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 have direct reports then you can click on their name to view their direct reports.

<table>
<thead>
<tr>
<th>Email ID</th>
<th>Name</th>
<th>Service Date</th>
<th>Pos Nbr</th>
<th>Title</th>
<th>Std Hrs</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>0505167</td>
<td>Greg, Don</td>
<td>04/18/2013</td>
<td>03002244</td>
<td>Assistant Registrar</td>
<td>40.00</td>
<td>12M</td>
</tr>
<tr>
<td>0505168</td>
<td>Duck, Daisy</td>
<td>04/18/2013</td>
<td>03001231</td>
<td>Associate Registrar</td>
<td>40.00</td>
<td>12M</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Email ID</th>
<th>Name</th>
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<th>Title</th>
<th>Std Hrs</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>0505168</td>
<td>Duck, Donald</td>
<td>04/18/2013</td>
<td>03001241</td>
<td>Assistant Records</td>
<td>30.00</td>
<td>52W</td>
</tr>
<tr>
<td>0505169</td>
<td>Jasmine, Princess</td>
<td>04/18/2013</td>
<td>03001242</td>
<td>Assistant Records(SA-CN)</td>
<td>30.00</td>
<td>52W</td>
</tr>
</tbody>
</table>

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.