

Time/Absence MSS Dashboard – Personalize the Dashboard

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Manager Self Service (MSS) Time and Absence Dashboard is a one stop shop for managers to review or approve pending time and absence requests for their direct reports in an efficient and timely manner.

Change Dashboard Layout

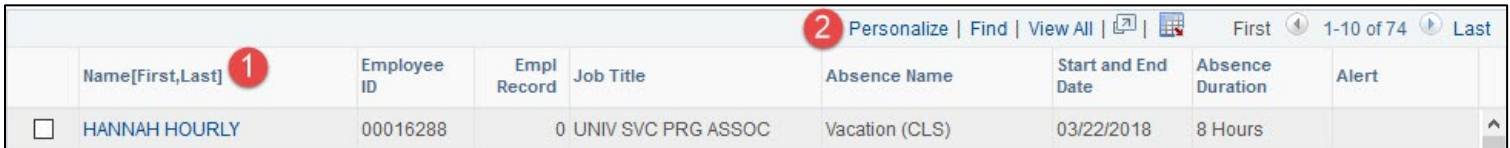
1. Click and drag the section header to the new location on the dashboard.

Minimize/Expand Section

1. Click the sprocket in the upper right corner of the section to minimize.
2. Select Minimize.
3. To restore the section, click the sprocket in the upper right corner and select Expand.

Modify the Grid

1. To change the sort order of a column, temporarily, click the column header.
 - Once to sort ascending order
 - Twice to sort descending order



Personalize Find View All [Print] [Refresh]								
First [Previous] 1-10 of 74 [Next] Last								
	Name[First,Last] 1	Employee ID	Empl Record	Job Title	Absence Name	Start and End Date	Absence Duration	Alert
<input type="checkbox"/>	HANNAH HOURLY	00016288	0	UNIV SVC PRG ASSOC	Vacation (CLS)	03/22/2018	8 Hours	

2. To permanently rearrange column order and change sort order, click Personalize.
 - Click the column name and use arrows to move the column up and down within the list
 - Click the column name and click the right arrow to move a column to the sort order field. Information in the table will sort based upon the order of columns in the sort order field.
 - Click OK