

Self-Service: Finding Your Personal & Employment Information

Audience



All Team Members

To Get Started

1. Click on the **User icon**
2. Select **View Profile**



The User Profile Menu

- **Actions:** Opens **all** the user information fields for you to explore and take action on individual items
- **Team:** Opens the Massey Services Inc. org chart. This chart is navigable and interactive
- **Portal Links:** You can take action from these links to view your personal information and make changes. The categories below have sub pages in tab form which house specific types of your data. Here's what you will find:
 - **Summary:** The landing page with your overview
 - **Job:** Job Details, Employment Data, Service Dates, Manager History, Management Chain, Worker History
 - **Compensation:** Compensation, Pay Change History
 - **Benefits:** Benefits, My Retirement Savings, My Dependents, My Beneficiaries
 - **Absence:** Absence Requests, Absence Balance
 - **Pay:** Tax Elections (W4), Payment Elections (Direct Deposit), Payslips
 - **Contact:** Contact, Emergency Contacts
 - **Personal:** Personal Information, Names, IDs, Documents
 - **Career:** Skills, Education, Certifications
 - **Feedback:** Feedback Received, Viewed Feedback Received, Feedback Requested, Feedback Given

