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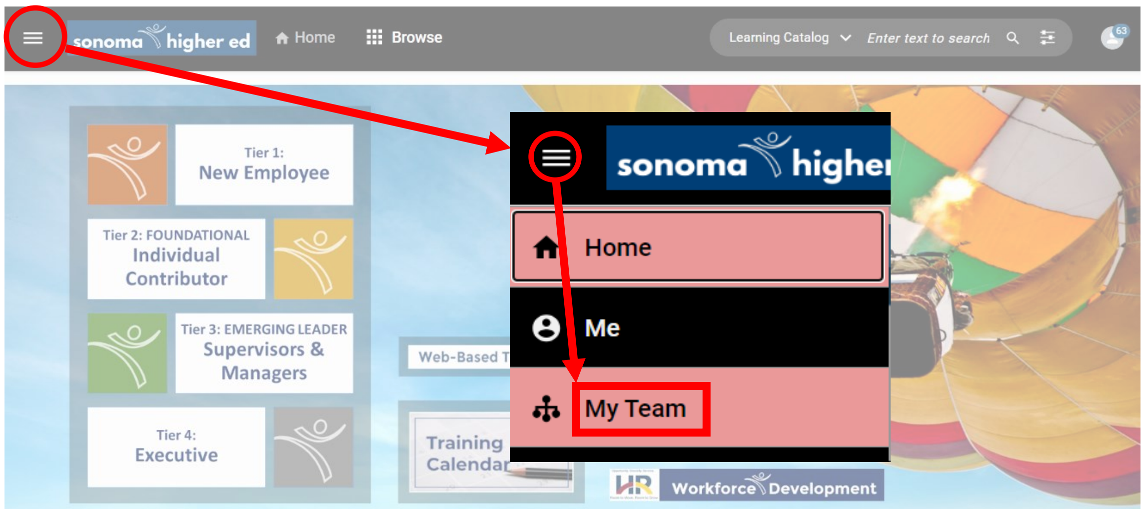
My Team: Overview & Reference Guide

What is My Team?

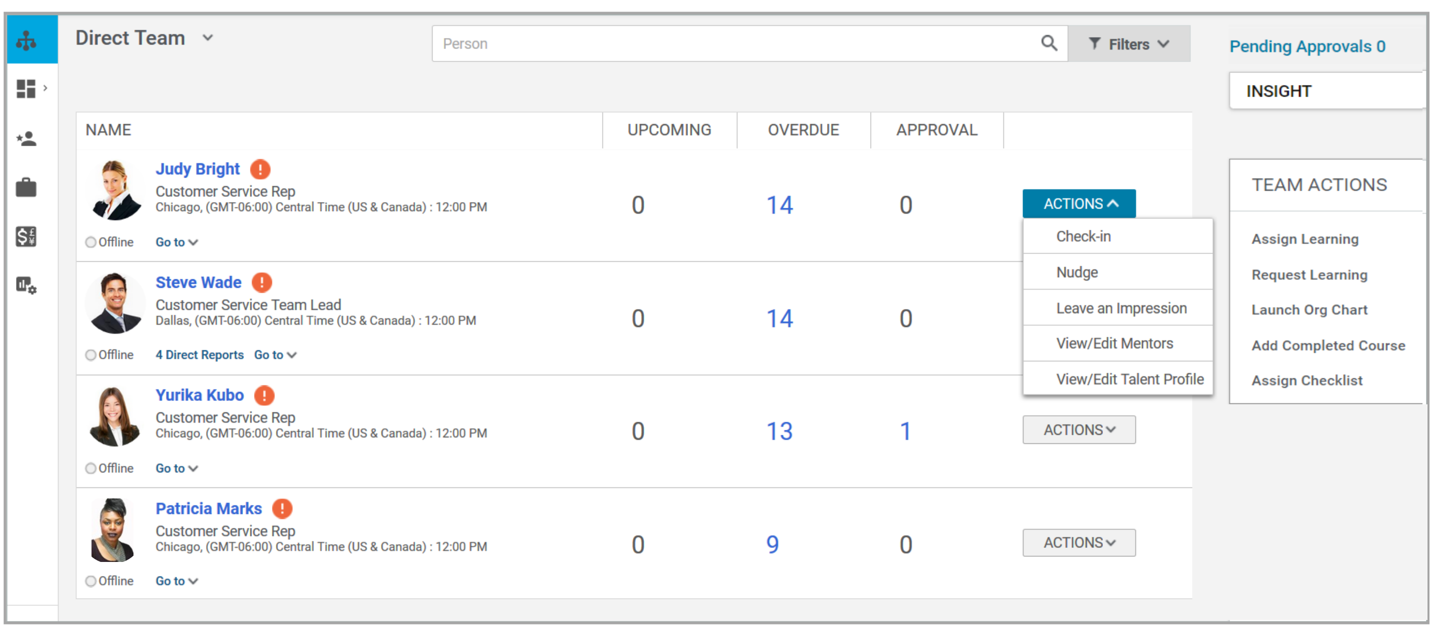
If you manage or supervise staff, you have access to the My Team function of ***sonoma higher ed***. To access, select the "**hamburger**" icon and select **My Team** from the drop down menu.



My Team Overview

The **My Team** overview page gives you a quick preview of your team. Based on your privileges, you can view members and even search for a specific team member directly using the person search. The page also provides you with bulk actions for the entire team.

Note: your team will only consist of your direct reports per the HRIS org structure.



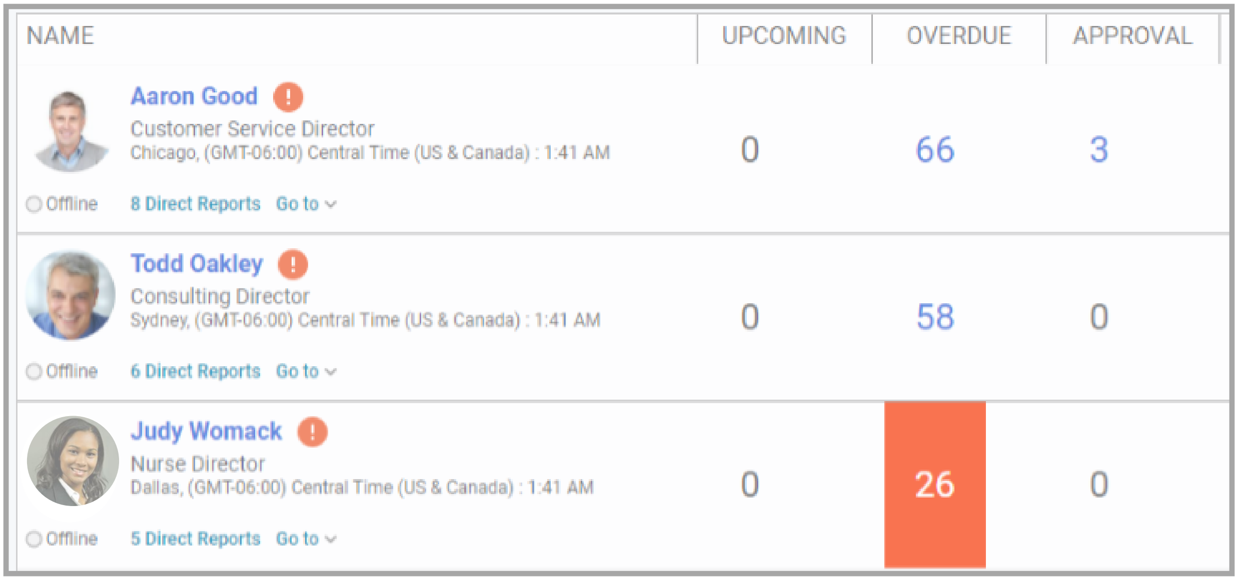
View your team overview page

The team overview page displays your team member names in a tabular format with the following columns:

Upcoming - Displays items that are assigned to members with a due date in the next 7 days, including today.

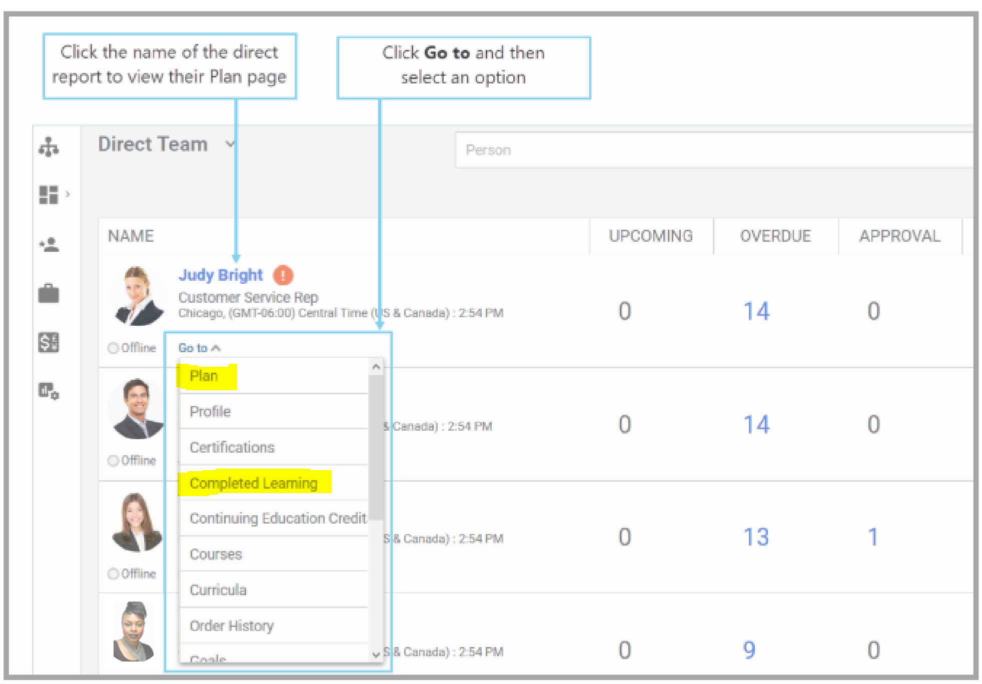
Overdue - Displays items that are assigned to members with a past due date.

Approval - Displays items that a member has submitted but require manager's approval to complete the process.



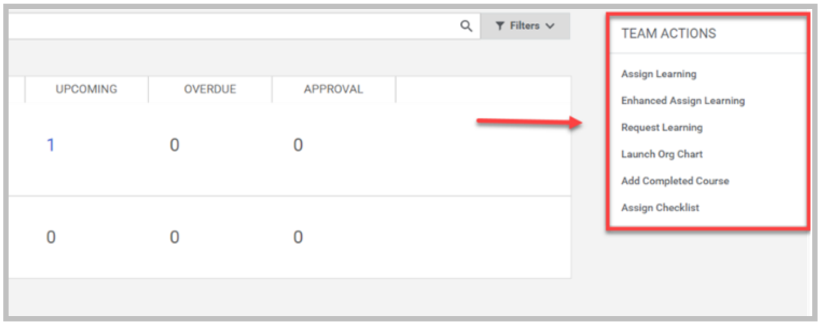
View your team member's plan pages

As a manager, you can view your team member's plan pages or go to specific areas in their plan pages.



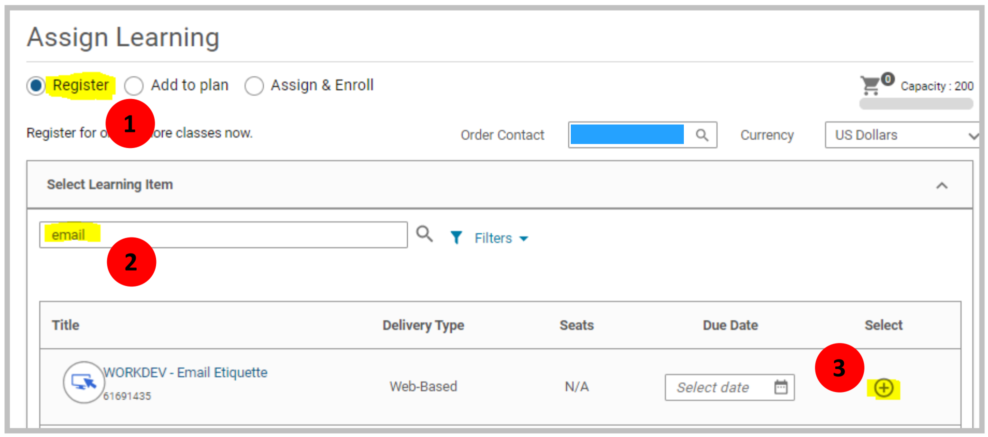
Assign Learning to your team members

Use the **TEAM ACTIONS** column...

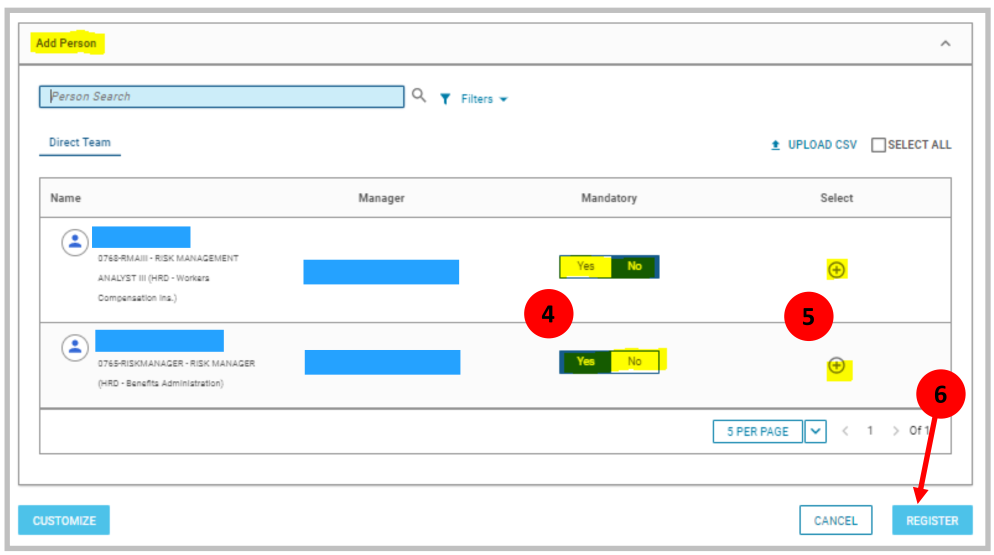


... to **ASSIGN LEARNING**

1. Select REGISTER
2. Search for a CLASS or training topic
3. Click the + symbol



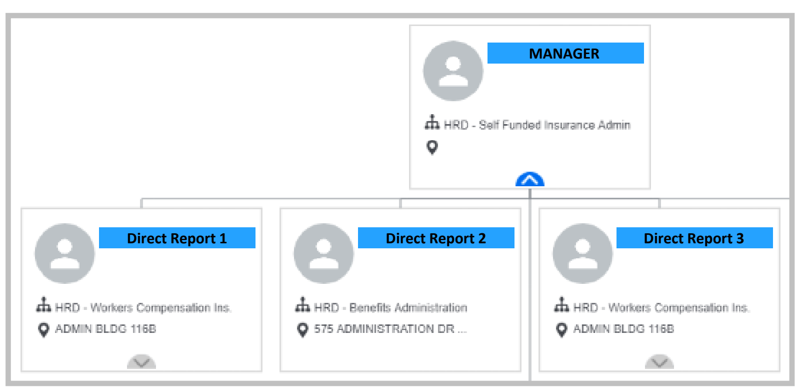
4. Indicate if the course is MANDATORY
5. Click the + symbol
6. Click REGISTER



... to **LAUNCH ORG CHART**

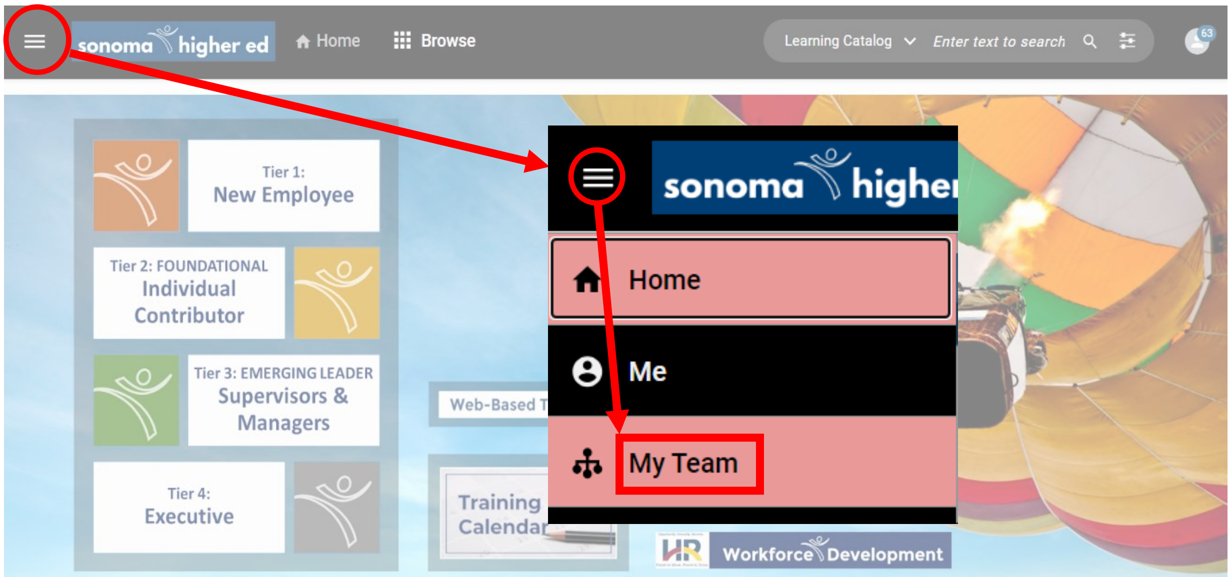
If you have direct reports listed who are no longer in your unit, share this information with your department payroll clerk.

Payroll clerks must update the HRIS record of employee to remove from your unit.

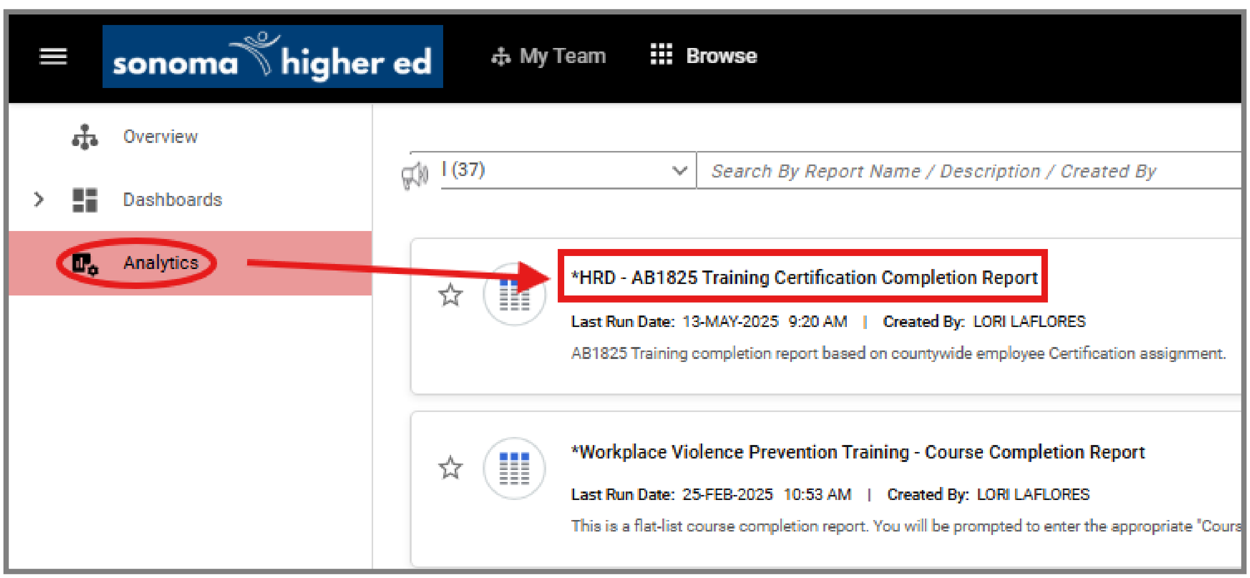


View Reports for your team members

Go to **MY TEAM**...



Select **ANALYTICS** and click report name...



NOTE: Managers can only see Direct Reports per HRIS data org structure. Reach out to your payroll clerk with discrepancies.