

1. Select **My Team** to display your manager functions

2. Click **Team Activity Center**

Good afternoon, 

Me My Team My Client Groups Benefits Administration Workspace Labor Administration Contract Management >

QUICK ACTIONS

-  Team Activity Center
-  Document Records
-  Document Delivery Preferences
-  Change Manager
-  Seniority Dates

Show More

APPS

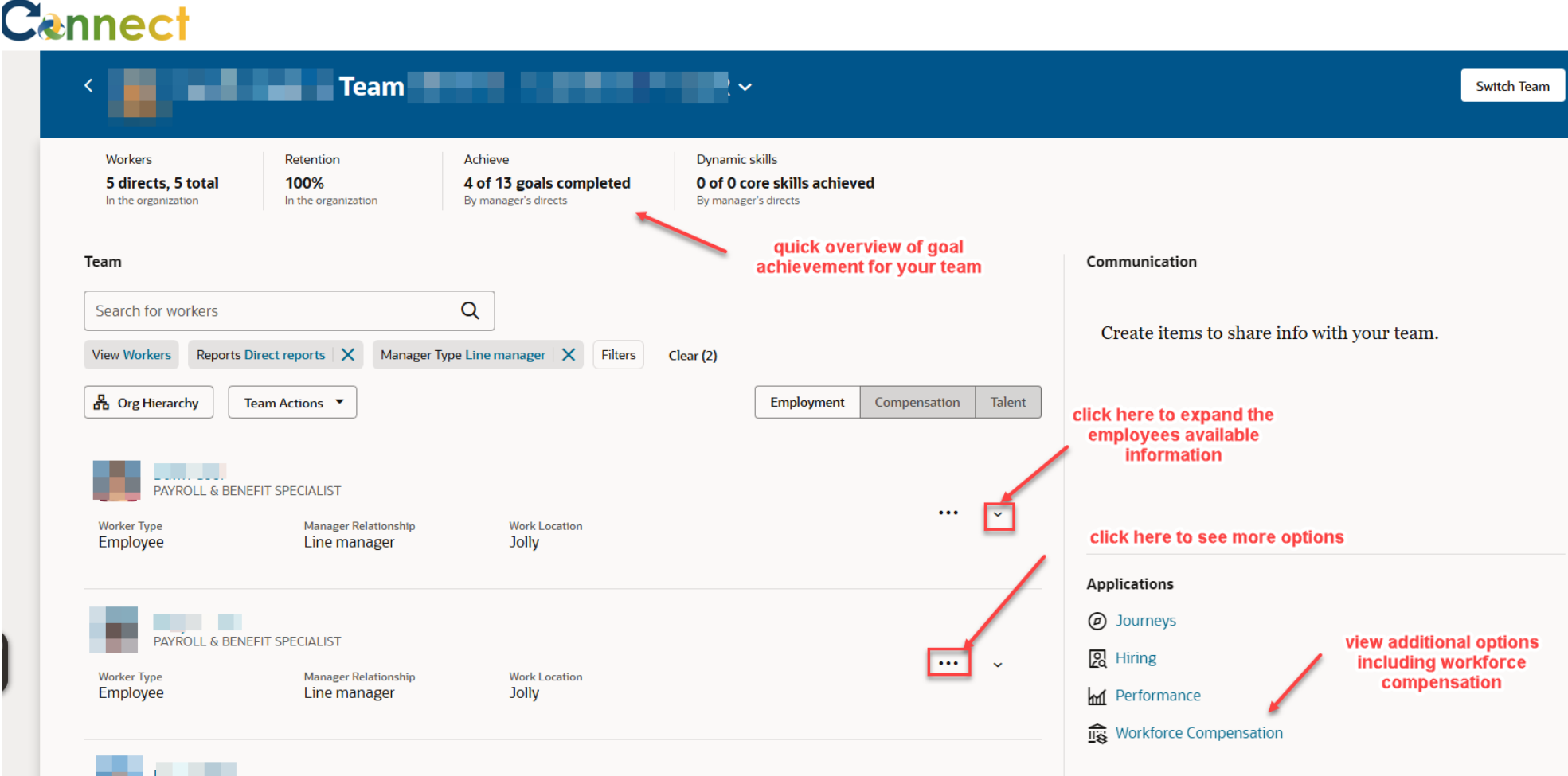
-  Team Activity Center 
-  Journeys
-  Hiring
-  Performance
-  Workforce Compensation



click here to access team activity center. you can also click on the question mark for an intro and overview

Things to Finish

- Review commonly used manager actions for employees conveniently located in one place



Connect

Team [Team Name] Switch Team

Workers: **5 directs, 5 total** In the organization

Retention: **100%** In the organization

Achieve: **4 of 13 goals completed** By manager's directs

Dynamic skills: **0 of 0 core skills achieved** By manager's directs

Team

Search for workers

[View Workers](#) [Reports Direct reports](#) [Manager Type Line manager](#) [Filters](#) [Clear \(2\)](#)

[Org Hierarchy](#) [Team Actions](#)

Employment **Compensation** **Talent**

Communication

Create items to share info with your team.

Applications

- [Journeys](#)
- [Hiring](#)
- [Performance](#)
- [Workforce Compensation](#)

Annotations:

- quick overview of goal achievement for your team (points to Achieve section)
- click here to expand the employees available information (points to dropdown arrow next to first worker)
- click here to see more options (points to three dots next to first worker)
- view additional options including workforce compensation (points to Workforce Compensation link)

Worker Type	Manager Relationship	Work Location
Employee	Line manager	Jolly
Employee	Line manager	Jolly

4. Additional Quick Access Items are available on the right hand side

Workers

5 directs, 5 total

In the organization

Retention

100%

In the organization

Achieve

4 of 13 goals completed

By manager's directs

Dynamic skills

0 of 0 core skills achieved

By manager's directs

Team

View Workers

Reports Direct reports X

Manager Type Line manager X

Filters

Clear (2)

Org Hierarchy

Team Actions

Employment

Compens



PAYROLL & BENEFIT SPECIALIST

Worker Type

Employee

Manager Relationship

Line manager

Work Location

Jolly

...

▼

click on the ... to see absence related items and current time cards



Absence Balance

Absence Cases

Add Absence

Add Anytime Document

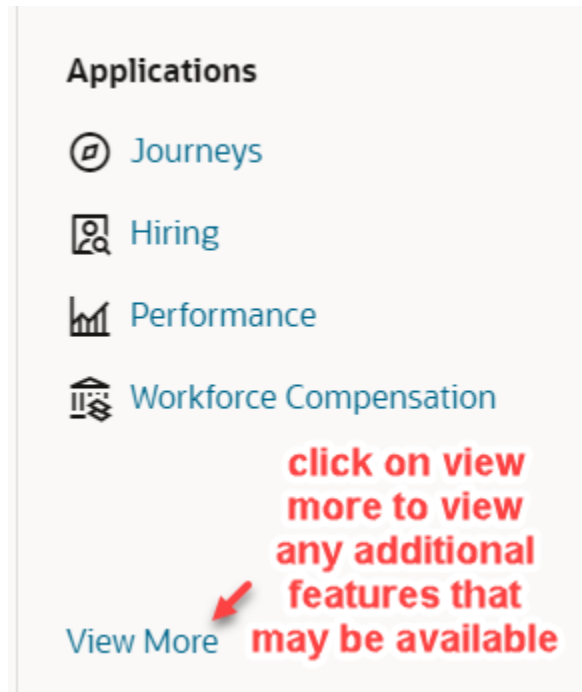
Add Assignment

Add Current Time Card

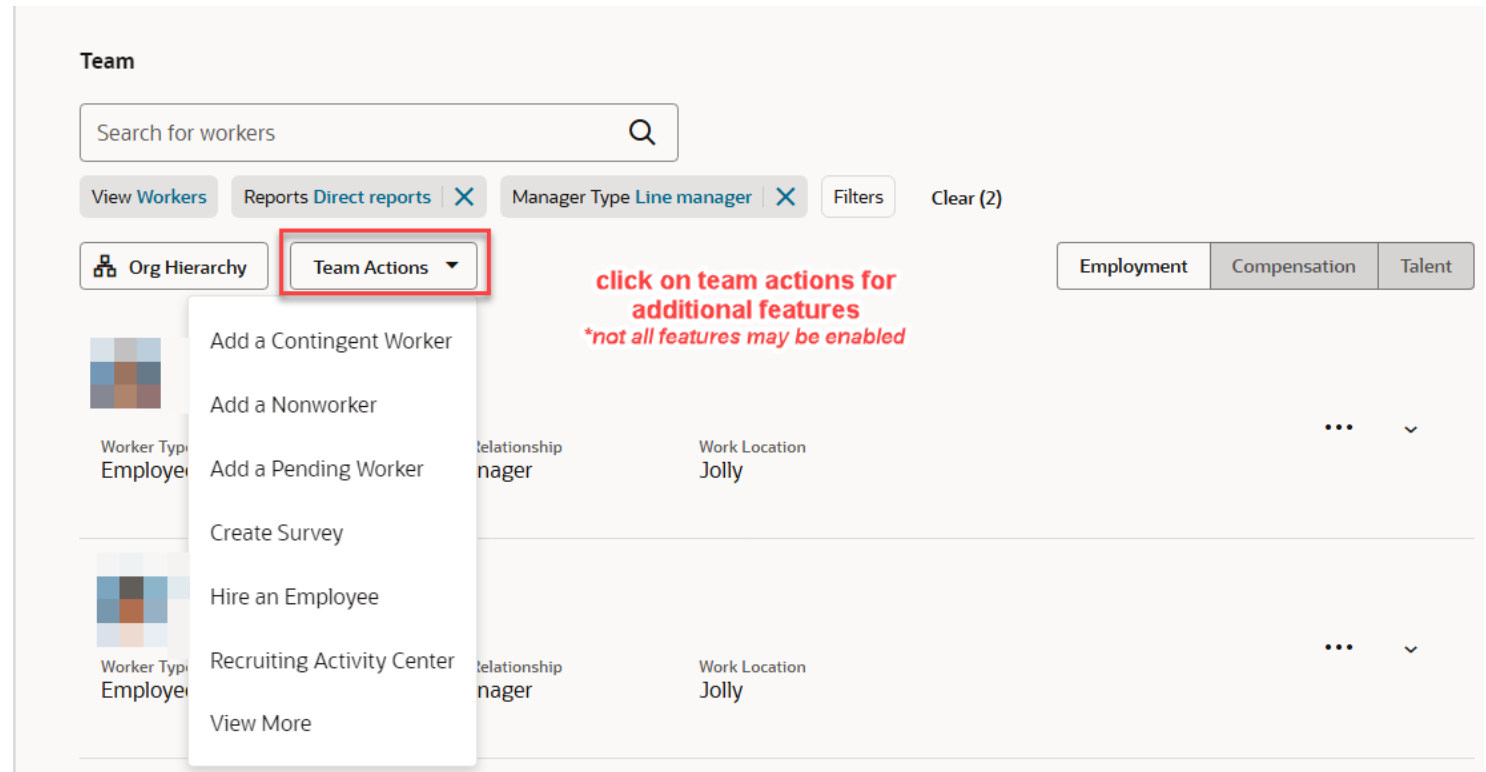
View More

Appli

5. Under Applications click on view more to see any other features that may be available



6. Click any of the actions under time to see commonly used time related items



End of Procedure