# View My Profile

This job aid explains how to view and modify information in your employee profile in Employee Self Service.

Access My Profile

Navigation: **My Info > My Information > My Profile > My Profile**

Navigate My Profile

Within My Profile, there are multiple tabs available to view or modify data. The tabs are customizable. The following image outlines the keys areas of My Profile.
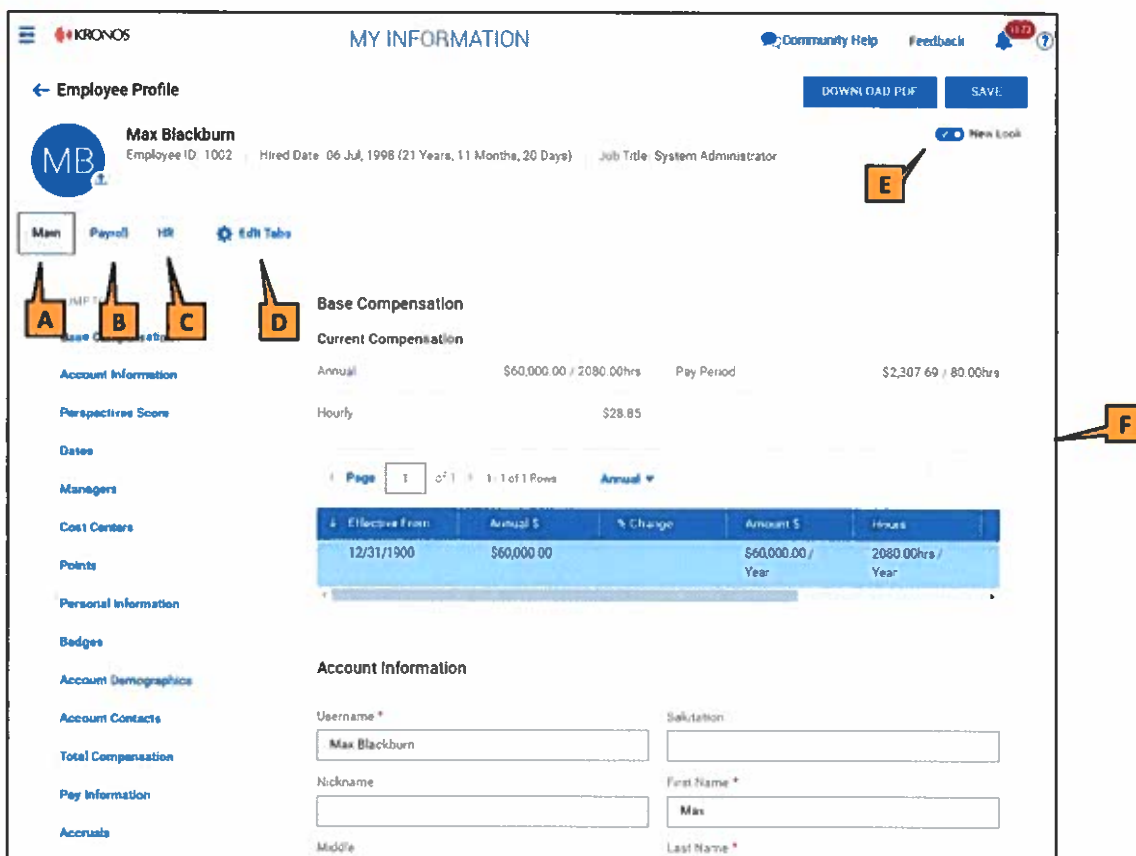
A	**Main Tab:** Contains information such as name, address, contact information and other information pertaining to your employment, such as your manager.
B	**Payroll Tab:** Contains payroll information such as scheduled earnings, deductions, and direct deposit.
C	**HR Tab:** Contains other employment information such as benefits and current To Do items.
D	**Edit Tabs:** Configure your own view of the workspace here.
E	**Save:** Select to save any changes or updates.
F	**Workspace Area:** Contains data for the currently viewed tab and is organized by collapsible and expandable windows. Gray shaded fields indicate read-only information.