FAQs for Managers and Employees

What is the People Management module used for?

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The **People Management** module is a centralised system used to manage employee information, organisational relationships, and key HR data. It provides a structured way for users to access people-related information, ensuring consistency, accessibility, and alignment with organisational processes.

It also supports workforce visibility and engagement by allowing users to view colleagues, understand reporting structures, and interact through features such as Kudos.

What can I see on the People Management dashboard?

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The dashboard is a centralised directory that displays employees across different views such as My Team, My Department, and My Company.

It allows users to quickly locate individuals, understand team structures, and engage with colleagues. It serves as a single entry point into the workforce and improves visibility across the organisation.

Can I view other people’s profiles?

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Yes, if activated, users can access other profiles according to their assigned permissions.

Typically, employees can view colleagues within their team, department, or organisation, while administrators may have broader access. All visibility is controlled through role-based permissions, reporting lines, organisational units, or people groups.

Can I update my own profile?

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If the employee self-service functionality has been enabled, users can update certain parts of their profile . This depends on how the system has been configured. Some fields may be editable, while others may be restricted to administrators only.

What information can I maintain in my profile?

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Your profile may include identity details, biographical information, contact details, addresses, reporting lines, and employment history.

It may also include extended sections such as training, performance data, and other HR-related records, depending on system configuration and permissions.

Why can I edit some fields but not others?

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Field access is controlled by system configuration and permissions. Some fields are marked as view-only, while others are editable by users or administrators. If a field cannot be edited, it means your role does not have permission to modify it.

Can I see my reporting line and organisational structure?

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Yes, users can view their position within the organisational structure. Through the dashboard and related features, you can see reporting lines, team members, and hierarchical relationships, helping you understand how your role fits into the organisation.

What is Kudos?

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Kudos is an engagement feature that allows users to recognise and interact with colleagues. It supports a positive workplace culture by encouraging appreciation and visibility across teams.

Can I access training or performance information?

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In some configurations, users can view information related to training, performance, and development on their profiles. Access depends on permissions and how the system has been configured by administrators.

Why do different users see different information?

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The system uses role-based access control to determine what each user can see and do. Differences in roles, reporting lines, organisational units, and people groups result in different views and access levels for each user.



Revision #3
Created 2025-02-03 14:51:06 UTC by Chanan Stenden
Updated 2026-04-07 12:34:49 UTC by Chanan Stenden