

MORAVIAN UNIVERSITY

HOW TO SEE YOUR DIRECT REPORTS

1. Click on “MY TEAM” tab

The screenshot shows the Moravian University employee self-service portal. The navigation menu at the top includes 'Home', 'My Self', 'My Team' (circled in red), 'Timekeeper', 'My Company', and 'Reporting'. The main content area is divided into two columns. The left column features a 'Professional Development' section with a blue banner for 'Development and Training' and a list of on-demand opportunities for Faculty, Staff, and Students. The right column features an 'Educational Benefits Policy & Form' section with a 'Tuition Remission Approval Form' link. A red circle highlights the 'My Team' tab in the navigation menu.

2. Click on the employee you would like to view under “My Direct Reports” tab

The screenshot shows the Moravian University employee self-service portal with the 'My Team' tab selected. The left sidebar shows 'My Team Home' and 'Employee' with a 'Find' button. The main content area displays 'My Direct Reports (2)' (circled in red) and a list of two employees: 'Comenius, John' and 'Zinzendorf, Count v.'. Each employee card includes a placeholder for a photo, the name, title 'Test Employee', and contact information (phone and email). A red circle highlights the 'My Direct Reports (2)' tab in the navigation menu.

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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3. Here you can see all of your team members information

The screenshot displays the Moravian University HR system interface. At the top left, the logo "MORAVIAN UNIVERSITY" is visible. Below it, a navigation menu includes "Home", "My Self", "My Team" (which is highlighted), "Timekeeper", "My Company", and "Reporting". In the top right corner, there is an "Inbox" notification and a user profile icon. The main content area is titled "My Team" and shows a list of team members. One member, "Comenius, John", is selected, and a detailed profile window is open for him. This window is divided into two sections: "Personal" and "Employment". The "Personal" section includes fields for "Information", "Jenzabar ID", "Campus Location", and "Background Checks". The "Employment" section lists the following details:

Employee ID:	520987
Job Title:	Test Employee
Employment Status:	Active/Full Time/Regular
Work Phone Number:	(610) 861-1300
Work Email:	dgeorge44@gmail.com

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