



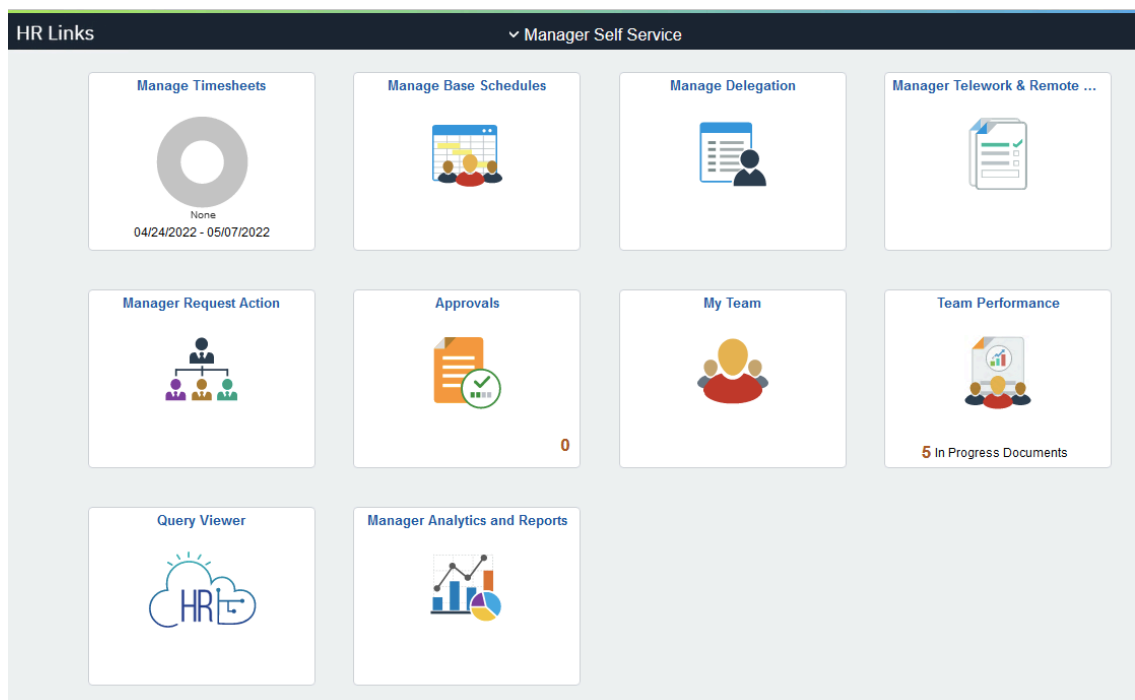
My Team Tile for Supervisors Job Aid

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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

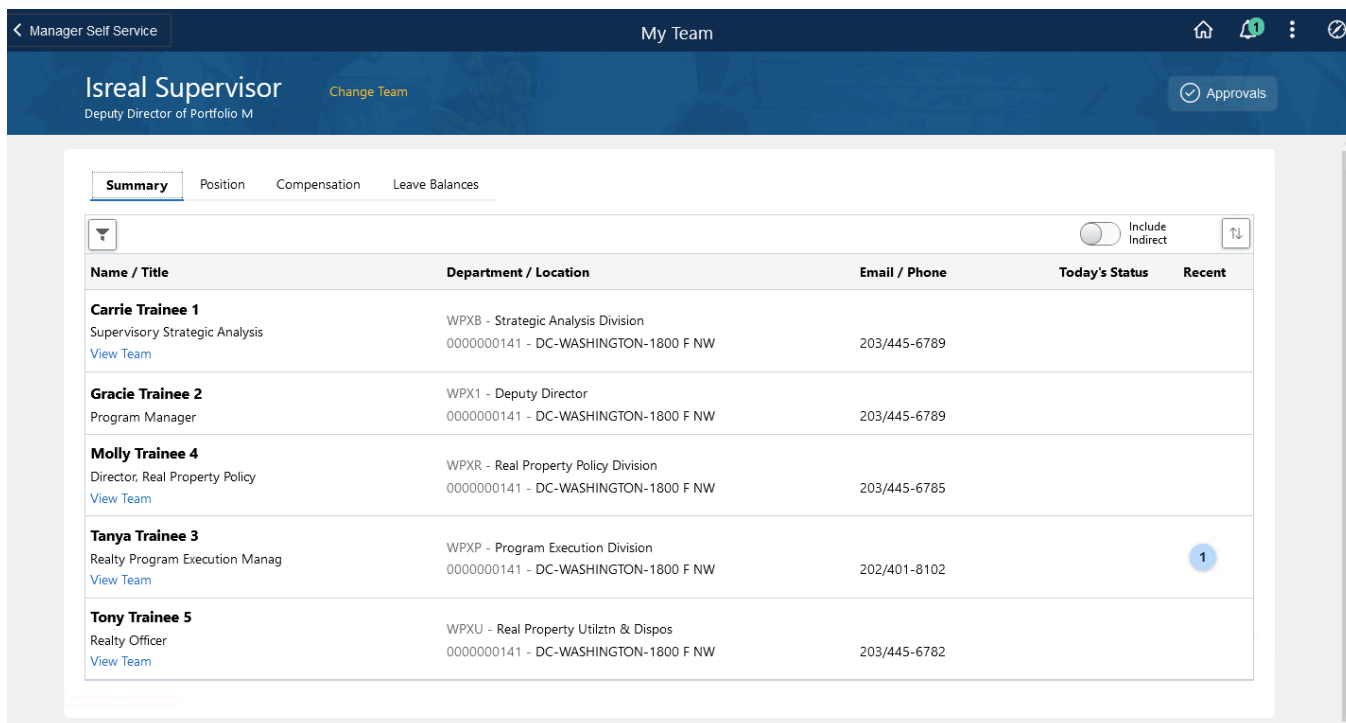
The *Summary* tab displays basic information about your direct and indirect reports, including:

- 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.



The screenshot shows the 'My Team' interface for a supervisor named Isreal Supervisor. The 'Summary' tab is active, displaying a table of team members. A toggle for 'Include Indirect' is located in the top right corner of the table area.

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Molly Trainee 4 Director, Real Property Policy View Team	WPXR - Real Property Policy Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6785		
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1
Tony Trainee 5 Realty Officer View Team	WPXU - Real Property Utilitzn & Dispos 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6782		

Option 2: Select the *View Team* link under a direct report.

Manager Self Service | My Team | Home | Notifications | Approvals

Isreal Supervisor | Deputy Director of Portfolio M | [Change Team](#)

Summary | Position | Compensation | Leave Balances

Include Indirect

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Molly Trainee 4 Director, Real Property Policy View Team	WPXR - Real Property Policy Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6785		
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1
Tony Trainee 5 Realty Officer View Team	WPXU - Real Property Utilitn & Dispos 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6782		

Option 3: Select the *Change Team* link.

Manager Self Service | My Team | Home | Notifications | Approvals

Isreal Supervisor | Deputy Director of Portfolio M | [Change Team](#)

Summary | Position | Compensation | Leave Balances

Include Indirect

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Molly Trainee 4 Director, Real Property Policy View Team	WPXR - Real Property Policy Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6785		
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1
Tony Trainee 5 Realty Officer View Team	WPXU - Real Property Utilitn & Dispos 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6782		

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.

Select Manager

SEARCH

Search Results 13 rows

Name / Title	Reports To	Department / Location
Carson Employee 1 Supervisory Real Estate P...	Tanya Trainee 3	Program Support Branch DC-WASHINGTON-1800 F NW
Carrie Trainee 1 Supervisory Strategic An...	Isreal Supervisor	Strategic Analysis Division DC-WASHINGTON-1800 F NW
Clyde Employee 2 Supervisory Policy and O...	Molly Trainee 4	Pricing Policy and Oversight B DC-WASHINGTON-1800 F NW

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.

< My Team
My Team

Carrie Trainee 1
Change Team
Approvals

Isreal Supervisor > Carrie Trainee 1

[Summary](#) | [Position](#) | [Compensation](#) | [Leave Balances](#)

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Employee 1 Capital Investment Officer	WPXB - Strategic Analysis Division V000000157 - NC-RALEIGH-HOME			
Employee 2 Capital Investment Program Man View Team	WPXBA - Capital Investment & Strategy 0000000141 - DC-WASHINGTON-1800 F NW	203/621-9325		
Employee 3 Supervisory Asset Manager View Team	WPXBB - Real Property Asset Management 0000000141 - DC-WASHINGTON-1800 F NW	252/748-7134		

Topic 1.2: Filter Direct Reports

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

The screenshot shows the 'My Team' interface for an 'Isreal Supervisor'. The page title is 'My Team' and the user is 'Isreal Supervisor, Deputy Director of Portfolio M'. There are tabs for 'Summary', 'Position', 'Compensation', and 'Leave Balances'. The 'Summary' tab is active, showing a list of direct reports. A filter icon (a funnel) is located in the top left corner of the list area. The list contains five entries:

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager View Team	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Molly Trainee 4 Director, Real Property Policy View Team	WPXR - Real Property Policy Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6785		
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1
Tony Trainee 5 Realty Officer View Team	WPXU - Real Property Utilztn & Dispos 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6782		

- 2 Enter one or more criteria to filter on.
- 3 Select the **Filter** button.

The 'Filters' dialog box is shown, allowing users to filter their direct reports. It includes the following fields and options:

- Employee Name:** Text input field with a placeholder 'Use % for wildcard'.
- Department:** Text input field with a placeholder 'Use % for wildcard' and a search icon.
- Location:** Text input field with a placeholder 'Use % for wildcard' and a search icon.
- Has Action:** Drop-down menu.
- Is Vacant:** Drop-down menu.

At the bottom of the dialog are two buttons: **RESET** and **FILTER**.

- View the active filters that display at the top of the grid.
- Note that filters will carry across all tabs (Position, Compensation, and Leave Balances). If needed, select the X button to remove the filter.

Manager Self Service | My Team

Isreal Supervisor
Deputy Director of Portfolio M

Change Team | Approvals

Summary | Position | Compensation | Leave Balances

Has Recent Actions | Include Indirect

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1

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.

Manager Self Service | My Team

Isreal Supervisor
Deputy Director of Portfolio M

Change Team | Approvals

Summary | Position | Compensation | Leave Balances

Include Indirect

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Molly Trainee 4 Director, Real Property Policy View Team	WPXR - Real Property Policy Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6785		
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1
Tony Trainee 5 Realty Officer View Team	WPXU - Real Property Utilitzn & Dispos 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6782		

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.

Manager Self Service | My Team | Home | Notifications | Approvals

Isreal Supervisor
Deputy Director of Portfolio M

Summary | Position | Compensation | Leave Balances

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Molly Trainee 4 Director, Real Property Policy View Team	WPXR - Real Property Policy Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6785		
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1
Tony Trainee 5 Realty Officer View Team	WPXU - Real Property Utilitzn & Dispos 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6782		

- 2 On the *Recent MSS Actions* window that opens, view the transaction information, including the status of the transaction.

Recent MSS Actions

Tanya Trainee 3
Realty Program Execution Manag

Employee ID 00014787
Employee Rcd 0

This page displays the details and current status of recent transactions, including Initiate SF52 or Position Update/Fill, that have been submitted in the last 90 days.

Type	Transaction	Action	NOA Code	Status
PUF	Trans # 5879 03/27/2022	POS - Position Change BFL - Backfill Position		PAR Error - Contact your HR Representative for assistance. Updated on: 03/17/2022 10:44:11AM

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.

Name / Title	Position / Jobcode	PD Number	Type / Hours
Carrie Trainee 1 Supervisory Strategic Analysis View Team	90002726 / W0Y369 Supervisory Strategic Analysis;Director	WW0Y369	Full-Time / Regular 40.00 Hours
Gracie Trainee 2 Program Manager	90016916 / W0Y577 Program Manager	WW0Y577	Full-Time / Regular 40.00 Hours
Molly Trainee 4 Director, Real Property Policy View Team	90007636 / W0Y374 Director, Real Property Policy Division	WW0Y374	Full-Time / Regular 40.00 Hours

- 2 On the pop-up widow, view the displayed PD Library information.

PD Number	
Set ID	GSASH
PD Number	WW0Y369
Effective Date	06/10/2019
Status	Active

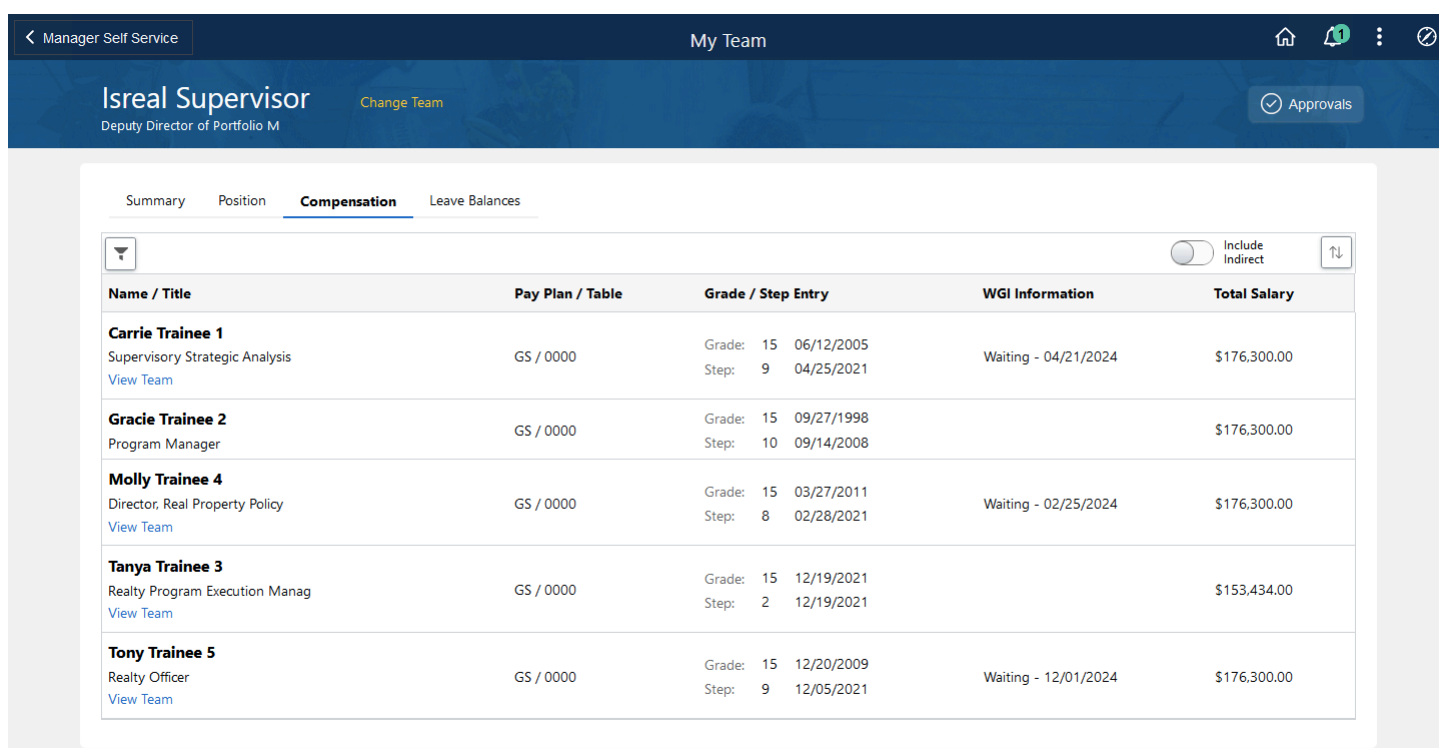
Current PDID and Coversheet Information	
PD Base ID	11479
PD ID	28263

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 | My Team | Home | Notifications | Settings

Isreal Supervisor | Deputy Director of Portfolio M | [Change Team](#) | Approvals

Summary | Position | **Compensation** | Leave Balances

Include Indirect: | Sort:

Name / Title	Pay Plan / Table	Grade / Step Entry	WGI Information	Total Salary
Carrie Trainee 1 Supervisory Strategic Analysis View Team	GS / 0000	Grade: 15 06/12/2005 Step: 9 04/25/2021	Waiting - 04/21/2024	\$176,300.00
Grade Trainee 2 Program Manager	GS / 0000	Grade: 15 09/27/1998 Step: 10 09/14/2008		\$176,300.00
Molly Trainee 4 Director, Real Property Policy View Team	GS / 0000	Grade: 15 03/27/2011 Step: 8 02/28/2021	Waiting - 02/25/2024	\$176,300.00
Tanya Trainee 3 Realty Program Execution Manag View Team	GS / 0000	Grade: 15 12/19/2021 Step: 2 12/19/2021		\$153,434.00
Tony Trainee 5 Realty Officer View Team	GS / 0000	Grade: 15 12/20/2009 Step: 9 12/05/2021	Waiting - 12/01/2024	\$176,300.00

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.

Name / Title	Balances	
Indirect Report 1 Management Analyst/Program Ana	Annual Leave Balance 277.90 Hours Use or Lose 197.90 Hours	Sick Leave Balance 1,086.00 Hours View Details
Indirect Report 2 Asset Manager	Annual Leave Balance 276.00 Hours Award Leave 27.00 Hours	Sick Leave Balance 489.00 Hours Use or Lose 160.00 Hours View Details
Indirect Report 3 Management and Program Analyst	Annual Leave Balance 267.00 Hours Use or Lose 151.00 Hours	Sick Leave Balance 473.00 Hours View Details
Carrie Trainee 1 Management and Program Analyst	Annual Leave Balance 235.00 Hours Use or Lose 119.00 Hours	Sick Leave Balance 361.00 Hours View Details
Indirect Report 4 Asset Manager	Annual Leave Balance 147.50 Hours Use or Lose 31.50 Hours	Sick Leave Balance 445.50 Hours View Details
Indirect Report 5 Asset Manager	Annual Leave Balance 288.00 Hours Use or Lose 208.00 Hours	Sick Leave Balance 1,205.00 Hours View Details

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

View Details			
Carrie Trainee 1 Management and Program Analyst			
Leave Balances			
Type	Balance	Unit	As Of
Annual Leave Balance	235.0	Hours	03/26/2022
Sick Leave Balance	361.0	Hours	03/26/2022
Use or Lose	119.0	Hours	03/26/2022