

## 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.
- 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)

Tear	nWorks	~ Manager	r Sel	f Service	۵ <b>:</b>	Ø
	Approvals	My Team		Employee Snapshot	Time and Labor Administration	
		<b>&amp;</b>			$\bigcirc$	
	0					
	Team Performance	View Compensation History		Team Perfor	rmance Status	
				No Documents were for	ound. Select to Configure	
[	Leave Balances - Direct Repert ✓         ID       Name       Leave         01141467       Accountant,Test       Annux         01141467       Accountant,Test       Support         01141467       Accountant,Test       Support         01141467       Accountant,Test       Court	Leave Balances - Indirect Rept ** ID Name Leave Current Type Balance Show All Results				

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.

S Leave Balan	ces - Direct Report 🗙 🕂	× -		×
$\leftrightarrow$ $\rightarrow$ G	hcmdev.teamworks.geo	rgia.gov/psp/empldev/EMPLOYEE/HRMS/s/WEBLIB_PTPPB.ISCRIPT1.FieldF 🍳 🖻 🛧 🏚		) :
\star Bookmarks	S HCMDMO S HCMSPP	S HCMDEV S HCMTEST S HCMPROD HR858DMO HR858DEV S HR13PROD		**
			ራ :	$\oslash$
<b>ID</b> 01141467 01141467 01141467 01141467	Name Accountant,Test Accountant,Test Accountant,Test Accountant,Test	Leave Type     Balance       Annual Leave     275       Education Support Leave     8       Georgia Comp Time Plan     36       Sick Leave     640	e	-

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.

Download res	SS_LEAVE_PAGELET_V	N_TL- Direct Reports Leave Balances CSV Text File (ML File (1 kb)		First 1-4 of 4 Last
Row	ID	Name	Leave Type	Balance
1	01141467	Accountant, Test	Annual Leave	275.000
2	01141467	Accountant, Test	Education Support Leave	8.000
3	01141467	Accountant, Test	Georgia Comp Time Plan	36.000
4	01141467	Accountant.Test	Sick Leave	640.000

> To return to the homepage, click the **"Back"** arrow in your browser.

