

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.



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