

# How to view My Team?

1

## Employees

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

2

## Current employees

3

## My account

- Electronic Personnel Action Form (EPAF)
- Email
- Employee dashboard**
- My HR Connection
- Personal information

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

1

Visit [MyOntarioTech](#) Select "Employees"

2

Click on "Current Employee"

3

Click on "Employee dashboard" 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

