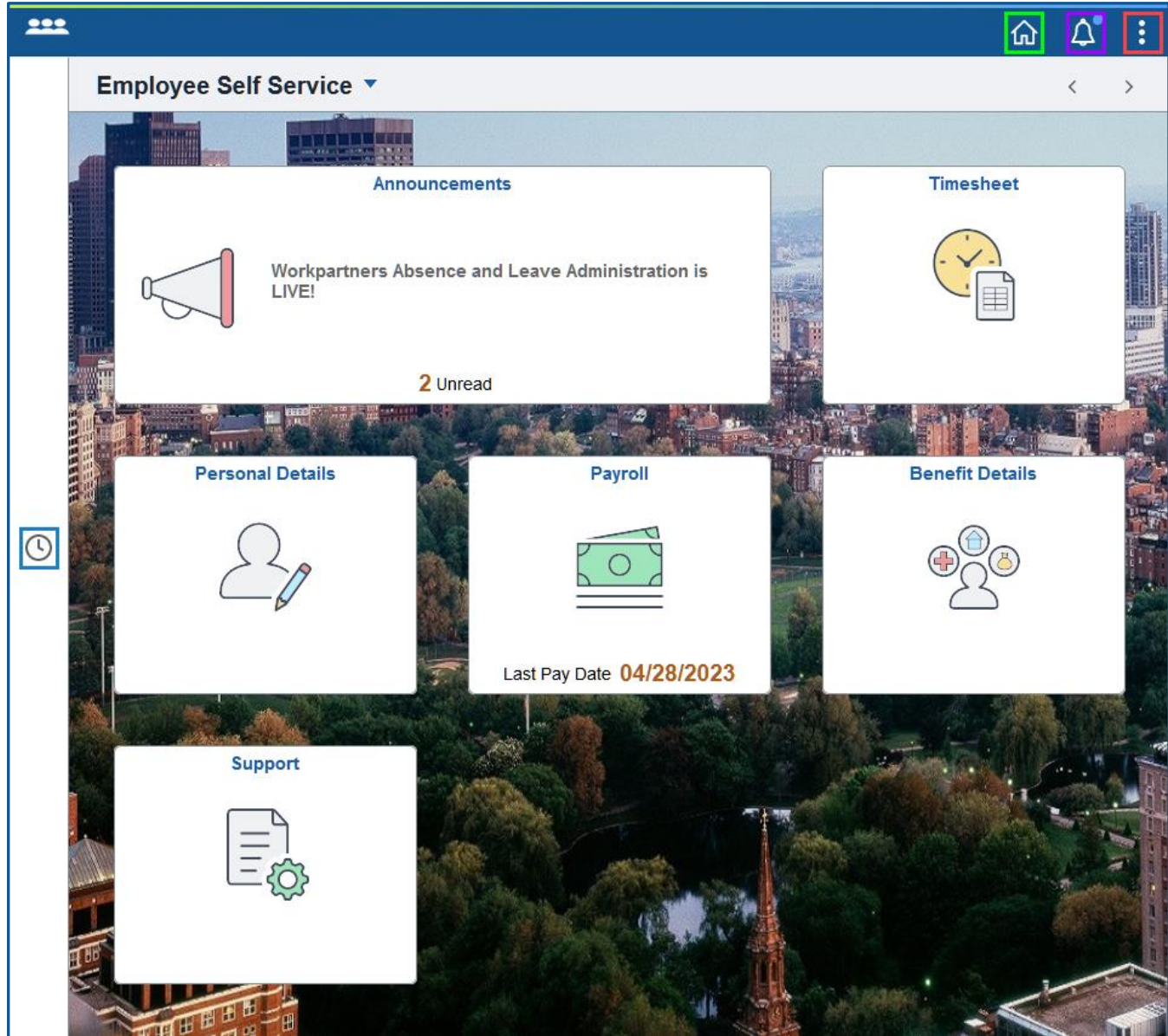




- The **Home** icon brings you to My Homepage.
- The **Notification** icon shows Actions and Alerts. It will show a blue dot if you have a new or unread notification.
- The **Action** icon shows Refresh, New Window, My Preferences, and Sign Out. My Preferences is where you can change to an accessible layout.
- The **Recently Visited** Icon will show recent pages.
- The Employee Self Service top drop down is to switch to Manager Self Service for time approvers. Non approvers will only have the Employee Self Service option available.
- The Announcements tile will show all employee announcements, by default it will always show the last announcement.
- The Timesheet tile takes you to your timesheet.
- The Personal Details tile contains the tiles for Addresses, Additional Information, Contact Details, Disability, Emergency Contacts, Ethnic Groups, Gender Identity, Health and Safety, Name, and Talent Profile.
- The Payroll tile contains the tiles for Direct Deposit, Paychecks, Reimbursement, State Tax M-4 Information, W-2/W-2c Consent, W-2/W-2c Forms, and W-4 Tax Information.
- The Benefit Details tile contains the tiles for Form 1095-C Consent, Paid Family and Medical Leave, and View Form 1095-C.
- The Support tile contains the tiles for Contact Employee Svc Center (Opens Employee Self Service | Mass.gov webpage), Delegations, MassCareers (To Opt In/Out of syncing your information with MassCareers), My System Profile (Change or Set up forgotten password help and update SSTA contact email) and Change My Password.



Employee and Approver Job aids to enter information into Employee Self Service Can be found at

[Employee Self-Service | Mass.gov](https://www.mass.gov/employee-self-service)

Overview of Manager Self Service

- The Alerts tile is where you get notices about your employees such as License Expirations and Employee years-of-Service Anniversaries.
- The Manage Employee Time tile brings you to the Time and Labor Workcenter. On this page you can Approve Reported Time, View Timesheets, View Leave Balances, View Payable Time, View Schedules and Manage Timesheet Exceptions.
- The Manager WorkCenter tile brings you to the My Team page. which has a new set up to show employee's information. Details are below.
- HR Analytics opens the HR Analytics Application.

