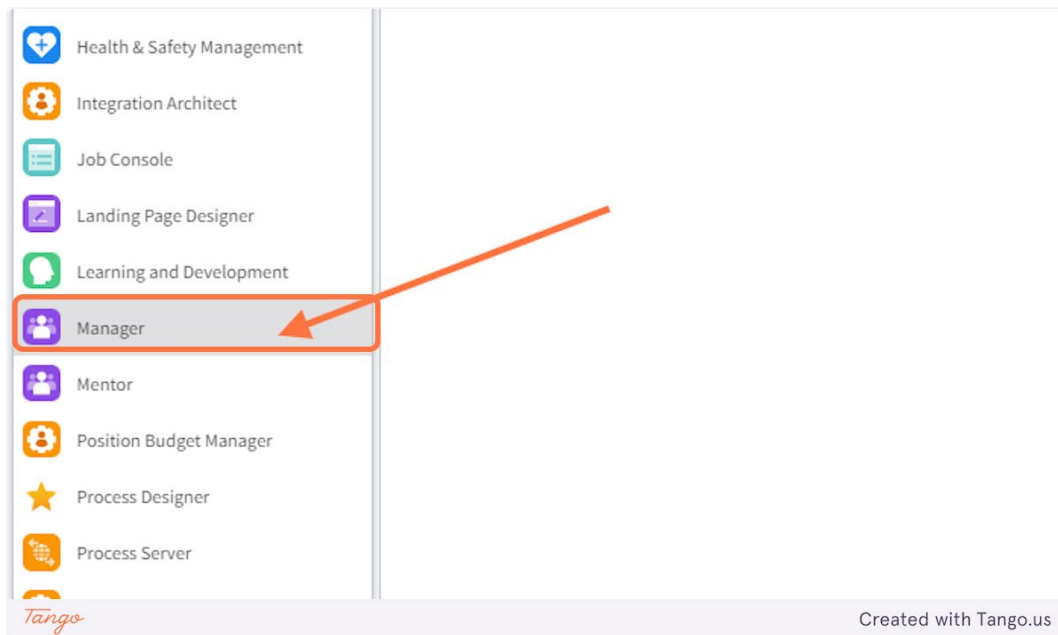
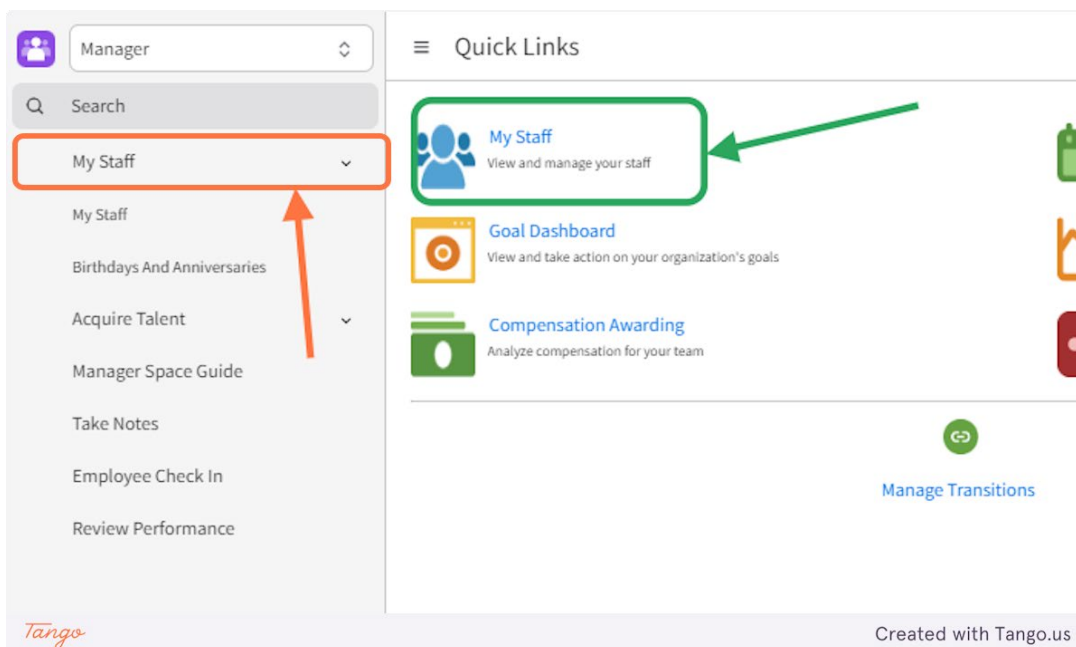


# Basic Navigation Guide – Manager Space

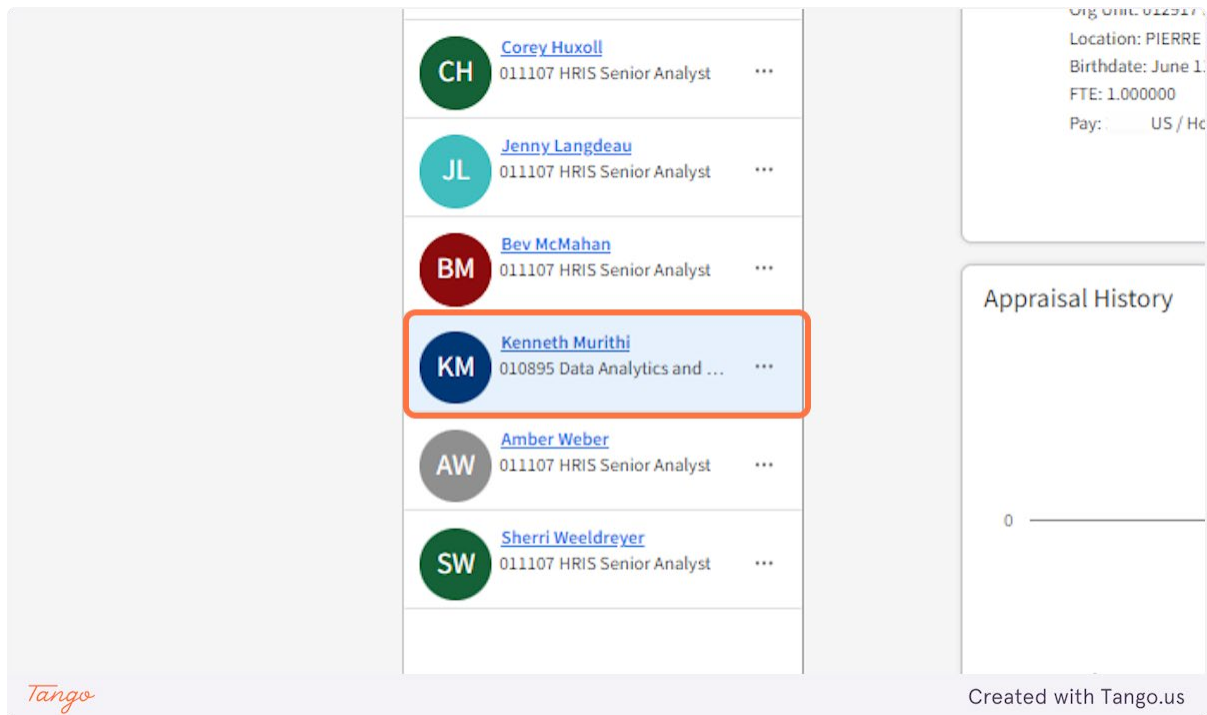
## 1. Click on Manager.



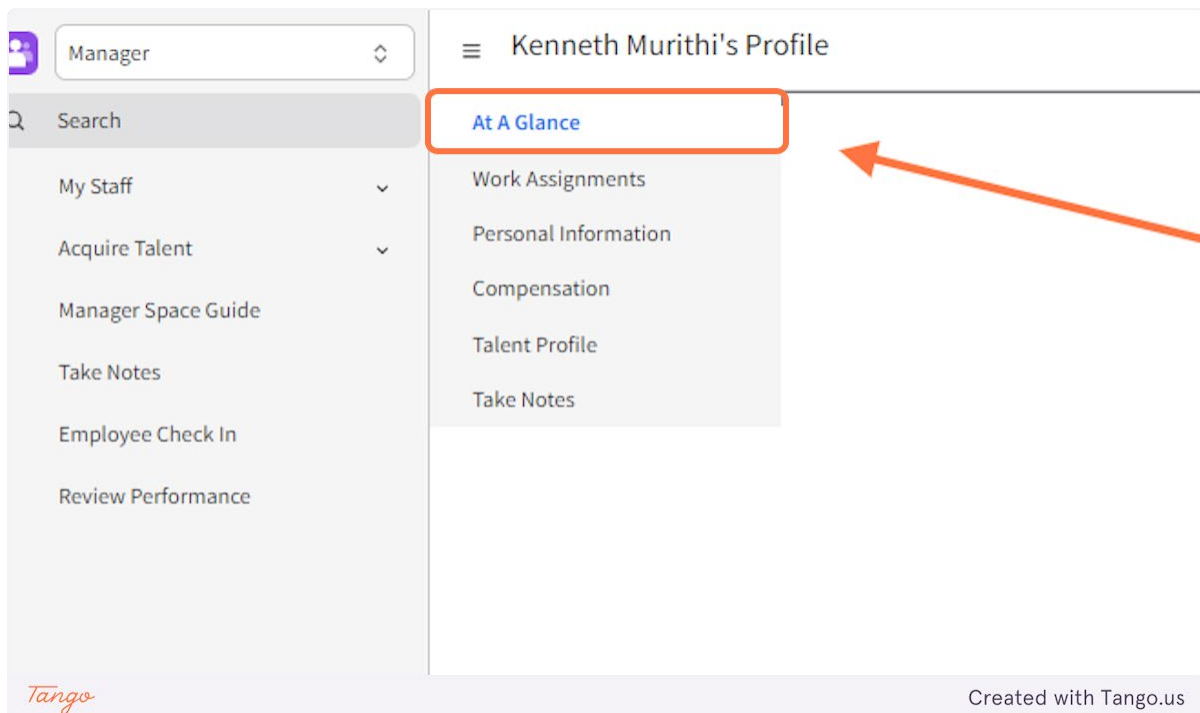
## 2. You can click on My Staff in the left-hand menu or under the quick links.



**3. Click on the employee you will be looking at.**



**4. If you double-click, you will get to the employee profile and see At a Glance, Work Assignments, Personal Information, and Compensation. We will cover Talent Profile and Take Notes at a later date.**



**5. When in At a Glance you will see basic profile information for the employee. Such as Employment ID, Org Unit, Location, Manager, Start Date, and Years of Service.**

Manager

Kenneth Murithi's Profile

At A Glance

Work Assignments

Personal Information

Compensation

Talent Profile

Take Notes

**Kenneth Murithi - 010895**

[ken.murithi@state.sd.us](mailto:ken.murithi@state.sd.us)

Employment ID  
172884

Organization Unit  
012911 Classification/Compensation

Location  
BROOKINGS

Direct Manager  
Jennifer Silbernagel

Pay Rate  
US

Qualifications Fit  
0.00%

Work Phone

**Dates & Service**

Birthdate  
August 29

Start Date  
9/19/2023

Years Of Service  
0.94

Adjusted Start Date  
9/19/2023

Adjusted Years Of Service  
0.94

Anniversary Date

**General**

Home Country/Jurisdiction  
US

Relationship To Organization  
Intern

Relationship Status  
Active

Work Type  
As Needed, Sporadic

Working Remotely  
No

Legacy Employment Number

Tango

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**6. Click on Work Assignments to see the employee's position number and job title.**

Manager

Kenneth Murithi's Profile

At A Glance

**Work Assignments**

Personal Information

Compensation

Talent Profile

Take Notes

**Work Assignments**

<input checked="" type="checkbox"/>	Position	Job	Organization Unit	Locat
<input checked="" type="checkbox"/>	010895	Intern J	012911 Classification/Compensation	BROC

**Leaves of Absence**

<input type="checkbox"/>	Reason [A]	Type [A]	Begin	Estimated Return
			=	=

No Data Available

Tango

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**7. Click on Personal Information to see Contact Information, Emergency Contacts and Addresses.**

Manager

- At A Glance
- Work Assignments
- Personal Information**
- Compensation
- Talent Profile
- Take Notes

**Contact Information** - If you update your primary email address, it will change your username and may cause l

<input type="checkbox"/>	Method	Detail	Primary Email
<input type="checkbox"/>	Email	ken.murithi@state.sd.us	Yes

**Emergency Contacts**

<input type="checkbox"/>	Name	Relationship	Preferred Contact
No Data Available			

**Addresses**

<input type="checkbox"/>	Address	Mailing Address
<input type="checkbox"/>	2321 9th St #4	Yes

**Property**

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**8. Click on Compensation to see the employee's Compensation information.**

Manager

- At A Glance
- Work Assignments
- Personal Information
- Compensation**
- Talent Profile
- Take Notes

**Compensation By Work Assignment**

<input type="checkbox"/>	Position	Full Time Equivalent	Pay Rate
<input type="checkbox"/>	010895	1.000000	

**Current Target Variable Compensation**

<input type="checkbox"/>	Compensation Program	Start	Eligibility Dates	End	Tr
No Data Available					

**Historical Target Variable Compensation**

<input type="checkbox"/>	Compensation Program	Start	Eligibility Dates	End	Tr
No Data Available					

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**9. Go back to My Staff and choose Employee to review an overview of the cards.**

The screenshot displays a user interface for a manager. At the top left, there is a profile icon and a dropdown menu currently set to 'Manager'. Below this is a search bar. The main navigation menu on the left includes the following items: 'My Staff' (highlighted with an orange border and an orange arrow pointing to it), 'Acquire Talent', 'Manager Space Guide', 'Take Notes', 'Employee Check In', and 'Review Performance'. At the bottom of the left sidebar are 'Inbasket' and 'Notifications' icons. The right sidebar shows the user's name 'Kenneth Murithi' and a list of options: 'At A Glance', 'Work Assignments', 'Personal Information', 'Compensation', and 'Talent Profile'. Below these is a blue link for 'Take Notes'. The bottom of the page features the 'Tango' logo on the left and the text 'Created with Tango.us' on the right.

## 10. Click on Overview.

The screenshot shows the 'My Staff' interface. At the top, there are tabs for 'Profiles', 'Team List', and 'Organization Chart'. Below these, there's a search bar and a list of staff members. The 'Overview' button is highlighted with a red box, and a red arrow points to it. To the right, a profile card for Kenneth Murithi is visible, showing his name, employment ID, email, and position.

My Staff [Overview](#) Approval Tracking

Search by Name

**DD** [Dawn Deal](#)  
400129 Human Resource ...

**SF** [Susan Flottmeyer](#)  
010413 Payroll Coordinator

**KM** [Kenneth Murithi](#)  
Employment ID: 172884  
[ken.murithi@state.sd.us](mailto:ken.murithi@state.sd.us)  
Phone:  
Position: 010895 Data Analytics and Management Intern  
Org Unit: 012911

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## 11. This is the view of the tiles you can click on to get more information on your direct reports. Fit Analysis and Goals will not be covered at this time.

The screenshot shows the 'Overview' view for Kenneth Murithi. The interface is divided into several tiles. The 'Profile' tile shows his name, employment ID, email, and position. The 'Fit Analysis' tile shows a progress bar for 'Qualifications Fit' at 0.00%. The 'Goals' tile shows 'There are no assigned Goals for this resource.' The 'Appraisal History' tile shows 'No Data Available'. The 'Compensation' tile shows 'Pay Rate' details for '010895 Data Analytics and Change Management Intern'. The 'Dates' tile shows 'Start date: 9/19/2023', 'Anniversary date: August 29', and 'Years Of Service: 0.94'. The 'Notes' tile shows a note from Jennifer Silbernagel dated August 21, 2024. The 'Appraisals' tile shows a 'CPC APPRAISAL 2024 TEST' due on July 31, 2024, with a status of 'Overdue' and 'Draft'.

Profile [View Full Profile](#)

**KM** [Kenneth Murithi](#)  
Employment ID: 172884  
[ken.murithi@state.sd.us](mailto:ken.murithi@state.sd.us)  
Phone:  
Position: 010895 Data Analytics and Change Management Intern  
Org Unit: 012911  
Classification/Compensation  
Location: BROOKINGS  
Birthdate: August 29  
FTE: 1.000000  
Pay: US / Hourly

Fit Analysis [View More Details](#)

Qualifications Fit: 0.00%

Goals [View More Details](#)

There are no assigned Goals for this resource.

Appraisal History [View Appraisals](#)

No Data Available

Compensation [Details](#)

010895 Data Analytics and Change Management Intern

Pay Rate

Hourly: JS

Total Rate: 00 US

Annualized: 00 US

Last Increase

Date: 8/15/2024

Last Increase: 13 days ago

Dates

Start date: 9/19/2023

Anniversary date: August 29

Birthdate: [View Birthdate](#) (Birthday in next 3 days)

Years Of Service

Anniversary Years Of Service

Total Years Of Service: 0.94

Notes [View Notes](#)

August 21, 2024 5:03 PM  
Jennifer Silbernagel  
Ken is working different hours for next few weeks.  
[Private](#)

Appraisals [View Appraisals](#)

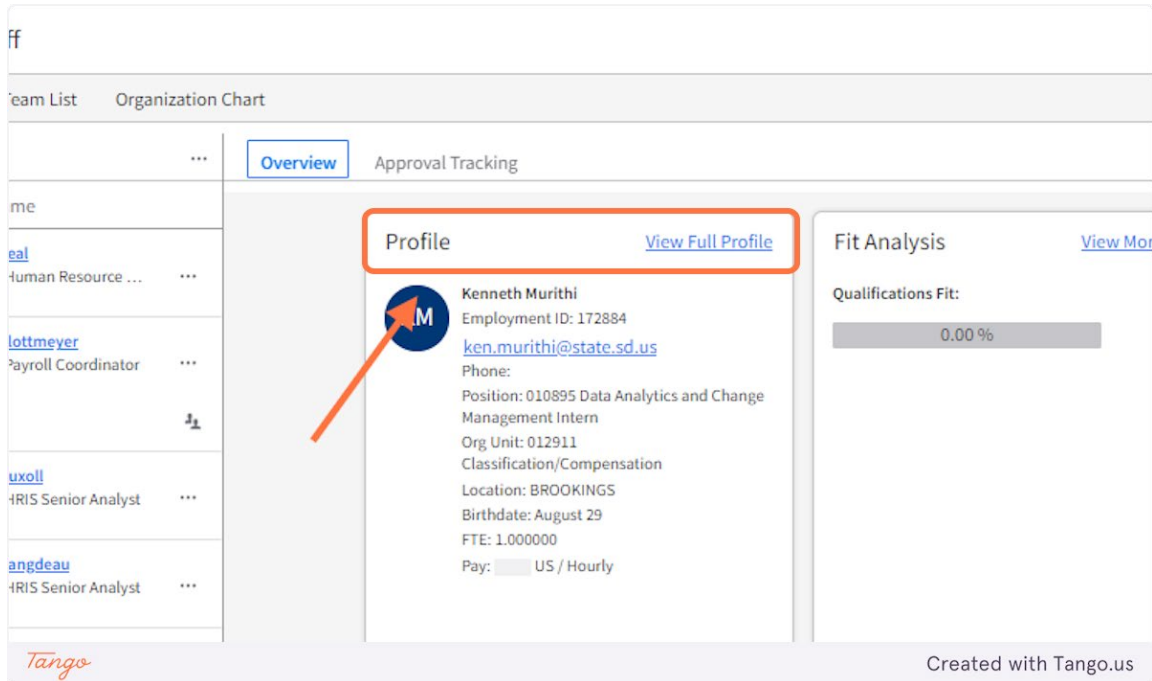
[CPC APPRAISAL 2024 TEST](#) [Overdue](#) [Draft](#)

Due date: July 31, 2024

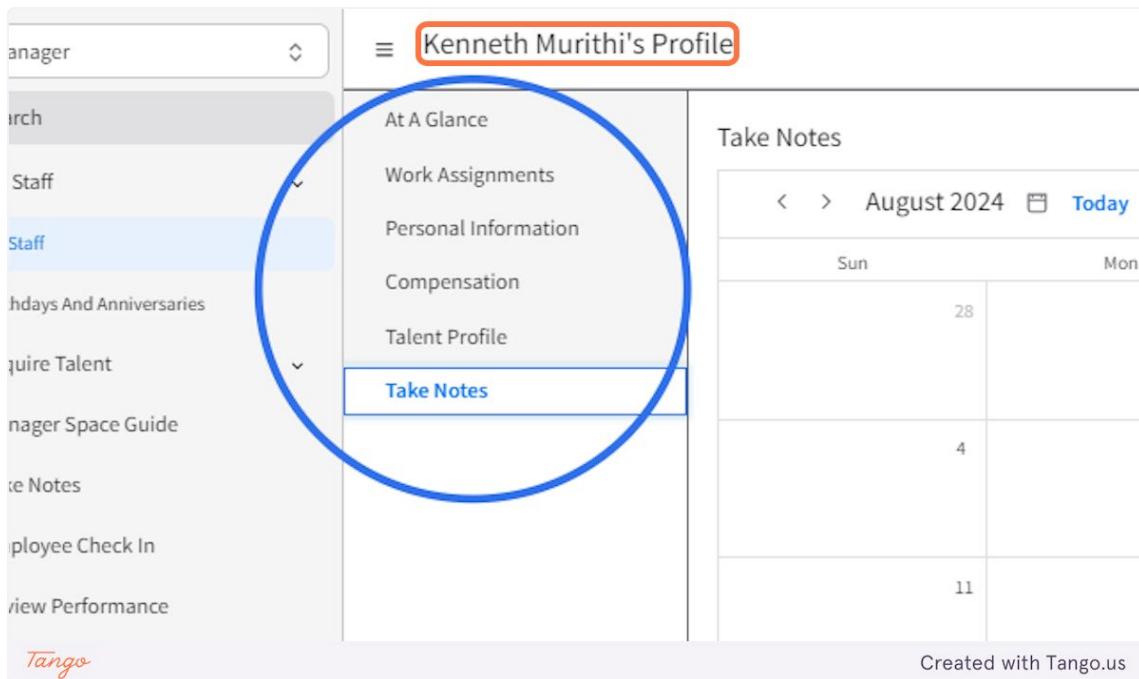
0%

*Tango* Created with Tango.us

**12. Under the Profile Tile you will get basic profile information and you can click on view full profile to get to the At a Glance, Work Assignments, Personal Information, and Compensation menu**



**13. Here is the example when clicking on view full profile, as you can see it brings up the menu we went through above.**



## 14. Let's look at the Appraisal History Tile. This will allow you to view completed appraisals


The screenshot shows a user profile tile with a sidebar on the left containing a list of names: 'ayroll Coordinator', 'uxoll', 'HRIS Senior Analyst', 'angdeau', 'HRIS Senior Analyst', 'lahan', 'HRIS Senior Analyst', 'Murithi', 'Data Analytics and ...', 'Veber', 'HRIS Senior Analyst', and 'jeeldreyer', 'HRIS Senior Analyst'. The main content area is divided into three sections: 1. A top section with personal and organizational details: 'Phone:', 'Position: 010895 Data Analytics and Change Management Intern', 'Org Unit: 012911', 'Classification/Compensation', 'Location: BROOKINGS', 'Birthdate: August 29', 'FTE: 1.000000', and 'Pay: US / Hourly'. 2. A middle section titled 'Appraisal History' with a 'View Appraisals' link. Below this is a folder icon and the text 'No Data Available'. An orange arrow points from the 'View Appraisals' link to the folder icon. 3. A right section titled 'Compensation' with the position '010895 Data Analytics and Change Management Intern' and 'Pay Rate' details: 'Hourly: US', 'Total Rate:', and 'Annualized: US'. The 'Tango' logo is in the bottom left, and 'Created with Tango.us' is in the bottom right.

## 15. Click on View Appraisals.

This is a close-up of the 'Appraisal History' section from the previous screenshot. It shows the 'View Appraisals' link highlighted with a red box. An orange arrow points from the bottom left towards the 'View Appraisals' link. Below the link is a folder icon. The 'Tango' logo is in the bottom left, and 'Created with Tango.us' is in the bottom right.

**16. Click on Completed Appraisals. If there are no appraisals that have been completed this will be the view.**

Completed Appraisals

<input type="checkbox"/>	Appraisal	Period Begin	Period End ↕	Overall Rating	Overall Score
 No Data Available					

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**17. If there are completed appraisals, you will see the following with the appraisal name and dates with overall scores.**

Completed Appraisals

<input type="checkbox"/>	Appraisal	Period Begin	Period End ↕	Overall Rating	Overall Score
<input type="checkbox"/>	CPC APPRAISAL 2023	1/1/2023	12/31/2023		0.00
<input type="checkbox"/>	CPC Appraisal Form 1	1/1/2022	12/31/2022		0.00

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**18. On the Compensation Tile you will see the pay rate, total rate, and annual rate. Along with the date of the last increase. To get more detail you will need to click on details.**

The screenshot shows a compensation tile for '010895 Data Analytics and Change Management Intern'. The tile is divided into several sections: a top-left section with employee details, a top-right section with a message 'There are no assigned Go resource.', a middle-left section with a folder icon and 'Data Available', a middle-right section with 'Compensation' and 'Details' links, and a bottom-right section with 'Dates' and 'Years Of Service'. An orange arrow points from the 'Details' link to the 'Compensation' section.

010895 Data Analytics and Change Management Intern  
012911  
cation/Compensation  
in: BROOKINGS  
ite: August 29  
00000  
US / Hourly

There are no assigned Go resource.

History View Appraisals Compensation Details

010895 Data Analytics and Change Management Intern

Pay Rate

Hourly: US

Total Rate:

Annualized: US

Dates

Start date 9/19/2023

Anniversary date August 29

Birthday Birthday in

Years Of Service

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**19. Click on Details.**

The screenshot shows the 'Details' page for the compensation tile. The 'Compensation' section is expanded, showing the employee name, pay rate, and other details. An orange arrow points to the 'Details' link in the top-right corner of the compensation section.

Compensation

010895 Data Analytics and Change Management Intern

Pay Rate

Hourly: US

Dates

Start date 9/19/2023

Anniversary date August 29

Birthday Birthday in

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20. This will open up an overview screen that will give more details information regarding pay such as pay rates, calculate rates, and compensation analysis.

**Pay Rates**

Hourly  
US  
3,466.67

Allowances  
0.00

Other Pay Rates  
0.00

Total Pay Rate  
3,466.67

Allowances Not in Total  
0.00

Other Pay Not in Total  
0.00

Current Target Variable Compensation  
0.00

Total Annual Target Cash Compensation  
3,466.67

**Calculated Rates**

Pay Period  
Monthly  
6,933.33

Annual  
83,200.00

US

Pay Frequency  
Semi Monthly

Full Time Equivalent  
1.000000

Full Time Annual Hours  
2,080

Calculated Annual Hours  
2,080

**Compensation Analysis**

Compa Ratio  
116.41 %

Percent Of Salary Range  
91.05 %

Salary Structure  
General Pay Structure Hourly

Geographical Differential  
Grade J

Minimum  
27.49

Mid-Point  
34.36

Maximum  
41.23

21. The pay rate History will provide you with a detailed look at the employee's pay history.

**Pay Rate History**

Effective Date	Reason	Pay Rate	Currency	Pay Rate Type	Number Of Mo...	Equivalent	Annual Hours
8/15/2024	CAREER DEVELOPMENT I		US	Hourly		1.000000	2,080
6/9/2024	ANNUAL HOURS		US	Hourly		1.000000	2,080
9/19/2023	HIRE		US	Hourly		1.000000	2,080

**Recent Pay Rate History**

Charts

Pay Rate

**22. Allowances and Other Pay, Compensation Programs, Special Incentives, and Equity Grants will not be utilized at this time.**

Manager Kenneth Murithi's Compensation Profile: 010895

Overview

- Pay Rate History
- Allowances & Other Pay**
- Compensation Programs
- Special Incentives
- Equity Grants

	Amount	Currency	Percent	Description	Begin Date	End Date
No Data Available						

	Pay Rate	Currency	Percent	Description	Begin Date	End Date
No Data Available						

	Amount	Currency	Percent	Description	Begin Date	End Date
No Data Available						

	Pay Rate	Currency	Percent	Description	Begin Date	End Date
No Data Available						

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**23. The Dates Tile provides you with the start date, birthdate, and years of service.**

resource.

Details

**Dates**

Start date 9/19/2023

Anniversary date August 29

Birthday Birthday in next 3 days

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**24. The Notes Tile will show you notes that you have put in Infor in this section on an employee. Notes can be private or public.**

010895 Data Analytics and Change Management Intern

Pay Rate

Hourly: US

Total Rate:

Annualized: US

Last Increase

Date: 8/15/2024

Last Increase: 13 days ago

Notes +

August 21, 2024 5:03 PM  
Jennifer Silbernagel  
Ken is working different hours for next few weeks.  
Private

Appraisals

[CPC APPRAISAL 2024 TEST](#)  
Due date: July 31, 2024  
0%

Tango Created with Tango.us

**25. The Appraisal Tile will show you appraisals that are open in draft status and if they are overdue.**

No Data Available

Annualized: US

Last Increase

Date: 8/15/2024

Last Increase: 13 days ago

Appraisals

[CPC APPRAISAL 2024 TEST](#)  
Due date: July 31, 2024  
0%

Overdue  
Draft

24 5:03 PM  
rnagel  
g different hours for next few weeks.

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**26. If you click on the CPC Appraisal you will open up the appraisal on this screen you can go into the appraisal from here but just for the employee you are looking at.**

Document Type	Appraisal Owner	Appraisal Owner	Manager	Status	Next Step	Estimated % Complete
Manager	Silbernagel, Jennifer	Silbernagel, Jennifer	Silbernagel, Jennifer	Draft		0 %

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**27. In the Profile view you will see an approval tracking option to the right of the overview. When you click on that you can see any changes in pay or pending terminations and resignations that you have requested through the system.**

Title	Business Class	Action	Created	Actor	Wor...	Status	Process Name
Resignation 1; 172884-Murithi, Kenneth	Employee	Resignation	7/17/2024 9:54:38 AM	170816	256706	In Process	Resignation
Resignation 1; 172884-Murithi, Kenneth	Employee	Resignation	8/18/2024 8:33:48 AM	170816	257318	In Process	Resignation
Terminate 1; 172884-Murithi, Kenneth	Employee	Terminate	7/17/2024 9:59:13 AM	170816	256709	In Process	Terminate
Terminate 1; 172884-Murithi, Kenneth	Employee	Terminate	8/18/2024 8:34:48 AM	170816	257319	In Process	Terminate
Change Pay Rate 1; 172884-Murithi, Kenneth; 1-010895	WorkAssignment	ChangePayRate	8/15/2024 4:19:29 PM	170816		Rejected	ChangePayRate

HR Administrator  
 In Progress  
 lawson lawson  
 saastst1 saastst1  
 Matt Slazak  
 1 months

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28. If you click on the Team List under My Staff to the right of the menu, you will see your direct reports and your direct reports- direct reports. This also gives you the employee ID, Position, Org Unit, and Location

Employee	Employment...	Position	View S...	Location	Organiza...	Level	Direct Manager
<a href="#">Babcock, Tami B.</a>	170666	011160 Human Resource Specialist - Payroll		YANKTON	012919	Level 2	<a href="#">Flottmeyer, Susan J.</a>
<a href="#">Deal, Dawn C.</a>	150759	400129 Human Resource Specialist III		PIERRE	012917	Direct	<a href="#">Silbernagel, Jennifer</a>
<a href="#">Flottmeyer, Susan J.</a>	120157	010413 Payroll Coordinator		PIERRE	012911	Direct	<a href="#">Silbernagel, Jennifer</a>
<a href="#">Husell, Corey</a>	128549	011107 HRIS Senior Analyst		PIERRE	012917	Direct	<a href="#">Silbernagel, Jennifer</a>
<a href="#">Landeau, Jenny</a>	600030	011107 HRIS Senior Analyst		PIERRE	012917	Direct	<a href="#">Silbernagel, Jennifer</a>
<a href="#">McMahan, Bey</a>	600020	011107 HRIS Senior Analyst		PIERRE	012917	Direct	<a href="#">Silbernagel, Jennifer</a>
<a href="#">Murithi, Kenneth</a>	172884	010895 Data Analytics and Change Management Intern		BROOKINGS	012911	Direct	<a href="#">Silbernagel, Jennifer</a>
<a href="#">Okroi, Elizabeth</a>	162916	011127 Human Resource Specialist - Payroll		PIERRE	012919	Level 2	<a href="#">Flottmeyer, Susan J.</a>
<a href="#">Weber, Amber</a>	169172	011107 HRIS Senior Analyst		PIERRE	012917	Direct	<a href="#">Silbernagel, Jennifer</a>
<a href="#">Weeks, Sherri K.</a>	127861	011107 HRIS Senior Analyst		PIERRE	012917	Direct	<a href="#">Silbernagel, Jennifer</a>

29. Under Organization Chart, you will find the current organization chart.

My Staff

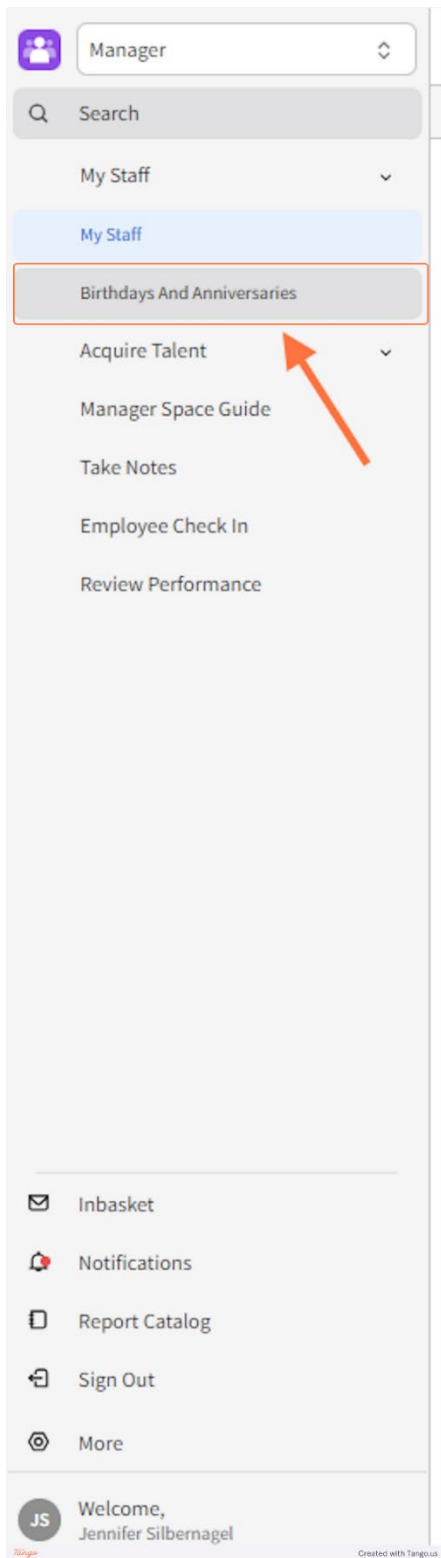
Profiles Team List **Organization Chart**

My Organization

Mana

- Flottmeyer, Susan J.  
012911  
010413
- Weber, Amber  
012917  
011107
- Weeks, Sherri K.  
012917  
011107
- Murithi, Kenneth  
012911  
010895

### 30. In the Left Menu you will see Birthdays and Anniversaries.



**31. Birthdays and Anniversaries replaced Employee Dates. Here you will find employee Birthdates, Hire Date, Grade Change Date, Longevity Dates, and Years of Service.**

Employee Dates							Search	Export to CSV	...
<input type="checkbox"/>	Name	Birthdate	Date Hired	Grade Change Date	Longevity Date	Years of Service (Longev...			
<input type="checkbox"/>	Deal, Dawn C.	June 11	10/3/2012	5/24/2022	3/8/2011	13.48			
<input type="checkbox"/>	Flottmeyer, Susan J.	March 28	9/10/1990	5/15/2000	9/10/1990	33.97			
<input type="checkbox"/>	Huxoll, Corey	March 29	7/17/2024	7/17/2024	7/17/2024	0.11			
<input type="checkbox"/>	Langdeau, Jenny	February 9	7/24/2024	7/24/2024	7/24/2024	0.08			
<input type="checkbox"/>	McMahan, Bev	December 30	7/23/2024	7/23/2024	4/3/2024	0.40			
<input type="checkbox"/>	Murithi, Kenneth	August 29	9/19/2023	9/19/2023	9/19/2023	0.94			
<input type="checkbox"/>	Weber, Amber	November 26	7/30/2024	7/30/2024	5/15/2021	3.29			
<input type="checkbox"/>	Weeldreyer, Sherri K.	June 30	1/14/2002	1/24/2019	1/14/2002	22.62			

20

« ‹ › »

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