

Manager Role: Employee Properties

Introduction

Information regarding employees' appointments and / or agreements are recorded in **Employee Properties**. Records include scientific appointment, term appointment, work from home agreement, and additional pay for a lead or management role.

Accessing Employee Properties

Use the People icon in the top right-hand corner of your screen to access your **People List**



1. Click the employee's name to open the Employee's full profile.
2. From the employee's profile, select **Employment > Employee Properties**.



If the agreement or appointment has an end date, it will be listed. If the agreement or appointment is open ended, no end date will be listed.

Employee Properties

View and update additional employee properties.

Property*	Description	Effective From*	Effective To	Value*
Management / Lead Supplement	For significant additional management or lead responsibility outsid...	12/14/2024		1.5
Scientific Appointment	Applies to staff members with scientific appointments.	11/05/2024		Term
Term Appointment	Term Appointment	11/06/2024	11/29/2026	Follow - 2 yr + eligible for 3rd yr