



Manager's Functions: Managing My Team

Manage My Team: Designating that You Are a Manager

1

Are you a manager of 1 or more non-aligned employees?

No, I am not a manager

2

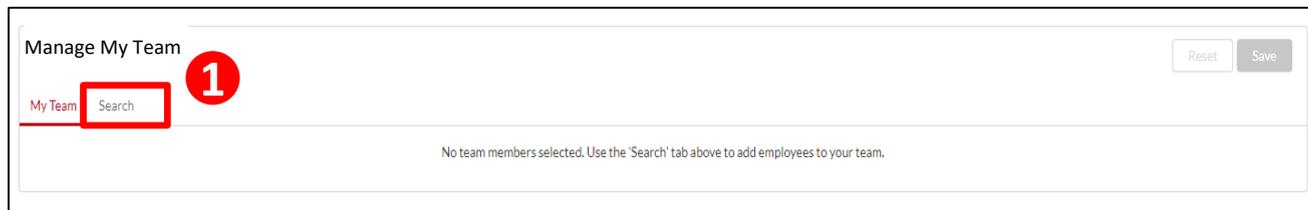
Are you a manager of 1 or more non-aligned employees?

Yes, I am a manager

#	Process
1.	By default, everyone is assigned an employee profile If you are a manager of non-union employees, click the toggle to enable the manager functions
2.	Once selected, the toggle will indicate that you are a manager and turn red
	* If you do not supervise non-aligned (non-union) employees, leave the manager function unselected

Manage My Team: Add Direct Reports

Locate the Team Selection Tool:

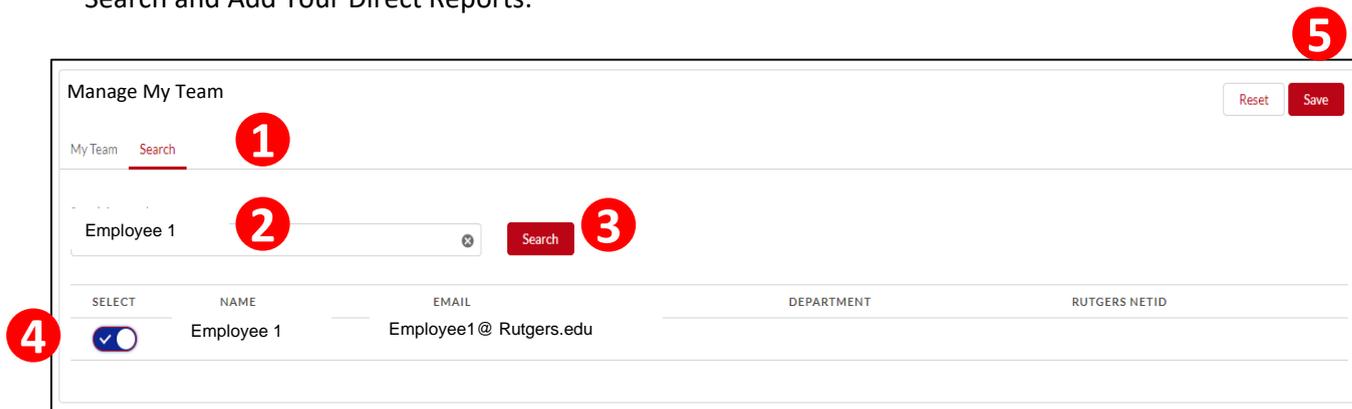


Manage My Team Reset Save

My Team **Search** **1**

No team members selected. Use the 'Search' tab above to add employees to your team.

Search and Add Your Direct Reports:



Manage My Team Reset Save **5**

My Team **Search** **1**

Employee 1 **2** Search **3**

SELECT	NAME	EMAIL	DEPARTMENT	RUTGERS NETID
4 <input checked="" type="checkbox"/>	Employee 1	Employee1@ Rutgers.edu		

#	Process
1.	In the Manage My Team section, click Search When activated, the Search function will turn red
2.	Enter the employee's name in the Search For People field
3.	Click the Search button
4.	Select the employee you wish to add as your direct report by clicking the toggle next to their name A notification will be sent to the employee seeking their confirmation that you are their manager The toggle will remain blue until the employee accepts the request Upon acceptance by the employee, the toggle will turn red
5.	Click Save