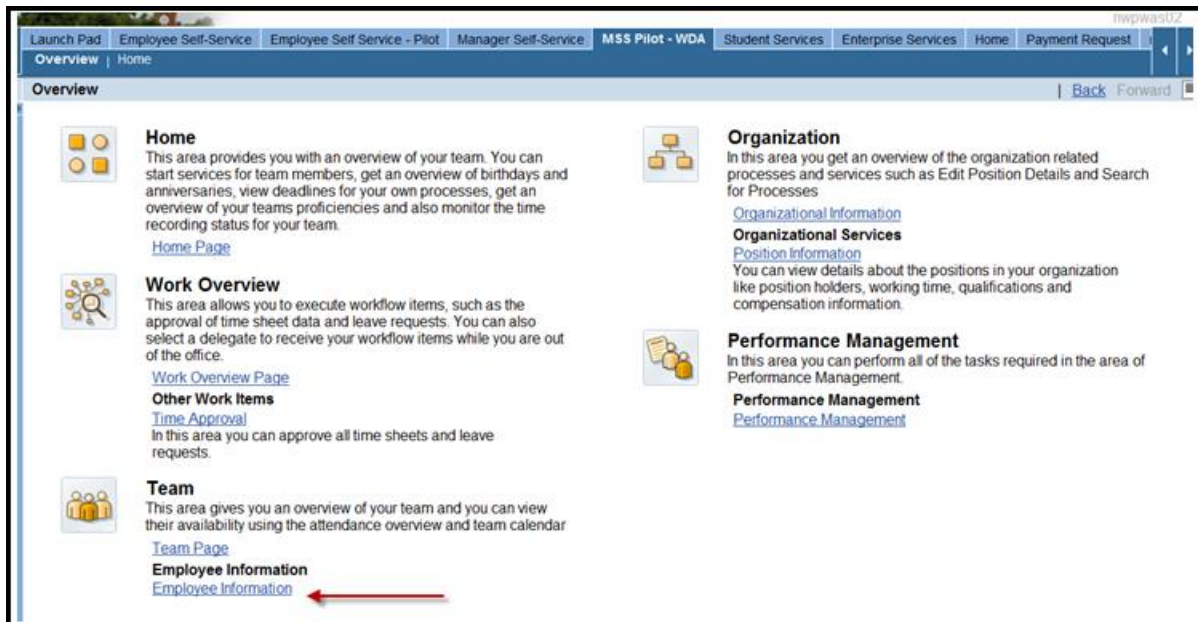


Supervisors can utilize Manager's Self Service to view a variety of information about their direct reports. One tool they have is the ability to view leave balances.

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



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.



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."

The screenshot shows the 'Overview' tab of an employee profile. Under the 'Time and Vacation' section, there is a 'Leave Booked' row with a progress bar and the text '550.8 / 1,038.4'. A red arrow points to the link '550.8 / 1,038.4'. Other sections include 'Performance', 'Training Costs', and 'Upcoming Training', all showing 'No Data Available'.

The leave balances will be displayed.

The screenshot shows a table with the following data:

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