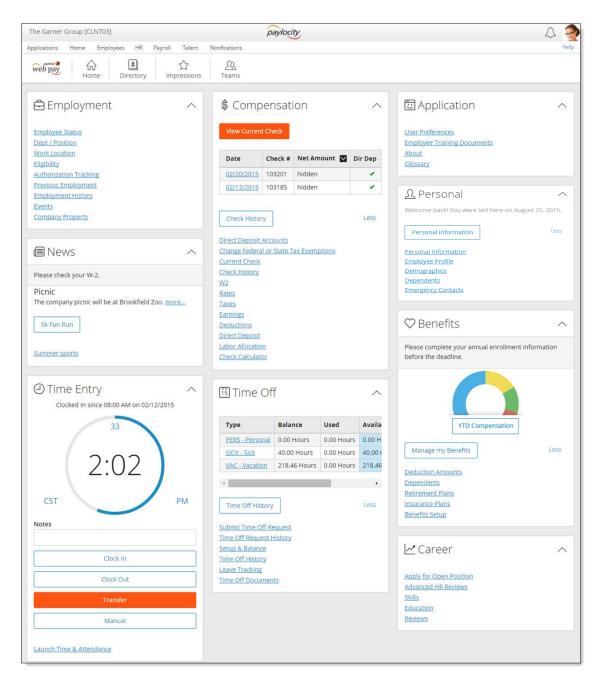
Self Service Portal





Use the self service portal to manage Web Pay information.

Click the boxes or the employee links to access associated Web Pay screens.

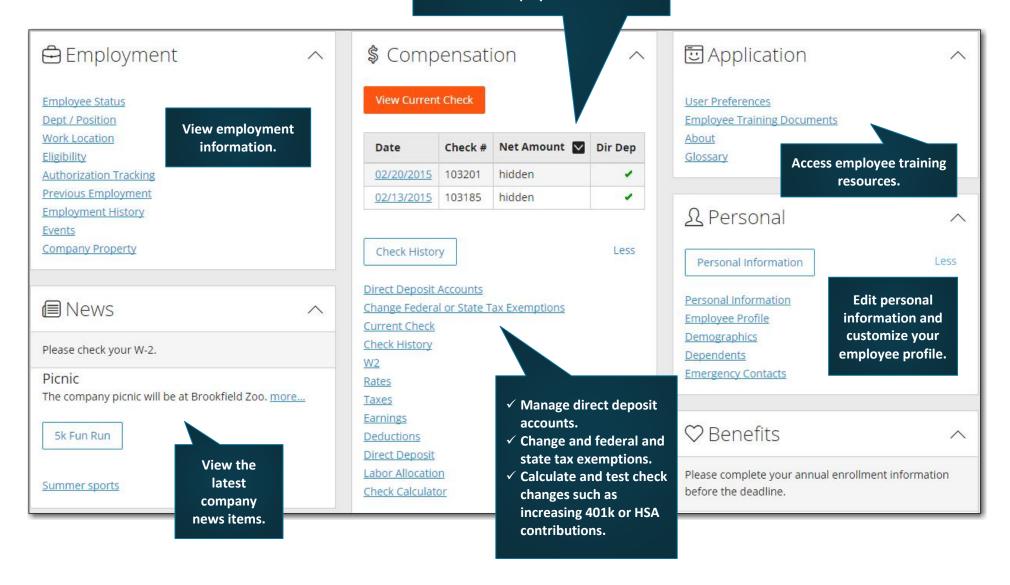
- ✓ Click the icon to expand or collapse the section.
- ✓ Click Less to hide information in the section.
- ✓ Click More to display all information.

- ✓ Note that each company will customize the display of information.
- ✓ Users may not have access to all the information displayed here.

Self Service Portal

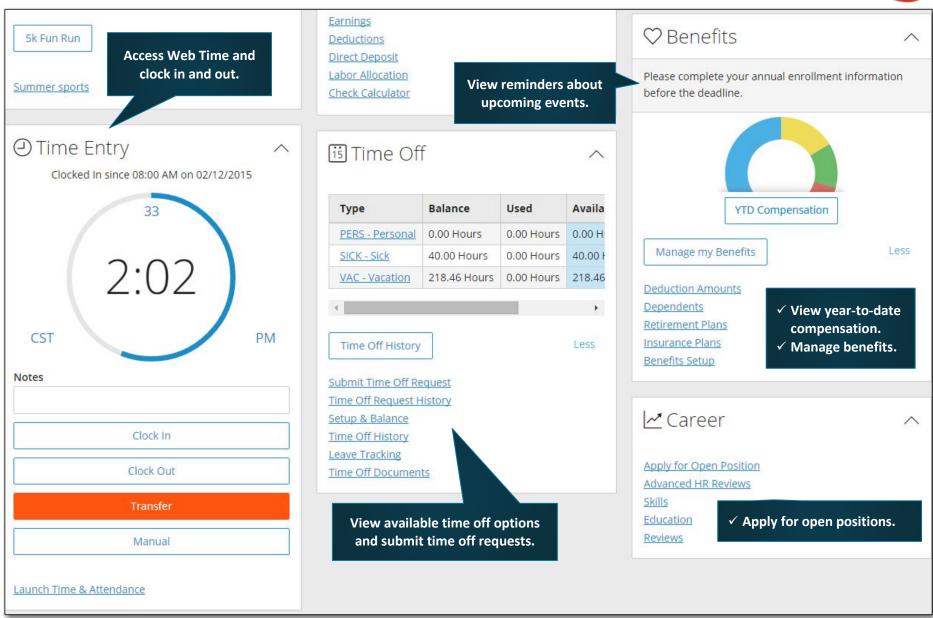


View recent pay history. Click the icon to hide or display check amounts.



Self Service Portal



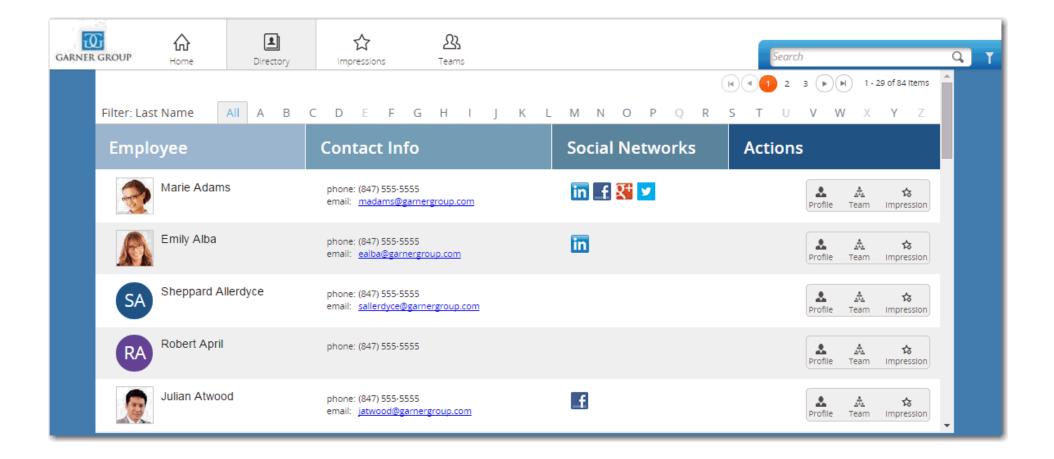


Directory



Use the Directory to find employees and their contact information.

- ✓ Click the available Social Networks icon to access the linked profile.
- √ View the employee's profile.
- √ View the employee's team.
- √ Submit an impression badge for the employee.
- ✓ Users may also access their own self service portal.
- ✓ Use the search filters to expand or limit the display of employees.

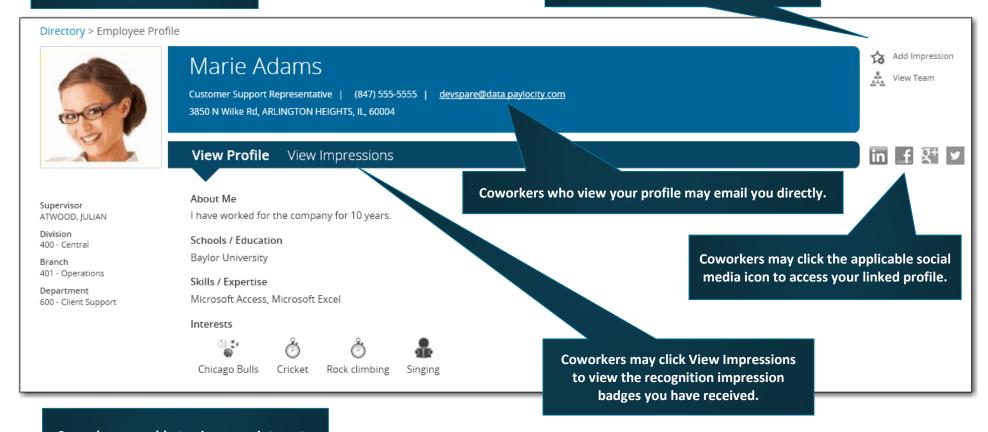


Employee Profile

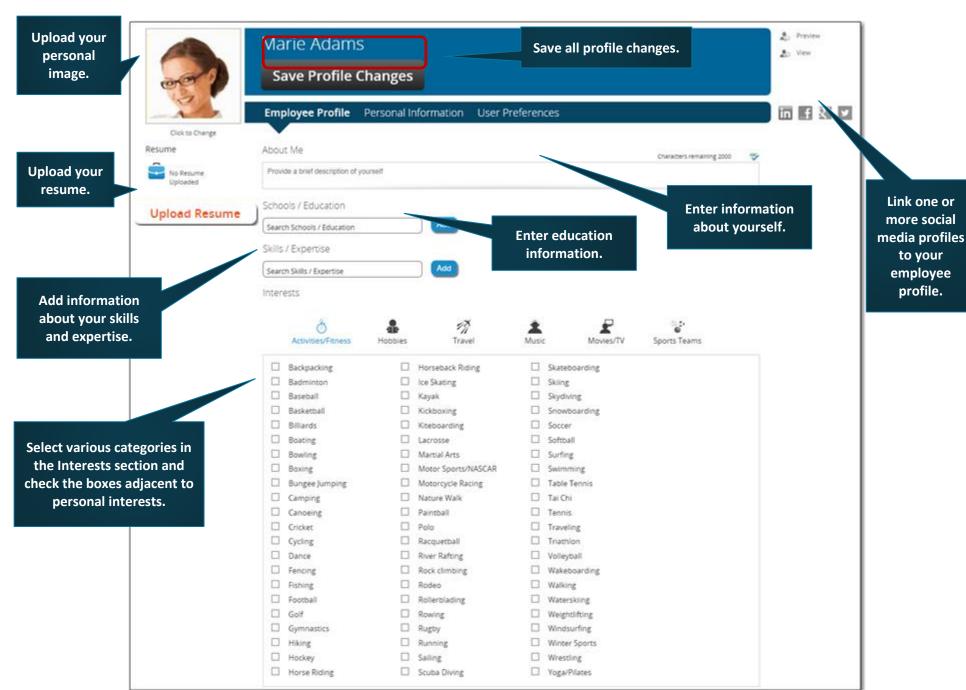


Use the employee profile to share information about yourself.

Coworkers may submit an impression badge for you and view your team.

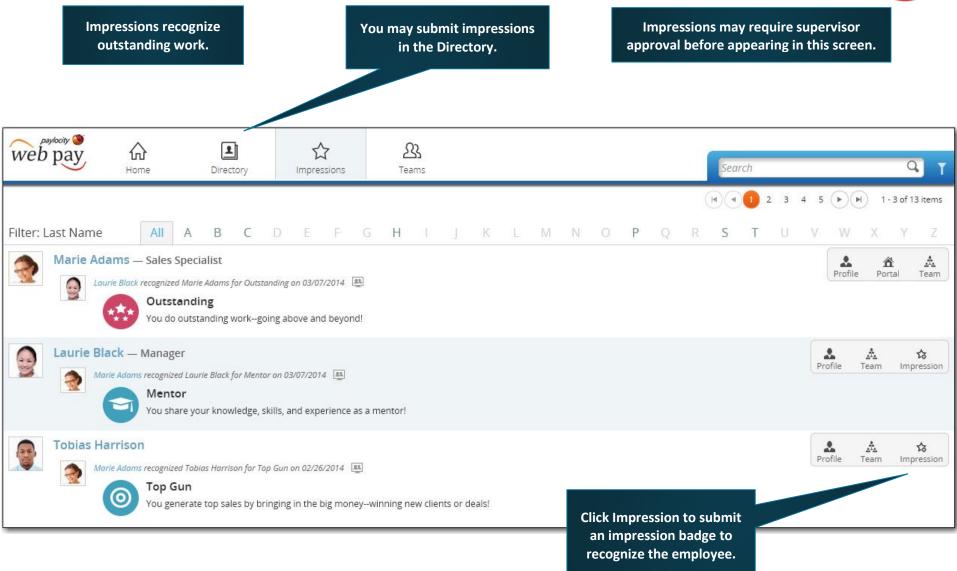


Coworkers are able to view your interests, education, skills, and other information you choose to share.



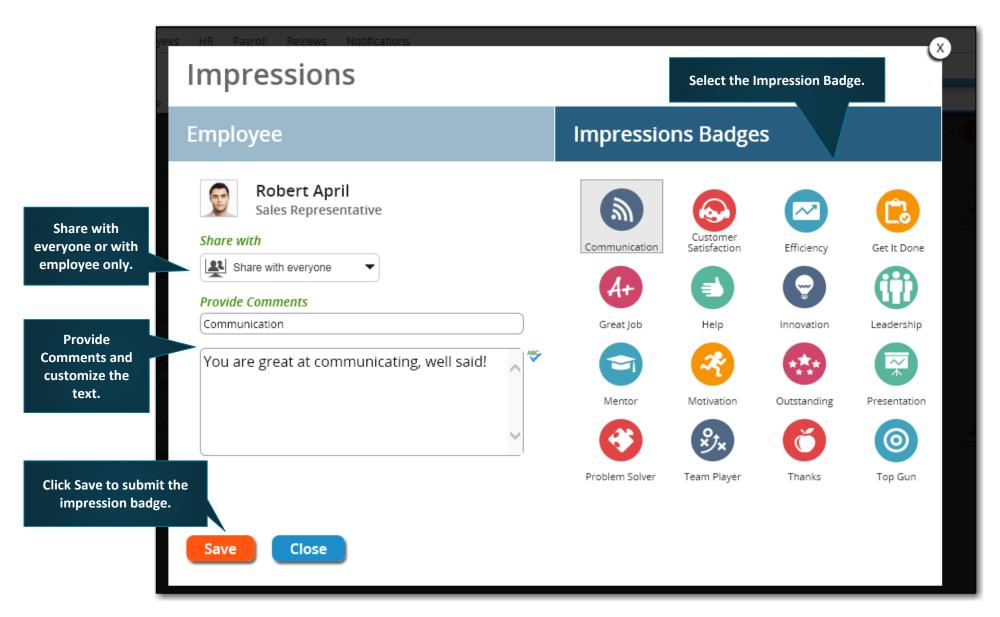
Impressions





Impressions





Teams

Select Teams to view the company's team structure and move up and down the team structure.



