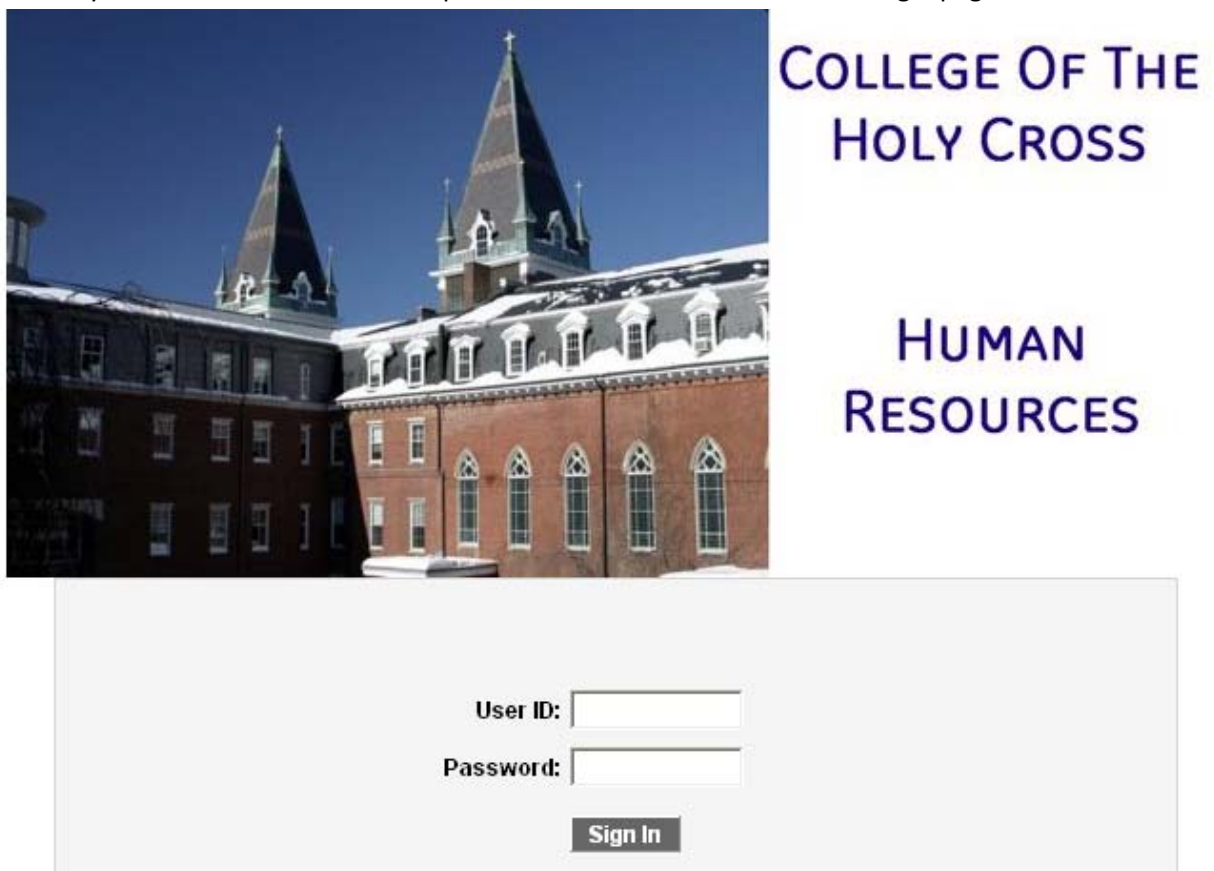## Introduction

My Direct Reports is a self service application that allows Holy Cross managers the ability to see those employees who report to them and any direct reports they have. **_This screen is only available to managers._**

My Direct Reports

To view your direct reports on the My Direct Reports page, you need to have a network id and password. The following instructions can be used with any computer on campus.

1. Enter in your network id and network password on the Human Resources Login page.

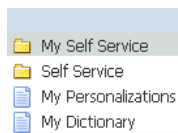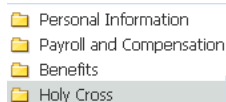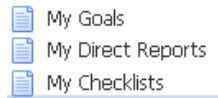2. On the left side menu, click My Self Service

3. From this expanded menu click Holy Cross

4. From this expanded menu click My Direct Reports

My Goals
My Direct Reports
My Checklists

5. What you see next is dependent on the security set by Human Resources
   a. No direct reports. If you haven't been granted the ability to see your direct reports, or if you don't have any employees reporting to you, then you will be presented with the following message

View Direct Reports

Snow White

We're sorry, but the system was unable to find any employees reporting to you..

If you feel that you've received this message in error, please contact Human Resources.

   b. Your direct reports

View Direct Reports

Mickey Mouse

Listed below you will find your direct reports. They are broken out by exempt, non-exempt and vacant positions. If there are no employees for a specific group, that group will not be shown.

If any of your direct reports has direct reports then you can click on their name to view their direct reports.

Exempt employees reporting to you							
Empl ID	#	Name	Service Date	Pos Nbr	Title	Std Hrs	Months
0505167	0	Dog,Goofy	04/18/2013	00002544	Assistant Registrar	40.00	12M
0505166	0	Duck,Daisy	04/18/2013	00001231	Associate Registrar	40.00	12M

Non-exempt employees reporting to you							
Empl ID	#	Name	Service Date	Pos Nbr	Title	Std Hrs	Weeks
0505168	0	Duck,Donald	04/18/2013	00001241	Assistant-Records	35.00	52W
0505169	0	Jasmine,Princess	04/18/2013	00001242	Assistant-Records/SA-CN	35.00	52W

6. Any name that is a clickable link indicates that they have direct reports themselves. Click on that name to see who reports to them (See Daisy Duck above)

7. Click the return button to go back to the previous page when complete.