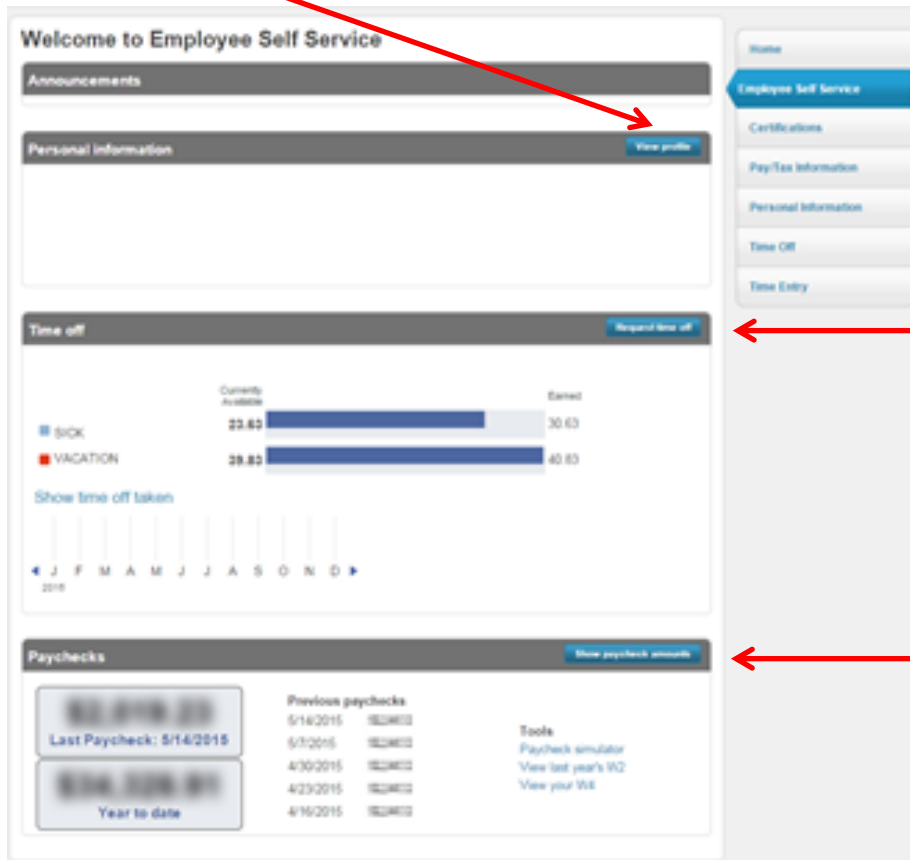


## Using the self-service portal -

Information is conveniently accessed via the “Welcome to Employee Self Service” dashboard screen. This screen will appear once you are logged in, and can be returned to at any time by clicking “Home” on the navigation bar.

Click “View Profile” to view or update your personal information.



You may also review time off information and

salary data from this screen.

Please note: “Last Paycheck” and “Year to Date” numbers will not appear until clicked on.

Please also know that addition documents, links and training resources are available thru the “Resources” drop down.

