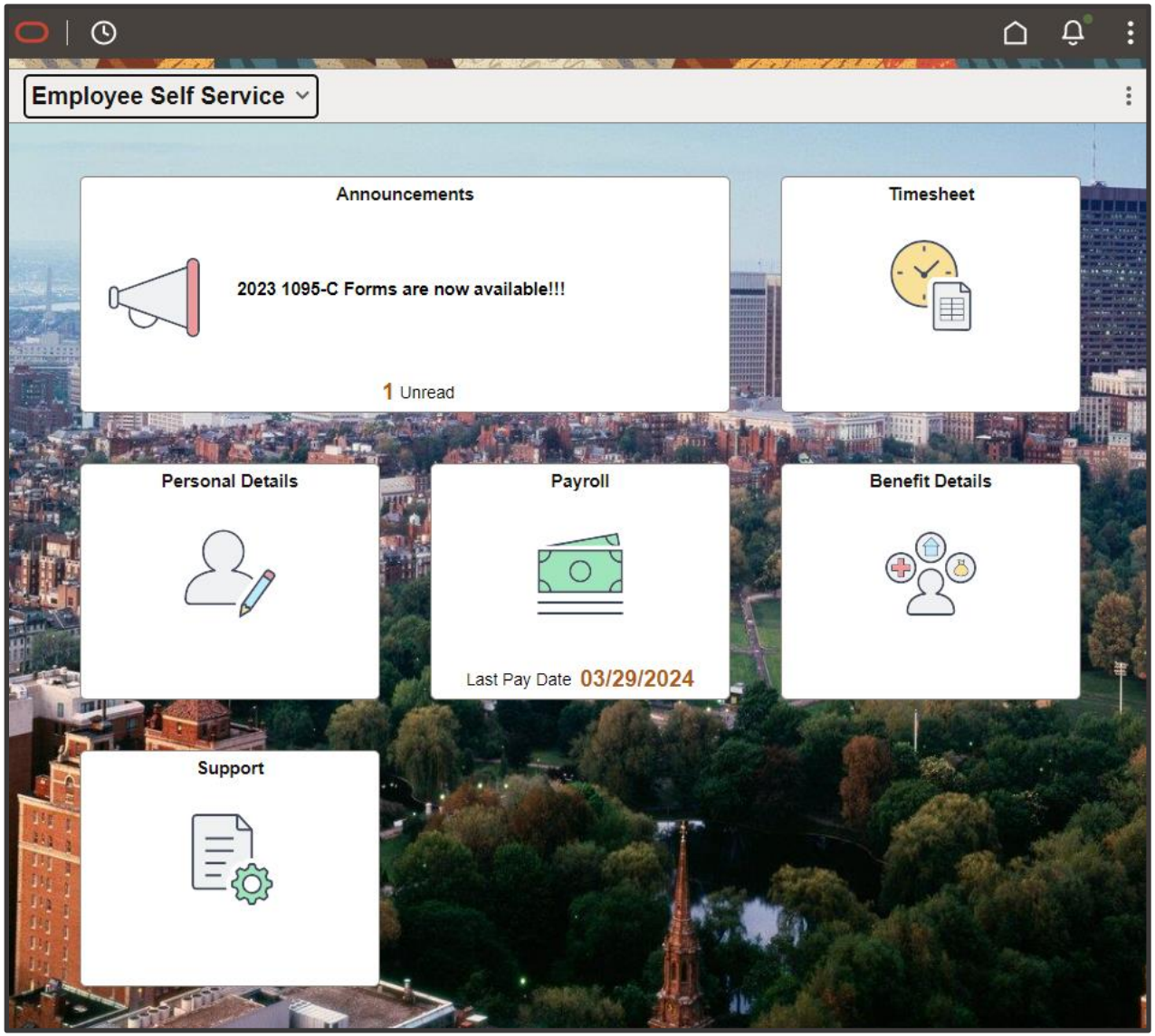
HR/CMS Navigation- Quick Reference for Employee Self Service



- The **Home** icon brings you to the Employee Self Service Homepage.
- The **Notification** icon shows Actions and Alerts. It will show a green dot if you have a new or unread notification.
- The upper **Action** icon shows New Window, My Preferences, and Sign Out. My Preferences is where you can change to an accessible layout.
- The lower **Action** icon shows Refresh on the Home page and other options while on other pages.
- The **Back** icon shows while on subpages and will bring you back to the previous page.
- The **Recently Visited** Icon will show recent pages.
- The Employee Self Service top drop down is to switch to Manager Self Service for time approvers. Non approvers will only have the Employee Self Service option available.
- The Announcements tile will show all employee announcements, by default it will always show the last announcement.
- The Timesheet tile takes you to your timesheet.
- The Personal Details tile contains the tiles for Addresses, Additional Information, Contact Details, Disability, Emergency Contacts, Ethnic Groups, Gender Identity, Health and Safety, Name, Talent Profile, and Telework Form.
- The Payroll tile contains the tiles for Direct Deposit, Paychecks, State Tax Information, Reimbursement, W-2/W-2c Consent, W-2/W-2c Forms, and W-4 Tax Information.
- The Benefit Details tile contains the tiles for Form 1095-C Consent, Paid Family and Medical Leave, and View Form 1095-C.
- The Support tile contains the tiles for Contact Employee Svc Center (Opens Employee Self Service|Mass.gov webpage), Delegations, MassCareers (To Opt In/Out of syncing your information with MassCareers), My System Profile (Change or Set up forgotten password help and update SSTA contact email) and Change My Password.



Employee Job aids to enter information into Employee Self Service Can be found at

[Employee Self-Service | Mass.gov]