Job Aid

Who Is My Line Manager? Who Are My Direct Reports? – All Employees

This Job Aid walks through the steps to determine who your **Line Manager** is and how to view your **Direct Reports** if you are a **Line Manager**.

Audience: **All Employees**

How to Tell Who Your Line Manager Is

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
2.	Click on the Personal Information tile. This will open the Personal Info page.
3.	Click on **Employment Details** from the menu on the left.
4.	You will see the name of your **Line Manager** in the Job Details section next to Manager.

How to Tell Who Your Direct Reports Are (Line Managers Only)

Step	Action
1.	Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard. 
	Click on the **My Team** tile located under the My Team tab.
3.	You will be taken to the My Team page. Here you will see a list of all of your Direct Reports.