Job Aid: Self Service Manager Actions

Where do I review … ?	Navigation Path
Absence balances for my direct reports	Dashboard Navigation: Manager Actions > View Employee Absence Balance or Menu Navigation: Manager Actions > View Employee Absence Balance
My direct reports (if applicable)	Dashboard Navigation: Manager Actions > View Employee Information or Direct Reports pane or Menu Navigation: Manager Actions > View Employee Information
Education for my direct reports	Dashboard Navigation: Manager Actions > Current Team Profile or Menu Navigation: Manager Actions > Current Team Profile
Email addresses for my direct reports	Dashboard Navigation: Manager Actions > View Employee Information or Direct Reports pane or Menu Navigation: Manager Actions > View Employee Information

UCPath

Where do I review … ?	Navigation Path
Emergency contacts for my direct reports	Dashboard Navigation: Manager Actions > View Employee Information or Direct Reports pane or Menu Navigation: Manager Actions > View Employee Information
Home and mailing addresses for my direct reports	Dashboard Navigation: Manager Actions > View Employee Information or Direct Reports pane or Menu Navigation: Manager Actions > View Employee Information
Honors and awards for my direct reports	Dashboard Navigation: Manager Actions > Current Team Profile or Menu Navigation: Manager Actions > Current Team Profile
Licenses and certifications for my direct reports	Dashboard Navigation: Manager Actions > Current Team Profile or Menu Navigation: Manager Actions > Current Team Profile

Where do I review … ?	Navigation Path
Phone numbers for my direct reports	Dashboard Navigation: Manager Actions > View Employee Information or Direct Reports pane or Menu Navigation: Manager Actions > View Employee Information
Reopen a recently closed case I had with UCPath Note: A case can be reopened only once and only within five days of closure.	Dashboard Navigation: Ask UCPath or Menu Navigation: Help / FAQ > Ask UCPath
Review the status of an existing case that I submitted to the UCPath	Dashboard Navigation: Ask UCPath or Menu Navigation: Help / FAQ > Ask UCPath
Submit a case to the UCPath for myself or on behalf of another employee	Dashboard Navigation: Ask UCPath or Menu Navigation: Help / FAQ > Ask UCPath