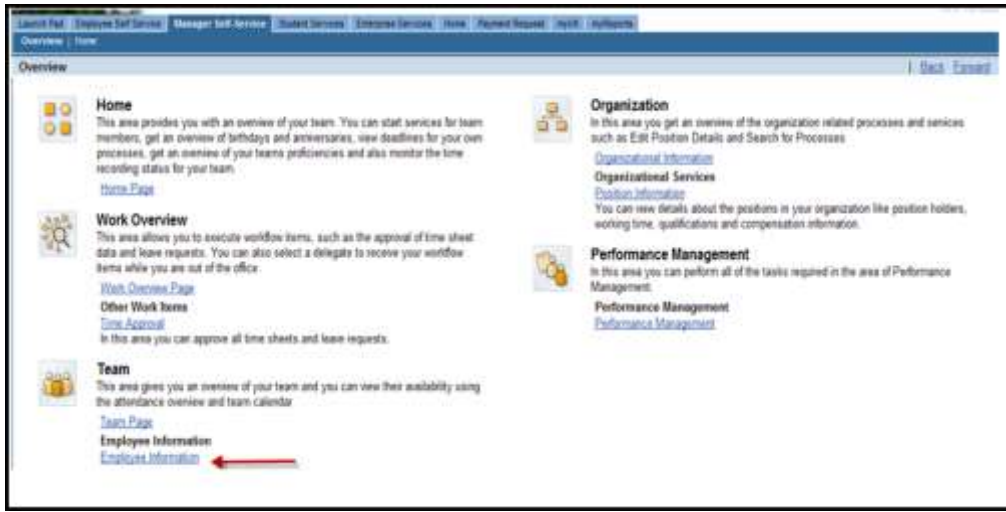


Viewing Direct Report Birthdays (MSS)

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

- Log into the myUK portal.
- Select the Manger Self-Service 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 the <Employee Profile> button.



The employee's profile will be displayed, including the birthday information.

