



- The **Home** icon brings you to My Homepage.
- The **Notification** icon shows Actions and Alerts.
- The **Action** icon shows the New Window link, the My Preferences link, and the Sign Out link.
- The Employee Self Service top drop down is to switch to Manager Self Service for time approvers. Non approvers will only have the Employee Self Service option available.
- The Announcements tile will show all employee announcements, by default it will always show the last announcement.
- **The Timesheet tile takes you to your timesheet.**
- The Payroll tile contains the tiles for Paychecks, W-2/W-2c consent, W-2/W-2c Forms, Direct Deposit and W-4 Tax Information.
- The Personal Details tile contains the Addresses tile, Contact Details tile, Emergency Contacts tile, Ethnic Groups tile and the Additional Information tile.
- The Talent Profile tile takes you to the Talent Profile page that shows Qualification, Education, and Civil Service Information entered in HR/CMS. (Not all employees will have this information entered)
- The Benefit Details tile contains the View Form 1095-C tile, the View Form 1095-C Consent tile, and the Paid Family and Medical Leave Tile.
- The Delegations tile contains the Create Delegation Request tile, the My Delegates tile and the My Delegated Authorities tile. It will only be applicable to non-approver employees if delegation has been assigned to you.
- **The System Settings tile contains the My System Profile tile and the Change My Password tile.**
- The MassCareers tile brings you to the Opt In/Out page and has the link for more information.
- The Contact Employee Svc Center Tile brings you to the Employee Self-Service webpage.

