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