

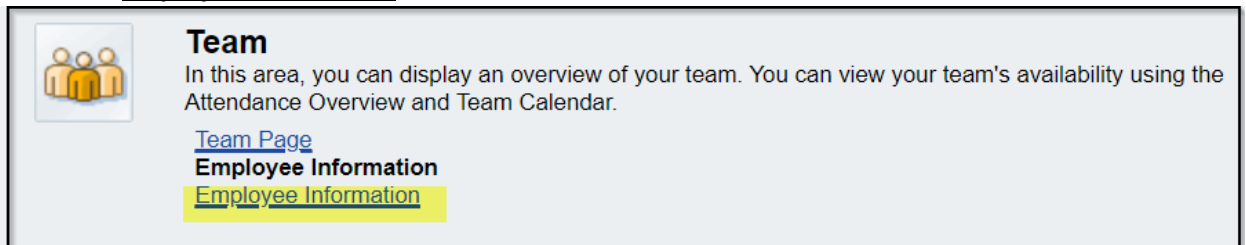
Often supervisors find themselves needing to access their direct report data. A need may arise to send birthday wishes, track leave balances, check compensation data, complete forms etc. Luckily the myUK portal contains this and more to assist supervisors in their role.

So, get started exploring!

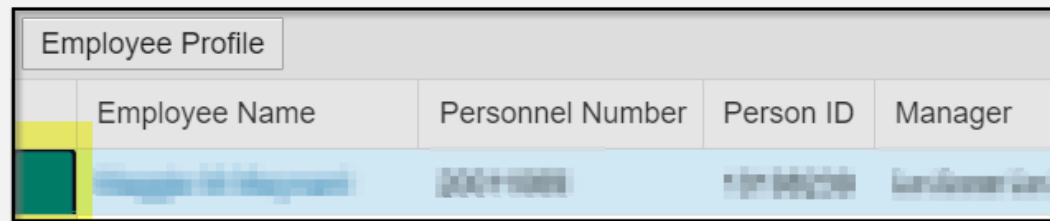
- Log into myUK, and select the **Manager Self-Service** tab



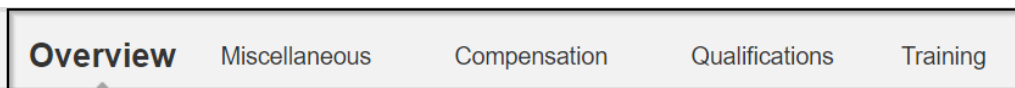
- Select the **Employee Information** link



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



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



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				