

VIEWING MY PROFILE

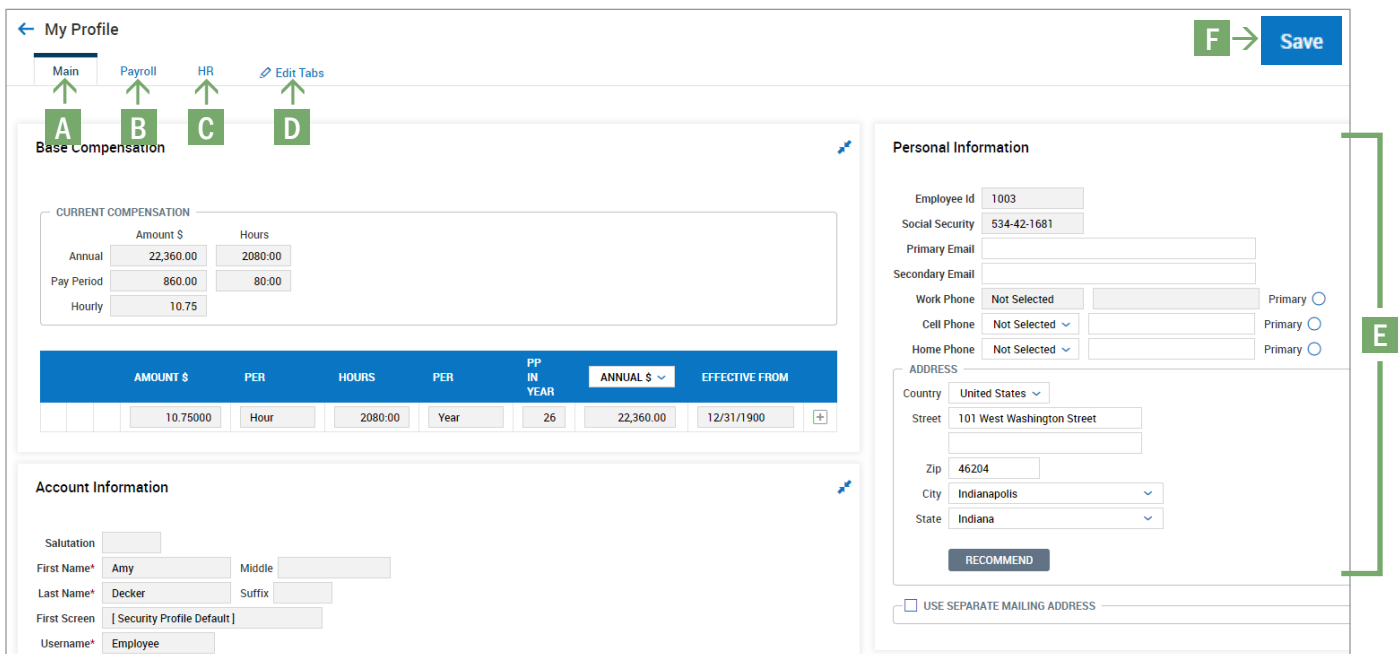
This job aid explains how to view and modify information in your employee profile in *Employee Self Service*.

Accessing My Profile

To access your employee profile information, click **Show Menu**  and select the **My Info** tab. Then navigate to **My Information > My Profile > My Profile**

Navigating My Profile

Within **My Profile**, there are multiple tabs available to view or modify data. The tabs and windows are customizable. The following image outlines the key areas of **My Profile**.



The screenshot shows the 'My Profile' page with the following elements:

- Navigation Tabs:** Main (A), Payroll (B), HR (C), Edit Tabs (D).
- Base Compensation Section:**

CURRENT COMPENSATION		
	Amount \$	Hours
Annual	22,360.00	2080.00
Pay Period	860.00	80.00
Hourly	10.75	

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	EFFECTIVE FROM
10.75000	Hour	2080.00	Year	26	22,360.00	12/31/1900
- Account Information Section:**

Salutation:

First Name*: Amy Middle:

Last Name*: Decker Suffix:

First Screen: [Security Profile Default]

Username*: Employee
- Personal Information Section:**

Employee Id: 1003

Social Security: 534-42-1681

Primary Email:

Secondary Email:

Work Phone: Not Selected Primary

Cell Phone: Not Selected Primary

Home Phone: Not Selected Primary

ADDRESS

Country: United States

Street: 101 West Washington Street

Zip: 46204

City: Indianapolis

State: Indiana

RECOMMEND

USE SEPARATE MAILING ADDRESS
- Save Button:** F → Save

A Main Tab: Contains information such as name, address, contact information, and other information pertaining to your employment, such as your manager.

B Payroll Tab: Contains payroll information such as scheduled earnings, deductions, and direct deposit information.

C HR Tab: Contains other employment information, such as benefits and current To-Do items.

D Edit Tabs: Click this option to configure your view of the workspace, such as adding or removing windows shown on the different tabs.

E Workspace Area: Contains data for the tab you are currently viewing. The data is organized by windows that are both collapsible and expandable. Gray shaded fields indicate read-only information.

F Save: Click to save any changes or updates.

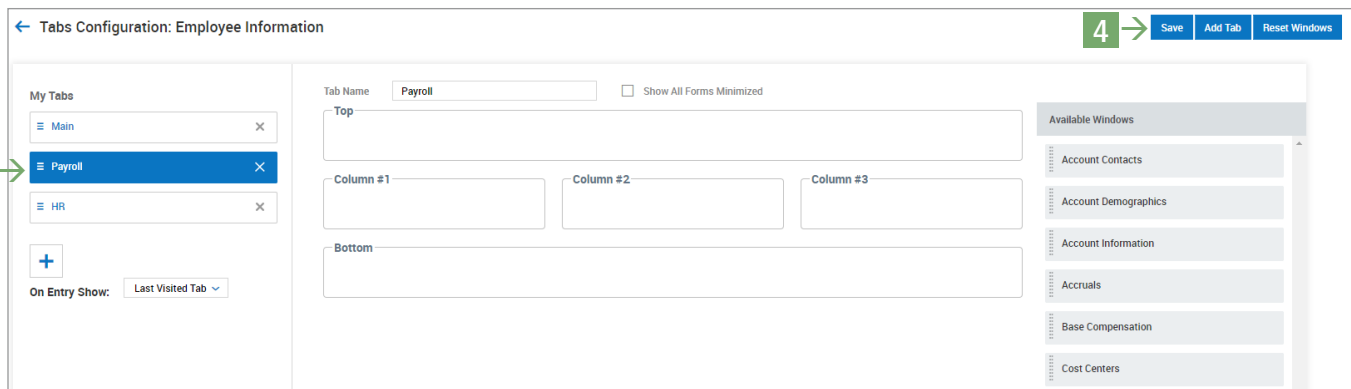
VIEWING MY PROFILE

Editing the My Profile Workspace

In **My Profile**, you can configure available windows according to your preferences.

To configure your workspace:

- 1 Click the tab that you want to configure.
- 2 Click the **Edit Tabs** icon.
- 3 Make the applicable updates to the workspace. The table below describes the actions that you can perform to customize your workspace.
- 4 Click **Save**.



OPTION	DESCRIPTION
Add a tab	Either click the plus button or the Add Tab button in the upper right corner.
Remove a tab	Under My Tabs , click the X of the tab you want to remove.
Rename a tab	In the Tab Name field, enter the applicable tab name.
Configuring a window	If a gear appears to the right of the window name, you can specify additional functionality.
Add a window to a tab	From the Available Windows area, click the window that you want to add and drag it to the applicable column.
Rearrange windows	Click the name of the window you want to move, then drag it to the applicable column.
Choose the default starting tab	From the On Entry Show drop-down list, select the tab that you want to display when you access My Profile .
Remove a window	Click the name of the window you want to remove, then drag it to Available Windows .