

# What Human Resources Information Can I View & Maintain?

## Employees, Managers & HR Professionals



An employee can view and maintain certain pieces of his/her own Human Resources information. Other pieces must be maintained by either a Manager or an HR Professional.

### Personal Information

Employee  
Manager  
HR Professional

|                                        | Employee | Manager | HR Professional |
|----------------------------------------|----------|---------|-----------------|
| Direct Deposit                         | M        | U       | U               |
| Drivers License                        | V        | M       | M               |
| EEO-Veteran-AAP                        | M        | M       | M               |
| Emergency Contact                      | M        | M       | M               |
| Employee Education                     | V        | M       | M               |
| Employee Languages                     | M        | M       | M               |
| Fulfillment Documents/History          | M        | M       | M               |
| Home Address                           | M        | M       | M               |
| I-9                                    | V        | M       | M               |
| Mailing Address                        | M        | M       | M               |
| Outside Employment                     | V        | M       | M               |
| Professional Licenses & Certifications | V        | M       | M               |
| Name/SSN/DOB/Gender                    | V        | U       | M               |
| Temporary Address                      | M        | M       | M               |
| W4/W5                                  | M        | U       | M               |

**V** = view  
**M** = maintain  
**U** = unable to view or maintain

### Work Information

Employee  
Manager  
HR Professional

|                                | Employee | Manager | HR Professional |
|--------------------------------|----------|---------|-----------------|
| Action History                 | V        | V       | M               |
| Appointment Status Details     | V        | M*      | M*              |
| Assigned Property              | V        | M       | M               |
| Background Check               | V        | M       | M               |
| Background Check – Abuse Case  | V        | M       | M               |
| Base Work Schedule Assignment  | V        | V       | M               |
| DROP / Retirement              | V        | U       | M               |
| Drug Screening                 | V        | M       | M               |
| Dual Employment                | V        | M       | M               |
| Email Address                  | V        | M       | M               |
| Exit Interview                 | M        | U       | M               |
| Fingerprints                   | V        | M       | M               |
| Fitness Test                   | V        | M       | M               |
| Key Service Dates              | V        | M*      | M*              |
| OPS Employee Data              | V        | M       | M               |
| Organizational Work Assignment | V        | V       | M               |
| Telecommute / Carpool          | V        | M       | M               |
| Tuition Waiver                 | V        | M       | M               |
| Work Location Address          | V        | V       | M               |
| Work Mailing Address           | V        | V       | M               |

\* = maintained through a personnel action