

# Take Control of Your Personal Information



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

■ **My Biz brings your information to your workstation**

Designed for employees, *My Biz* offers secure, real-time, on-line access to view personnel information including appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, certain personal information can be updated such as your telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency.

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

■ **My Workplace: Streamlining the Process for Managers and Supervisors**

For managers and supervisors, the *My Workplace* 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. *My Workplace* keeps managers and supervisors informed of their employees' personnel actions. With quick and easy access to employees' personnel information, *My Workplace* helps to 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. *My Workplace* helps managers and supervisors more effectively shape an enterprise-wide human capital strategy.

**Workforce Information at your fingertips**

*My Biz* and *My Workplace* 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 *My Biz* and *My Workplace*, visit your Component/Agency website and/or servicing HR office.

