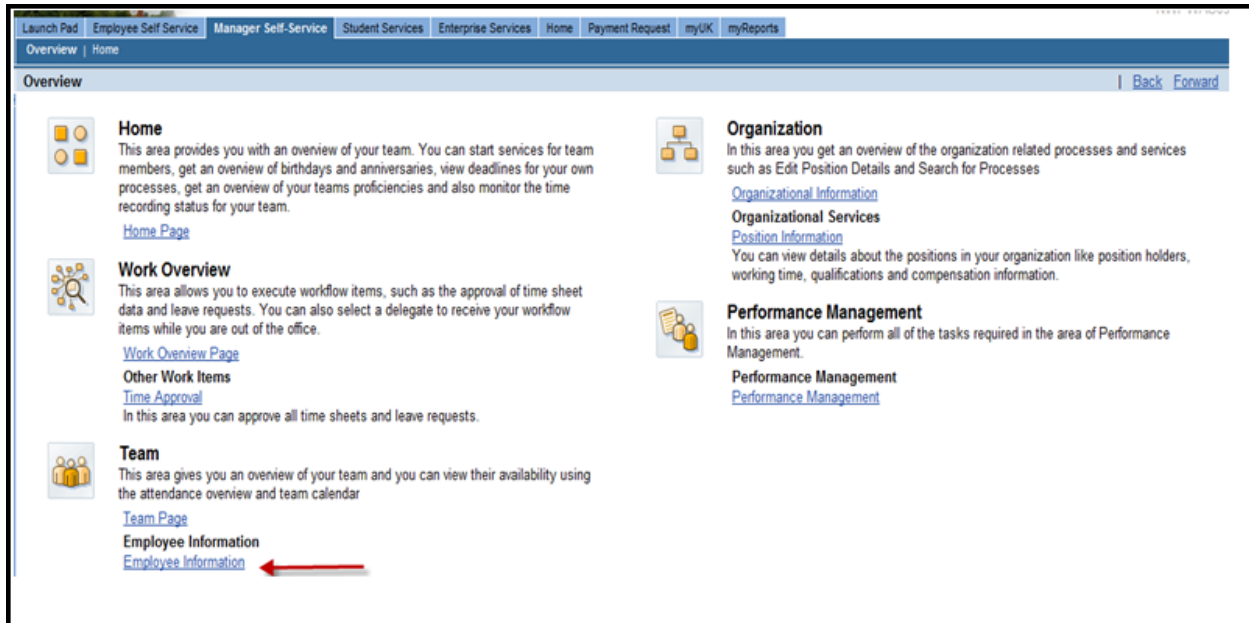


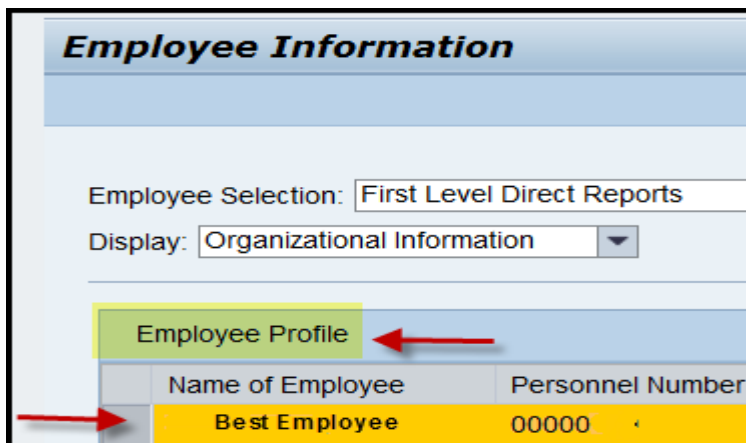
Supervisors can utilize Manager’s Self Service to view a variety of information about their direct reports. One tool they have is the ability to view leave history.

- Log into the myUK portal.
- Select the MSS tab.
- Under *Team* select the *Employee Information* link.



This will display your list of direct reports.

Select the button to the left of the direct report that you want to view. This will highlight the row. Once the row is highlighted, then click the <Employee Profile> button.



The employee’s profile will be displayed, which will contain lots of helpful information.

-To view leave history, select the “Miscellaneous” tab.

The screenshot shows the 'Miscellaneous' tab selected in the employee profile. The 'Absent Days' section is expanded, showing a table of leave history for the period 06/10/2011 - 07/10/2013. A red arrow points to the 'Miscellaneous' tab.

Period	Days	Description
05/27/2013 - 05/27/2013	1.00	HOLIDAY-Memorial Day
04/01/2013 - 04/05/2013	5.00	VACATION
02/01/2013 - 02/01/2013	0.25	EMERGENCY CLOSING
01/21/2013 - 01/21/2013	1.00	HOLIDAY-MLK Day
01/18/2013 - 01/18/2013	1.00	FULL SAL SICK (TDL) - EMP

Tip: To see a larger date range, click on the filter and choose the number of months that you would like to view Back/Forward. Then click “apply”.

The close-up screenshot shows the 'Absent Days' filter section. The 'Absence Type' dropdown is set to 'All'. The 'No. of Months Back' input field contains '03' and the 'No. of Months Forward' input field contains '01'. Red arrows point to these input fields. There are 'Apply' and 'Set to Default' buttons at the bottom.