

Often supervisors find themselves needing to access their direct report data. A need may arise to send birthday wishes, track leave balances, check compensation data, complete forms etc. Luckily the myUK portal contains this and more to assist supervisors in their role.

So, get started exploring!

• Log into myUK, and select the Manager Self-Service tab

my				
Launch Pad	Employee Self Service	Manager Self-Service		
Overview	Home			

• Select the Employee Information link

ĉ	<b>Team</b> In this area, you can display an overview of your team. You can view your team's availability using the Attendance Overview and Team Calendar.
	Team Page Employee Information Employee Information

 Select the line pertaining to the applicable direct report, and then click the <Employee Profile> button.

Employee Profile				
	Employee Name	Personnel Number	Person ID	Manager
	Staggie M Maynesi	20011088	10108220	interio

• The Employee Profile window will open. Select various tabs to review information.

Overview	Miscellaneous	Compensation	Qualifications	Training
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Overview Tab	DOB	Personnel Area	Employee Group	Email
Miscellaneous Tab	Procard	Cost Center	Payroll Area	Absence Data
Compensation	Grade Level	Salary	Job Title	Organizational Unit
Qualifications	Education level	System Access		
Training				