

## View My Profile & Profile Options

Employees can view and modify information in their employee profile in Employee Self Service.

### Access My Profile

Each employee has a unique profile that only users with the correct security settings can view and update. This profile includes multiple tabs available to view or modify data. These tabs are customizable.

**Navigation: Menu > My Info > My Information > My Profile**

### Options & Definitions:

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

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

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

**Edit Tabs:** Configure your own view of the workspace here. Select to save any changes or updates

**Save:** Select to save any changes or updates

**Workspace Area:** Contains data for the currently viewed tab and is organized by collapsible and expandable windows. Gray shared fields indicate read-only information

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**Jump To:** Jump to and navigate directly to a section.

## **Edit My Profile Workspace**

Employees can configure available windows according to their preferences.

### **Navigation: Menu > My Info > My Information > My Profile**

1. From the My Profile page, select Edit Tabs and make any applicable updates.
2. Select Save.

### **Action Instructions**

**Add a Tab:** Select the Plus icon or Add Tab

**Remove a Tab:** In the **My Tabs** section, select the **X** of the tab to remove.

**Rename a Tab:** In the **Tab Name** field, enter the applicable tab name.

**Configure a window:** In the **Selected** or **Available Windows** columns, if a Settings icon appears to the right of the window name, you can specify additional functionality.

**Add a window to a tab:** in the **Available Windows** column, select the name of the window to add, and drag it to the **Selected** column.

**Rearrange windows:** In the **Selected** column, select the name of the window to move, then drag it to the applicable spot in the column list.

**Remove a window:** In the **Selected** column, select the name of the window to remove and then drag it to **Available Windows** column.