Navigating to Manager Search Filters:

Step 1	Log into your employee portal (MyUNTSystem.edu)	
Step 2	Under Manager Self Service option, select "Time" Tile.	
Step 3	Select "Filter Setup".	
Step 4	Enter your Supervisor ID (your employee ID) and Reports to Postion Number (Your position number).	

Step 5	Ensure the Check Box is selected and the selection is set to "Include Code Only".	

	Supervisor ID	🔍	☑	Include Code Only ▾
	Reports To Position Number	🔍	☑	Include Code Only ▾

Step 6	Select "Save".	

Supervisor ID		🔍	☑	Include Code Only ▾
Reports To Position Number		🔍	☑	Include Code Only ▾
Workgroup		🔍	☑	Include Code Only ▾

▾ **Data Loading in Time Management** ⓘ

Folder	Portal Label	*Chunk Size
Approve Time and Exceptions	Payable Time	300
Approve Time and Exceptions	Reported Time	300
Manage Schedules	Manage Schedules	300
Report Time	Absence Request	10
Report Time	Timesheet	300
View Time	Daily Time Calendar	10
View Time	Monthly Time Calendar	10
View Time	Weekly Time Calendar	10

Save

If you have any questions or issues, please contact timeandlabor@untsystem.edu.