

## How Do I Find an Employee in the Directory?

### Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Company Directory** tile.

### Select a Recently Viewed Employee

4. Click the **Display/Hide** icon in the **Favorite** section to hide the listing of favorite employees, (i)-4.5 (t)4 v6 (i)-4.he.38 (.8 63.2 ( )T)3.(ti)f13.8 (f)-3.2 ( 51(5 Td (4.)Tj /T



19. Review the listing of jobs assigned to the selected employee and click on the desired job to review. NOTE: The job currently displayed on the **Job Details** page is indicated by a checkmark in the left margin of the listing.
20. Click the < **Profile: [Employee Name]** button on the blue **NavBar** to return to the **Profile** page.

### **Add the Employee Pr**