

How Do I See Basic Information About My Team?

Navigation

1.

If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.

On the **Manager Self Service** page, click the **My Team** tile.

a Team to View (Optional)

The **My Team**

8. The **Summary Information** tab also includes an **Actions**

- d. Deferred Holiday
 - e. Compensatory ("Comp") Time
16. Review the **Leave Balances** tab information.
17. To view more information about leave accruals, click the **View Details** link displayed at the right side of the team member's listing.

Complete the Task

18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



19. Click the **Sign Out** option in the listing.