

Employee Dashboard

Supervisors' Frequently Asked Questions

- **What functionality do supervisors have on the new Employee Dashboard?**
 - Answer: Supervisors have access to the new “My Team” function which allows a quick way to access employees’ leave balances and allows them to drill down to employees that report to any of their reports. With access to more employee information, supervisors are responsible for ensuring that this sensitive information remains confidential and is used only for work appropriate activities and not for personal reasons.

- **As a supervisor, how do I approve my employees’ time?**
 - Answer: You may continue to approve your employee’s timesheets from the “Time & Leave” tab on the mySLCC page.
 - It is also available under “My Activities” on the right side of the dashboard.
 - Click on the button titled “Enter Time”. It will navigate to an older page titled “TimeSheet/Leave Request/Proxy”.
 - In Selection Criteria, under “My Choice”, select the option for “Approve or Acknowledge Time”. Click select.
 - From here you will be able to choose the pay period you wish to access.

- **Why am I seeing employees on the “My Team” section that should not be there?**
 - Answer: Contact Payroll for assistance at payroll@slcc.edu

- **Why am I not seeing employees on the “My Team” section that should be there?**
 - Answer: Contact Payroll for assistance at payroll@slcc.edu

- **Can my admin support (A.A. or Sec.) have proxy access to “My Team”?**
 - Answer: Unfortunately, that option is not available.

- **Who can I contact if I have additional questions?**
 - Answer: You may email hr@slcc.edu,
 - or call the HR Office at 801-957-4210