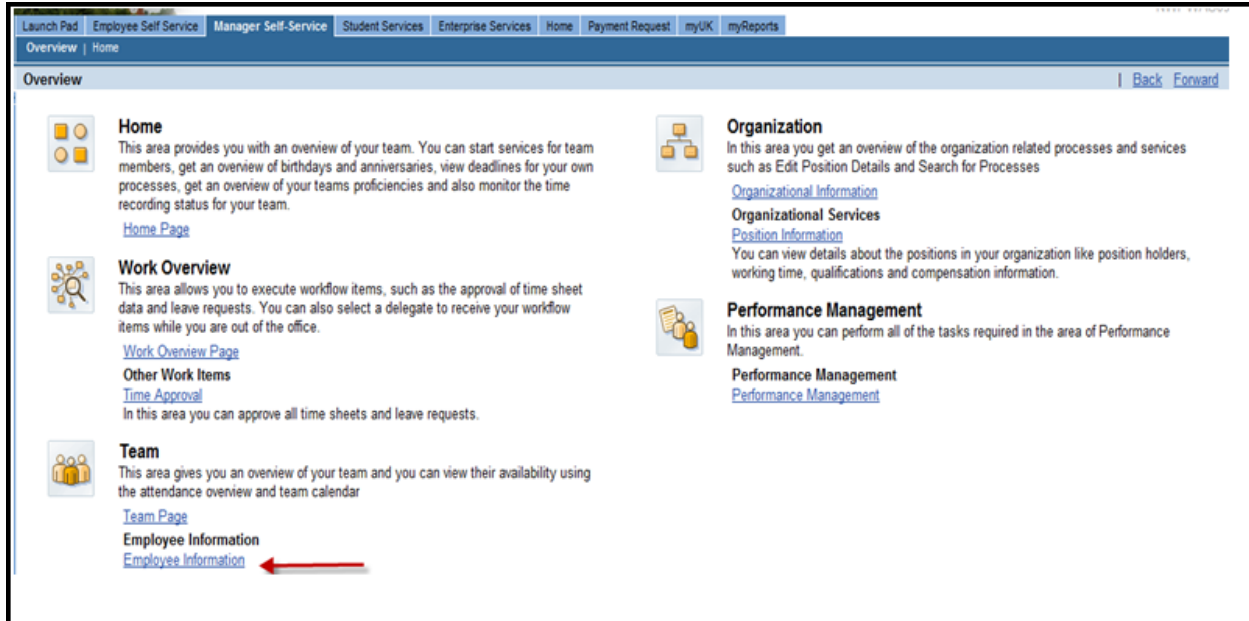


Supervisors can utilize Manager's Self Service to view a variety of information about their direct reports. One tool they have is the ability to view leave history.

-Log into the myUK portal.

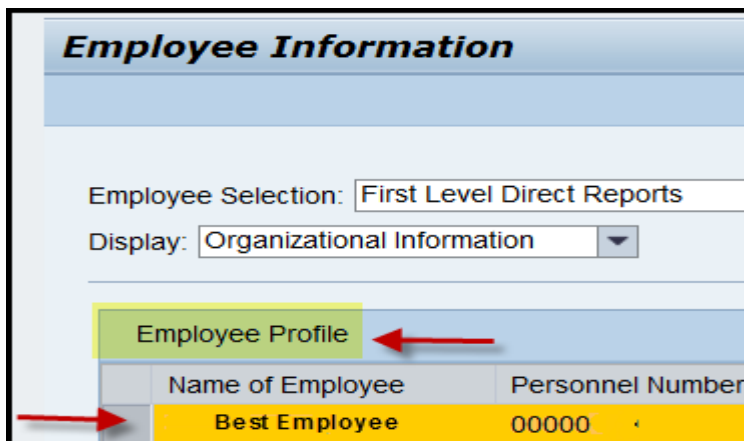
-Select the MSS tab.

-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 the **<Employee Profile>** button.



The employee's profile will be displayed, which will contain lots of helpful information.

-To view leave history, select the "Miscellaneous" tab.

The screenshot shows the 'Miscellaneous' tab selected in the top navigation bar. Below the tabs, there are sections for 'Organizational Assignment' and 'Company Property'. The 'Organizational Assignment' section includes fields for 'Organizational Assignments: History', 'Organizational Unit', 'Position', 'Cost Center', and 'Payroll Area: Bi-weekly'. The 'Company Property' section shows a table with columns 'Property Type', 'Number', 'Description', and 'Cost Center', and a message 'No Data Available'. The 'Absent Days' section features a 'Filter' button and a table with columns 'Period', 'Days', and 'Description'. The table lists several leave events:

Period	Days	Description
05/27/2013 - 05/27/2013	1.00	HOLIDAY-Memorial Day
04/01/2013 - 04/05/2013	5.00	VACATION
02/01/2013 - 02/01/2013	0.25	EMERGENCY CLOSING
01/21/2013 - 01/21/2013	1.00	HOLIDAY-MLK Day
01/18/2013 - 01/18/2013	1.00	FULL SAL SICK (TDL) - EMP

**Tip:** To see a larger date range, click on the **filter** and choose the number of months that you would like to view Back/Forward. Then click "apply".

The close-up screenshot shows the 'Absent Days' filter dialog box. It includes a 'Filter' dropdown menu, an 'Absence Type' dropdown menu set to 'All', and two input fields: 'No. of Months Back' with the value '03' and 'No. of Months Forward' with the value '01'. Red arrows point to the '03' and '01' values. At the bottom, there are 'Apply' and 'Set to Default' buttons.