

Take Control of Your Personal Information



Self Service HR functionality is now available through **MyBiz** and **MyWorkplace**. These two modules allow employees and managers, respectively, to view personnel information about themselves and their staff members and update their own personal information.

▪ **MyBiz brings your information to your workstation**

Designed for employees, *MyBiz* offers secure, real-time, on-line access to view personnel information including appointment, position, personal, salary, benefits, awards and bonuses, performance, and personnel actions. In addition, certain personal information can be updated such as your telephone number and work email address, disability codes, ethnicity and race identification, foreign language proficiency, emergency contact, education, training and certifications/licenses information.

View:	Update:
Appointment	Telephone Number
Position	Work Email Address
Personal	Disability Codes
Salary and Benefits	Ethnicity and Race Identification
Awards and Bonuses	Foreign Language Proficiency
Performance	Emergency Contact Information
Personnel Actions	Education Information
	Training Information
	Certifications/Licenses Information

▪ **MyWorkplace: Streamlining the Process for Managers and Supervisors**

For managers and supervisors, the *MyWorkplace* module brings key information about personnel together in one place, streamlining the human resources decision-making process and enabling managers and supervisors to balance managerial tasks with day-to-day demands more easily. *MyWorkplace* keeps managers and supervisors informed of their employees' personnel actions. With quick and easy access to employees' personnel information, *MyWorkplace* helps make budget decisions, staffing plans and work distributions.

This easy-to-use module is rapidly changing the way managers and supervisors perform their human resources responsibilities. *MyWorkplace* helps managers and supervisors more effectively shape an enterprise-wide human capital strategy.

Workforce Information at your fingertips

MyBiz and *MyWorkplace* were designed specifically to meet the needs of employees. The modules are secure, easy-to-use and informative.

Log-on today, and realize the power of personnel information at your fingertips.

For more information about access to *MyBiz* and *MyWorkplace*, visit your Component/ Agency website and/or servicing HR office.

