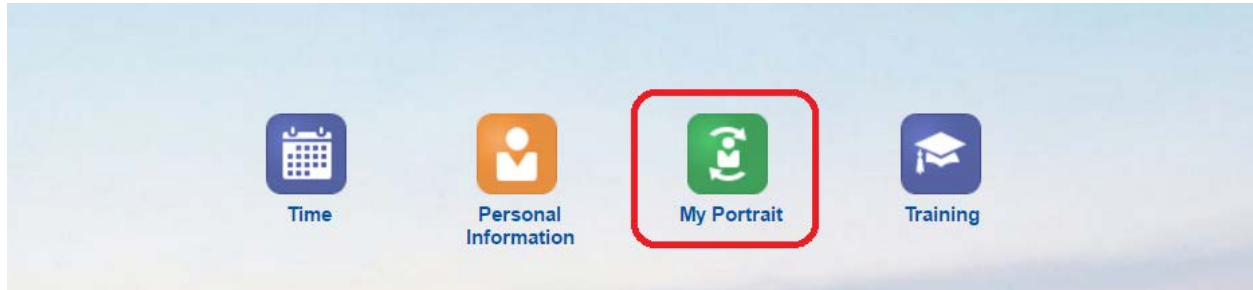


My Portrait

Employees who have multiple assignment numbers need to differentiate the assignment numbers to properly report their time.

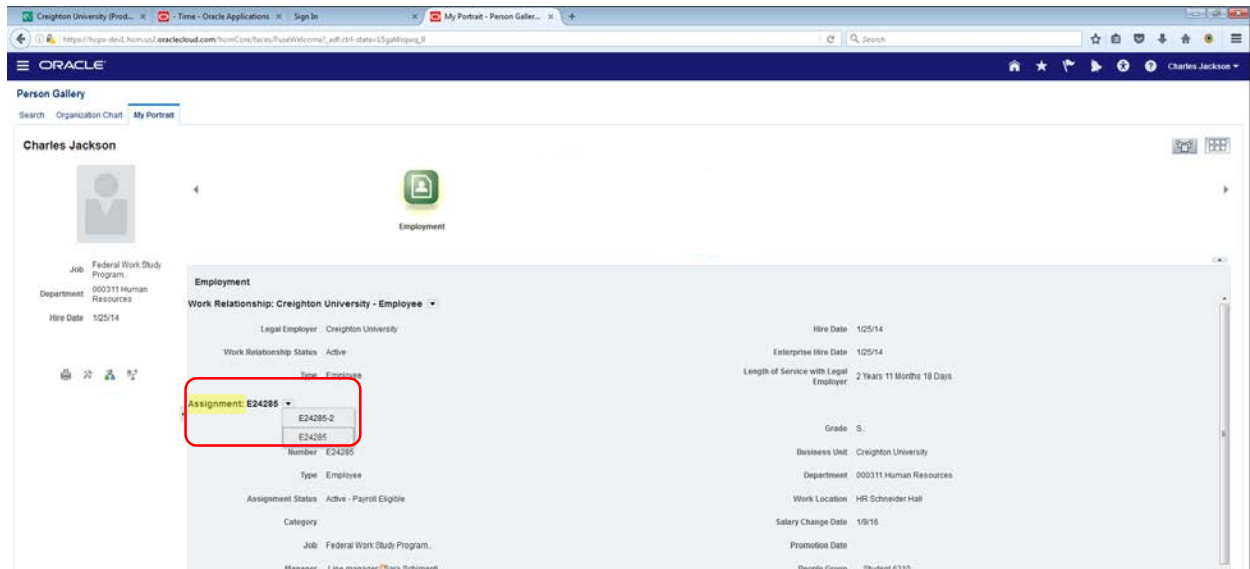
1. Select My Portrait Icon



2. Select the Employment Icon



3. Next to your 'Assignment' select the drop down arrow



4. Toggle between each 'Assignments' to find the assignment number associated with the job

Assignment: E24285 ▾

Name	E24285	Grade	S.
Number	E24285	Business Unit	Creighton University
Type	Employee	Department	000311 Human Resources
Assignment Status	Active - Payroll Eligible	Work Location	HR Schneider Hall
Category		Salary Change Date	1/9/16
Job	Federal Work Study Program	Promotion Date	
Manager	Line manager: Sara Schimert	People Group	...Student 6310

Assignment: E24285-2 ▾

Name	E24285-2	Grade	S.
Number	E24285-2	Business Unit	Creighton University
Type	Employee	Department	000311 Human Resources
Assignment Status	Suspended - No Payroll	Work Location	HR Schneider Hall
Category		Salary Change Date	5/14/16
Job	Student Help	Promotion Date	
Manager	Line manager: Molly Billings	People Group	...Student 6310