




MetroMe ESS View and Maintain Personal Details


Outline

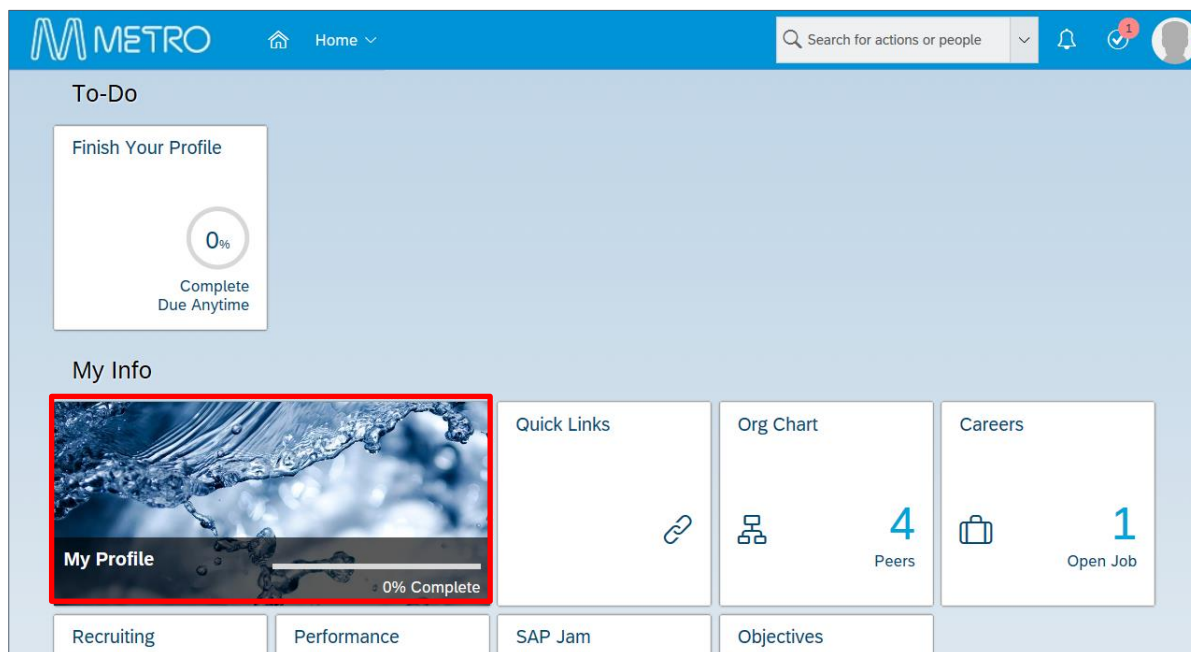
All employees can display their personal data in MetroMe. In many instances the data can also be maintained directly in the system by the employee.

Roles

All employees.

 **TIP:** Where required, the following steps can also be completed by People Services on behalf of an employee. They must search for the employee record first, once located they are then able to make changes as required. There are some items of personal data which an employee cannot update themselves, in this case People Services must do this on their behalf, e.g. married name.

 **TIP:** The homepage defaults with options (tiles) relevant to the user, which may vary depending a user's access. As a result some people will have more tiles available to them than others.



1 From the MetroMe homepage select **My Profile**. The *Employee Profile* screen displays.



Toggle between tiles or to go to the homepage

Click to display a list of available actions, i.e. Edit Profile, Display Org Chart

- Edit profile picture
- Edit background image

Click the tabs to move between the different sections of data or click the arrow to list all tabs and jump to a specific one

Toggle between Show more and Show less data

Basic Information

First Name	Damian
Middle Name	-
Last Name	Maddocks
Current Title	Change Manager Test (110072)
Employee ID	99100
Username	DMaddocks

Personal Information

Effective as of:	27 Feb 2019		
Salutation	Mr.	Gender	Male
First Name	Damian	Marital Status	-
Last Name	Maddocks	Attachment	-
Middle Name	-	Tax Scale Code	-
Preferred Name	-	HELP / HECS	-
Formal Name	Maddocks	SFSS	-

2 This screen is used to review and change data as required. There are many sections of data available for display. An employee is able to maintain some data themselves, such as;

- Basic and Personal Information
- Address and Contact Information
- Emergency Contacts
- Bank Details etc.



TIP: Each section of data contains various processing options, these may include:

- 🔍 Help – use to obtain field Help
- ✎ Edit – use to edit data (indicates data that an employee can change)
- 🕒 View history of data changes
- ⊕ Add – use to add new data (indicates data that an employee can add)

[Show more](#) - show more data

[Show less](#) - show less data.

The processing options available for each section (set of data) will vary depending on whether or not the particular






type of data is able to be displayed only or displayed, edited and added to. For any changes to data which you are not able to edit yourself, you must contact People Services.



TIP: Use the section titles displayed across the screen directly beneath the Header information to move between data or simply scroll up and down the screen. The data is displayed continuously down the page. The example displayed is an employee who is yet to complete full set up of their personal data.



TIP: Review the data contained in each section and makes changes as required using the Edit or Add buttons. Data highlighted in blue is either an active link or can be clicked to display further information.

Contact Information	Contact Information ⓘ  Personal ★ charliebolton@gmail.com Mobile ★ 34566621 Home 34 12344455
Address Information	Addresses ⓘ  ⓘ Home 45 Cherry Street Brunswick Victoria, 1234
Emergency Contact Details	Emergency Contact Details  ⓘ Full Name Cynthia Alonso ★ Phone Number 24455555 Email cynthia@gmail.com Details ⓘ
Work Eligibility	Eligibility and Right to Work in Australia No data

Data in these sections can be changed with the exception of Work Eligibility



Employment Details

Employment Details

Hire Date **27 Feb 2019**
Previous Employment ID -

Service Date **27 Feb 2019**
Notes -

Data in these sections cannot be changed

Organisational Information

Position Information

Effective as of: 27 Feb 2019
Position **Change Manager Test (110072)**
Position Entry Date **27 Feb 2019**

Time in Position **0 Years 0 Months 2 Days**

Organisation Information

Company **METRO TRAINS MELBOURNE (AA01)**
Business Unit **SUPPORT (BA02)**
Division **PEOPLE & CULTURE (CA06)**


Department **P&C - PEOPLE SYSTEMS & OPERATIONS_TEST (DA58)**
Section **P&C - PEOPLE SYSTEMS (EA89)**
Sub-Section -

Show more

Job Information

Job Information

Effective as of: 27 Feb 2019
Employee Status **Active**

 **MICHAEL DODD**
Manager

Country **Australia**
Job Classification -
Employee Group **Full Time**
Employee Subgroup **Permanent**

Standard Weekly Hours **0**
Working Days per Week **0**
FTE **1**
Employment Type -
Probationary Period -
End Date -
Pay Scale Type

Click to display additional Job Information

Show more



Job Relationships	Job Relationships No data	Data in these sections cannot be changed
Alternative Cost Distribution	Alternative Cost Distribution No data	
Compensation Information	Compensation Information ⓘ ⓘ Effective as of: 2 May 2017 Total Target Remuneration (TTR) ⓘ 2,136,986.28 AUD Superannuation % 9.5 Superannuation \$ (Fortnightly) - Actual Total Fixed Remuneration - Sales Incentives Scheme Yes	
	Compensation Base Salary 82,191.78 AUD (Annually (AN)) Calculated Amount 82,191.78	Show more Click to display additional Compensation Information
Non Recurring Payments	Non Recurring Payments No data	

Recurring Deductions	Recurring Deductions No data
One Time Deduction	One Time Deduction ✎ ⓘ No data Add One-time Deduction
Bank Details	Bank Details ✎
Bank Details	No data

Employees can maintain their own bank account details (but cannot add or edit deductions)



Time Off

Leave of Absence

Upcoming Time Off

Mon 15 May to Thu 18 May
Extended Leave - Unpaid: 4 days
Approved

Thu 13 Jul to Thu 20 Jul LOA: 8 days
Approved

[Go to Time Off >](#)

Time Off Balances as of Today

There are no time account balances available.

Displays details of any extended leave

Payroll Information

Payroll Information

Click to display Payslips and Payment Summaries

Earnings and Deductions

[Payslip](#)

[Payment Summary](#)

3 End of process.