

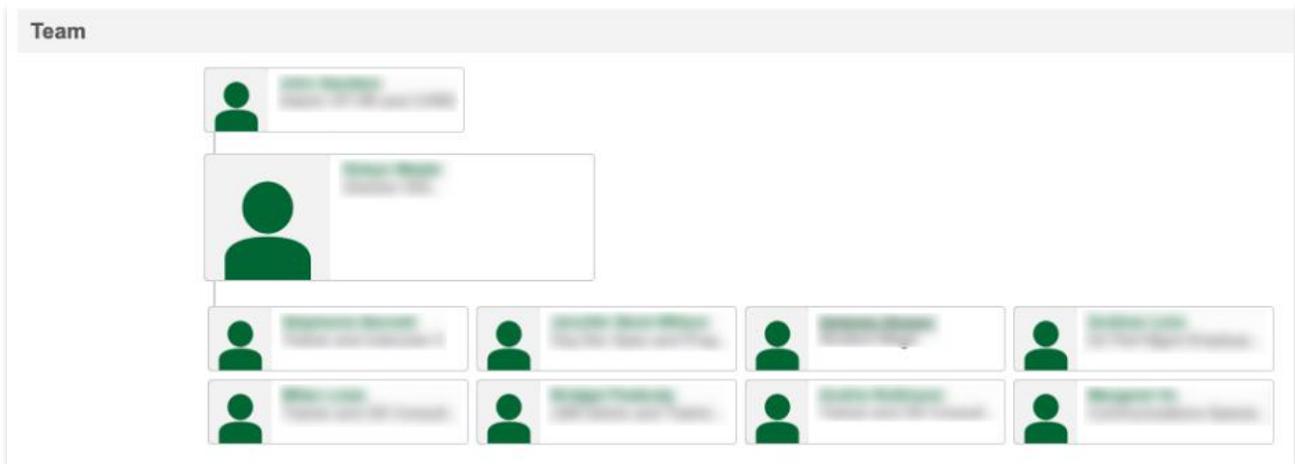
Viewing Employee Start Dates in MasonLEAPS: Supervisor Guide

STEP ONE: Log into [MasonLEAPS](#).

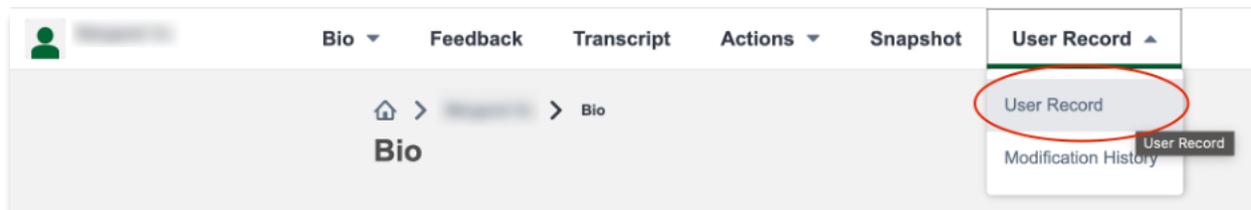
STEP TWO: Click on the profile icon  in the top right hand corner.



STEP THREE: Scroll down to the **Team** section and click on the employee you want to view.



STEP FOUR: Hover over **User Record**, then click on **User Record**.



STEP FIVE: View **Last Hire Date** for the employee's start date in their current position.

Name : ██████████

User ID : ██████████

Original Hire Date : 12/11/2018

Allow Reconciliation : Yes

Active Status : Active

User Name : ██████████

Local System ID :

Last Hire Date : 12/15/2021

Absent : No