QUICK-START · MANAGERS

# Lead your team in Nexura

Approve your team's requests, see who's in, and look after their growth. You see only the people who report to you.

5 minutes to read

## Sign in

1 **Use an emailed code**

Open your company's Nexura address, click “Email me a sign-in code”, enter your work email and the 6-digit code from your inbox. No password needed.

## Approvals

1 **Approve or reject**

Manager Self-Service → Pending Approvals (Approvals on the phone bar)

Leave, expenses, attendance corrections, overtime and comp-off from your team. Add a note if you like.

2 **Going on leave?**

My Portal → My Profile → Delegate approvals

Pick a colleague and dates so they approve on your behalf while you're away.

## Your team

1 **Who's in and who's off**

Manager Self-Service → Team Attendance and Team Leaves

Today's attendance and your team's leave, with each person's balance.

2 **1-on-1s and feedback**

Manager Self-Service → 1-on-1 Meetings and Continuous Feedback

Keep notes and action items; give praise or coaching.

3 **Raises and promotions**

Manager Self-Service → Team Comp Plan and Promotion Cases

Propose a revision or promotion. It goes to HR for approval; it doesn't change pay by itself.

### Good to know

- If your team list is empty, ask HR to set you as your team members' reporting manager.
- You're also an employee: apply for your own leave and see your payslips in My Portal.