How Do I See Basic Information About My Team?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Review **Summary** Information about your team:
    a. The **My Team** page opens to the **Summary** tab.
    b. Information includes **Name** and **Title**, if the person has any **direct reports** (and how many positions are filled), the person's **Department** and **Location**, and **contact** information.
4. Review **Compensation** Information about your team:
    a. Select the **Compensation** tab.
    b. Each of your employee's compensation is listed with the following attributes:
        i. **Compa Ratio**: In relation to the position's midpoint salary amount
        ii. **Current Salary**
        iii. **Midpoint**: Midpoint Annual Salary Amount
        iv. **Minimum/Maximum**: Min and Max Annual Salary Amount
        v. **Position in Salary Range**: Employee's relative salary ranking among his or her peers
        vi. **Quartile**: Salary ranking when divided by quarters
5. Review **Leave Balance** Information about your team:
    a. Select the **Leave Balances** tab.
    b. Review the current leave balances for each team member.
    c. If an employee has additional leave balances, you can select the **View More Balances** link.

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d. To see additional information about leave balances, select the **View Details** link. This will provide the **As Of** date for balances.