How Do I See Basic Information About My Team?

1.

If the **Manager Self Service** page is not displayed, click on the blue

NavBar and select **Manager Self Service** from the drop down listing.

On the **Manager Self Service** page, click the **My Team** tile.

 a Team to View (Optional)

The **My Team** page displays team information related to your "default"

you.

5. The **My Team** page includes multiple tabs and icons for use in reviewing
   team information. These features are discussed in more detail in the
   following steps.

View Summary Information

6. By default, the **My Team** page displays the **Summary** tab. It presents the
   following information about each team member:
   a. Name
   b. Job Title
   c. Department Name
   d. Department Location (Campus)
   e. Email Address
   f. Office Phone Number
   g. Number of Direct and Total (Direct + Indirect) Reports
7. Review the **Summary** tab information.

8. The **Summary Information** tab also includes an **Actions**

     d. Deferred Holiday

     e. Compensatory ("Comp") Time

16. Review the **Leave Balances** tab information.

17. To view more information about leave accruals, click the **View Details** link displayed at the right side of the team member's listing.

Complete the Task

18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

19. Click the **Sign Out** option in the listing.