

Direct Reports & My Manager Tasks

Supervisors are able to see an abbreviated list of direct reports on the main my.FSCJ page. These “quick views” on my.FSCJ (direct reports, absence data for direct reports, work list approvals, etc.) are just snap shots of information.

We recommend marking and always using the following paths in my.FSCJ as favorites, especially for absence or timesheet approvals:

List of Direct Reports:

Employees > My Manager Tasks > Job and Personal Information > View Employee Personal Info

To Approve Leave Requests:

Employees > My Manager Tasks > Approve Time and Exceptions > Absence Requests

To Approve Time Sheets:

Employees > My Manager Tasks > Approve Time and Exceptions > Payable Time

To View Direct Reports' Absence Balances:

Employees > My Manager Tasks > View Time > Absence Balances

To View Direct Reports' Absence Requests History:

Employees > My Manager Tasks > View Time > Absence Request History

Supervisors are encouraged to review their list of direct reports to ensure they are accurate:

- Is everyone listed still currently working for you? Full time employees who are not terminated promptly in the system could be overpaid.
- If an employee/student employee/contractor is no longer working for you, please initiate the termination process in the system.
- Should you believe someone is reporting to you in error, reach out to employment@fscj.edu for assistance. For student workers, contact Amy Bednar at ext. 2787 to ensure the student is not working in a different department prior to terminating them in the system.

[Guide to My Manager Tasks Self Service Tab](#)