




Viewing Employee Leave Balances With Manager Information

BGSU has always had a policy requiring supervisors to check their direct reports' leave balances before approving leave. PeopleSoft provides the **Manager Information** application which will make accessing these balances easier. Manager information is available through <http://my.bgsu.edu>. You will need your BGSU ID number, your BGSU ID, and your BGSU password to log in.

If you do not have a BGSU account or have forgotten your password, you will need to contact the Technology Support Center for assistance.

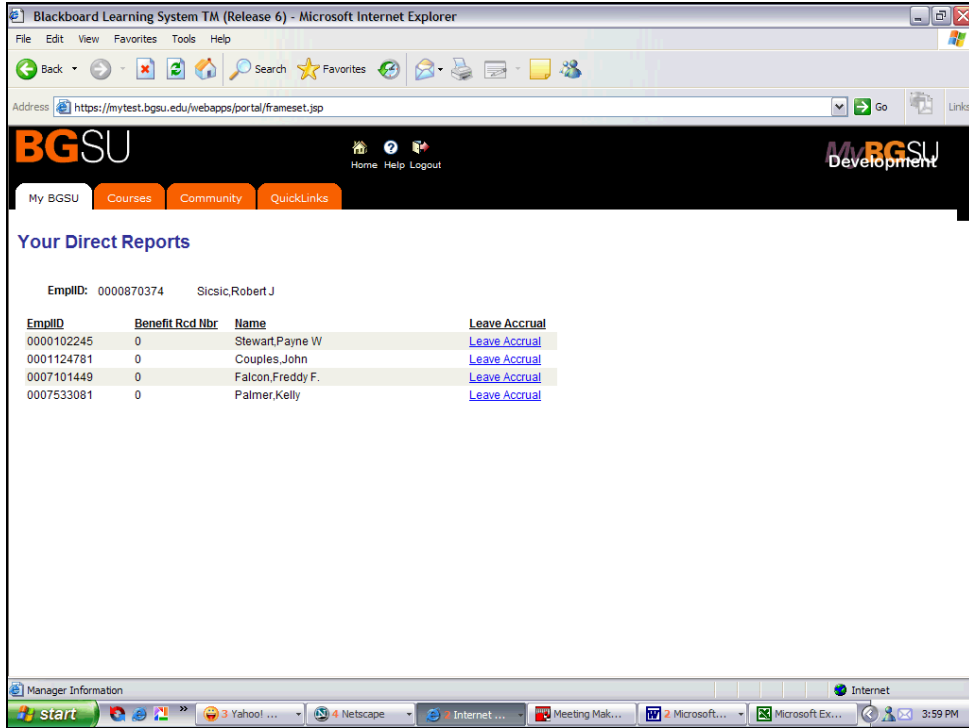
- Walk in support is available at 110 Hayes Hall.
- Telephone support is available at 419-372-0999 and 419-372-9499 (fax).
- Email support is available by sending mail to tsc@bgsu.edu.
- For information on hours, refer to the TSC website at <http://www.bgsu.edu/its/tsc>.



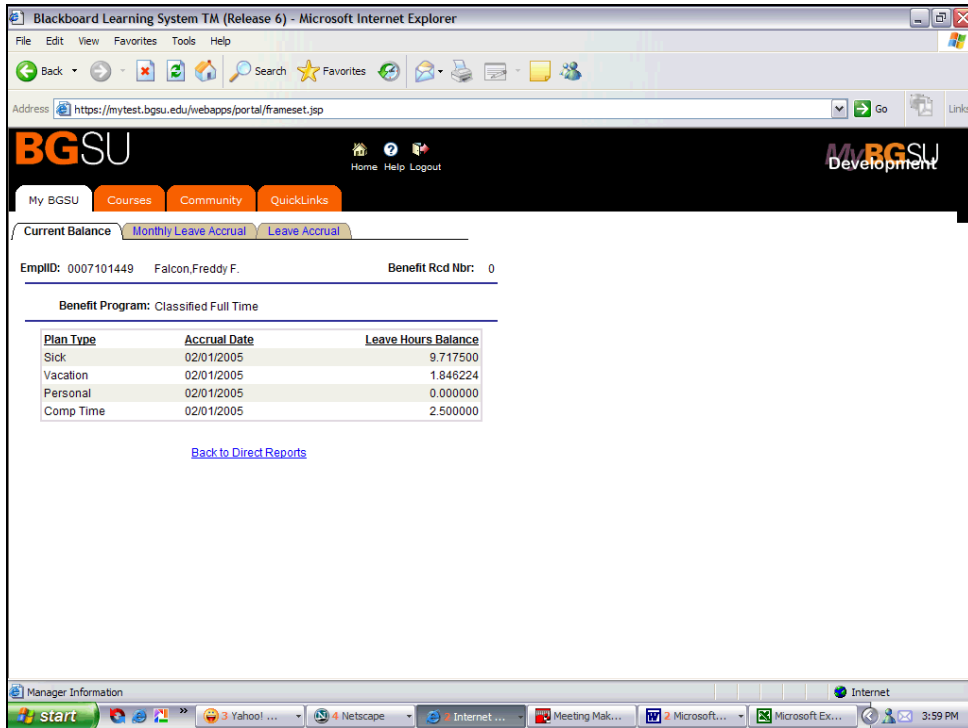
Step	Action
1.	Once you have entered your BGSU ID, BGSU Username, and your BGSU password, click the Login button. 
2.	Scroll down until you see the Manager Information link. 
3.	Click the Manager Information link. 



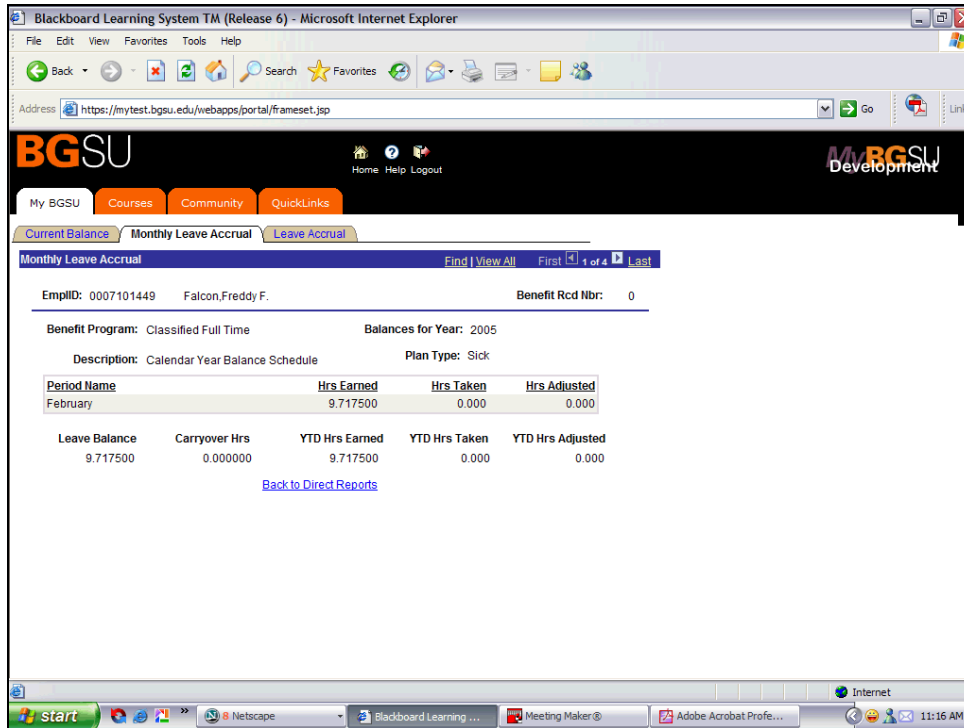
4.	You will be prompted to authenticate a second time into the PeopleSoft system. Enter your username into the BGNet Username field.
5.	Click in the Password field. <input type="text"/>
6.	Enter your password into the Password field.
7.	Click the Sign In button. <input type="button" value="Sign In"/>




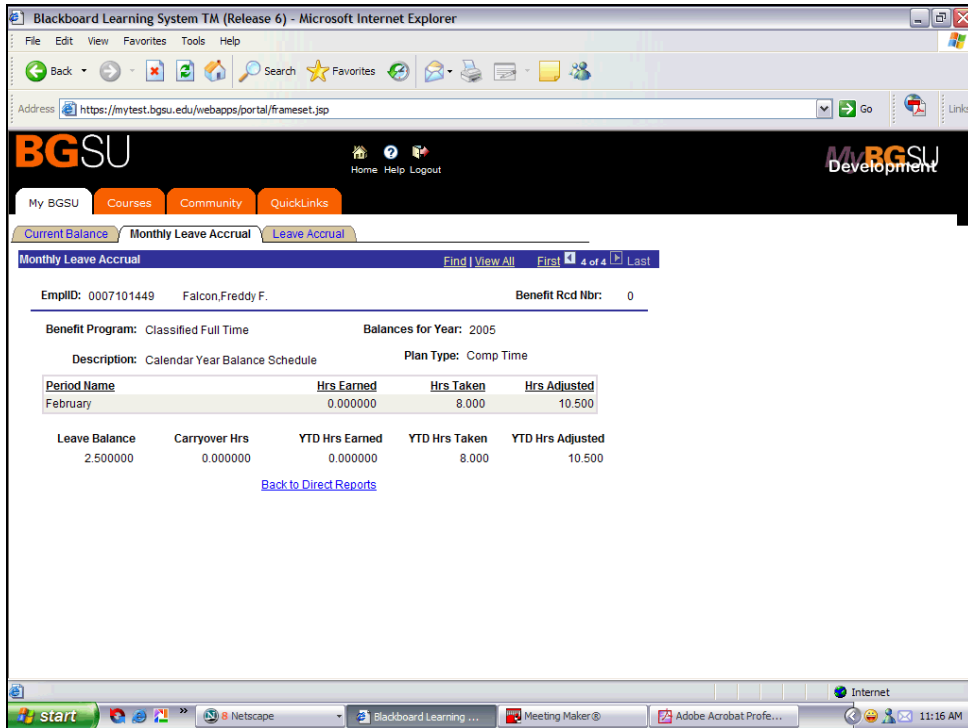
Step	Action
8.	<p>You will see a list of all your direct reports, along with a link to their leave accrual.</p> <p>Find the employee you would like to view in the list and click the Leave Accrual link to view the employee's leave account balances.</p> <p>Leave Accrual</p>



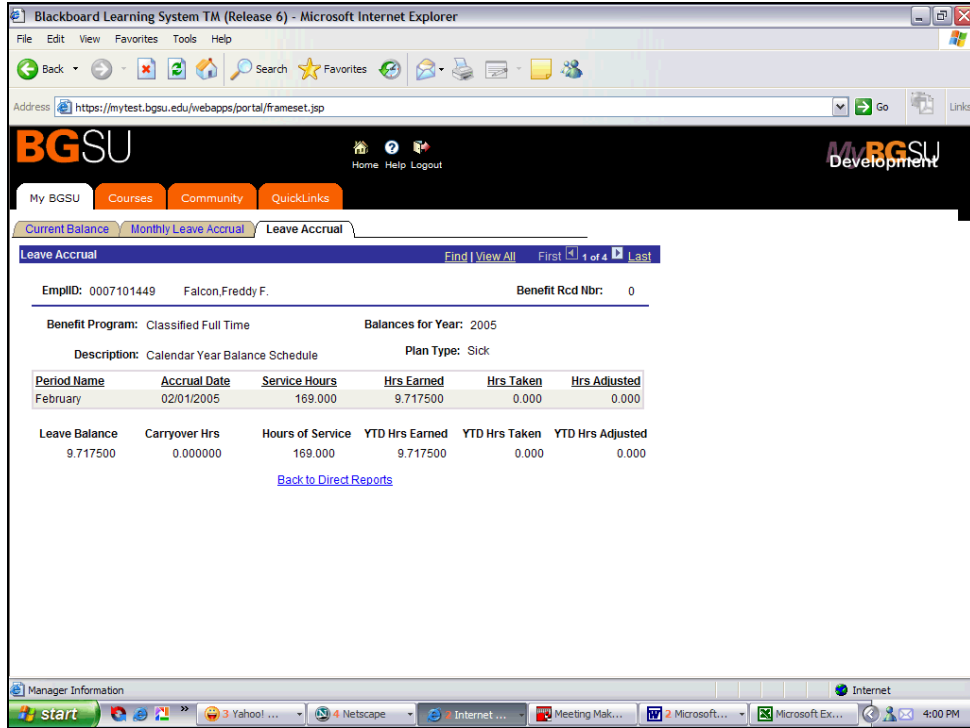
Step	Action
9.	<p>On the first page, you will see the current balance displayed. You can also view other information.</p> <p>Click the Monthly Leave Accrual tab.</p> <p>Monthly Leave Accrual</p>



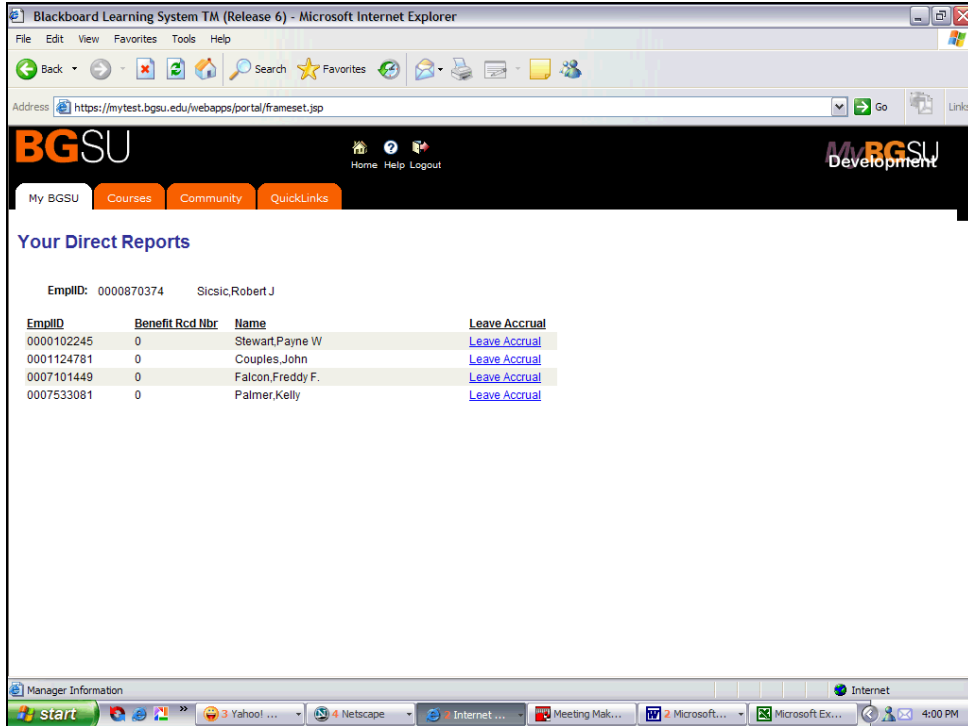
Step	Action
10.	<p>There is a page for each of the leave plans available for that employee. Click the Show next row (Alt+.) button to flip to the next leave account.</p> <p></p>



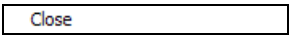


Step	Action
11.	Click the Leave Accrual tab. Leave Accrual



Step	Action
12.	To sign out or to view another employee, click the Back to Direct Reports link. Back to Direct Reports



Step	Action
13.	When you are done with Manager Information, you should sign out of Blackboard and quit your web browser. Click the Logout link. 
14.	Click the File menu. 
15.	Click the Close menu.  <i>or</i> Press [C] .
16.	For more information, please consult the appropriate staff handbook, available through the Resources page of the Office of Human Resources website. End of Procedure.