How to view My Team?

Employees
Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

1

2

Current Employee

3

About Me
➤ Direct Deposit
➤ Pay Information
➤ Personal Information
➤ Tax Information
➤ Update My Name

4

Employee Dashboard
Employee Dashboard

Smith, Zedd

My Profile

My Team

5

Employee Dashboard • My Team
My Team

Search on ID or Name

Smith, Northern
100000002

6

Employee Dashboard • My Team • Employee Profile
Profile

Personal Information

Vacation in days   19.75

Addresses

Permanent Address
2000 Simcoe St. N
Oshawa
Ontario L1G 0C5

Smith, Northern
ID: 100000002

1 Visit **MyOntarioTech** Select "Employees"

2 Click on "Current Employee"

3 Click on "Personal Information" under "Current Employee"

4 In Employee Dashboard, click on "My Team"

5 Click on the name of your team members

6 You will see their Address, Phone, Email, and Emergency Contact Information. (Their Vacation Balance is also visible to you)

7 Repeat step 5 for each team member

8 Click on "Employee Dashboard" to return to the main page