

Bowling Green State University
BG@100 Information Item
ESC Submission: May 5, 2005

Identification Information:

<i>Reference Number</i>	HCM-031
<i>Functional Area</i>	Benefits
<i>Title</i>	Self-Service Link for Supervisors to View Staff Leave Balances in the Portal

Background Information:


Currently in AHRS a screen is available for supervisors to view leave, but navigation to it is difficult. Action Item HCM-A004, Leave Module, was approved by the ESC allowing BGSU to calculate employee leave per BGSU leave policies. As part of that Action Item a page was created allowing Supervisors to view their direct reports' leave balances.


Information Item:

A link will be added to the BGSU portal entitled, "View My Direct Reports' Leave Balances" granting supervisors easy access to leave balances. This link will be visible by all BGSU employees that have access to the portal, but information will only be displayed for individuals that are designated as supervisors in the HCM system. By making this a Self-Service web application, most supervisors will not need access to the back-office HCM pages. This reduces security setup and training requirements for that group.

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Link on the Portal:

Address  <https://mytest.bgsu.edu/webapps/portal/frameset.jsp>

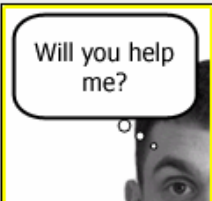


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- [Compensation History](#)
- [View Paycheck](#)
- [View My Direct Reports' Leave Balances](#)