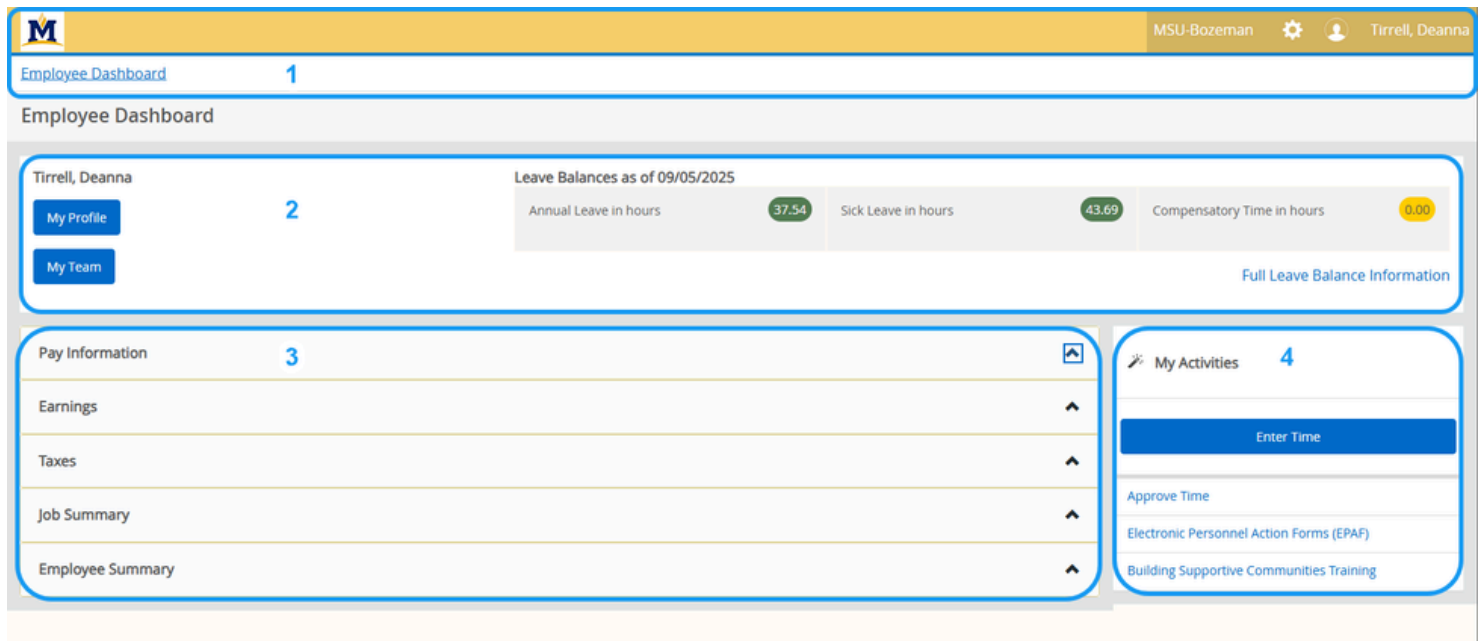


NEW MSU Employee Dashboard

A one-stop platform for managing personal and employment information



Box 1: Navigation

1. Use the top of the screen to navigate within the Employee Dashboard.
2. Use the avatar to log out of the dashboard.

Box 2: Personal Information and Leave Balances

1. Click My Profile to view personal information and find links to edit addresses, phone numbers, and emails.
2. Click My Team to view information on direct reports.
3. View current leave balances displays as well as historical accrual and usage details.

Box 3: Pay and Employment Information

1. View and download pay stubs, review direct deposit information, and find basic employment information.
2. Update tax withholdings and download tax documents.

Box 4: My Activities

1. Record time worked and leave taken in Time Entry.
2. Approve time as a Timesheet Approver.
3. Enter Electronic Personnel Action Forms (EPAF) for employees.

NOTE: listed activities depend on additional access.

