**Getting Started: Manage Your Profile Page**

**STEP 1**
- Click on your name in the upper right hand corner
- Select View Profile (Immediately under your name)

**STEP 2**
- When the profile page displays, it will default to display the information found under the Job tab.
- You can click the various tabs to view the information found under each.
- Refer to subsequent steps in this document for information about each of the tabs.
STEP 3

**Job Tab:** View various information associated with you and your particular job, as shown.

Some of the available tabs:
- Job Details (shown)
- All Jobs
- Organizations
- Worker History
- Management Chain
- Union Membership
- Service Dates

STEP 4

**Compensation Tab:** View various information associated with your compensation.

Some of the available tabs:
- Compensation (shown)
- Pay Change History
- Estimated Annual Compensation
**STEP 5**

**Benefits Tab:** View various information associated with your benefits.
- Here you can see the names of the plans, the coverage dates, coverage type, employee cost, and employer contribution.

**STEP 6**

**Pay Tab:** View various information associated with your paycheck.
- Tax deductions
- Payment elections
- Payslips
- Time off balance

*See step 9 for information regarding each tab.*
STEP 6 con’t

Pay Continued:

Payment Elections

- You may change your banking elections using this screen by clicking on Change Account, Delete Account, Add Account

- You may also change where your direct deposit is routed by selecting Change Elections

Payslips

- You will see each of your paychecks on a separate line

- You may view a particular check, or print any check listed by clicking on View or Print

Time Off Balance

- For each type of time off you are eligible for, you will see that time off listed along with the appropriate balance information.
STEP 7

**Contact Tab:** you have the ability to
1. View and edit home contact information
2. View work information.
3. **Emergency Contact:** View and edit your emergency contacts.
**STEP 8**

**Personal Tab:**

**Names:**
- View and edit legal name or preferred name

**ID tab:**
- Update your SSN, or possible your NJ Pension Membership ID

**Personal Information tab:**
- View or edit your Gender, Date of Birth, Race/Ethnicity, Citizenship Status, Primary Nationality, or Military Service
STEP 8 cont’d

Personal Tab cont’t:
Documents:
This is where you will find any documents that you were asked to upload (for example, your Health Benefits form)

Note: if you have not uploaded any documents, you will not see any documents.

STEP 9 cont’t

Overview Tab:
Service Dates:
This is where you will find information on your service dates. If you believe there is an error please contact the HR office.