

## **Identify a Direct Report Employee Number**

## **Step-by-Step Instructions**

Step 4

- Step 1 Open an Internet Browser.
- Step 2 Navigate to <u>eportal.montgomerycountymd.gov</u>.
- Step 3 Sign in to the accessMCG.



- The ePortal for County Systems and
- Applications page opens.
- Step 5 Click the Employee Self-Service option.
- Step 6 The *Employee Service* portal page opens.
- Step 7 Click the blue Go to Employee Self- Service button.
- Step 8 Your Oracle eBusiness (EBS) Homepage opens.
- Step 9 Click the MCG HR Manager Access link in the Navigator section.



- McG Accts Payable Inguity
   Personalize

   MCG HR, Class & Comp
   MCG HR, Class & Comp

   MCG HR, Class & Comp
   MCG HR, Recoultment Employee

   MCG HR, Recoultment Employee
   MCG HR, Manager Access

   MCG HR, Manager Access
   MCG HR, Manager Access

   MCG HR, Manager Access
   MCG HR, Access Payable Approver

   MCG HR, Recoultment Employree
   MCG HR, Manager Access

   MCG HR, Manager Access
   MCG HR, Access Payable Approver
- Step 10 Click the My Employee Information link.
- Step 11 The *My Employee Information* page opens.
- Step 12 The Employee Number displays in the Assignment Number column.



| My Employee Information Vew [Herarchy ] |                   |                 |       |                           |                       |                     |             |
|---|-------------------|-----------------|-------|---------------------------|-----------------------|---------------------|-------------|
| Employment Solary                       | 100               |                 |       |                           |                       |                     |             |
| 0                                       | <b>V</b>          |                 |       |                           |                       |                     |             |
| Focus Name                              | Assignment Number | 3ob             | Grade | Department                | Location              | Assignment Category | Hire Date   |
| E Supervisor, Sam T.                    |                   |                 |       |                           |                       |                     |             |
| Employee, Mark                          | 0001              | Azle            |       | DTS 34 Enterprise Systems | 015-51 Monroe 3rd Pk  | Fultime-Regular     | 20-May-2000 |
| Employee, Amy                           | 0002              | Program Manager |       | DT5 34 Enterprise Systems | DTS-51 Honroe 3rd Fit | Fultime Regular     | 02-Jan-2001 |
| Read and the second second              | 0003              | Structure       |       | FITS 34 Entempre Sustems  | DTS-51 Montos 3rd Fr  | Fultime-Recader     | 15-0-1-2002 |

End of Procedure.