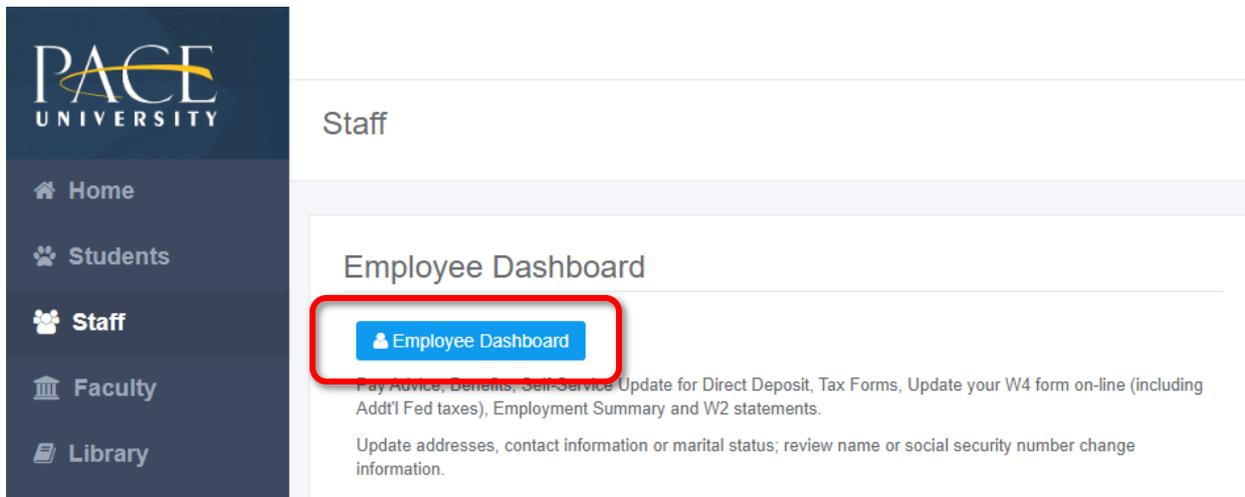# Navigating the New and Improved Employee Dashboard!

You will now have access to do all employee related self-service updates in one place. This includes checking on your Pay Advice, enrolling or updating your Direct Deposit, viewing your tax forms, updating your W4 allocations and more!

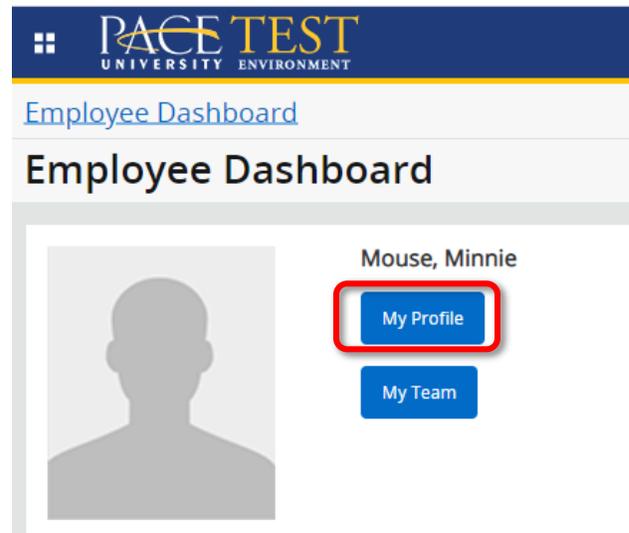**Step 1:** **Login to Pace Portal and Click on Employee Dashboard**

The **Employee Dashboard** button has been surfaced at the top of the Staff tab for easy access.

Step 2: **View your Profile**

On your landing page you will have a direct link to view your profile including your address and contact information. To do so follow the below:

1. Click on "**My Profile**" to view/update the following information:

   ➢ Addresses
   ➢ Phone Number
   ➢ Email
   ➢ Emergency Contacts

To return to your Employee Dashboard page, use the breadcrumb in the upper left hand corner and click on "**Employee Dashboard**."

"**My Team**" is a new feature offered within the Employee Dashboard. To get there follow the below:

➢ Click on "**My Team**"

You will then be redirected to a list of your direct reports. You have the option to click on "**Reportees**" to view the employees who report to them, if any.