

Job Aid: Self Service Manager Actions

Where do I review ... ?	Navigation Path
Absence balances for my direct reports	<p>Dashboard Navigation: Manager Actions > View Employee Absence Balance</p> <p><i>or</i></p> <p>Menu Navigation: Manager Actions > View Employee Absence Balance</p>
My direct reports (if applicable)	<p>Dashboard Navigation: Manager Actions > View Employee Information</p> <p><i>or</i></p> <p>Direct Reports pane</p> <p><i>or</i></p> <p>Menu Navigation: Manager Actions > View Employee Information</p>
Education for my direct reports	<p>Dashboard Navigation: Manager Actions > Current Team Profile</p> <p><i>or</i></p> <p>Menu Navigation: Manager Actions > Current Team Profile</p>
Email addresses for my direct reports	<p>Dashboard Navigation: Manager Actions > View Employee Information</p> <p><i>or</i></p> <p>Direct Reports pane</p> <p><i>or</i></p> <p>Menu Navigation: Manager Actions > View Employee Information</p>

Where do I review ... ?

Navigation Path

<p>Emergency contacts for my direct reports</p>	<p>Dashboard Navigation: Manager Actions > View Employee Information <i>or</i> Direct Reports pane <i>or</i> Menu Navigation: Manager Actions > View Employee Information</p>
<p>Home and mailing addresses for my direct reports</p>	<p>Dashboard Navigation: Manager Actions > View Employee Information <i>or</i> Direct Reports pane <i>or</i> Menu Navigation: Manager Actions > View Employee Information</p>
<p>Honors and awards for my direct reports</p>	<p>Dashboard Navigation: Manager Actions > Current Team Profile <i>or</i> Menu Navigation: Manager Actions > Current Team Profile</p>
<p>Licenses and certifications for my direct reports</p>	<p>Dashboard Navigation: Manager Actions > Current Team Profile <i>or</i> Menu Navigation: Manager Actions > Current Team Profile</p>

Where do I review ... ?

Navigation Path

<p>Phone numbers for my direct reports</p>	<p>Dashboard Navigation: Manager Actions > View Employee Information <i>or</i> Direct Reports pane <i>or</i> Menu Navigation: Manager Actions > View Employee Information</p>
<p>Reopen a recently closed case I had with UCPath Center (UCPC) Note: A case can be reopened only once and only within five days of closure.</p>	<p>Dashboard Navigation: Ask UCPath Center <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath Center</p>
<p>Review the status of an existing case that I submitted to the UCPath Center (UCPC)</p>	<p>Dashboard Navigation: Ask UCPath Center <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath Center</p>
<p>Submit a case to the UCpath Center (UCPC) for myself or on behalf of another employee</p>	<p>Dashboard Navigation: Ask UCPath Center <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath Center</p>