MyWorkplace Quick Reference Card – Employee Self-Service Logging in The 'My Workplace' system can be accessed from the portal by clicking on this icon that can be found on your desktop. MyWorkplac e Home screen On the welcome page you will see a horizontal tool bar and a blue panel on the right hand side to gain access to Quick Links to carry out frequent tasks. St George's **Ouick Link Panel** Clicking a link leads you to your most common tasks. Hello Reuben () You last logged in 2 minutes ago Book a holiday > Check my holiday balance > Show my latest payslip > Change my bank details > Update my HESA details > Change my address details > View my emergency contact details > More links from self service... ŧ

Toolbar - MyWorkplace			
MyWorkplace	<	Always click here to return to the home screen.	
Toolbar - MyWorkplace			
Personal		Click here to turn over Personal details, contact details, to update sensitive	
Personal	×	information.	
My personal details			
Personal details	Sensitive information		
Contact information	+ Add		
Home - Mailing address	Contact details		
	LDAP Email Address Work Email Address		
Friends & Family	+ Add		
1	No friends and family details have been added yet		
Bank details			
B			
Private vehicles	+ Add vehicle		
Toolbar - MyWorkplace			
Absence	<	Click here to view and enter Absences.	
Absence	×		
Holidays	My calendar Q + Add holdday No: holicity details have been added yet		
Other	(C) (+ Addober		
	No other absence details have been added yet		

olidays	To book leave, just choose your dates, or if absent for part of a day, enter the times and number of hours you are actually absent and press save.
Toolbar - MyWorkplace	
Pay & Benefits Payslips Consently res propring is assailable. Payslips Consently res propring is assailable. Consently res proprin	Click Pay & Benefits to review, print or download payslips from 6 th April.
Toolbar - MyWorkplace	
Employment Employment	Click Employment to view your job details and update your HESA Record.
Ourrent job Interior HR Information Officer Human Resources 2 May 2017 Present HESA ILCEA details Targeoing is splete the card to review or amond the dotails	