

My Profile, continued

Reviewing and Updating My Profile, continued

Employment Details

Latest Hire Date	Sep 14, 2022	Seniority Date	Sep 14, 2022
Original Start Date	Sep 14, 2022	Benefits Eligibility Start Date	Oct 01, 2022

Organization Information

Position Information ⓘ

Effective as of: Sep 14, 2022

Position Code	HR Specialist (20000410)	Time In Position	0 Years 0 Months 2 Days
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Organization Information

Company	Elior NA Corporate (0140)	Location	NC Overhead (NCOVH)
Brand	ENA Corporate (ENACORP)	Timezone	US/Eastern (GMT-04:00)
Segment	Elior Corporate (CORP)	Cost Center	HR (X0461)
Sub Segment	Corporate (CORPO)		

Job Information

Job Information ⓘ

Effective as of: Sep 14, 2022

Employee Status	Active	Employee SubGroup	Contingent
Country	United States		

From Profile screen...

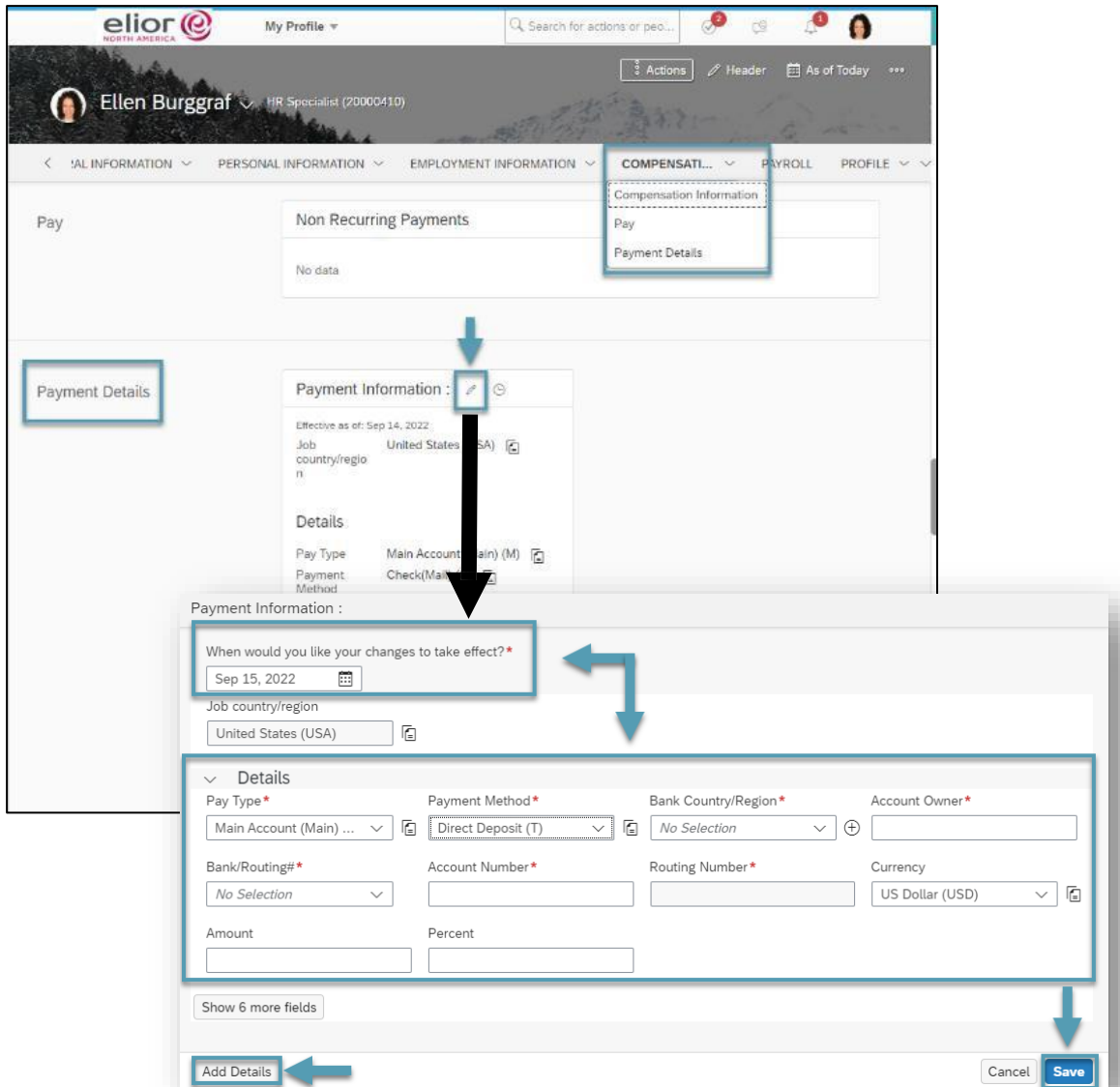
7. Review Employment Information

- Click **Employment Information** tab or scroll down to *Employment Information* section of profile
- Review user information in the following main areas:
 - Employment Details**, which includes hire date, seniority date, benefits eligibility start date, etc.
 - Organization Information**, which includes position information and organizational information, etc.
 - Job Information**, which includes employee status, supervisor, standard hours, etc.
 - Job Relationships**, which shows user's HR Manager
 - Time Off**, which includes upcoming time off and a link to absences information
- Click **Show More** where available to see additional information
- Click **clock icon** where available to show a history of changes

Note: Users cannot edit information in the **Employment Information** section

My Profile, continued

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From Profile screen...

8. Review and/or Update Compensation Information

- Click **Compensation** tab or scroll down to *Compensation Information* section of profile
- Review user information in the following main areas:
 - **Compensation Information**, which includes salary, frequency, etc.
 - **Pay**, which includes non-recurring payments
 - **Payment Details**, which includes pay type and method along with the ability to update payment details (i.e., direct deposit)

To update payment details...

- Scroll to **Payment Details**
- Click **pencil icon**
 - *Payment Information* window displays
- Enter date for changes to take effect
- Enter information in all fields marked with a red asterisk (*)
- Click **Add Details** to add additional payment details
- Click **Save**