

An employee's profile

Select a name in **Employee** → **Employees** and you land on that person's profile: one page that gathers their details, their pay, their time, their leave and the things they hold. This page describes what is on it, who can open it in full, and what **Edit** offers.

https://www.youtube-nocookie.com/embed/2R-x7y_RgzM

[Read and update an employee record](#)

Before you start

Who sees what is decided by the profile page itself:

You are	You see
Anyone with permission to view employees (HR Head, HR Ops and, in the test workspace used for this page, the Manager group)	The full profile, with every tab.
The employee themselves	Their own full profile.
The employee's reporting manager	The full profile.
Any other signed-in employee	Only a Work information card: department, job position, job role, who they report to, employee type, work type, shift, location, work e-mail, work phone and "with the company since". The page says: "This is the work information anyone in the company can look up. Personal details, pay and records are visible only to [the person], their reporting manager, and HR."

That last row was checked by opening a colleague's profile signed in as an Employee. The personal fields are not part of that page at all.

The profile

Free trial. Your workspace is fully available.

Upgrade

Talk to sales

BlueOneHR

Admin view

Employee view

Signed in as Ananya Iyer · HR Head

47

Ananya

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Information

Settings

Dashboard / Employee / Employees

Diya Malhotra

Logistics - (Supply Chain)

Badge BOHR0012

Active

Reporting

No reporting manager set

Contact

WORK EMAIL

(hidden in this capture)

PHONE

(hidden in this capture)

DEPARTMENT

Supply Chain

About

Work Type & Shift

Attendance

Leave

Payroll

Allowance & Deduction

Penalty Account

History

Assets

Performance

Groups & Permissions

Note

Documents

Mail Log

Bonus Points

Personal Information

DATE OF BIRTH

(hidden in this capture)

GENDER

Female

MARITAL STATUS

(hidden in this capture)

PERSONAL EMAIL

(hidden in this capture)

CITY

(hidden in this capture)

STATE

(hidden in this capture)

COUNTRY

India

Employment

JOB ROLE

Sr Manager - Logistics

WORK TYPE

Full Time

EMPLOYEE TYPE

On Payroll

DATE OF JOINING

Aug 14, 2023

WORK LOCATION

Karnataka

SHIFT

General

Compensation and Compliance

CONTRACT

Active

WAGE TYPE

Monthly

BANK ACCOUNT

Not set

BANK NAME

In this capture the contact and personal details (work e-mail, phone, date of birth, personal e-mail, city, state, marital status) are masked. The screenshots on this page are masked by design; the real page shows those values.

The left column carries the person's name, job position, badge ID and **Active** status, an **Edit** button, a **Reporting** card (their reporting manager, or "No reporting manager set") and a **Contact** card with work e-mail, phone and department.

The right side has fifteen tabs. Open one by selecting it; the address gains `?tab=` and the tab name.

Tab	What it shows
About	Personal Information, Employment, Compensation and Compliance (contract, wage type, bank account and bank name) and Team , the colleagues in the same department.
Work Type & Shift	Rotating shift and rotating work type assignments, and shift and work type requests.
Attendance	Recent attendance: date, clock in, clock out, worked hours, status.
Leave	Leave balance by leave type.
Payroll	Payslips by period: gross pay, deduction, net pay, status.
Allowance & Deduction	The allowances and deductions applied to this person.

Tab	What it shows
Penalty Account	Penalties recorded, or "No penalties recorded".
History	No change log is shown here in this release.
Assets	Assets assigned to them, with assigned date and return state.
Performance	Performance feedback cycles.
Groups & Permissions	The sign-in account: username, staff access, superuser, groups and individual permissions.
Note	Notes recorded about the person.
Documents	Documents on file, with status, issue date and expiry.
Mail Log	E-mails logged for the person's address.
Bonus Points	Bonus points.

One thing to know:

- **Employee KYC is not on this page.** PAN, Aadhaar and similar records live in their own module. This page does not show them.

Edit

Edit opens **Edit** followed by the person's name, with three tabs.

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Ananya

Search modules...

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Integrations

Settings

Dashboard / Employee / Employee / Edit

Edit · Diya Malhotra

Personal Info

Work Info

Bank Info

Work Info

Department

Supply Chain

Job Position

Logistics - (Supply Chain)

Job Role

Sr Manager - Logistics

Reporting Manager

---Choose Reporting Manager---

Shift

General

Work Type

Full Time

Employee Type

On Payroll

Employee Tag

OnPayroll Intern

Work Location

Karnataka

Company

BlueOneHR

Work Email

(hidden in this capture)

Work Phone

(hidden in this capture)

Joining Date

14/08/2023

Contract End Date

dd/mm/yyyy

Basic Salary

(hidden in this capture)

Salary Per Hour

(hidden in this capture)

Additional Info

(hidden in this capture)

Experience

(hidden in this capture)

Work e-mail, work phone, basic salary, salary per hour, additional information and experience are masked in this capture.

Tab	Fields
Personal Info	Badge ID, First name, Last name, Employee profile (photo), E-mail, Phone, Address, Country, State, City, Zip, DOB, Gender, Qualification, Experience, Marital status, Children, Emergency contact, Emergency contact name, Emergency contact relation. E-mail, Phone, First name and Gender are required.
Work Info	Department, Job position, Job role, Reporting manager, Shift, Work type, Employee type, Employee tag, Work location, Company, Work e-mail, Work phone, Joining date, Contract end date, Basic salary, Salary per hour, Additional info, Experience.
Bank Info	Bank name, Account number, Branch, Bank code #1, Address, Country, State, City, Bank code #2. Bank name, Account number, Branch, Bank code #1 and Address are required.

Each tab has its own save button (**Save Personal Info**, **Save Work Info**, **Save Bank Info**), so saving one tab does not save the others.

Who may edit: someone with permission to change employees, or the employee's reporting manager. An employee who selects **Edit** on their own profile is returned to the profile page; the message reads "You do not have permission to edit this employee."

Saving the **Work Info** tab notifies the employee with the message "Your work details has been updated."

What you should see

Opening a profile as an HR user shows the header card and the **About** tab. A tab that has nothing to show says so in words, such as "No documents on file" or "No notes recorded".

If it does not work

- **You only see a Work information card.** You are not the person, their reporting manager or someone with permission to view employees. Ask HR.
- **Edit does nothing for you.** See who may edit, above.
- **A department, position, role, work type or employee type you need is not in the Work Info list.** Those fields are dropdowns of existing values. Create the missing one first; see [Company setup](#).

Not confirmed

- **Saving** any Edit tab was not tried live. The three forms were opened, never submitted, so what each save does beyond the notification named above is not confirmed.
- **The profile of a person with more history than the sample data used** (for example a long Documents or Mail Log list) was not seen.
- **Whether a reporting manager who is not in HR can open Edit on a direct report** was not tried.

Related

- [The employee directory](#)
- [Adding an employee](#)
- [Roles and permissions](#)
- [Payslips](#)
- [How leave works](#)