

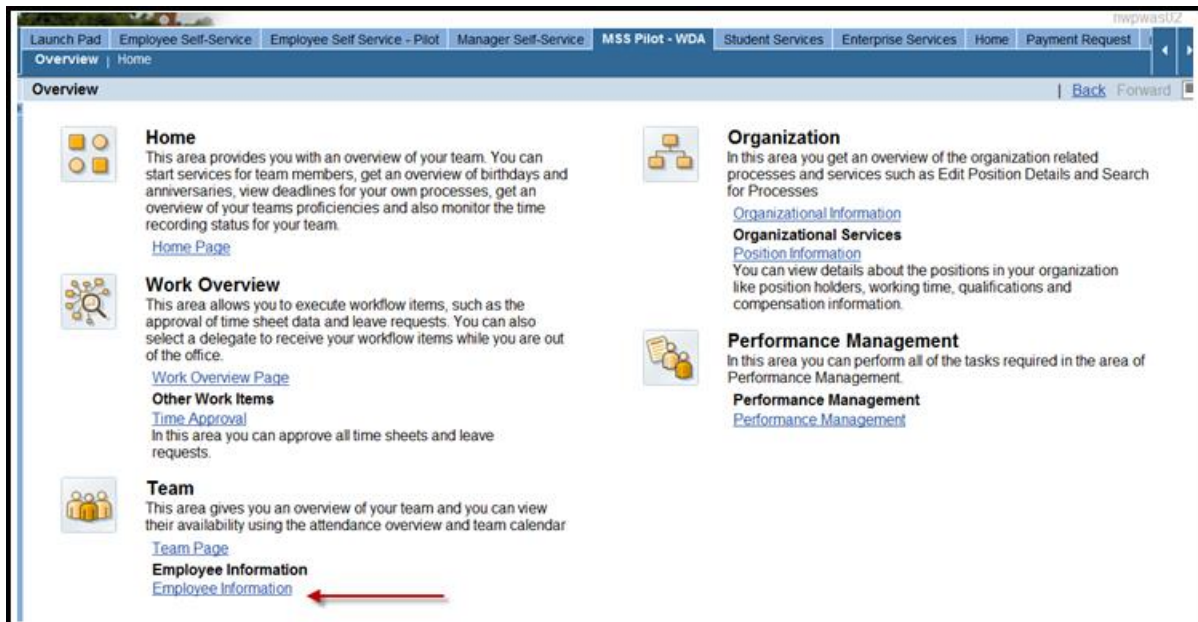
## Reviewing Direct Report Leave Balances

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.



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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 selected. Under 'Time and Vacation', there is a 'Leave Booked' section with a progress bar and the text '550.8 / 1,038.4'. A red arrow points to the '1,038.4' link. Other sections include 'Performance', 'Training Costs', and 'Upcoming Training', all showing 'No Data Available'.

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