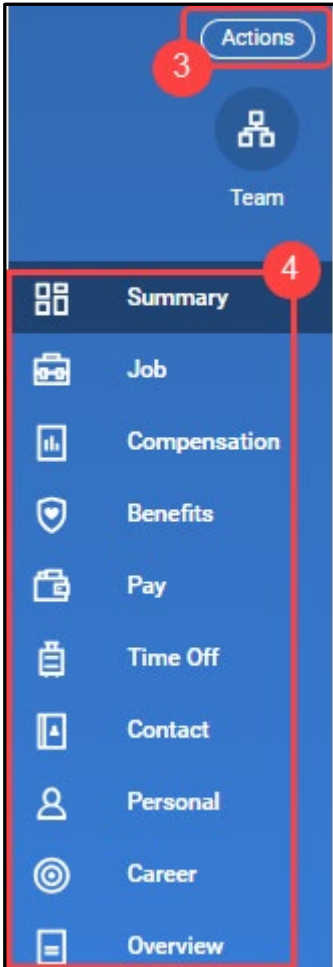# My Profile Overview

Your **Worker Profile** is a comprehensive view of all aspects of your employment. When your Worker Profile opens, you will see a summary of your employment record. Please note, when viewing your worker profile details, you can request changes by using the actions button.

My Profile Overview

1. Select the Worker Profile icon at the far right of the toolbar.
2. Select **View Profile**.
3. Select **Actions** to see all available actions you can take based on your permissions.
4. Select a worker profile tab. Within any tab, select a subtab to view or edit additional information. The selected subtab is underlined blue.

   a. **Summary** – View a summary including information such as location, manager, job details, and public contact information.

   b. **Job** – Select the relevant tab to view more information about job details, organizations, service dates, worker history.
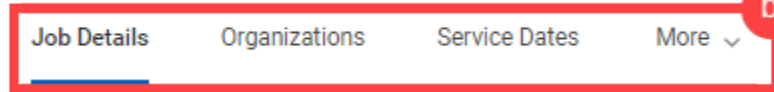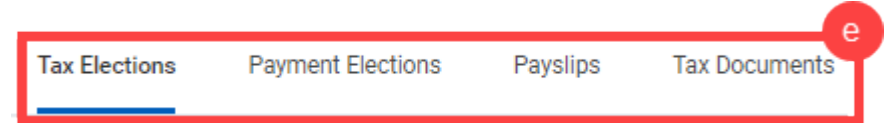
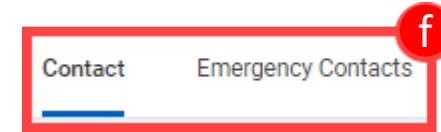   c. **Compensation** – Select the relevant tab to view compensation and pay change history
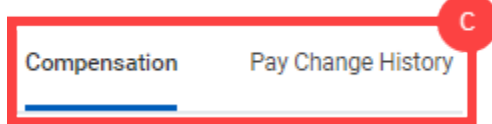
   d. **Benefits** – Select the relevant tab to view benefits, benefit election history, dependents, and retirement savings election.
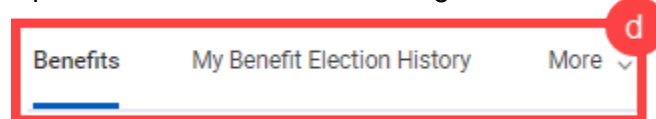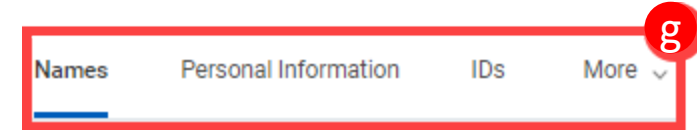
e. **Pay** – Select the relevant tab to view pay group, tax elections, payment elections, costing allocations, pay slips, and tax documents. You may also update tax elections, payment elections, and tax form printing elections.
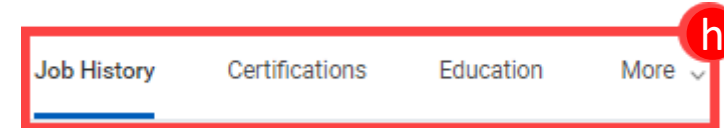
f. **Contact** – Select the relevant tab to view and edit contact and emergency contact information.

g. **Personal** – Select the relevant tab to view or edit names, personal information, IDs, and emergency contacts. You may also view additional data, support roles, and documents.

h. **Career** – Select the relevant tab to view job history, education, certifications, and languages.

i. **Overview** – Select the relevant tab to view documents, manager history, worker history, person records for worker, and organizations.

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