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

**Step 3: View your 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.

You are viewing the reportees of Mouse, Mickey

Clarke

Student Assistant