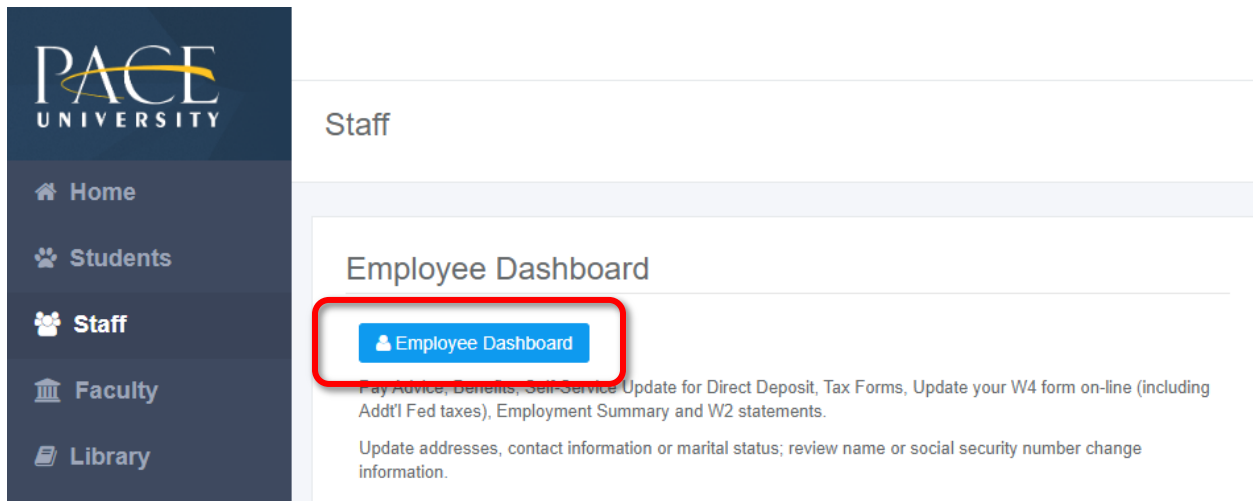


# Navigating the New and Improved Employee Dashboard!

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**

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

<b>Home</b> 914 9605795
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**Emails**  
There are no E-mail addresses available for you to view.

**Emergency Contacts**

<b>Mother</b> O'Mara, Marie 914 3292247	<b>Mother</b> 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



## Reportees

Search on ID or Name



You are viewing the reportees of Mouse, Mickey



[Clarke, \[REDACTED\]](#)

Student Assistant