

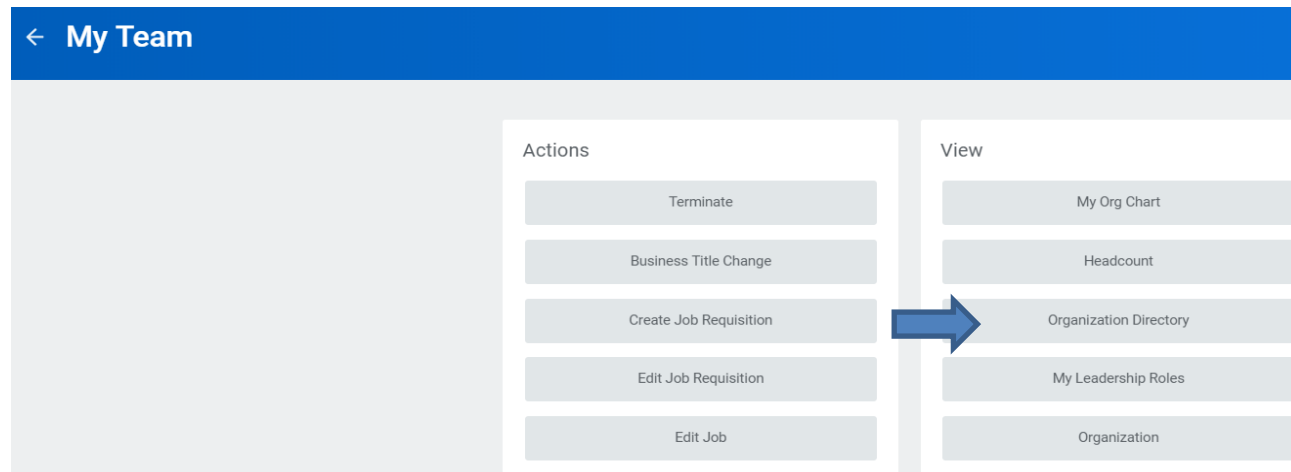
VIEW EMPLOYEES IN ONE OR MORE SUPERVISORY ORGANIZATIONS

1. From Home Screen, select **MY TEAM** worklet



2. View "Organization Directory"

My Team

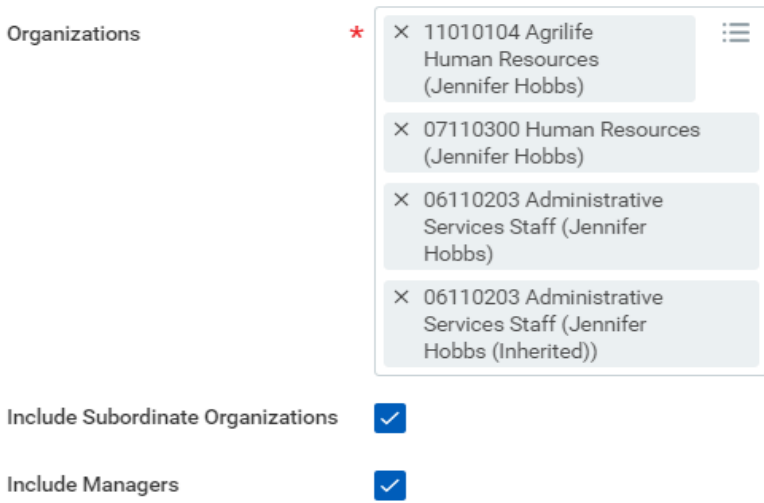


3. Organizations – enter Supervisor Name and select all supervisory organizations you want to see;

Select "Include subordinate organizations" to view employees in supervisory organizations that report to an organization selected above, and

Select "Include Managers" if you want employees' managers listed.

Directory by Organization



Returns report with:

- Employee Name, Supervisory Org, Phone, Email, Business Title, Location

VIEW EMPLOYEES IN ONE OR MORE SUPERVISORY ORGANIZATIONS

Run *Current Worker Detail Report* -- In Search Bar, type "Current Worker Detail"

Effective Date – leave blank to use today's date or select a previous date if desired;

Organizations – enter Supervisor Name and select all supervisory organizations you want to see;

Select "Include subordinate organizations" to view employees in supervisory organizations that report to an organization selected above, and

Select "Include Managers" if you want employees' managers listed.

Returns report with:

- Employee data such as UIN, Name, Hire Date, FTE, Employee Type (faculty, staff, temp/casual/student), Full-time/Part-time, Job Code and profile (title), Business Title, Location, Company
- Manager information
- Compensation information