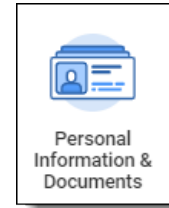


Worker Profile

The Worker Profile contains important worker information such as your job details, personal information, compensation, time off, and performance.



Navigating to the Worker Profile

Step 1: Click on the **Personal Information & Documents** worklet on your homepage.

Step 2: Click on **View User Profile** in the *Personal Information* header to open the Worker Profile.



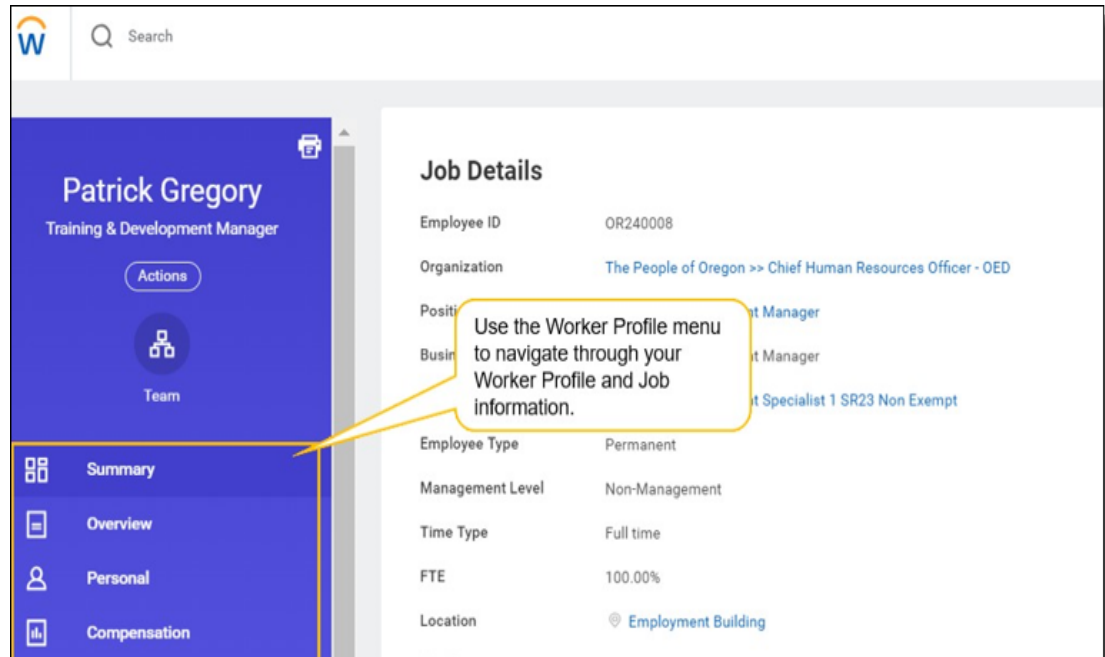
Worker Profile tabs

Summary: Use Summary to view Job Details, Job History, Education, Work Contact, Work Address and Feedback.

Overview: Use Overview to view or edit Job details, Personal Information, Manager History, Compensation, Contact, IDs, Management Chain, Organizations, Support Roles, Worker History, Timeline and Time Off and Leave Requests.

Personal: Use Personal to view or edit Names, Personal Information, IDs, Service Dates, Union/Representation, Additional Data, Documents and Safety Incident History.

Contact: Use Contact to view or edit your Home, Work and Emergency Contact Information, Organizations and Support Roles.





Profile overview

Quick Reference Guide

Compensation: Use Compensation to view your Compensation details, Estimated Annual Compensation and Pay Change History.

Pay: Use Pay to view or edit Payment Elections (direct deposits), Tax Elections, Payment Election History and Leave Accrual Code.

Job: Use Job to view your Current job(s) details.

Time Off: Use Time Off to view your Time Off Balances as of Today, Family & Medical Leave Balances as of Today, time Off Requests, Leave Without Pay and Vacation Leave Accrual Rates.

Performance: Use Performance to view or edit Individual Goals, Performance Reviews, Development Plans, Request Feedback, and Receive Feedback.

Feedback: Use Feedback to view or request Feedback Given, Feedback Received and Feedback Requested.

Career: Use Career to view or edit Training, Certifications, View Skills, Competencies, Development Items, Education, Internal Projects, Languages, Job History, Work Experience, Career Interests, Travel, Relocation, My Job Applications, Job Interests, Professional Affiliations and Achievements.