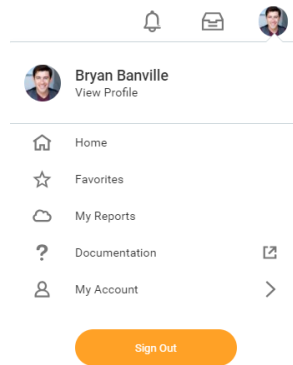# FIND YOUR WORKER PROFILE

From the **Home** page:

1. Click on your name or the cloud in the top right side of the page.
2. Click on the **View Profile** link directly underneath your name.
3. Your worker profile will display.

Click your profile image and then the **View Profile** link to access your worker profile.

Each tab on your Worker Profile contains text fields and links, organized by category such as Compensation, Pay, Contact, Personal Information, and Time Off. Worker information is arranged in tabs.

OVERVIEW
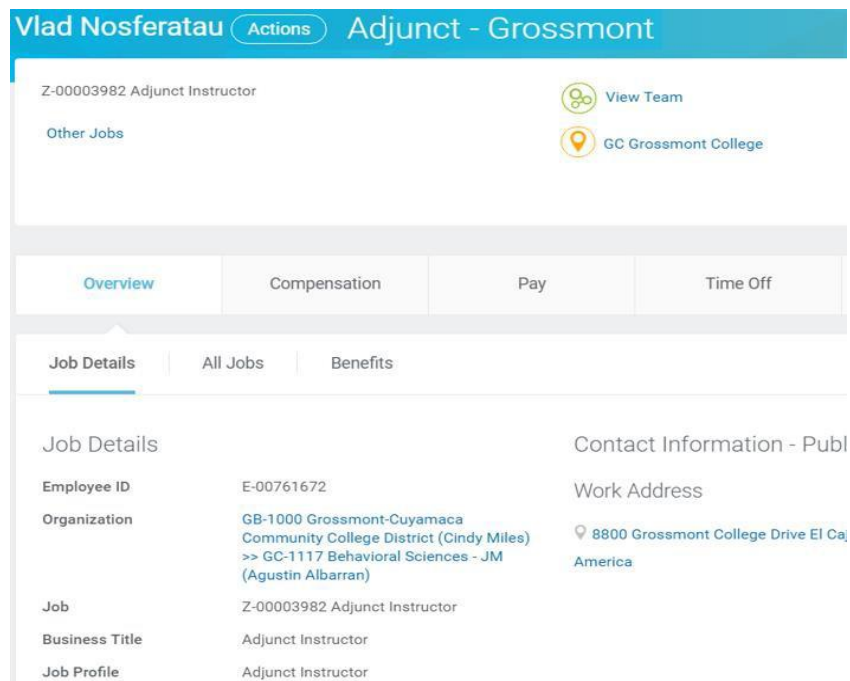
Job Details

The Job Details subtab includes details of the Primary job such as Job Title, Supervisory Organization, Time Type, and Location. Details of the employee within the job will also display such as Hire Date, Length of Service, and Time in Position.

All Jobs

If the employee has multiple jobs, then details about the additional jobs will display in the All Jobs subtab. Information regarding any additional positions would include, the start date of the job, position number, supervisory organization, etc.

Benefits

The employee's current benefit plans and employee costs will display in the Benefits subtab.

The Benefits tab displays your current benefits, the date coverage began, and coverage level. This level may be a dollar amount for insurance, or a level designation such as "Employee Plus 1 Dependent" for medical or dental.

No changes to benefits are possible from this tab. Benefit changes are normally allowed only during open enrollment periods. You may also access this information from the Benefits application by selecting the **Benefit Elections** link.

COMPENSATION

Overview	Compensation	Pay	Time Off	Academ

Compensation	Total Compensation	Current Activity Pay	Historical Activity Pay

Totals 1 item

	Total Salary & Allowances	
	57.57	

Compensation

The Compensation subtab displays your compensation information, such as salary and allowances. Base hourly or salary rates and frequency are also displayed. The employee's Grade and Step is indicated underneath the hourly rates. This information is view-only and cannot be changed. Hover over sections of the pie graph in order to see more information about each section.

Current Activity Pay

If the employee is a Counselor or Faculty Member, then their current activity pay will display including the Unit Rate and Quantity. Links to payments against the activity pay will display in the table.

Historical Activity Pay

All Period Activity Assignments will display including the Academic Period, Supervisory Organization, and Total Scheduled Amount.

PAY

Payslips

Payslip details including the Start and End Date and Amounts.

Payment Elections

If any Direct Deposits for Payroll Payments and Expense Report Payments have been set up, they will display in the Payment Elections subtab.

Tax Elections

If any Tax Elections have been added, they will display in the Tax Elections subtab.

PERSONAL

Personal Information

The Personal Information subtab includes gender, date of birth, marital status, race/ethnicity, and more. Some changes to this information may require further processing, notifications, or approvals, based on your organization's business process. For example, marital status changes often trigger additional processes.

To edit this information, click [Edit] .

Names

Legal Name and Preferred Name will display in the Names subtab.

To edit this information, click [Edit] .

ID and Documents

View all identification, certification, and licensing information via the IDs link. Passport, driver's license, Social Security information, and other related information display here. This information is "view only".

The Documents link provides easy access to view your worker documents like tax forms, certification and benefits. Click the **Add** button and the worker can upload their documents. After uploading, specify the category and any comments. The worker can also edit and remove their documents. Others can also upload documents on the worker's behalf based on your company's configurations.

CONTACT

The Contact tab stores your personal and work address, phone, and email information. Some of this information may be visible to other workers. Work contact information is always visible. Home information is never visible unless you wish it to be.

Use the Edit button to add or edit any of your contact information. Changing your address may require approval, depending on your organization's business processes.

Emergency Contacts

You can edit emergency contacts from the Emergency Contacts link. Emergency Contacts are also accessible from a separate link on the Personal Information application.