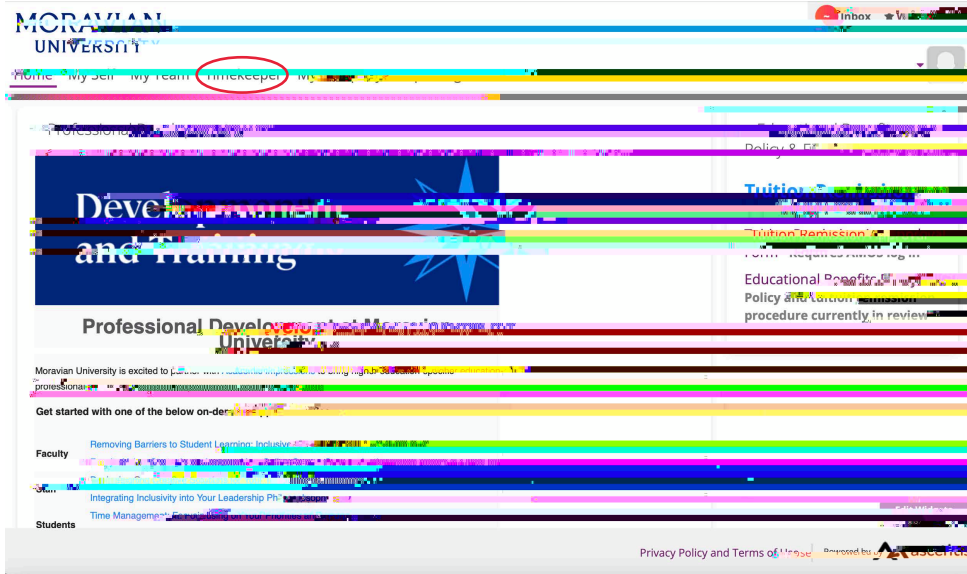# HOW TO SEE EMPLOYEES THAT WERE DELEGATED TO YOU

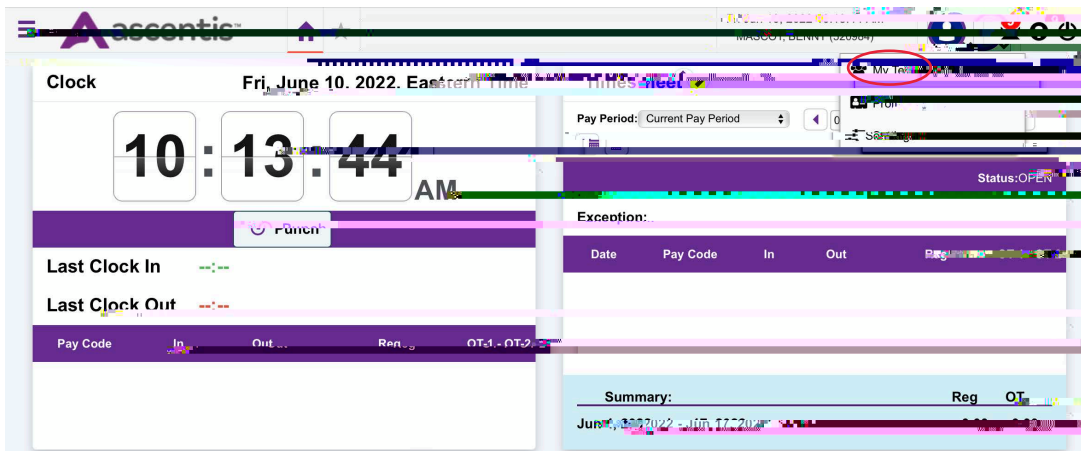Go to:) 3 Q P S U B M   N P S B W J B O   F E V

Type in Net ID username and password (This is the username and

5. Find the "My Team" tab located   under the person icon in the right hand corner of the screen. Click "My Team"

6. Click on the name of the Supervisor that delegated his/her team to you

7. You now will be able to see his/her team's timesheets by going to Attendance → Timesheets