

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.

Business Center

-Log into the myUK portal.

-Select the MSS tab.

-Under Team select the Employee Information link.

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Overview   H	ome	INSS FIRST FIRST	aduen dervices Enterprise dervices mane Payment Request	•	
Overview			Back Forward	ird [	
	<ul> <li>Home</li> <li>This area provides you with an overview of your team. You can start services for team members, get an overview of hithdays and anniversaries, view deadlines for your own processes, get an overview of your teams proficiencies and also monitor the time sourcing status for your teams.</li> <li>Home Page</li> <li>Moch Coveriew</li> <li>More Alews you to execute workflow items, such as the approval of time sheet data and leave requests. You can also so the office.</li> <li>Work Overview Page</li> <li>Other Work Items</li> <li>Time Approval</li> <li>In the area you can approve all time sheets and leave requests.</li> </ul>		Organization     In this area you get an overview of the organization related processes and services such as Edit Position Details and Search for Processes     Organizational Information     Organizational Services     Position Information     You can view details about the positions in your organization like position holders, working time, qualifications and compensation information.     Performance Management     Performance Management     Performance Management     Performance Management     Performance Management		
<b>661</b>	Team           This area gives you an overview of your team and you can view their availability using the attendance overview and team calendar TeamPage           Employee Information Employee Information				

This will display your list of direct reports.

-<u>Select the button to the left</u> 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.

En	nployee Informati	ion
Er	mployee Selection: First Le	vel Direct Reports
	Employee Profile	<del>_</del> .
	Name of Employee	Personnel Number
-	Best Employee	00000 ·



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."

		Compensation Qua	alifications I raining
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 - 12/3 <sup>,</sup>	14.9% 1/2013)	Filter
Overtime:	0.00 hours	1/2012 )	no bala / ranazio
	(01/01/2010 - 12/07	1/2013 )	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				