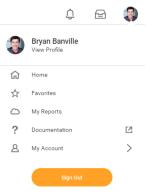
# FIND YOUR WORKER PROFILE

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.

Z-00003982 Adjunct Ir	istructor	So vi	ew Team
Other Jobs		oc	CGrossmont College
Overview	Compensation	Pay	Time Off
Job Details	All Jobs Benefits		
	All Jobs Benefits	Cont	act Information - Pub
Job Details	All Jobs Benefits E-00761672		act Information - Pub Address
Job Details Job Details Employee ID Organization		ca Cindy Miles) 🔍 880	Address 0 Grossmont College Drive El C
Job Details Employee ID Organization	E-00761672 GB-1000 Grossmont-Cuyamad Community College District (C >> GC-1117 Behavioral Scienc	Work Cindy Miles) 💡 880 Ses - JM Americ	Address 0 Grossmont College Drive El C
Job Details Employee ID	E-00761672 GB-1000 Grossmont-Cuyamad Community College District (C >> GC-1117 Behavioral Scienc (Agustin Albarran)	Work Cindy Miles) 💡 880 Ses - JM Americ	Address 0 Grossmont College Drive El Ci

#### **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	n Current Activi	ity Pay Historica	al 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.

FAI
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Overview	Compensation	Pay	Time Off	Academic	Personal	Contact
Payslips	Payment Elections	Tax Elections				
ayslip Printing D	etails 1 item					
				Payslip Printing D	etails	
You receive a pape	er copy of payslips.					
realized in a pape						
ayslips 4 items						
	Company		Period Start Date	Period End Date	Payment Date	Gross Amount

# 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

Pay	Time Off	Academic	Personal
Personal Informatio	n Names IDs	Documents	
Edit			
Personal			
Gender	Male		
Date of Birth	05/31/1967		
Age	49 years, 6 months, 9 days		
Marital Status	Divorced (United States of Ameri	ca)	

### 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.

Edit

To edit this information, click

# Names

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

To edit this information, click

### 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

Time Off	Academic	Personal		Contact
ontact Emerger	ncy Contacts			
Edit				
	nation			x III S
tem Address	Usage	Visibility	Shared With	Effective Date

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.