People and Money system

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Employee Guide- How to View Assignment Details

Employee

Estimated time to complete: 2 minutes

In Brief...

This is a simple overview of the process.

1. From the home page, click the Navigator menu on the top left icon.

2. Open the Me section, then select Personal Information

3. Select the Employment Info tile

4. All relevant assignment details will be found under Assignment

For detailed guidance, see the next section.
1. From the home page, click the **Navigator** menu on the top left icon.

2. Open the **Me** section, then select **Personal Information**.
3. Select the **Employment Info** tile

4. All relevant assignment details will be found under **Assignment**
Glossary

Please refer to Glossary