

# Welcome to the Employee Profile!

An intuitive entry point for employees to access their personal, employment, and job-related information

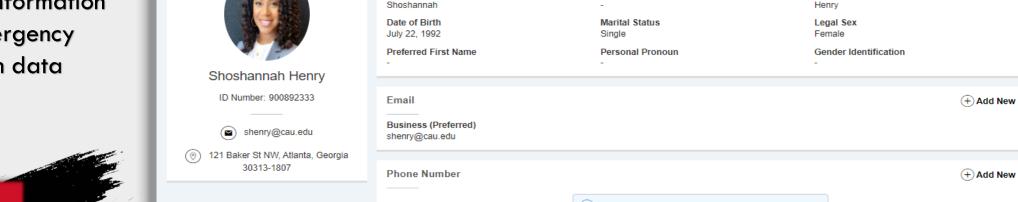


CLUDE ALLENTA CLUDE ALLENTA						* 🗵	Henry, Shoshannah	
<u>mployee Dashboard</u>								
Employee Dash	nboard							and the states of
	Henry, Shoshannah My Profile	Leave Balances as of 09 Annual Leave in hours	75.00	Sick Leave in hours	78.50	Personal Days hours	s in 14.00	
						Full Leav	e Balance Information	
Pay Information					^	🎽 My Activit	ies	
Benefits					^	Approve Time		and the second sec
Taxes					•	Approve Leave		
Job Summary					^	Approve Leave Electronic Perso (EPAF)	Request	
Employee Summary					•	Effort Certificat	ion	
						Labor Redistrib	ution	

## **View & Update Personal Information**

Personal Information

Access and update personal information such as contact details, emergency contacts, and identification data



Personal Details

First Name

Shoshannah



H

	I nere are no phone numbers available for you to the second se	new.
Address Home Current 05/18/2022 - (No end date) 121 Baker St NW Atlanta Georgia 30313-1807 $\widehat{\remath{ \emath{ \emat} \em{\emat{$		⊕ Add New
Emergency Contact	i There are no emergency contacts available for you t	+ Add New
Additional Details Ethnicity and Race (i) There is no Race or Ethnicity information to display	Veteran Classification I am not a veteran	Disability Status Status not available

Middle Name

🖉 Edit

Last Name

## **Review Payroll Information**

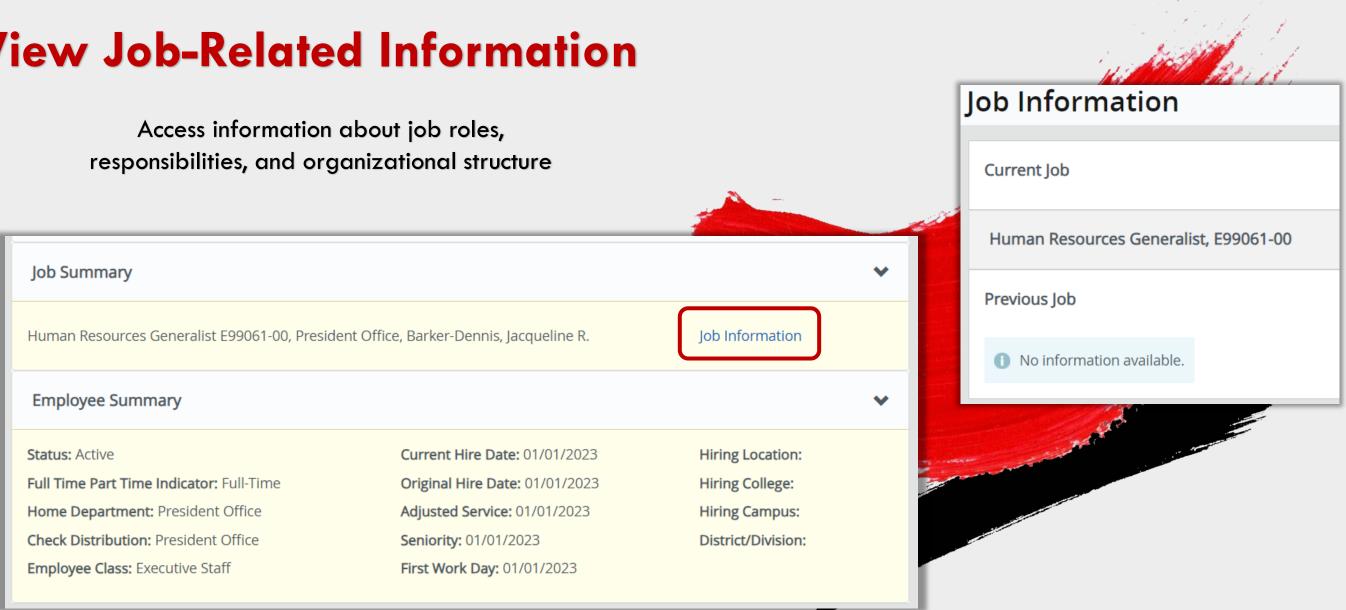
Pay Information Latest Pay Stub: 06/15/2023	All Pay Stubs	Direct Deposit	t Information Deduc	ctions History	Clark Atlanta University 223 James P. Brawley Dr. Atlanta Georgia 30314 404 880-8036	1		
Printer Friendly					404 000 0000			
Net Pay: \$2,630.53			ID:	900		View pay stubs, tax forms, a		
Dev Deter 0	C /1 E /2022		SSN/SIN/TIN:	****		elated details		
Pay Date: 0	0/15/2025		Name:	Shoshannah Henry				
Туре	Current	YTD	Address:	121 Baker St NW Atlanta				
Gross	\$3,541.67	\$3,541.67		Georgia 30313-1807				
Total Personal Deductions	\$911.14	\$911.14	Pay Period: 07/01/2023 to 07/15/2023					
Net	\$2,630.53	\$2,630.53						
Employer Contributions	\$318.92	\$318.92	Earnings					
		1		arnings: \$3,541.67	Ea	arnings By Date Range	Earnings By Position	

## **Access Timekeeping**

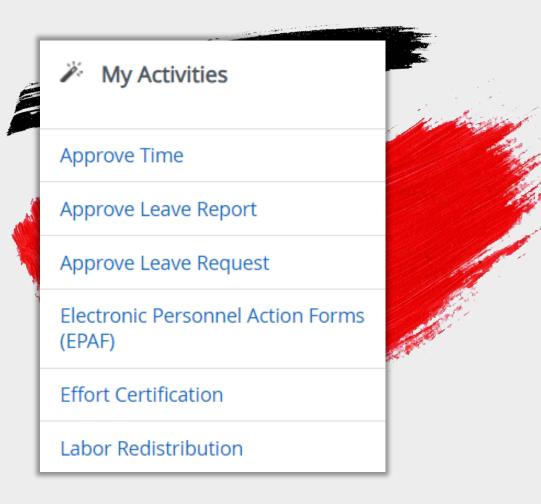
eave Detail	S		Annual Leave in hou	irs 75.00 Sick Lea	ave in hours	78.50 Personal Days in	n hours
<b>.eave Type: Annual</b> .eave Accrual and Usa	Leave age from 07/02/2023 to	07/01/2024				Full Leav	e Balance Infori
rior Years		Leave History	and the second s	Poviow loovo bolo	aa infarmati	on ontor work hours	
ARNED AND TAKEN						on, enter work hours, attendance records	
Desmall Transa Coursi A			Contraction of the second s				
Pay Period: 07/01/2 Date Paid: 07/15/20 Taken:	023 - 07/15/2023 23 Earned:	Leave Balances as of		ion			
Payroll Type: Semi-M Pay Period: 07/01/2 Date Paid: 07/15/20 Taken: 16.00 in hours	023 - 07/15/2023			ion Sick Leave		Personal Days	
Pay Period: 07/01/2 Date Paid: 07/15/20 Taken: 16.00 in	023 - 07/15/2023 23 Earned: 7.00 in	Leave Balances as of			75.00	Personal Days Beginning Balance	0.00
Pay Period: 07/01/2 Date Paid: 07/15/20 Taken: 16.00 in	023 - 07/15/2023 23 Earned: 7.00 in	Leave Balances as of Annual Leave	09/27/2023	Sick Leave	75.00	-	0.00
Pay Period: 07/01/2 Date Paid: 07/15/20 Taken: 16.00 in	023 - 07/15/2023 23 Earned: 7.00 in	Leave Balances as of Annual Leave Beginning Balance	<b>09/27/2023</b> 84.00	Sick Leave Beginning Balance		Beginning Balance	
Pay Period: 07/01/2 Date Paid: 07/15/20 Taken: 16.00 in	023 - 07/15/2023 23 Earned: 7.00 in	Leave Balances as of Annual Leave Beginning Balance Banked	<b>09/27/2023</b> 84.00 0.00	Sick Leave Beginning Balance Banked	0.00	Beginning Balance Banked	0.00

#### **View Job-Related Information**

Access information about job roles,



## **Other Features**



Time and Leave Approvals •

#### **Request Leave**

- **EPAFs:** Personnel action setup, approvals, and updates
- Effort Reporting: now streamlined an efficient process for reporting on ٠ effort charged to grants and facilitating A-21 compliance.
- Labor Redistribution: newly streamlined tools for initiating a labor • redistribution in Employee Self Service, routing it for approval, and maintaining the history for audit purposes.