

NEW Self-Service HR Functionality

Puts YOU in the Driver's Seat



Two new Self-Service HR modules - *My Biz* and *My Workplace* - now give secure, real-time, on-line access to your personnel information.

My Biz: for employees

My Biz offers employees the opportunity to view information from their official personnel records and update certain personal information – real-time, on-line and secure – which will save time and effort.

My Biz At-a-Glance:

View:	Update:
Appointment	Telephone Number
Position	Email Address
Personal	Disability Codes
Salary	Race and National Origin
Benefits	(Ethnicity and Race Identification)
Awards and Bonuses	Foreign Language Proficiency
Performance	

My Workplace: for managers and supervisors

My Workplace brings key information about personnel together in one place, streamlining the human resources decision-making process and balancing managerial tasks with day-to-day demands more easily. *My Workplace* keeps managers and supervisors up-to-date with employees' personnel actions.

My Workplace will help with:

- Making budget decisions
- Generating staffing plans
- Assessing work distributions more effectively

Log-on today, and realize the power of Internet-based access to key personnel information. For more information about access to *My Biz* and *My Workplace*, visit your Component/Agency website and/or servicing HR office.