How Do I See Basic Information About My Team?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **My Team** tile.

Select a Team to View (Optional)

4. The **My Team** page displays team information related to your “default” manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. **NOTE:** In this context, your “default” manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.
5. The **My Team** page includes multiple tabs and icons for use in reviewing team information. These features are discussed in more detail in the following steps.

View Summary Information

6. By default, the **My Team** page displays the **Summary** tab. It presents the following information about each team member:
   a. Name
   b. Job Title
   c. Department Name
   d. Department Location (Campus)
   e. Email Address
   f. Office Phone Number
   g. Number of Direct and Total (Direct + Indirect) Reports
7. Review the **Summary** tab information.
8. The **Summary Information** tab also includes an **Actions** icon displayed to the right of each team member’s name.

![Checkmark]

This icon serves as a navigational shortcut to commonly used manager maintenance components.

9. Click the **Actions** icon associated with one of your team members and view the menu listing.

10. Click the **Close (X)** icon at the top left of the Actions menu listing to return to the **My Team page > Summary** tab.

**View Compensation Information**

11. Click the **Compensation** tab on the **My Team** page.

12. The **Compensation** tab displays information about the team members’ salary and relative compensation ranking among his/her peers:
   a. Compa Ratio (in Relation to the Position’s Midpoint Salary Amount)
   b. Current [Annual] Salary
   c. Midpoint Annual Salary Amount for the Team Member’s Job
   d. Minimum Annual Salary Amount for the Team Member’s Job
   e. Maximum Annual Salary Amount for the Team Member’s Job
   f. Team Member’s Relative Position (Salary Ranking) Among His/Her Peers
   g. Quartile (Salary Ranking When Divided by Quarters)

13. Review the **Compensation** tab information.

**View Leave Balance Information**

14. Click the **Leave Balances** tab on the **My Team** page.

15. The **Leave Balances** tab displays information about the team members’ accrued leave balances in the following areas:
   a. Sick
   b. Vacation
   c. Floating Holiday
d. Deferred Holiday  
e. Compensatory ("Comp") Time  

16. Review the Leave Balances tab information.  
17. To view more information about leave accruals, click the View Details link displayed at the right side of the team member’s listing.  

Complete the Task  
18. If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.  

19. Click the Sign Out option in the listing.