Connect

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

2. Click the **My Team** app.
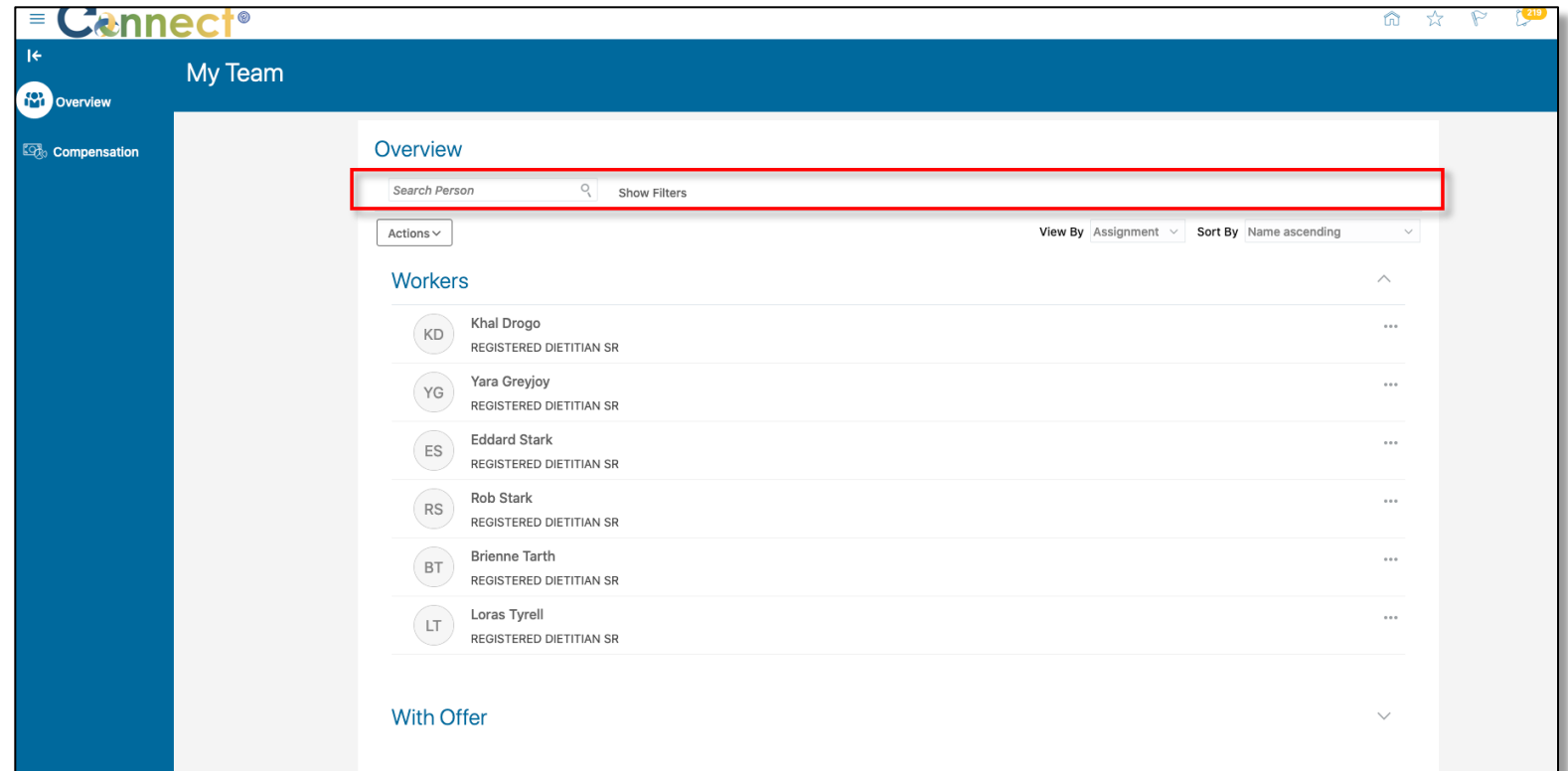

Connect®

Good evening, Arya Stark!

Me | **My Team** | My Client Groups | Benefits Administration | Risk Management | Sales | Service

QUICK ACTIONS

APPS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary
- Promote

My Team

Onboarding

Hiring

Performance Overview

Career Overview

Performance

Talent Review

Learning

3. This page contains 2 main windows, **Overview** and **Compensation**. To change the main view, use the menu located on the left side of the screen.

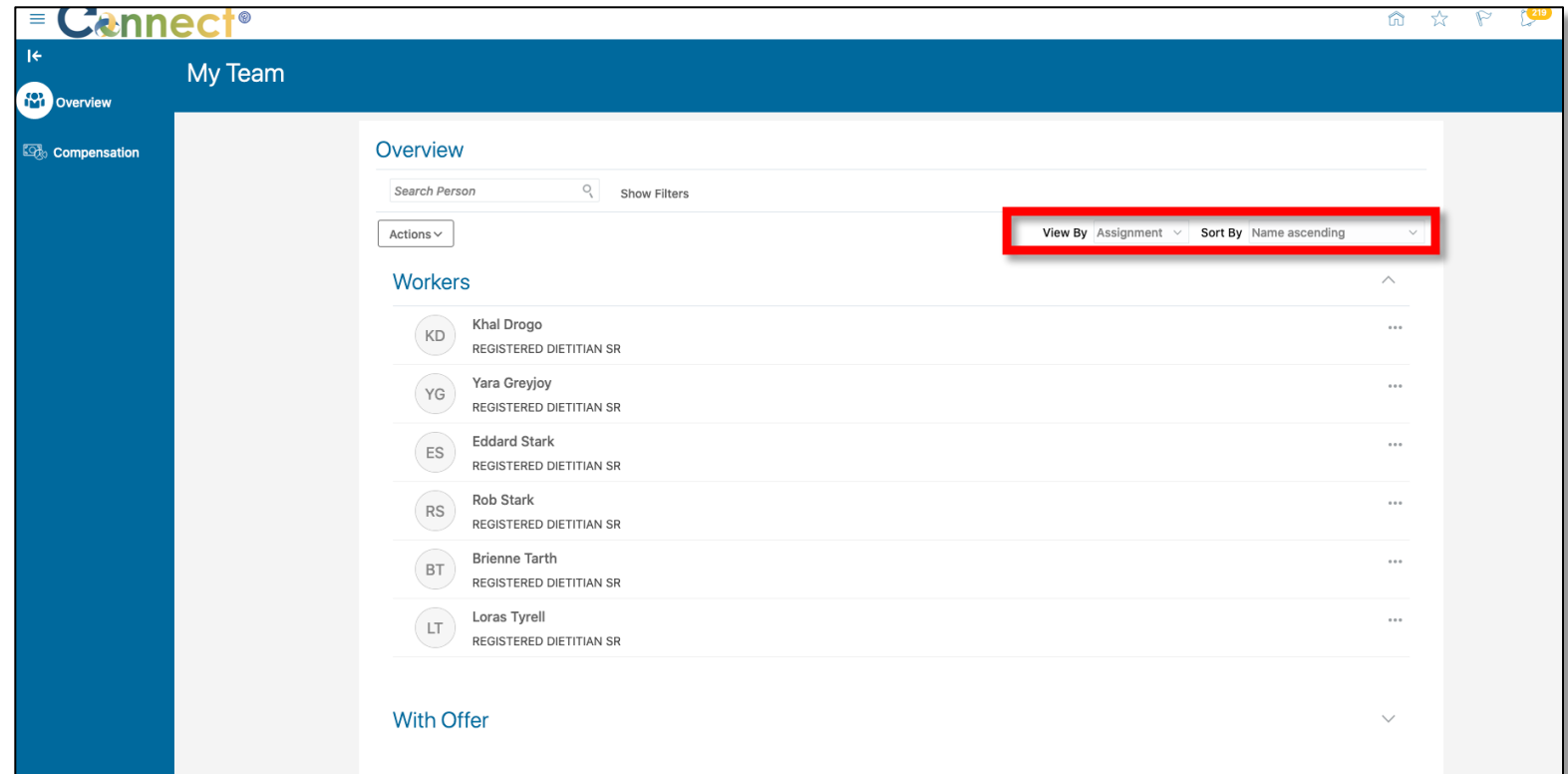4. There will be a **search box** and a list of currently active **filters** under the Overview title.

5. There will be a list of actions in the **Actions dropdown menu**.

6. In the upper right, above the Workers section, there will be two **dropdown filters**. These menus will allow you to apply filtering criteria to the content on this page.

7. To view available **Actions** that can be applied to a specific worker profile, use the **Ellipsis** in the row of the worker for which you want to view **Actions**.

Note: There are 3 more sections in addition to **Workers** called **With Offer, Requisitions, and Vacancies.** To access information in these sections, use the **dropdown arrows** on the right side of the section tiles**.**
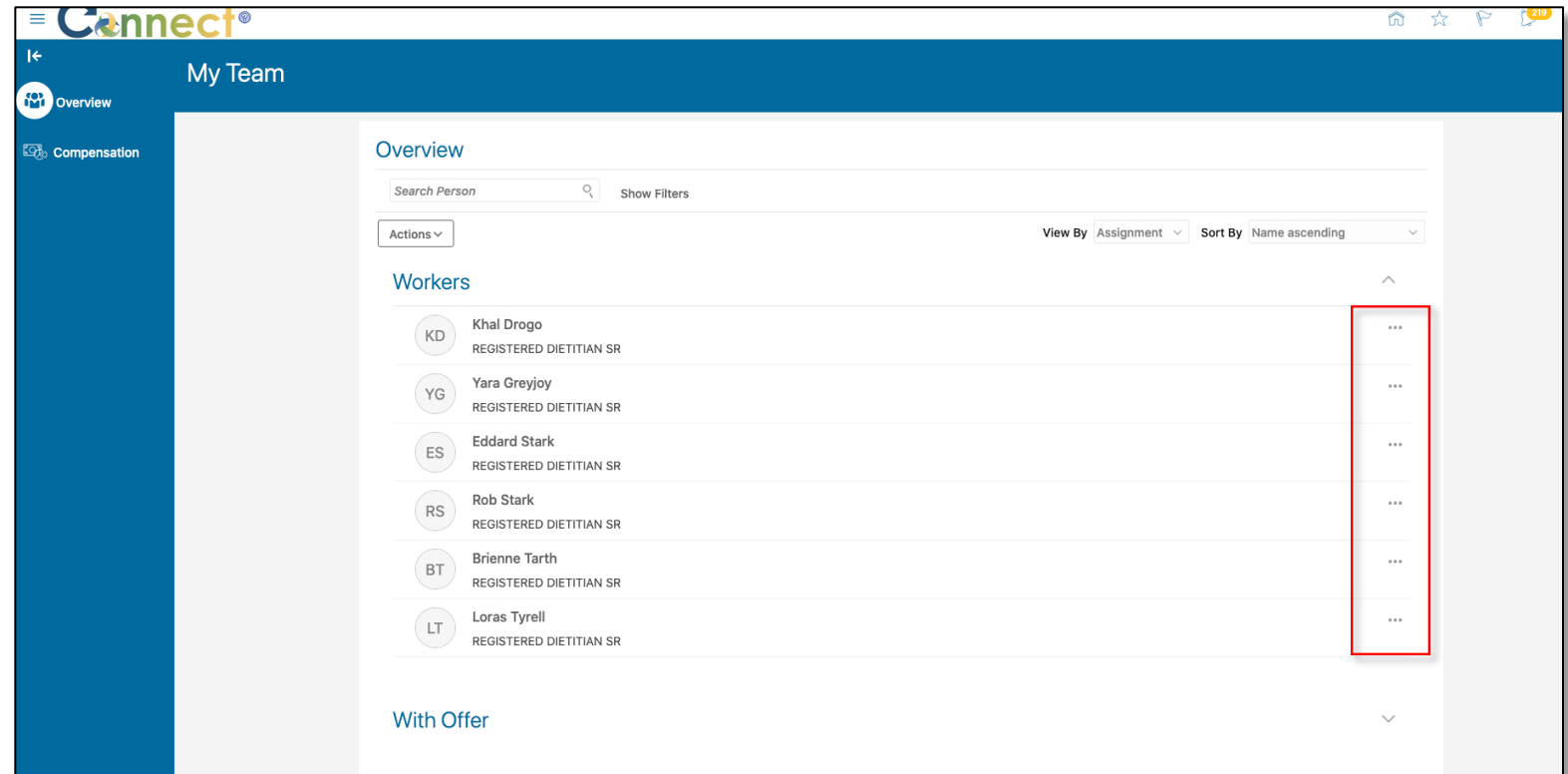
8. After clicking on a **Worker** profile, you will see their **Employment Info**. To change this to different information, use the **Show More** button located on the side menu.

9. In addition, there will be a button for **More Information** as well as an **Actions** dropdown menu.

End of Procedure