

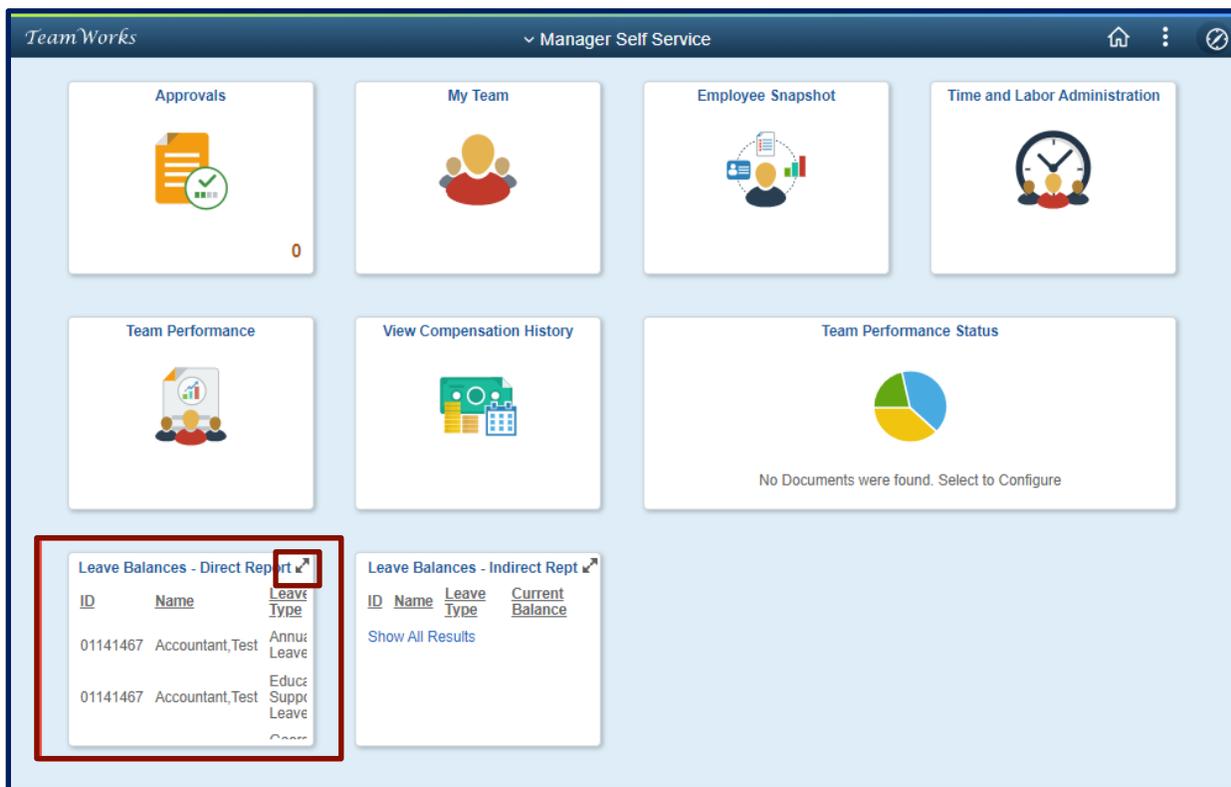
Manager Self Service - Leave Balances Tile

There are two new **Leave Balance** tiles available on the Manager Self-Service homepage:

1. **Leave Balances – Direct Report:** This tile displays leave balances for all direct reports, i.e., all employees who report directly to the manager.
2. **Leave Balances – Indirect Report:** This tile displays leave balances for all indirect reports – all employees one level down from the manager’s direct reports (**Note:** Additional levels are not available currently.)

Navigation: Home > Manager Self Service > Leave Balances – Direct Report

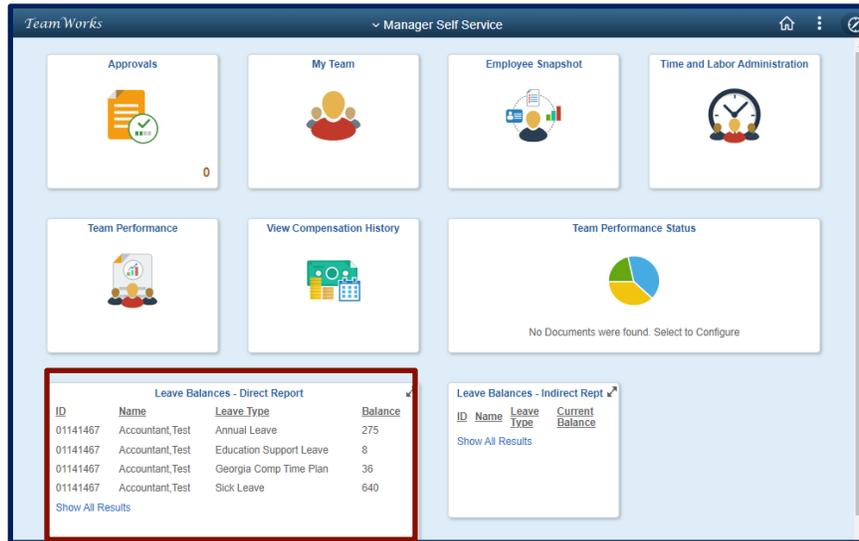
- Click the on the double arrow on the upper-right corner of the tile to expand the tile. (For this example, click on the double arrow on the Leave Balances – Direct Report tile)



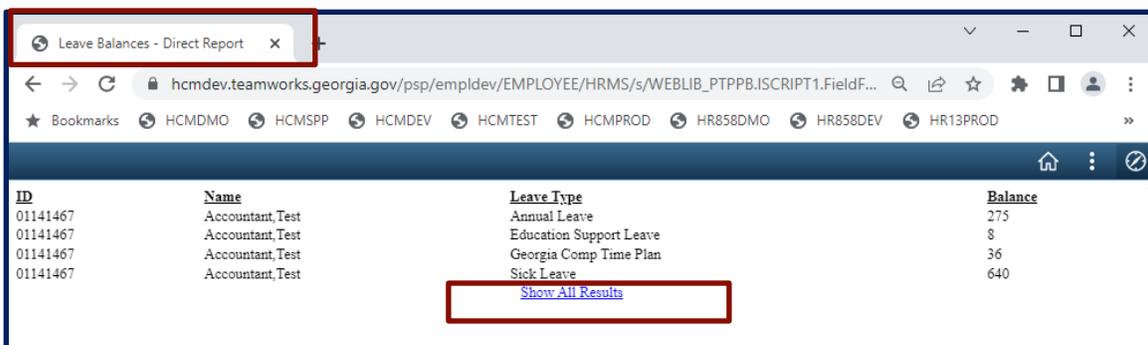
When navigating to Manager Self Service, the Leave Balances tiles will display in a condensed format. (**Note:** Both tiles work the same.)

There are a couple of different ways to see the details:

1. Click the appropriate **Leave Balances** tile.



The results will display in a new browser tab.



2. To download results into an Excel file, click the **“Show All Results”** hyperlink, this will display the results in a query format that can be exported to **Excel** or as a **Text File**.



- To return to the homepage, click the **“Back”** arrow in your browser.

