



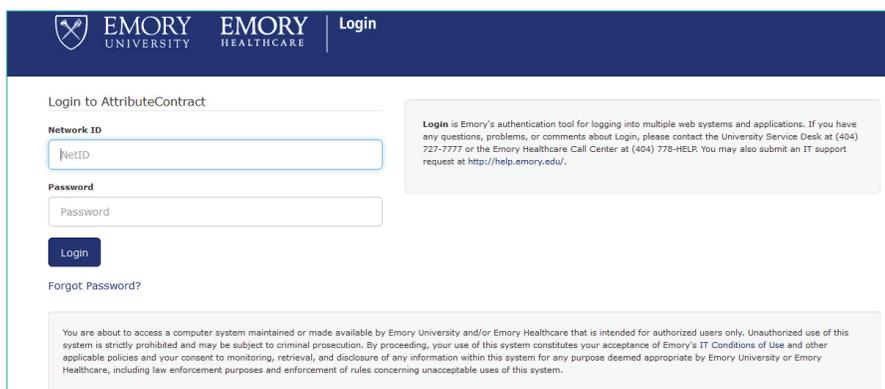
# How to View Direct Report's Work Status

**Overview:** This job aid guides Emory University **supervisors** through the step-by-step directions for viewing a direct report's work status in HOME.

- 1 To access HOME, log in to Self-Service (<http://leo.cc.emory.edu>) with your Emory Network ID and password. Then, click on the **Workplace Health** tile.



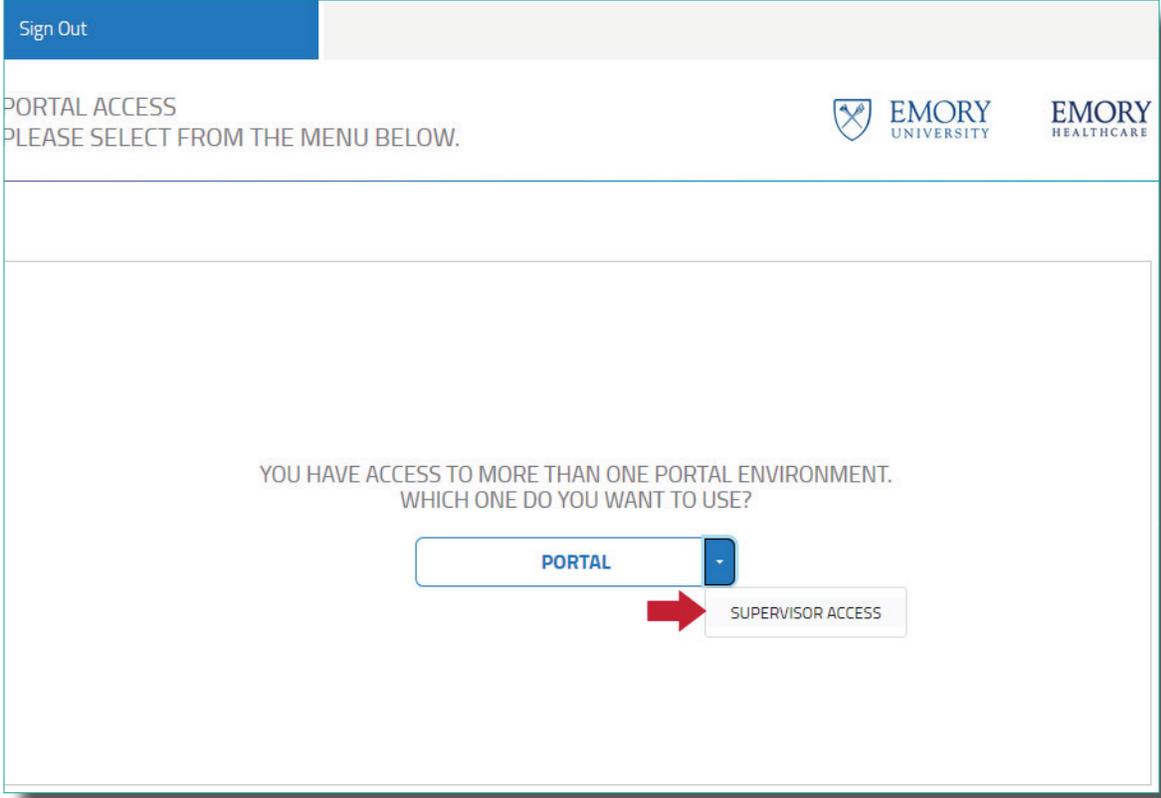
- 2 You will be prompted to log in again with your Net ID and password.



The screenshot shows the Emory University Login page. At the top, there are logos for Emory University and Emory Healthcare, and a 'Login' button. Below the logos, there is a section titled 'Login to AttributeContract'. It contains two input fields: 'Network ID' (with 'NetID' entered) and 'Password'. Below these fields is a 'Login' button and a 'Forgot Password?' link. To the right of the input fields, there is a text box with the following text: 'Login is Emory's authentication tool for logging into multiple web systems and applications. If you have any questions, problems, or comments about Login, please contact the University Service Desk at (404) 727-7777 or the Emory Healthcare Call Center at (404) 778-HELP. You may also submit an IT support request at <http://help.emory.edu/>.' At the bottom of the page, there is a disclaimer: 'You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.'

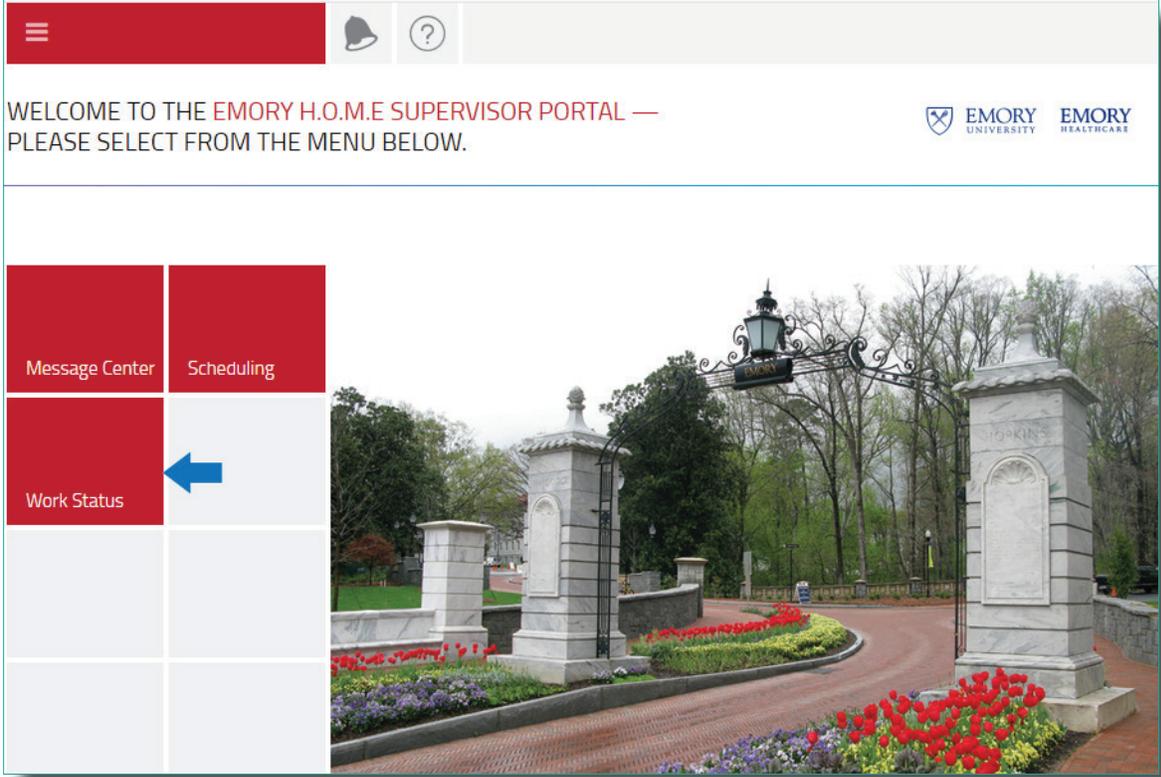
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As a manager, you will be given a choice between portal access or supervisor access. Click **Supervisor Access**.



4

Next, click on the **Work Status** tile.



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From here, you can view the work status of any direct reports.

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| <b>DF MEX</b><br>Patient ID: <b>EO-2</b>   |
| <b>DEMOGRAPHICS</b> <ul style="list-style-type: none"><li>▪ Department:</li><li>▪ Job Code:</li><li>▪ Status: <b>(-1)</b></li></ul>        |
| <b>RESTRICTIONS / ACCOMMODATIONS</b> <ul style="list-style-type: none"><li>▪ There are no current restrictions or accommodations</li></ul> |
| <b>First November</b><br>Patient ID: <b>APP-41, EO-3</b>   |
| <b>DEMOGRAPHICS</b>  |