



## Self-Service (Autoservicio)




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# Employee Profile Self-Service

## EmployeePortal > Self-Service

Click your name in the upper-left corner of the page or click  in the upper-right corner of the page at any time to access the Self-Service Profile page.

This page is used to enter and request updates to your demographic and payroll information. Your information as it currently exists in your record is displayed.

You can also change your password from this page. Click [Change Password](#) and follow the appropriate steps.

- ☐ The fields that you are allowed to view and update are determined by your LEA. Your submitted changes may go through an approval process.
- ☐ Your current information is displayed in the **Current** and **New** columns.
  - The **Current** column is display only.
  - The **New** column is only enabled if your LEA allows updates to the data. If the **New** column fields are enabled, you can enter your changes and click **Save**. The data is saved and submitted for approval.
  - Pending requests are highlighted yellow after the changes are submitted.
    - If approval is not required, the changes are made immediately.
    - If the requests are pending approval, you can continue to change your request until it has been approved and updated in the system.
  - Click **Undo** to revert the data to its original state. A message is displayed confirming that you want to cancel your changes.
    - Click **OK** to cancel your requested changes.
    - Otherwise, click **Cancel** to close the message without changing your request.
  - If the fields are not automatically updated, an email message is sent to the applicable approver prompting them to approve the submitted changes.
  - You will receive an automatic reply email containing the changes and informing you that the changes are pending approval.
- ☐ To delete information, delete the data in the **New** column and click **Save**.
- ☐ If a change is made more than once for the same field, the most recent change overrides the previous one.
- ☐ Some fields may require you to submit documentation to your employer. If documentation is required, the fields are identified in the automatic reply email message.



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