

Kronos: Accessing Your Employee List

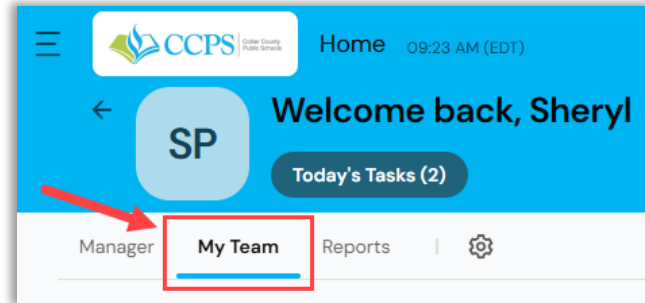
The **My Team** pages allow managers to access employee information, view their assigned employees, and navigate to employee-related tasks such as timesheets and time off requests.

Access your Employee List

The My Team page displays the employees who are assigned to you as their manager.

From the Dashboard

1. From the **User Dashboard**, select the **My Team** tab.
2. Your assigned employees will display.



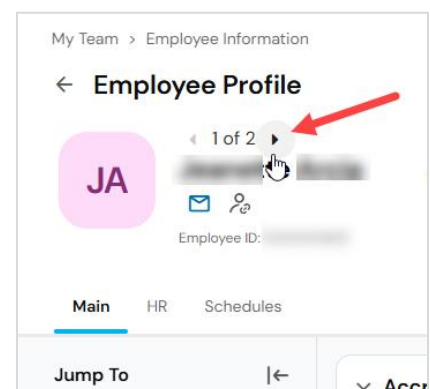
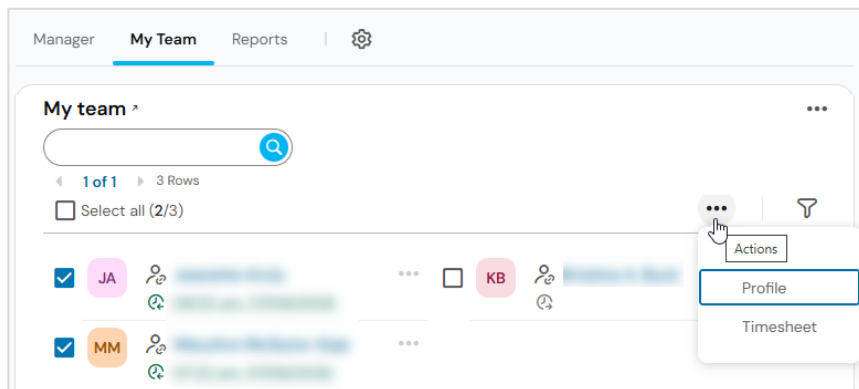
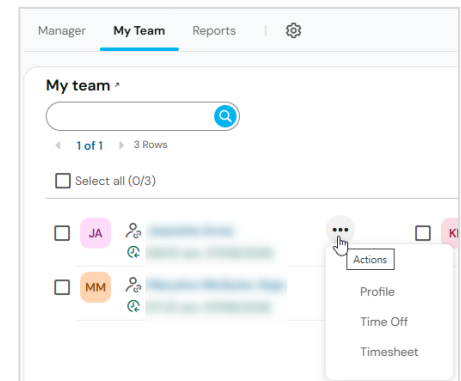
Reminder: Review your employee list regularly to ensure it is accurate. Report any employees who should be added to or removed from your list.

Access Employee Information

1. From the **User Dashboard**, select the **My Team** tab.
2. Your employee list will display.

To view employee profiles:

- **Single employee:** Select the **Actions** (...) menu next to the employee's name and choose **Profile**.
- **Multiple employees:** Select the checkbox next to each employee you want to view. Then select the **Actions** (...) menu in the table header and choose **Profile**.



3. The **Employee Profile** page will display.

Note: If you selected multiple employees, use the navigation arrow next to the employee's name to move between the selected employee profiles.