Employee Dashboard

Login to the FSW Portal (http://my.fsw.edu).

**WARNING**: Use Mozilla Firefox or Google Chrome web browsers because Internet Explorer is *NOT* supported. If the correct browser is not installed on your computer, please contact helpdesk@fsw.edu.

Click the Employee Services tab on the navigation bar.

Click the Pay, Benefits, Tax, and Time Off icon.
1. The Employee Dashboard displays a snap-shot of Leave Balances including
   - Vacation Leave in hours
   - Sick Leave in hours
   - Personal Leave in hours
   - Converted Sick Leave in hours

2. Full Leave Balance Information can be accessed by clicking the hyperlink.

3. Headings Bars are displayed on the Employee Dashboard that include Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary.

4. You can activate drop down menus by clicking the arrow icons on the right hand side of the Heading Bars to access additional information for each heading bar topic.
Employee Profile

Click on the purple My Profile button to access your Personal Information page. The page will display your photograph, ID, Status, Hired (date), Birthday and a link to the More Personal Information page.

Clicking on the pencil icon, located on the right side of the Personal Information page, will allow for editing.
1. The **My Activities** header.

2. Click on the purple **Enter Time** button to access Time Sheet information, Leave Request & Proxy.

3. FSW Faculty can click on the **Faculty Load and Compensation** link for information regarding faculty load and acknowledgment.
Supervisors can now access information about their teams by clicking the purple My Team button. Information includes employee names, banner ID’s, leave balances, phone numbers, positions, email addresses, mailing addresses, emergency contacts, hire dates & birthdates.

If you have questions about the Employee Dashboard, please contact payroll@fsw.edu.