Contents

Navigating the Home Screen
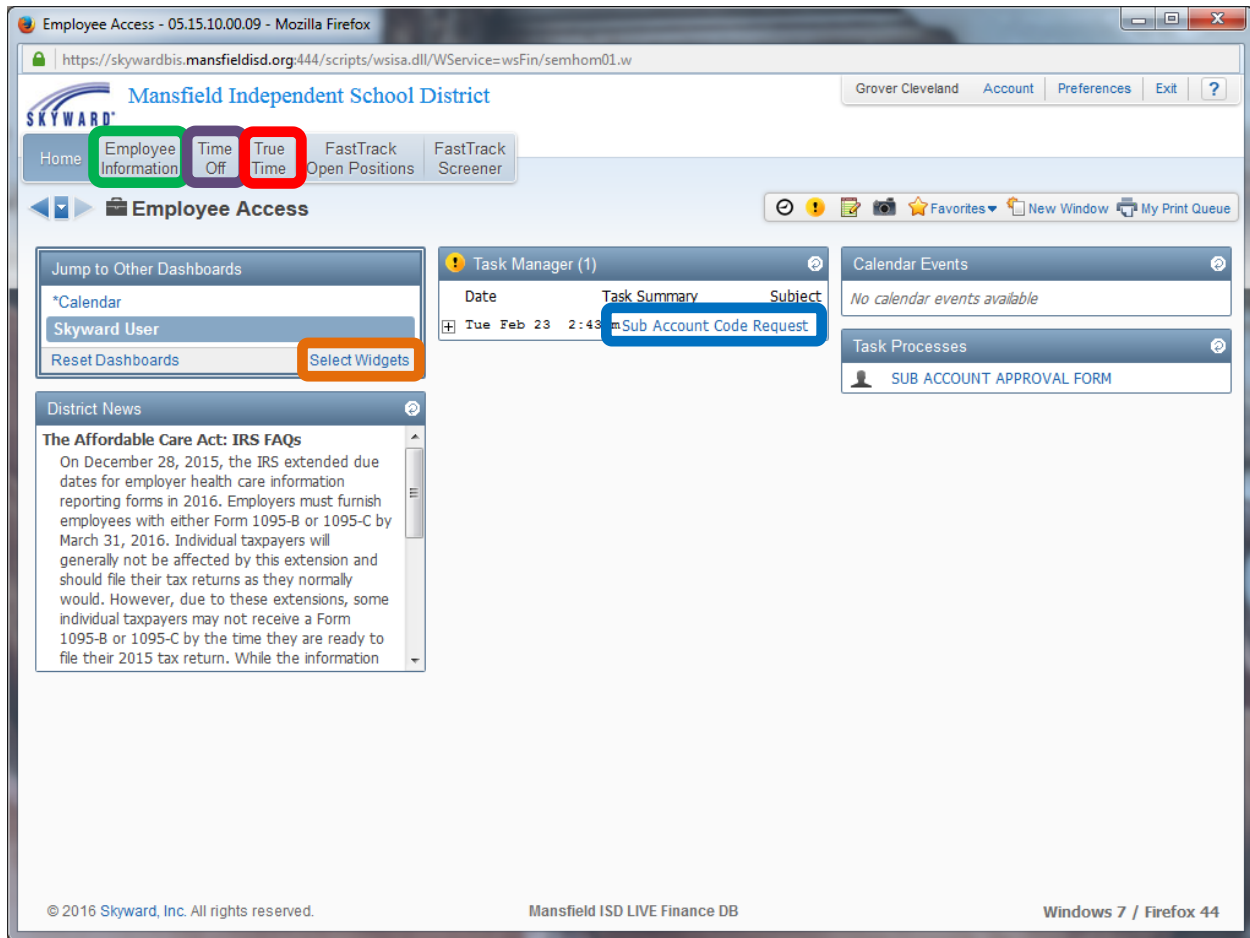
Widgets – the individual boxes on your home screen are called Widgets. You can customize your home screen by clicking Select Widgets.

Task Manager – action required by you. Click the hyperlink to get started.

Employee Information – review and update personal information, payroll information, and online forms
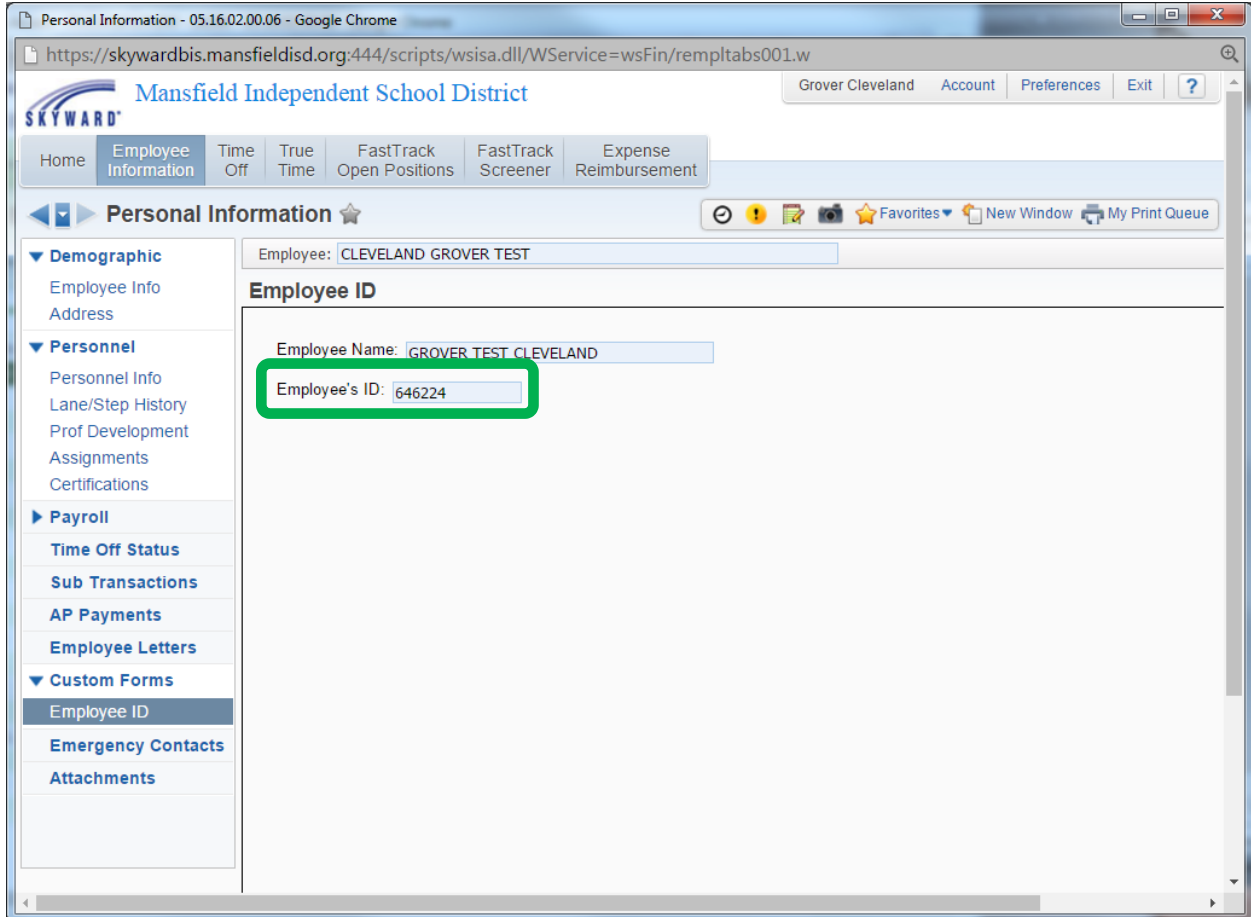
Time Off – review leave balance, schedule leave

True Time – electronic time sheet for paraprofessional employees

Employee Information

What's My Employee ID#?

Click Employee Information/Personal Information/Custom Forms/Employee ID

Update Phone Number and Email

Click Employee Information/Personal Information/Demographic/Employee Information

Click **Request Changes** to submit updates to the Department of Human Resources

Enter information to be updated then click the **Save** button.

Update Address

Click Employee Information/Personal Information/Demographic/Address

Click **Request Changes** to submit updates to the Department of Human Resources

Enter information to be updated then click the **Save** button.

Personnel

View Assignment History with Salary Information

Click Employee Information/Personal Information/Personnel/Assignments

Update the **Assignment Year** to view different years

Click the **arrows** to expand the view and see more information

Payroll

View Check History

Click Employee Information/Personal Information/Payroll/Checks

View Salary Letters and Contracts

Click Employee Information/Personal Information/Employee Letters