



Using EA One Self-Service – ESS/MSS

How to Locate Assignment Number

If you are accessing as an <i>employee</i> , on the Oracle homepage select the EA Employee Self Service, Education Authority BG responsibility.	After selecting the responsibility you can now view the drop-down menu. Select My Information and then Assignment Details and Assignment History .
Navigator Personalize EA Employee Self Service, Education Authority BG	My Information Assignment Details and Assignment History
Your current assignment(s) information will then be displayed upon clicking. As seen below you will be able to locate your 'Assignment Number' in addition to other information regarding your assignment(s).	
	☆ ★ 尊 単 Lagged in As: ○ ② ①
Smith MR John "John For turber advice and guidance please click here The following section displays the summary as of loday's date. Effective Date 28.07.2022 Assignment Number 000000011 Assignment Number 000000011 Assignment Number 000000011 Assignment Number 000000011 Assignment Number 00000011 Assignment Number 000000011 Assignment Australia DOE MIRS JANE, JANE Email Address Total Number of Absences 2	Assignment Start Date 11.10.2021 Job Clerical Officer _ Lecation EA HEADQUARTERS DUNDONALD Years of Service 30.79 Salary
If you are accessing as a <i>manager</i> , on the Oracle homepage select the EA Manager Self Service , Education Authority BG responsibility.	After selecting the responsibility you can now view the drop-down menu. Select My Team Information and then My Team Personal Information .
Personalize EA Manager Self Service, Education Authority BG	 EA Manager Self Service, Education Authority BG All Actions Awaiting Your Attention My Team Information My Team Personal Information
Your team's personal information will then be displayed upon clicking. As seen below you will be able to locate your team member's 'Assignment Number' in addition to other personal information.	
Foc Name Assignment Number ob Position	Department Action Details
SMITH MR JOHN, JOHN 0000011 Officer DUNDON	L OFFICER - EDUCATION AUTHROITY EDUCATION AUTHORITY IN CONTRACT CO