My Team Tile for Supervisors Job Aid

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**Introduction**

The *My Team* tile on the Manager Self Service homepage enables you to review information regarding your direct reports and indirect reports.

Within the *My Team* tile, four tabs are accessible – Summary, Position, Compensation, and Leave Balances. This job aid will offer guidance on how to use each tab.
Section 1: Explore the Summary Tab of the My Team Tile

The Summary tab displays basic information about your direct and indirect reports, including:

- Name
- Title
- Department
- Location
- Email
- Phone
- Recent Transaction Information

Encumbered positions will display current employee information, and unencumbered/vacant positions will display prior incumbent information, if applicable. Your direct reports will automatically display in the grid. Topic 1.1 will explain how to view your indirect reports.

Topic 1.1: View Indirect Reports

Option 1: Select the “Include Indirects” toggle button.
Option 2: Select the View Team link under a direct report.

Option 3: Select the Change Team link.
The *Change Team* link will display a pop-up window with the list of supervisors who report to the user. Select a supervisor from this list.

Once a supervisor is selected from the *Change Team* link, a visual list of breadcrumbs (hierarchy) is displayed. To return to their direct reports, the user may select the name from the hierarchy breadcrumbs.
Topic 1.2: Filter Direct Reports

1. Select the **filter** icon to display filtering options.

![Filtering Options](image)

2. Enter one or more criteria to filter on.

3. Select the **Filter** button.

![Filters](image)

Enter filter criteria in the fields or use the drop-down menus to select applicable values. Multiple filters can be added.

- **Employee Name**: Use % for wildcard
- **Department**: Use % for wildcard
- **Location**: Use % for wildcard
- **Has Action**: 
- **Is Vacant**:

[RESET]  [FILTER]
4. View the active filters that display at the top of the grid.

5. Note that filters will carry across all tabs (Position, Compensation, and Leave Balances). If needed, select the X button to remove the filter.

**Topic 1.3: Accessing the Approval Tile**

Selecting the Approvals link within the My Team tile will transfer you to your Approvals tile to see the list of transactions pending your approval.
Topic 1.4: Viewing Recent Transactions

The Recent column will display any recent MSS transactions that were submitted on your employees within the last 90 days. The number on the icon indicates the number of transactions. For filled (encumbered) positions, Recent Actions will include transactions for the current incumbent employee. For vacant (unencumbered) positions, Recent Actions will include only transactions taken on the position, not actions from the previous incumbent.

1. Select the number icon in the Recent column for a specific employee.

2. On the Recent MSS Actions window that opens, view the transaction information, including the status of the transaction.
Section 2: Explore the Position Tab of the My Team Tile

The Position tab includes basic position information about each employee reporting to you, including:

- Position
- Job Code
- PD Number
- Type of Appointment
- Hours

The grid on this tab is the same as the grid on the Summary tab and will include both employees (encumbered positions) and vacant positions.

1. Select a PD Number link on an employee row.

2. On the pop-up widow, view the displayed PD Library information.
Section 3: Explore the Compensation tab of the My Team Tile

The Compensation tab includes basic compensation information about each employee reporting to you, including:

- Pay Plan
- Pay Table
- Grade
- Step Entry Date
- WGI Information
- Total Salary

The grid on this tab is the same as the grid on the Summary tab and will include both employees (encumbered positions) and vacant positions.

![Manager Self Service](image)

<table>
<thead>
<tr>
<th>Name/ Title</th>
<th>Pay Plan/Table</th>
<th>Grade / Step Entry</th>
<th>WGI Information</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Trainee 1</td>
<td>GS / 0000</td>
<td>Grade: 15</td>
<td>Step: 9</td>
<td>06/12/2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04/25/2021</td>
<td>Waiting - 04/21/2024</td>
<td></td>
</tr>
<tr>
<td>Gracie Trainee 2</td>
<td>GS / 0000</td>
<td>Grade: 15</td>
<td>Step: 10</td>
<td>09/27/1998</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/14/2008</td>
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</tr>
<tr>
<td>Molly Trainee 4</td>
<td>GS / 0000</td>
<td>Grade: 15</td>
<td>Step: 10</td>
<td>03/27/2011</td>
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<td></td>
<td></td>
<td>02/28/2021</td>
<td>Waiting - 02/25/2024</td>
<td></td>
</tr>
<tr>
<td>Tonya Trainee 3</td>
<td>GS / 0000</td>
<td>Grade: 15</td>
<td>Step: 2</td>
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</tr>
<tr>
<td>Tonya Trainee 5</td>
<td>GS / 0000</td>
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<td>Step: 9</td>
<td>12/20/2009</td>
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<td></td>
<td></td>
<td>12/25/2021</td>
<td>Waiting - 12/01/2024</td>
<td></td>
</tr>
</tbody>
</table>

Last Updated: 4/28/2022
Section 4: Explore the Leave Balances Tab of the My Team Tile

The Leave Balances tab includes relevant leave balance information for each employee reporting to you, including:

- Annual Leave Balance
- Sick Leave Balance
- Use or Lose Balance

This grid on this tab displays all your direct and indirect reports, including both encumbered and vacant positions.

1. Select the View Details link on an employee row.

2. On the pop-up window, view specific information about each type of balance.