

## How Do I See Basic Information About My Team?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **My Team** tile.

#### Select a Team to View (Optional)

4. The **My Team** page displays team information related to your "default" manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your "default" manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.
5. The **My Team** page includes multiple tabs and icons for use in reviewing team information. These features are discussed in more detail in the following steps.

#### View Summary Information

6. By default, the **My Team** page displays the **Summary** tab. It presents the following information about each team member:
  - a. Name
  - b. Job Title
  - c. Department Name
  - d. Department Location (Campus)
  - e. Email Address
  - f. Office Phone Number
  - g. Number of Direct and Total (Direct + Indirect) Reports
7. Review the **Summary** tab information.



8. The **Summary Information** tab also includes an **Actions** icon displayed to the right of each team member's name.



This icon serves as a navigational shortcut to commonly used manager maintenance components.

9. Click the **Actions** icon associated with one of your team members and view the menu listing.
10. Click the **Close (X)** icon at the top left of the Actions menu listing to return to the **My Team** page > **Summary** tab.

### View Compensation Information

11. Click the **Compensation** tab on the **My Team** page.
12. The **Compensation** tab displays information about the team members' salary and relative compensation ranking among his/her peers:
  - a. Compa Ratio (in Relation to the Position's Midpoint Salary Amount)
  - b. Current [Annual] Salary
  - c. Midpoint Annual Salary Amount for the Team Member's Job
  - d. Minimum Annual Salary Amount for the Team Member's Job
  - e. Maximum Annual Salary Amount for the Team Member's Job
  - f. Team Member's Relative Position (Salary Ranking) Among His/Her Peers
  - g. Quartile (Salary Ranking When Divided by Quarters)
13. Review the **Compensation** tab information.

### View Leave Balance Information

14. Click the **Leave Balances** tab on the **My Team** page.
15. The **Leave Balances** tab displays information about the team members' accrued leave balances in the following areas:
  - a. Sick
  - b. Vacation
  - c. Floating Holiday



- 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.

