

End User – Manager Self Service_Manager Search Filters

Navigating to Manager Search Filters:

Step 1	Log into your employee portal (MyUNTSystem.edu)							
Step 2	Under Manager Self Service option, select "Time" Tile.	Manager Self Service Team Time Image: Self Service Exceptions						
Step 3	Select "Filter Setup".	 ✓ Manager Stelf Service ✓ 						
Step 4	Enter your Supervisor ID (your employee ID) and Reports to Postion Number (Your position number).	Employee Selection Criteria ③DescriptionSelection Criterion ValueTime Reporter GroupQEmployee IDQEmployee IDQLast NameQLast NameQJob CodeQJob DescriptionQDepartmentQSupervisor IDQReports To Position NumberQWorkgroupQ						



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Step 5	Ensure the Check Box is selected and the									
	selection is set to "Include Code Only"	Su	ipervisor ID		Q		Include Code Only	~		
	include code only .	Re	eports To Position Number		۹		Include Code Only	~		
Step 6	Select "Save".		Supervisor ID	ervisor ID Q Q orts To Position Number Q			Include Code Only			
			Reports To Position Number				Include Code Only			
			Workgroup		Q		Include Code Only	~		
			▼ Data Loading in Time Management ⑦							
		Folder		Portal Lab		əl		*Chunk Size		
			Approve Time and Exceptions Approve Time and Exceptions Manage Schedules		Payable Time				300	
					Reported Time				300	
					Manage Schedules				300	
	Report Time Report Time		Report Time		Absence Request				10	
			Report Time	Timesheet					300	
			View Time View Time View Time		Daily Time Calendar				10	
					Monthly Time Calendar				10	
					Weekly Time Calendar				10	
		Save								

If you have any questions or issues, please contact <u>timeandlabor@untsystem.edu</u>.