

Time Entry & Leave Review

Consider setting up a recurring weekly Outlook calendar reminder to ensure timely review of workflow items.

- [Approve Time and Leave Requests](#)
- [Approving Multiple Entries](#)
- [Time Entry Notes Feature](#)

Employee Data & Support

Add a personal touch.

- [Add Birthdays to Your Calendar](#)
- [Viewing Direct Report Leave Balances](#)

Ensure Continous Coverage

Ensuring coverage for work items is important. Establishing a delegation relationship with another supervisor can help. This is an important early step.

- [Download the myUK app](#)
- [Set up Delegation](#)
- [Work on Delegated Tasks](#)

Training & Performance

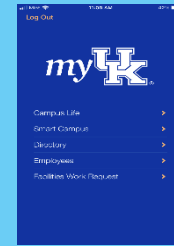
- [Managing the PE Process](#)
- [Training Options](#)
- [SuperVision Training](#)
- [CAFE Employee Enhancement Programs](#)

Manager Self Service Quick Guide



Tools:

- Time Entry & Leave
- Employee Data
- Training & Performance



Download the [myUK App](#) for continuous access on the go.



Find additional resources on the [CAFE Supervisor Resources](#) page

Manager Self Service has the tools that supervisors need.

Pro Tips: For the best system performance, whenever possible, strive to approve workflow during the work day before 5:00 pm.