Employee and Managerial Roles

An employee and manager’s role within the **People Management** module is primarily self-service and informational, focused on maintaining their own data and engaging with the organisation.

Key responsibilities and interactions:

- **Maintain personal information**
  - Employees and managers can view and update their own details, such as contact information, addresses, and certain profile fields, depending on permissions.
- **Access personal records**
  - They can review information related to their employment, including profile details, reporting lines, learning records, and performance-related data where available.
- **Engage with colleagues**
  - Through features such as Kudos, employees and managers can recognise and interact with peers, contributing to a positive workplace culture.
- **Navigate organisational structure**
  - Employees and managers can view colleagues within their team, department, or the wider organisation, helping them understand reporting lines and internal relationships.
- **Participate in organisational processes**
  - Depending on system configuration, employees and managers may engage in activities such as training, performance reviews, or event participation.

Revision #4
Created 2025-02-03 14:42:29 UTC by Chanan Stenden

Updated 2026-03-27 14:31:04 UTC by Chanan Stenden