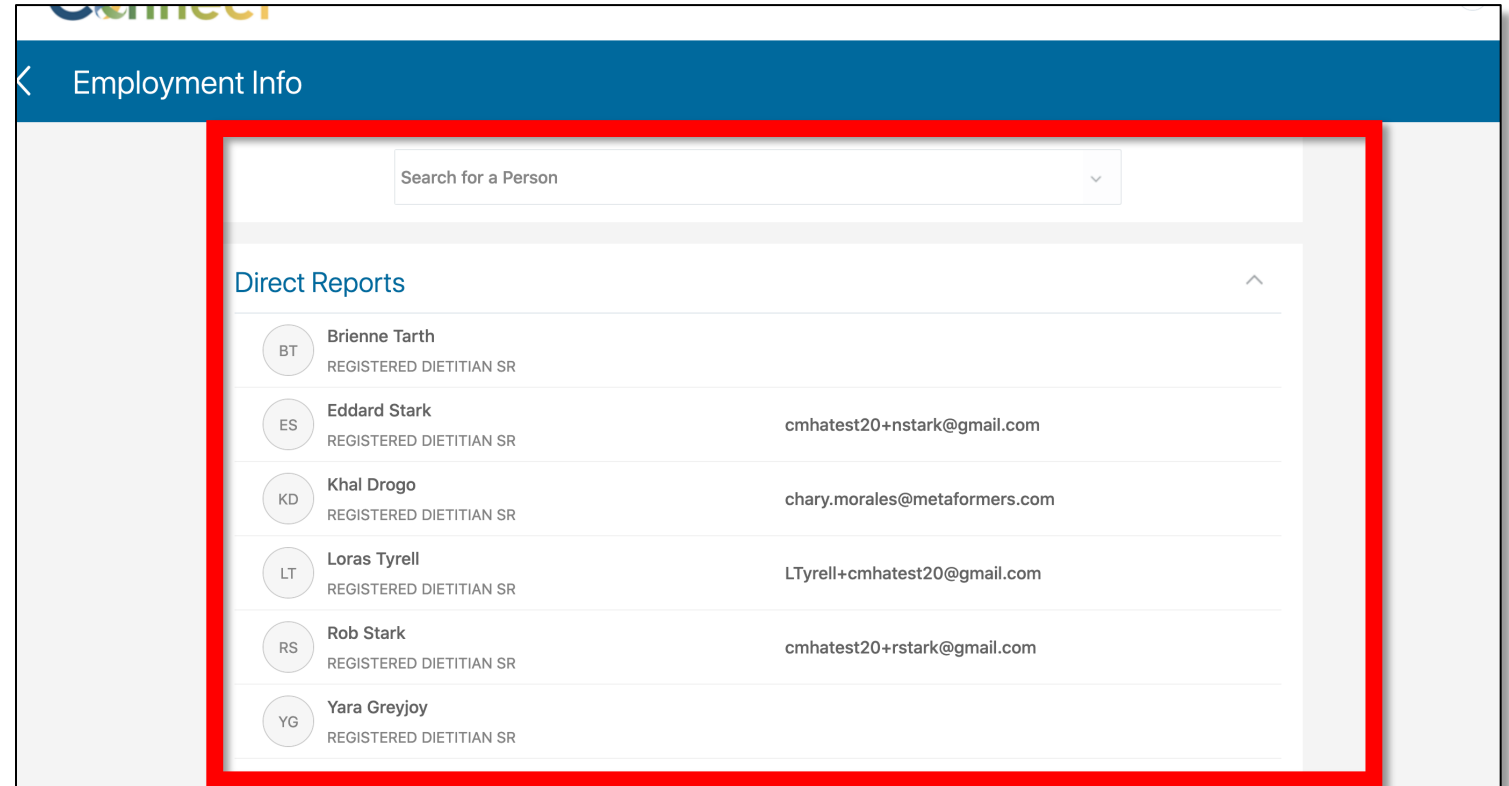


1. Select **My Team** to display your manager functions.
2. Click the **Employment Info** icon.

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 several menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', and 'Risk Manager'. The 'My Team' item is highlighted with a red rectangular box. Below the navigation bar, the interface is divided into two columns: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' column lists several functions: 'Change Manager', 'Seniority Dates', 'Transfer', 'Employment Contracts', 'Employee Summary', 'Promote', 'Employment Info', and 'Add Assignment'. The 'Employment Info' item is highlighted with a red rectangular box. A red arrow points from the 'My Team' menu item down to the 'Employment Info' icon. The 'APPS' column contains a grid of icons for 'My Team', 'Onboarding', 'Hiring', 'Career Overview', 'Performance', 'Talent Re', 'Users and Roles', 'New Person', and 'Workfo Compens'.

3. Click on the Employee for which you want to view the **Employment Information**.

**Note:** The Employees will be listed under the **Direct Reports** section. Additionally, a **search box** can be used if needed.



The screenshot shows a mobile application interface for 'Employment Info'. At the top, there is a blue header with a back arrow and the text 'Employment Info'. Below the header is a search bar with the placeholder text 'Search for a Person'. Underneath the search bar is a section titled 'Direct Reports' with an upward-pointing arrow. This section contains a list of six employees, each with a circular icon containing initials, their name, their title, and their email address.

Initials	Name	Title	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	

4. To view more options related to the employee, click the **icon** below the employee image.

RS
Employment Info
Actions ▾

**Business Title**  
REGISTERED DIETITIAN SR

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**Assignment**

<p><b>Legal Employer</b> Community Mental Health Authority of Clinton, Eaton, Ingham ...</p> <p><b>Business Unit</b> CMHA-CEI BU</p> <p><b>Job</b> REGISTERED DIETITIAN SR</p> <p><b>Business Title</b> REGISTERED DIETITIAN SR</p> <p><b>Department</b> Clinical Services</p> <p><b>Grade</b> 750 - 459 Union Professional</p> <p><b>Location</b> Jolly</p> <p><b>Position</b> Registered Dietitian Sr_Test</p> <p><b>Projected End Date</b> ...</p>	<p><b>Full Time or Part Time</b> Part time</p> <p><b>Bargaining Unit</b> Large Unit - 459</p> <p><b>Union Member</b></p> <p><b>Regular or Temporary</b> Regular</p> <p><b>Probation Period</b> 120 Days</p> <p><b>Probation End Date</b> 1/28/2021</p> <p><b>Union</b> OPEIU Local 459</p> <p><b>Working Hours</b> 30 Weekly</p> <p><b>Hire Date</b> 10/1/2020</p>
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5. To view available additional actions, click the dropdown **Actions** menu in the upper right.

<
RS
Employment Info
Rob Stark
Actions ▾

**Business Title**  
REGISTERED DIETITIAN SR

### Assignment

<p><b>Legal Employer</b> Community Mental Health Authority of Clinton, Eaton, Ingham ...</p> <p><b>Business Unit</b> CMHA-CEI BU</p> <p><b>Job</b> REGISTERED DIETITIAN SR</p> <p><b>Business Title</b> REGISTERED DIETITIAN SR</p> <p><b>Department</b> Clinical Services</p> <p><b>Grade</b> 750 - 459 Union Professional</p> <p><b>Location</b> Jolly</p> <p><b>Position</b> Registered Dietitian Sr_Test</p> <p><b>Projected End Date</b> ...</p>	<p><b>Full Time or Part Time</b> Part time</p> <p><b>Bargaining Unit</b> Large Unit - 459</p> <p><b>Union Member</b></p> <p><b>Regular or Temporary</b> Regular</p> <p><b>Probation Period</b> 120 Days</p> <p><b>Probation End Date</b> 1/28/2021</p> <p><b>Union</b> OPEIU Local 459</p> <p><b>Working Hours</b> 30 Weekly</p> <p><b>Hire Date</b> 10/1/2020</p>
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6. To switch the **Business Title**, use the dropdown menu.

**Note:** The rest of the page shows the Employment information for the selected employee.

**End of Procedure**

**Employment Info**  
Rob Stark

**Business Title**  
REGISTERED DIETITIAN SR

**Assignment**

<b>Legal Employer</b> Community Mental Health Authority of Clinton, Eaton, Ingham ...	<b>Full Time or Part Time</b> Part time
<b>Business Unit</b> CMHA-CEI BU	<b>Bargaining Unit</b> Large Unit - 459
<b>Job</b> REGISTERED DIETITIAN SR	<b>Union Member</b> Union Member
<b>Business Title</b> REGISTERED DIETITIAN SR	<b>Regular or Temporary</b> Regular
<b>Department</b> Clinical Services	<b>Probation Period</b> 120 Days
<b>Grade</b> 750 - 459 Union Professional	<b>Probation End Date</b> 1/28/2021
<b>Location</b> Jolly	<b>Union</b> OPEIU Local 459
<b>Position</b> Registered Dietitian Sr_Test	<b>Working Hours</b> 30 Weekly
<b>Projected End Date</b> 10/1/2020	<b>Hire Date</b> 10/1/2020