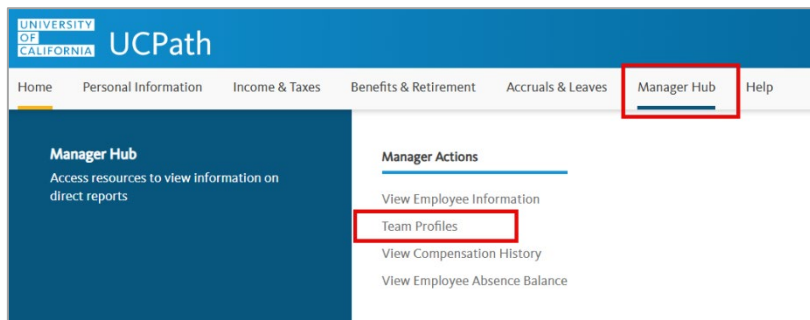


This Job Aid supports the information in [EMP120: Manager Hub](#)

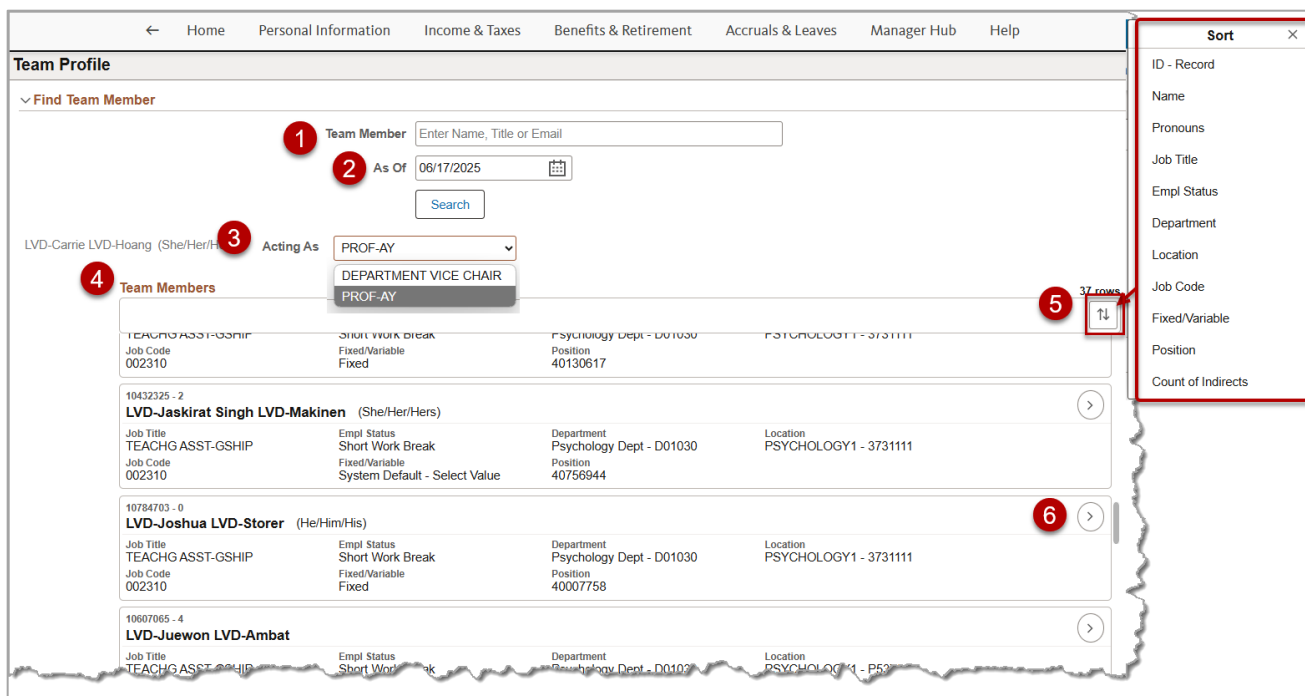
Managers can use the **Team Profiles** page to access detailed information about their employees, including job titles, employment status, department, and location. It also provides visibility into an employee's honors and awards, licenses and credentials, degrees, and job specialty codes. Managers can sort and filter this data to support workforce planning, performance reviews, and overall team management.

Navigation:

Menu > Manager Hub> Manager
Actions > **Team Profiles**




The **Team Profile** page displays a list of your direct reports and search fields above the **Team Members** list.



Find Team Member

- 1. Team Member:** Use this field to search for an employee by name, title, or email address.

- As of:** Use this filter to narrow your search to a different date. When you open the **Team Profile** page, the **As of Date** defaults to the current date. Select the **Calendar** icon  to view employee information as of a different date.
- Acting As:** If you have multiple concurrent jobs as a manager, this field displays your job titles so that you can view the employees that report to you in each role. In this example, the individual is a Professor of Psychology and a Department Vice Chair.
- Team Members:** This section displays the list of employees that report to you, depending on the value selected in the **Acting As** field.
- Sort:** Select this icon to filter your employees by: **Record, Name, Pronouns, Job Title, Empl Status, Department, Location, Job Code, Fixed/Variable, Position, or Count of Indirects.**
- Select:** A right-facing arrow that allows you to open the employee's record. Drilling into the record via the **Select** icon displays the individual employee's information.

Team Profile

The employee's **Team Profile** lists their name, pronouns, title, and employee ID. Following that is a link to **Select Different Employee**, allowing you to navigate to different team members.

In the left navigation pane there are two sections, **Qualifications** and **Education**.

The **Qualifications** section includes **Honors and Awards** and **Licenses and Certifications**. The **Education** section includes **Degrees** and **UC Specialty Code**.

Typically, employees manage this information; however, managers can add this information for their direct reports using the **Add** button.

Note that some **Honors and Awards** and **Degrees** require additional documentation/approvals before they appear on an employee's Team Profile.

Adding Honors and Awards

To add an honor or award, select the **Add** button. A form appears with the following fields:

Team Profile	
LVD-Evelyn LVD-Liu (She/Her/Hers) TEACHG ASST-GSHIP 10480548 Select Different Employee	
Qualifications ▼	Honors and Awards
Honors and Awards 0	No data exists. Add
Licenses and Certifications 0	
Education ▼	
Degrees 2	
UC Specialty Code 0	

- **Issue Date:** Enter the date the honor/award was issued.
- **Honor and Award:** Enter the name of the honor/award. Select the search icon to open the **Search Criteria**, which provides a list of common honors/awards.

- You can use the **Search Criteria** page to narrow this down by searching for **Content Item** or **Description**.

The screenshot shows the 'Honors and Awards' form. It includes fields for 'Issue Date' (06/17/2025), '*Honor and Award' (with a search icon), 'Details' section, '*Status' (Active), 'End Date' (MM/DD/YYYY), and 'Grantor' (with a search icon).

- **Details** is a dynamic subsection that displays details based on the selected honor/award.
- **Status:** This field defaults to **Active** when the honor/award is entered. Use the drop down option to change the status to **Inactive** if appropriate.
- **End Date:** Enter the expiration date, if any, of the honor/award.
- **Grantor:** Enter the name of the entity that issued the honor/award.

Adding Licenses and Certifications

To add a license or certification, select the **Add** button. A form appears with the following fields:

- **Issue Date:** Enter the date the license/certification was issued.
- **License:** Enter the name of the license/certification. Select the search icon to open the **Search Criteria**, which provides a list of common licenses/certifications.

- You can use the **Search Criteria** page to narrow this down by searching for **Content Item** or **Description**.

The screenshot shows the 'Licenses and Certifications' form. It includes fields for 'Issue Date' (06/17/2025), '*License' (with a search icon), 'Details' section, '*Status' (Active), 'Country' (with a search icon), 'State' (with a search icon), 'Renewal Required' (No), 'Renewal In Progress' (checkbox), 'License Verified' (checkbox), 'Expiration Date' (MM/DD/YYYY), 'License/Certification Number' (with a search icon), and 'Issued By' (with a search icon).

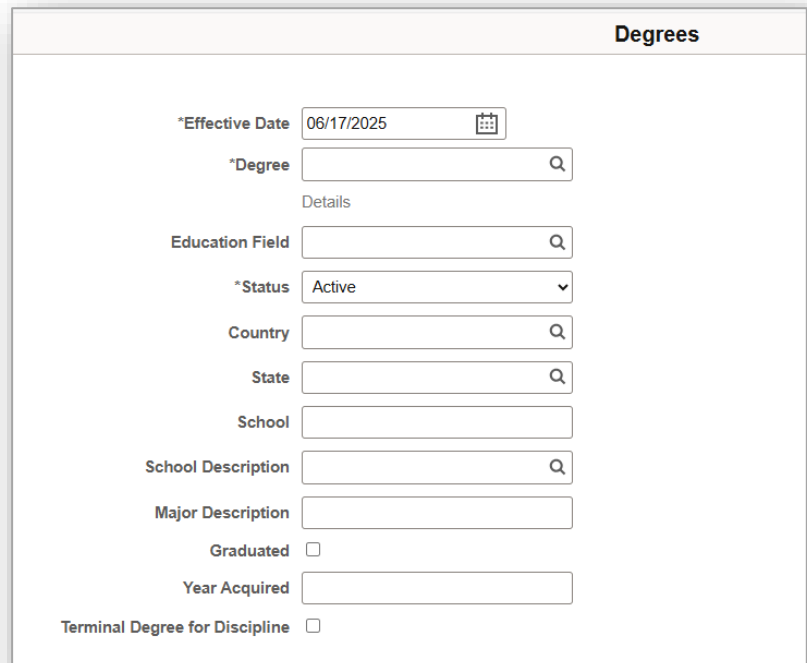
- **Details** is a dynamic subsection that displays details based on the selected license.

- **Status:** This field defaults to **Active** when the license/certification is entered. Use the drop down option to change the status to **Inactive** if appropriate.
- **Country:** Enter the country where the license/certification was issued.
- **State:** Enter the state where the license/certification was issued.
- **Renewal Required:** This field defaults to either **Yes** or **No** depending on the license/certification selected.
- **Renewal In Progress:** Select the check box if a renewal is in process.
- **License Verified:** Select the check box if the license has been verified. This field is limited to certain individuals with credentials to verify licenses/certifications.
- **Expiration Date:** Enter the expiration date, if any, of the license/certification.
- **License/Certification Number:** Enter the license/certification number to help verify the employee's credentials.
- **Issued By:** Enter the name of the entity that issued the license/certification.


Adding Degrees


To add a degree, select the **Add** button. A form appears with the following fields:

- **Effective Date:** Enter the date the degree was earned.
- **Degree:** Enter the name of the degree. Select the search icon to open the **Search Criteria**, which provides a list of common degrees .
- **Details** is a dynamic subsection that displays details based on the selected degree.
- **Education Field:** Enter the field of study. Select the search icon to open the **Search Criteria**, which provides a list of common education fields.





Degrees


*Effective Date 06/17/2025 


*Degree 

Details


Education Field 

*Status Active 

Country 

State 

School

School Description 

Major Description

Graduated ☐

Year Acquired

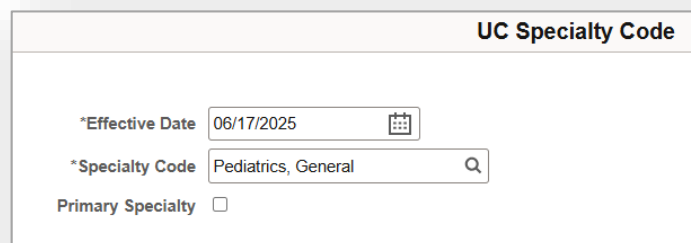
Terminal Degree for Discipline ☐

- **Status:** This field defaults to **Active** when the degree is entered. Use the drop down option to change the status to **Inactive** if appropriate. **Country:** Enter the country where the degree was earned.
- **State:** Enter the state where the degree was earned.
- **School:** Enter the institution where the degree was earned.
- **School Description:** Select the search icon to open the **Search Criteria**, which provides a list of common school descriptions based on the country/state you selected.
- **Major Description:** This field defaults based on the value selected **Education Field**.
- **Graduated:** Select the check box if the employee graduated.
- **Year Acquired:** Enter the year the degree was earned.
- **Terminal Degree for Discipline:** Select the check box if this is the highest academic degree awarded in this field.

Adding UC Specialty Code

Commonly used in the medical centers, the **UC Specialty Code** can also be used in academia. Select the **Add** button. A form appears with the following fields:

- **Effective Date:** Enter the date of the UC Specialty Code.
- **Specialty Code:** Enter the name of the specialty code. Select the search icon to open the **Search Criteria**, which provides a list of UC Specialty Codes.
- **Primary Specialty:** Select the check box if this is the employee's primary specialty, especially when multiple specialties are added.

A screenshot of a web form titled "UC Specialty Code". The form contains three fields: "Effective Date" with a date input field showing "06/17/2025" and a calendar icon; "Specialty Code" with a text input field showing "Pediatrics, General" and a search icon; and "Primary Specialty" with an unchecked checkbox.

UC Specialty Code	
*Effective Date	06/17/2025
*Specialty Code	Pediatrics, General
Primary Specialty	<input type="checkbox"/>