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

Next, click on the **Work Status** tile.
From here, you can view the work status of any direct reports.

<table>
<thead>
<tr>
<th>Patient ID: EO-2</th>
</tr>
</thead>
</table>

**DF MEX**

**DEMOGRAPHICS**

- Department: 
- Job Code: 
- Status: (-1)

**RESTRICTIONS / ACCOMMODATIONS**

- There are no current restrictions or accommodations

<table>
<thead>
<tr>
<th>Patient ID: APP-41, EO-3</th>
</tr>
</thead>
</table>

**First November**

**DEMOGRAPHICS**