

# Quick Reference Guide

## View Leave Balances as Supervisor

In the Oracle Application

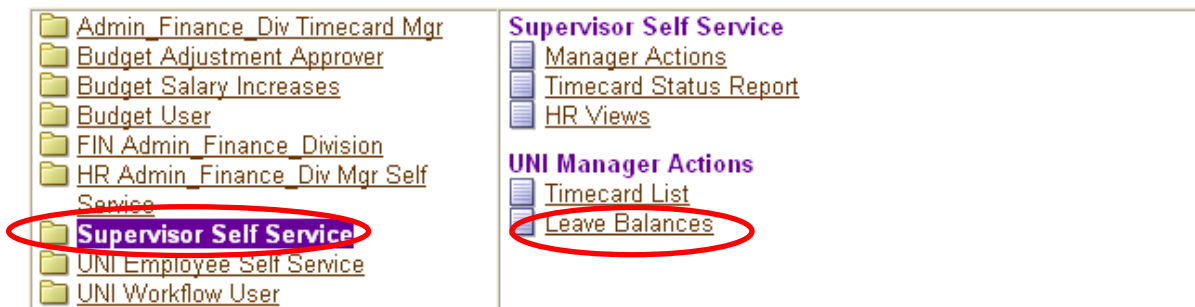
### VIEW LEAVE BALANCES AND USAGE FOR EMPLOYEES

**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 Access MEMFIS Applications/Timecard/PAF in the MEMFIS channel.
3. Enter your MEMFIS username and password.
4. Click **Manager Self Service or Supervisor Self Service**.
5. Click Leave Balances.

#### Navigator



6. Enter last name of employee you wish to view and click Go or just click Go and everyone you are allowed to view will display..

Name:

7. Click the 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.

#### UNI Manager Actions: People in Hierarchy

Name	Assignment Number	Job	Department	Timecard List	Leave Balances
▶ Neff, Brenda J	2039	Merit Clerical Supervisory, Secretary IV.1074	VP for Administration & Finance		
Paulsen, Mikaela V	8433-2	Student, Requisition Preparer.	VP for Administration & Finance		

8. Select the Time Period and click Go.

Time Period:

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

For questions, please contact the Help Desk at 3-5555, option #2 or email [memfis-help@uni.edu](mailto:memfis-help@uni.edu).

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.