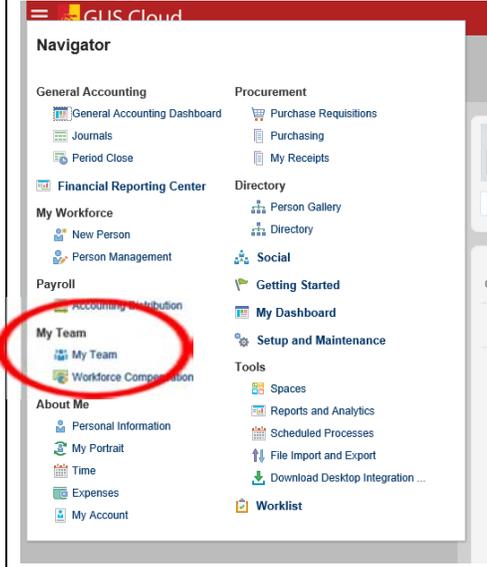


Job Aid

How to Filter My Team – Line Managers



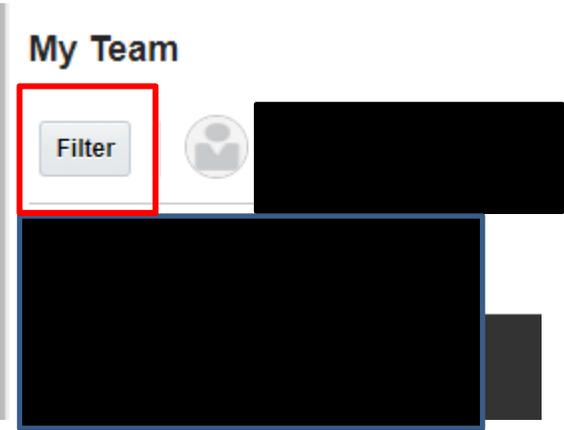
This Job Aid walks through the steps to set your filter settings for displaying your My Team page. This Job Aid can be used by Line Managers.

Step	Action
1.	To see information on your Direct Reports, click on the Navigator icon 
2.	Click on My Team to see information on your Direct Reports. 
3.	You will be taken to the My Team page. 

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4.	<p>The My Team page defaults to show employees with a Suspended Assignment. The ⓘ displayed to the left of the title identifies that this is a Suspended Assignment.</p>
5.	<p>Click on Filter.</p> 

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6.

The filter settings will display.

My Team

|  

Filter

Display

Direct Reports

All reports

View By

Line manager

Show

Contingent worker

Employee

Include

Suspended Assignments

Nonprimary Assignments

Sort By

First Name

Job Aid

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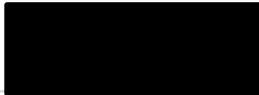


7.

Click the box to the left of Nonprimary Assignments. This will put a checkmark in the box. This will let you see all employees that you are the line manager for.

My Team

Filter



Filter

Display

- Direct Reports
- All reports

View By

- Line manager

Show

- Contingent worker
- Employee

Include

- Suspended Assignments
- Nonprimary Assignments

Sort By

First Name

Reset

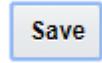
Apply

Save

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8.	<p>Click the box to the left of Suspended Assignments. This will take the checkmark away and the box will be empty. This will hide the employees on your My Team page with Suspended Assignments.</p> <p>My Team</p>  <p>Filter</p> <p>Display</p> <p><input checked="" type="radio"/> Direct Reports</p> <p><input type="radio"/> All reports</p> <p>View By</p> <p><input checked="" type="checkbox"/> Line manager</p> <p>Show</p> <p><input checked="" type="checkbox"/> Contingent worker</p> <p><input checked="" type="checkbox"/> Employee</p> <p>Include</p> <p><input type="checkbox"/> Suspended Assignments</p> <p><input checked="" type="checkbox"/> Nonprimary Assignments</p> <p>Sort By</p> <p>First Name <input type="button" value="↑↓"/></p> <p><input type="button" value="Reset"/> <input type="button" value="Apply"/> <input type="button" value="Save"/></p>
9.	<p>Click Save.</p> 
10.	<p>Click Apply.</p> 

Job Aid

How to Filter My Team – Line Managers



11. Now the My Team page will include all employees that you are a line manager for. The  displayed to the left of the title identifies that this is a Nonprimary Assignment.