

Quick Reference Guide

View Leave Balances as Supervisor

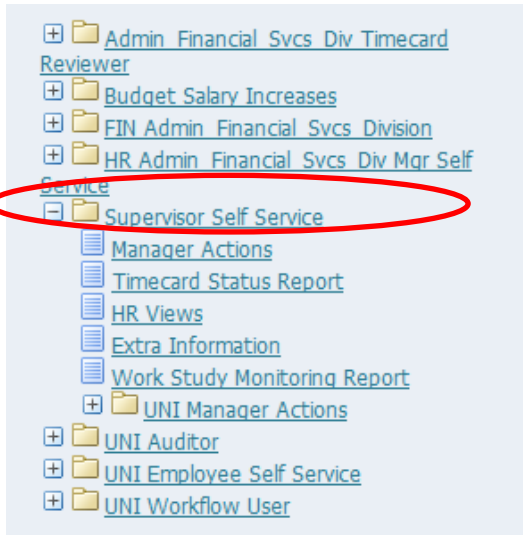
UNI e-Business Suite

VIEW LEAVE BALANCES AND USAGE FOR EMPLOYEES

Manager Self Service can view and print leave balances and usage of employees in their organization.

Supervisor Self Service can view and print leave balances and usage of employees they supervise.

1. Login to My UNIVERSE.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.
4. Click **Manager Self Service or Supervisor Self Service.**



5. Click Manager Actions.
6. In Supervisor Self Service the people you supervise will display. In Mgr Self Service only the people you supervise will display. Enter last name of employee you wish to view and click Go.

Name

7. Click the Action icon and then Leave Balance icon for the employee you wish to review leave balances and usage. Supervisor Self Service can view Timecard List or UNI Leave Balances. Manager Self Service can only view Leave Balances.

Select	Name	Assignment Number	Job	Department	Action
<input type="checkbox"/>	Whitt, Patricia	1240	P&S.Coordinator III.2403	AF-Technology Services	

8. Click Start.
9. Select the Time Period and click Go.

Time Period:

10. View report.
11. Click the printer icon above the report to print.