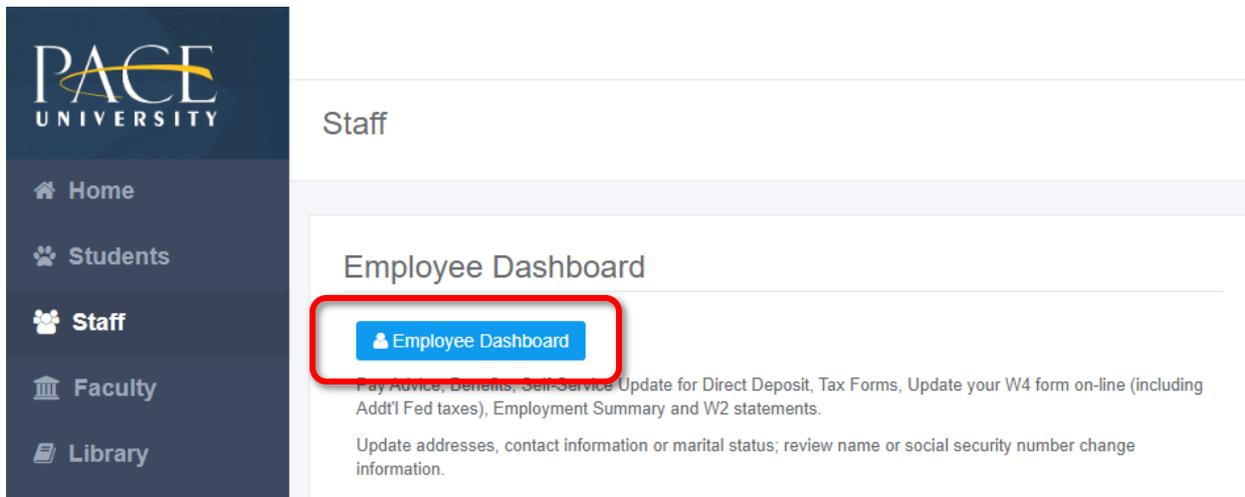


Navigating the New and Improved Employee Dashboard!

You will now have access to do all employee related self-service updates in one place. This includes checking on your Pay Advice, enrolling or updating your Direct Deposit, viewing your tax forms, updating your W4 allocations and more!

Step 1: Login to Pace Portal and Click on Employee Dashboard

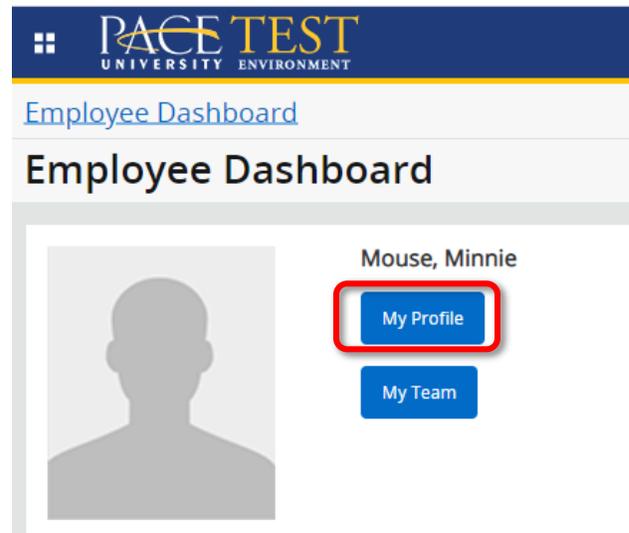
The **Employee Dashboard** button has been surfaced at the top of the Staff tab for easy access.



Step 2: View your Profile

On your landing page you will have a direct link to view your profile including your address and contact information. To do so follow the below:

1. Click on **"My Profile"** to view/update the following information:
 - Addresses
 - Phone Number
 - Email
 - Emergency Contacts



Employee Dashboard • **Employee Profile**

Profile

Personal Information

Mouse, Minnie
 ID: [REDACTED]
 Status: Active
 Hired: 11/16/2018
[More Personal Information](#)

Addresses

Home Address 111 North Broadway Unit C1 White Plains New York 10603	Remittance 314 Third Ave Apt 1 New York New York 10016
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Phones

Home 914 9605795

Emails
There are no E-mail addresses available for you to view.

Emergency Contacts

Mother O'Mara, Marie 914 3292247	Mother O'Mara, Marie 914 9623805
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All contact information including Emergency Contacts will be on this landing page. See documentation for updating address and emergency contact information.

To return to your Employee Dashboard page, use the breadcrumb in the upper left hand corner and click on **“Employee Dashboard.”**

Employee Dashboard • Employee Profile

Step 3: View your Team

Employee Dashboard

Mouse, Minnie

[My Profile](#)

[My Team](#)

“My Team” is a new feature offered within the Employee Dashboard. To get there follow the below:

- Click on **“My Team”**

You will then be redirected to a list of your direct reports. You have the option to click on “**Reportees**” to view the employees who report to them, if any.

[Employee Dashboard](#) • [My Team](#)

My Team

Search on ID or Name

 [Mouse, Mickey](#) ██████████ Manager, TEST



Reportees

Search on ID or Name

You are viewing the reportees of Mouse, Mickey

 [Clarke, ██████████](#) ██████████ Student Assistant