

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 balances.

-Log into the myUK portal.

-Select the MSS tab.

-Under Team select the Employee Information link.

STATES INC.						twpwas02
Launch Pad E	Employee Self-Service Employee Self Service - Pilot Manager Self-Service	MSS Pilot - WDA	Student Services	Enterprise Services	Home	Payment Request
Overview	2015) 					Back Forward
	Home This area provides you with an overview of your team. You can start services for team members, get an overview of birthdays and noverview of your teams proficiencies and also monitor the time recording status for your team. Home Page Work Overview approval of time sheet data and leave requests. You can also select a delegate to receive your workflow items while you are out out office. Work Overview Page Other Work Items Time Approval Inter Approval Inter Approval and the sheets and leave requests.		n get an overview of the organization related services such as Edit Position Details and Search Information Il Services ation etails about the positions in your organization liders, working time, qualifications and information. e Management can perform all of the tasks required in the area of anagement. Management Ianagement			
<b>@</b>	Team This area gives you an overview of your team and you can view their availability using the attendance overview and team calendar					
	Team Page Employee Information Employee Information					

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 on the <Employee Profile> button.

Employee Inform	ation
Employee Selection: Firs	t Level Direct Reports
Display: Organizational Ir	
Employee Profile	
Name of Employee	Personnel Number
Best Employee	00000 ·

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

-To view leave balances, select the "Overview" tab.

-Then click on the number line link displayed next to "Leave Booked."

Overview	Miscellaneous	Compensation Qua	lifications Training	
Time and Vacat	ion	Click here to display leave balances	Performance	
• Filter			Appraisal Documents	
Leave Booked:		<u>550.8/ 1.038.4</u>	Training Costs	
Time Recording:	(01/01/2013 - 12/31/2013)		Filter No Data Available	
Overtime:				
			Upcoming Training	

The leave balances will be displayed.

el Assignments   Time Account: Apply								
Time Account	Deduction from	Deduction to	Entitlement	Remaining Balance				
Vacation	07/02/2011	06/30/2013	124.74 Hours	61.99 Hours				
Vacation	07/14/2012	06/30/2014	83.16 Hours	83.16 Hours				
TDL	03/19/2006	12/31/9999	726.46 Hours	334.46 Hours				
Holiday	05/20/2012	06/30/2013	104.00 Hours	8.00 Hours				